

**THE CONSTITUTION**  
**of the**  
**UNITED STUDENTS GOVERNMENT**  
**at Buffalo State College**

**Updated May 2, 2017**

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**Description of**  
**The United Students**  
**Government Structure**

**The United Students Government (the USG)** of the State University College at Buffalo (Buffalo State College) represents the interests of the students of the college and encourages their active participation in the campus community. The USG sponsors activities funded by the mandatory student activity fee.

**The Executive Branch** of the USG is made up of the following officials: the President, Executive Vice President, Treasurer, Vice Treasurer, Administrative Vice President for Academic Affairs, Administrative Vice President for Campus Affairs and Government Relations, Administrative Vice President for Campus Programming, and Administrative Vice President for Public Relations. The Rules and Regulations Chair is an ex-officio member of the Executive Branch and the Speaker Pro-Tempore is a member of the Executive Branch representing the Senators. This body is responsible for establishing the long-term goals for the Student Government and for eliciting the support of the Legislative branch in formulating directions in achieving these goals.

**The Legislative Branch** of the USG consists of forty elected Senators two of which shall be named Speaker Pro-Tempore and Secretary. This body develops and coordinates recreational, educational, social and cultural activities, passes legislation for the general welfare of the student body and approves constitutions of all groups seeking USG recognition.

**The Judicial Branch** of the USG, consisting of a Chief Justice, an Assistant Chief Justice and five Associate Justices, the Rules and Regulations Chair, and with the assistance of the USG Advisor determines the constitutionality of all legislation brought before them. The Judicial Branch also hears cases brought before them involving students, USG members, USG Staff, organizations and branches of the USG.

Positions in the Executive and Legislative Branch of the USG are open to all undergraduate activity fee-paying students through all-college elections held in the spring of the year. Justices are appointed by the President with the approval of the Senate only after they have been interviewed by the Judicial Council.

The USG organizations' primary purposes are to serve the needs and wishes of the student body and are dependent on the mandatory student activity fee. The USG recognizes independent organizations that are recreational, professional, cultural, religious, honorary, social and political in nature.

**THE CONSTITUTION  
Of The  
UNITED STUDENTS GOVERNMENT  
State University College at Buffalo**

**PREAMBLE**

We, the activity fee-paying students of the State University College at Buffalo (Buffalo State College), may join in common endeavors, welcome the future of good order and create an adequate self-repairing government to allow students to participate more actively and effectively in their education, and within the college community to develop support activities which provide students with an opportunity for educational, recreational, and social development. We, the students defined above, do establish the United Students Government, herein provided to be ours, and that all acts of the United Students Government created hereby shall be consistent with the rules and regulations of the Board of Trustees of the State University of New York.

**ARTICLE I – NAME**

The name of the organization shall be the United Students Government Service Group Inc. (USGSG, Inc.) of Buffalo State College

**ARTICLE II – NON DISCRIMINATORY STATEMENT**

All parts of the United Students Government and all organizations under its auspices shall provide to all activity fee paying members access to and participation in all of their activities, and shall not discriminate on the basis of race, color, national origin, religion, sex, age, marital status, veteran status, sexual orientation, and non-relevant mental or physical challenges.

**ARTICLE III – MEMBERSHIP**

- A. Each undergraduate activity fee-paying student of Buffalo State College shall be a member of the USG.
- B. All members of the USG Executive, Judicial, and Legislative branches, and all organizations, committees or any other sub-division of the USG must fit the membership requirements stipulated in this constitution.
- C. All elected and appointed officers of the USG when installed in office shall take the following oath of office:

I, (state name), do solemnly affirm that I will faithfully execute the duties of the office of (state office) to which I have been (elected or appointed) and will to the best of my ability, preserve, protect, and defend the Constitution of the United Students Government of Buffalo State College.

## **ARTICLE IV – EXECUTIVE BRANCH**

### **Section I – Executive Officers**

#### **A. The President**

1. The President is the official representative of the USG.
  - a. Shall attend and/or request meetings with campus officials to ensure the welfare of the students of Buffalo State College and report back to the Executive Branch and Senate.
2. May call special meetings of the executive and legislative branches of the USG.
3. Has the right to act in a non-voting ex-officio capacity in any body commissioned by the USG except for Judicial Council deliberations.
4. Shall be the Chief Executive Officer of the USG and Business Staff.
5. Shall serve as the Chair of the Executive Branch and of the Senate.
6. Shall have the power to act on behalf of the USG in case of emergency.
  - a. Emergency being defined as a situation that is in need of a resolution with in a 24 hour time frame that immediately threatens the survival of the USG.
7. Has no financial authority pertaining to the dispersment of USG funds (unless a signing designee is not available to perform the duty and / or the contract / agreement requires it).
8. Shall be a voting member of the Executive Branch only in the case of a tie.
9. Shall be a voting member of the Senate only in the case of a tie.
10. Shall provide for the efficient function of all divisions of the USG.
11. Shall compile and send to print the legislation and minutes passed by the USG Senate, along with all Judicial Council cases in accordance with USG's document retention policy.
12. Shall enforce all decisions of the USG Judicial Council after informing the Senate of the decision.
13. Shall nominate a USG Senator for the position of Rules and Regulations Chair with the approval of the Executive Branch and Senate.
14. Shall nominate a USG Senator for the position of Vice Treasurer with the approval of the Executive Branch and Senate.
15. May bring to Officer Training possible nominations for the position of Rules and Regulations Chair, Vice Treasurer and Speaker Pro Tempore.
16. Shall coordinate with the Executive Branch on formulating the Senate weekly agenda.
17. Shall not be a voting member of any Committee.
18. Shall keep a minimum of ten in-office hours per week.
  - a. Half shall be held during business hours.
  - b. Business hours being defined as 8:30 am – 5:00 pm Monday through Friday.

#### **B. The Executive Vice President**

1. Shall assist in the duties of the President and shall perform said duties in their absence.

2. The day-to-day administrative and management functions within the USG shall reside with the Executive Vice President.
  - a. Shall also be known as the COO (Chief Operating Officer).
  - b. Shall meet with the USG Business Manager bi-weekly to discuss the day to day operations of the USGSG.
  - c. Shall meet with the Speaker Pro Tempore to discuss the progress and status of the Senators.
  - d. Shall attend at least two different committee meetings each month in order to be updated on progress. As well as ensure that all committees are meeting and performing their constitutional duties.
    - 1) Shall compile and file the committee report forms.
  - e. Shall confirm that the Executive Branch is compiling files on all the events and actions their office and or committee has facilitated.
  - f. Shall update the President on the progress and status of the Senators and Committees.
  - g. Shall attend the weekly USG Programming Meeting to oversee the activities of the Administrative Vice President's.
    - 1) The Executive Vice President schedules the USG Programming Meeting with the Program Coordinator.
    - 2) The Executive Vice President shall keep the attendance records at the USG Programming Meeting and report the attendance to the Rules and Regulations Chair.
3. Shall be a voting member of the Executive Branch.
4. Shall be a voting member of the Senate.
5. Shall not be a voting member of any Committee unless appointed by the president and approved by the USG Senate.
6. Shall orchestrate a mandatory training for the Senators to be held by the third week of the fall semester.
7. Shall keep a minimum of ten in-office hours per week.
  - a. Half shall be held during business hours.
  - b. Business Hours being defined as 8:30 am to 5:00 pm Monday through Friday.

### **C. The Treasurer**

1. Shall have the power to confiscate books and withdraw the right to use student funds of any group using the USG funds. This motion shall be presented to the Budget Committee and Senate for approval immediately following the Treasurer's action and written justification must be immediately submitted to the organization concerned.
2. Shall request financial reports from all the USG organizations at their discretion.
3. Shall present the annual budget to the Executive Branch and Senate for approval.
4. Shall be a voting member of the Executive Branch.
5. Shall be a voting member of the Senate.
6. Shall be a voting member of the Budget Committee only in the case of a tie.

7. Shall insure that the business of the USG is carried out through the fiscal year.
8. Shall have the authority to pay outstanding debts from previous years.
9. Shall be the Chairperson of the Budget Committee.
10. Shall orchestrate a mandatory training for the Treasurer of all USG organizations to be held by the third week of the fall semester.
11. Shall also be known as the CFO (Chief Financial Officer).
12. Shall keep a minimum of ten in-office hours per week.
  - a. Half shall be held during business hours.
  - b. Business hours being defined as 8:30 am to 5:00 pm Monday through Friday.

**D. Vice Treasurer**

1. Shall be nominated by the President with the approval of the Executive Branch and Senate.
2. Shall assist the Treasurer in their duties.
3. Shall perform the duties of the Treasurer in their absence.
4. Shall act as Vice Chairperson of the Budget Committee.
5. Shall be a voting member of the Budget Committee, the Executive Branch and the Senate.
6. Shall be a member of the Senate Retention Committee.
7. Shall keep a minimum of three in-office hours per week.
  - a. Half shall be held during business hours.
  - b. Business hours being defined as 8:30 am to 5:00 pm Monday through Friday.

**E. Speaker Pro-Tempore**

1. Shall be the highest ranking Senator.
2. Shall be the Speaker of the Senate.
3. Shall administer the oath of office to all new members of the Senate.
4. Shall be elected by the Senate body.
  - a. The Senate, from its own voting membership, shall elect a new Speaker Pro-Tempore at the beginning of each one-year session.
    - 1) The Speaker Pro-Tempore shall be a Senator nominated from the floor of the Senate on or before the third regular fall meeting of the Senate and shall receive a simple majority of votes cast by secret ballot.
  - b. The Senate may, from time to time, vote to remove its Speaker Pro-Tempore by a two-thirds affirmative majority vote. At such times, the vote to remove the Speaker Pro-Tempore shall be separate and distinct from the vote to elect a new Speaker Pro-Tempore. At least seven days prior to any motion to remove the Speaker Pro-Tempore; the Senate shall entertain a “Motion of No Confidence” in the Speaker Pro-Tempore, thereby granting the Speaker Pro-Tempore full notice of impending removal actions.
    - 1) If a Speaker Pro-Tempore is removed by the Senate, they shall remain a Senator.
5. Shall be a voting member of the Senate.

6. Shall be a voting member of the Executive Branch.
7. Shall announce vacant Senate seats immediately following the resignation, removal or death of a senator. Vacancies shall be publicized to the campus community in multiple locations.
8. Shall sign all internal resolutions approved by the proper margin of the Senate.
9. Shall advise the Executive Branch on relevant issues pertaining to the Senate body.
10. Shall meet with the AVP for Campus Affairs and Government Relations weekly to discuss the Organization Representatives and organizations as a whole.
11. Shall be chair of the Senate Retention Committee.
12. In the absence of the Senate Retention Committee, the Speaker Pro-Tempore will appoint Senators to the standing committees of USG.
13. Shall perform the duties of the Executive Vice President in their absence.
14. Shall attend at least two different committee meetings each month in order to be updated on progress.
15. Shall not be a voting member of any committee unless appointed or assigned by the president with the senate's approval with the exception of the Food Service Committee of which they shall be the Chairperson.
16. In the absence of the secretary, shall perform the secretarial duties.
17. Shall facilitate the training of all appointed senators after the third week of the fall semester.
18. Shall work with the AVP for Public Relations to create and distribute a monthly calendar of important USG dates to the Senate, Executive Board, and Judicial Council.
19. Shall oversee, and develop one-half of the USG Member Organizations.
  - a. At the beginning of each semester the Speaker Pro-Tempore and the AVP for Campus Affairs and Government Relations will, as evenly as possible, divide the USG Funded and Unfunded Organizations.
  - b. Shall ensure no duplication of USG programming internally and externally with the campus community for their assigned organizations.
20. Shall keep a minimum of eight in-office hours per week.
  - a. Half shall be held during business hours.
  - b. Business hours being defined as 8:30 am to 5:00 pm Monday through Friday.

#### **F. Rules and Regulations Chair**

1. The President shall nominate a USG Senator as Rules and Regulations Chair with the approval of the Executive Branch and the Senate.
2. Shall ensure the Executive Branch and Senate meetings are run according to the newest edition of Roberts Rules of Order.
3. Shall be a non-voting member of the Executive Branch and Senate.
4. Shall be an ex-officio member of the Executive Branch.
5. Shall be an non-voting ex-officio member of the Judicial Council
6. Shall receive all USG grievances in addition to the Chief Justice.
7. Shall be chair of the Rules and Regulations Committee.
8. Shall act as the Parliamentarian of the Senate.

9. Shall make weekly progress reports to the senate on the activities of the Rules and Regulations Committee.
10. Shall keep a minimum of eight in-office hours per week.
  - a. Half shall be held during business hours.
  - b. Business hours being defined as 8:30 am to 5:00 pm Monday through Friday.

#### **G. Secretary**

1. The President shall nominate a USG Senator as Secretary with the approval of the Executive Branch and the Senate.
2. Shall be a non-voting ex-officio member of the Senate.
3. Shall be a non-voting ex-officio member of the Executive Branch.
4. Shall be a non-voting ex-officio member of the Judicial Council.
5. Shall be responsible for taking a written record (minutes) at all official USG meetings (Senate, Executive Branch, Judicial, Mandatory and Corporate).

#### **H. Succession of Office**

1. In case of resignation or dismissal of the President, the Executive Vice President, shall assume the position.
2. In case of resignation, dismissal or promotion of the Executive Vice President, the Speaker Pro-Tempore shall assume the position.
3. In case of resignation, dismissal or promotion of the Speaker Pro-Tempore, the Senate shall elect another Senator to the position.
4. In case of resignation or dismissal of the Treasurer, the Vice-Treasurer shall assume the position.
5. In case of the resignation, dismissal or promotion of the Vice Treasurer the President shall nominate another Senator to the position with the confirmation of the Executive Branch and Senate.
6. In case of simultaneous vacancy in the office of President and Vice President due to resignation, or dismissal, the Speaker Pro-Tempore shall be acting President until a new election can be held, no longer than one month after the vacancy occurs.
7. In case of simultaneous vacancy in the offices of Treasurer and Vice Treasurer due to resignation, or dismissal, the President shall nominate a new acting Treasurer until a new election can be held, no longer than one month after the vacancy occurs.

### **Section II**

#### **Executive Branch of USG**

- A. The Executive Branch shall be composed of:
  1. All officers (The President, Executive Vice President, Treasurer, Vice Treasurer, Speaker Pro-Tempore).
  2. The Rules and Regulations Chair is ex-officio.
  3. All standing Committee Chairs and any other persons that body shall choose by two-thirds vote.

## B. Powers and Duties of the Executive Branch

1. Implement and coordinate the various programs and services of the USG.
  - a. The Administrative Vice President for Academic Affairs, Campus Programming and Public Relations shall meet weekly with the Executive Vice President and the Program Coordinator.
    - 1) The meeting shall be called the USG Programming Meeting.
    - 2) The Executive Vice President and Program Coordinator set the meeting time for the USG Programming Meeting.
    - 3) The Executive Vice President maintains the attendance files and reports them to the Rules and Regulations Chair.
    - 4) If any of the required officers miss the USG Programming Meeting they shall receive a half absence, unless they have been excused prior to the USG Programming Meeting by the Program Coordinator.
2. Serve as the administrative body of the USG.
3. Create committees and appoint individuals to aid in the administrative function of the USG. Such action shall be presented for approval to the Senate.
4. Enforce all rulings of the Legislative and Judicial branches.
5. Recommend legislation to the Legislative Branch.

## C. Meetings

1. The Executive Branch shall hold weekly meetings while college is in session.
2. Special meetings of the Executive Branch may be called by the President or by a majority of the members of the Executive Branch.
3. A quorum shall be required to conduct business. Quorum shall consist of a majority of the members of the Executive Branch.

## D. Attendance

1. Requirements
  - a. All Executive Branch members are required to attend all Senate and/or respective committee meetings.
  - b. All Executive Branch members are required to attend any event that the Executive Branch deems necessary.
  - c. All USG Executive Branch members must attend every mandatory organization meeting.
  - d. The Rules and Regulations Chair and Executive Vice President shall monitor committee and Senate absences and inform the President of any Violations.
2. Violations
  - a. Any member of the USG holding an office that has three absences in one semester shall be immediately dismissed from office. After two absences, the Rules and Regulations Chair shall issue a warning to the said Executive Branch member.

- b. Anyone arriving after the conclusion of roll call to a Senate meeting will be charged with half an absence. Anyone leaving a Senate meeting early will be charged with half an absence; attendance to be taken before adjournment.
  - 1) Only the President and/or Executive Vice President may excuse an individual from a Senate meeting.
- c. For any function an Executive Branch member fails to attend when he/she has previously committed to the function, they shall be charged a half absence.
  - 1) Only the individual organizing the event may excuse a member from the event.
- d. Any Executive Branch member shall have seven days to contest an absence from the date the absence occurred.

E. Qualifications of USG Executive Branch Members

- 1. Must be an activity fee paying member of the USG.
- 2. All executive branch members must have and maintain a cumulative grade point average of at least 2.50.
- 3. Must resign any officer position they may have in any of the USG organizations.

F. Training and Transition

- 1. The President of USG is required to develop and recommend, with the cooperation of the Executive Branch and Senate, an appropriate transition plan and training program for the officers of the incoming legislation.
- 2. The Treasurer, until approval of a transition plan and training program, shall withhold the final three stipend payments of all stipend executive officers.
- 3. This plan and program is to be presented and approved by the Senate no later than the meeting at which the annual budget is presented to the Senate for approval.
- 4. A majority vote of the Senate is required to pass this plan.
- 5. All executive officers of the proceeding legislature shall have concurrent powers to implement the training program.
- 6. All executive officers, Administrative Vice Presidents, and Senators shall partake in the training program.

**Section III**

**Administrative Vice Presidents**

A. Vice President for Academic Affairs

- 1. Shall be the officer responsible for the promotion of all academic programs and affairs offered to the membership of the USG.
  - a. Shall maintain files on all academic programs and affairs.
- 2. Shall act as the liaison among the student body, faculty and administration for academic policy.
- 3. Shall make weekly progress reports to the Senate on the activities of their office.
- 4. Shall be the Chair of the Academic Affairs Committee.
- 5. Shall be responsible for the collection and evaluation of the student body's academic concerns.

6. Shall attend at least two different organization meetings each month in order to be updated on their respective organizations.
7. Shall serve as a voting member of the Inter-Collegiate Athletic Board. If removed from Inter-Collegiate Athletics Board, the Executive Branch of USG shall appoint a Senator from the Academic Affairs Committee with the approval of the Senate to fill the position.
8. Shall attend the weekly USG Programming Meeting.
9. Shall meet with the Provost and Associate Vice President for Enrollment Management.
10. Shall be a voting member of the Senate and Executive Branch.
11. Shall keep a minimum of four in office hours per week.
  - a. Half shall be held during business hours.
  - b. Business hours being defined as 8:30 am to 5:00 pm Monday through Friday.

B. Vice President for Public Relations

1. Shall be the officer responsible for making the best use of the USG media services in order to maintain informational contact with the student body.
2. Shall act as liaison among the student body, faculty, and administration regarding all campus event publicity.
3. Shall make weekly progress reports to the Senate on activities of their office.
4. Shall attend at least two different organization meetings each month in order to be updated on their respective organizations.
5. Shall meet with the USG Press Services Director weekly to coordinate on upcoming marketing needs.
  - a. Shall be in charge of all USG marketing and campus communications, along with USG Press Services.
6. Shall be the Chair of the Public Relations Committee.
  - a. Shall train the Public Relations Committee on all USG marketing policies and procedures.
  - b. Shall formulate the Public Relations Committee marketing schedule for USG Events, bulletin boards, display cases, lawn signs, etc.
  - c. Shall coordinate the distribution schedule of all USG marketing material with the Public Relations Committee and Press Services.
7. Work with the Speaker Pro-Tempore to create and distribute a monthly calendar of important USG dates to the Senate, Executive Board, and Judicial Council.
8. Shall attend the weekly USG Programming Meeting.
9. Shall be a voting member of the Senate and Executive Branch.
10. Shall keep a minimum of six in-office hours per week.
  - a. Half shall be held during business hours.
  - b. Business hours being defined as 8:30 am to 5:00 pm Monday through Friday.

C. Vice President for Campus Affairs and Government Relations

1. Shall chair the Campus Affairs and Government Relations Committee.
2. Shall coordinate efforts regarding legislative and community advocacy.

3. Shall conduct one Senate and Executive Board mandatory community service each semester.
4. Shall advise the President and the Senate on local, State, and federal legislative matters facing the undergrad students.
5. Shall act to promote better understanding between USG Organizations and the College Community.
6. Shall meet with the Speaker Pro-Tempore weekly to discuss the Organization Representatives and organizations as a whole.
7. Shall serve on the Food Service Committee as Vice Chair.
8. Shall be the liaison between USG and SUNY Student Assembly.
9. Shall attend College Senate meetings and report back to the Senate at the following Senate Meeting.
10. Shall attend at least two different organization meetings each month in order to be updated on their respective organizations.
11. Shall meet with the Assistant Director of Student Life on Greek matters.
12. Shall oversee, and develop one-half of the USG member Organizations.
  - a. At the beginning of each semester the Speaker Pro-Tempore and the Vice President for Campus Affairs and Government Relations will as evenly as possible divide the USG Funded and Unfunded organizations.
  - b. Shall ensure no duplication of USG programming internally and externally with the campus community for their assigned organizations.
13. Shall make weekly progress reports to the Senate on activities of their office.
14. Shall be a voting member of the Senate and Executive Branch.
15. Shall keep a minimum of six in-office hours per week.
  - a. Half shall be held during business hours.
  - b. Business hours being defined as 8:30 am to 5:00 pm Monday through Friday.

D. Vice President for Campus Programming

1. Shall be the officer responsible for the execution of all USG campus-wide programs of interest to commuter and resident students.
  - a. Shall maintain files on every USG commuter and resident event.
  - b. Shall coordinate and train Senators to work the USG commuter and resident events.
2. Shall coordinate with the Weigel Health Center and the Counseling Center about areas concerning student health and safety.
3. Shall act as liaison among the student body, faculty and administration regarding programs concerning the interests of commuter and resident students.
4. Shall assist all USG organizations with the planning and execution of campus-wide programming events.
5. Shall make weekly progress reports to the Senate on the activities of their office.
6. Shall attend at least two different organization meetings each month in order to be updated on their respective organizations.
7. Shall attend the weekly USG Programming Meeting.
8. Shall be the Chair of the Campus Programming Committee.
9. Shall be a voting member of the Senate and Executive Branch.

10. Shall keep a minimum of eight in-office hours per week.
  - a. Half shall be held during business hours.
  - b. Business hours being defined as 8:30 am to 5:00 pm Monday through Friday.

E. Any vacancy in any AVP position shall be filled by an appointment of a USG Senator by the USG President with the confirmation of the USG Senate.

## **ARTICLE V – LEGISLATIVE BRANCH (SENATE)**

### **Section I Membership**

The Senate shall be composed of 40 elected Senators and the Executive Branch, which includes the President, Executive Vice President, Treasurer, Vice Treasurer, four Administrative Vice Presidents and the Speaker Pro-Tempore. The Secretary and the Rules and Regulations Chair are ex-officio members of the Senate, Executive Board and the Judicial Council.

- A. The senate may admit transfer and freshman students as Senators.
  1. At the end of their first semester a grade check is required for them to remain in their position.
- B. At least four senator positions must be held and filled by commuter students.
  1. When any of these four positions become vacant they must be filled with commuter students.

### **Section II Responsibilities of Legislative Branch**

- A. Meetings
  1. The Senate may investigate and act on all matters that may affect the USG members.
  2. The USG has the right to tax its membership to provide funds for educational, recreational, cultural, and social programs and to provide funds for the general welfare of the student body.
  3. Meetings will be scheduled at least once a week on a date set by the members of the Senate.
  4. Special meetings may be called by the USG President or in the absence of the President by the Vice President or by a majority of the Legislative branch, or by two percent of the USG membership by petition.
- B. Quorum
  1. A quorum consisting of a majority (twenty-seven) of the voting members of the Senate shall be required to conduct business.

2. In a meeting where the active voting membership is affected by vacancies, quorum shall be a majority of the current active voting members.

#### C. Duties and Powers of Legislative Branch

1. Allocation of the USG Budget for the ensuing year.
2. Oversee income and expenses of the USG funded organizations through the Budget Committee.
3. Budget Changes:
  - a. Approve all line item changes in excess of \$1,000.00 or which are in excess of 20% of the organization's entire budget.
  - b. Approve all cash balance withdrawals in excess of \$1,500.00.
  - c. The President of the college or his designee must approve all changes in the USG Budget if the SUNY Board of Trustees requires it.
  - d. Referendums shall not be held to determine financial allocations to organizations, recognized or otherwise. This provision shall only be affected or amended by a 4/5 vote of three successive legislations.
4. Confiscate books and withdraw the right to use the USG funds of any group upon the suspension or withdrawal of the constitution of that USG organization.
5. The Senate may overrule any action of the Treasurer and/or the Budget Committee by a majority of members present.
6. Conduct referendums and polls to determine student opinion on relevant matters.
7. Develop the USG activities – recreational, educational, social, and cultural.
8. Pass legislation for the general welfare of the student body.
9. Ratify constitutions and amendments to existing constitutions for all organizations and groups who are currently recognized or are working toward becoming a USG recognized organization.

D. The Senate for the purpose of expediting the affairs of the Senate shall make the House Rules.

#### E. Attendance

1. Requirements
  - a. All Senators are required to attend all Senate and/or respective committee meetings.
  - b. All Senators are required to attend any event that the Executive Branch deems necessary.
  - c. The Rules Chair and Executive Vice President shall monitor committee and Senate absences and inform the President of any Violations.
2. Violations
  - a. Any member of the USG holding an office who has three absences in one semester shall be immediately dismissed from office. After two absences, the Rules and Regulations Chair shall issue a warning to the said Senator.
  - b. Anyone arriving after the conclusion of roll call to a Senate meeting will be charged with half an absence. Anyone leaving a Senate meeting early will be charged with half an absence; attendance to be taken before adjournment.

- 1) Only the President and/or Executive Vice President may excuse an individual from a Senate meeting.
- c. For any function a Senator fails to attend when he/she has previously committed to the function, they shall be charged a half absence.
  - 1) Only the individual organizing the event may excuse a member from the event.
- d. Any Senator shall have seven days to contest an absence from the date the absence occurred.

F. Qualifications of USG Senators:

- 1. Must be activity fee paying members of the USG.
- 2. Senators must have and maintain a cumulative grade point average of at least 2.25.
- 3. Cannot hold the position of President, Vice President, Treasurer or Organization Representative in any of the USG Organizations.

**ARTICLE VI – ORGANIZATION REPRESENTATIVE**

**Section I**

- A. Every USG Organization and Student Service will have one “Organization Representative” within the USG Senate.
  - a. They shall be elected by the organization’s membership every spring for the next academic year. The organization’s President must notify the USG AVP for Campus Affairs and Government Relations in writing who their Organization Representative is by the third week in April for the next academic year.
  - b. They must be a member of the organization as defined by the organization’s constitution.
  - c. They can be an executive board member of the organization.
  - d. The Organization’s President is directly responsible for their Organization Representative.
  - e. A USG Senator cannot be an Organization Representative.
  
- B. A minimum of two Senate meetings a semester will be dedicated to having Organization Representative Meetings.
  - a. Organization Representative’s are only required to come to the USG Senate Meetings that are designated as Organization Representative Meetings.
  - b. Organization Representatives must be given one months notice for all Senate Organization Representative Meetings.
  - c. The meeting purpose will be for the Senate to interact with the organization representative, disseminate any important information, and discuss any issues that are occurring in the organization.
  - d. It is the job of the Organization Representative to report back to their organization all information given at the Organization Representative Meetings.

- C. The AVP for Campus Affairs and Government Relations is charged with keeping attendance logs of the Organization Representatives.
  - a. If an Organization Representative fails to show up to an Organization Representative Meeting, the AVP for Campus Affairs and Government Relations will contact the Organization's President within seven business days to inform them of the absence.
  - b. If an Organization Representative cannot attend an Organization Representative Meeting they must notify the AVP for Campus Affairs and Government Relations in writing or by e-mail twenty-four hours prior to the start of the Organization Representative Meeting.
  - c. For Recognized and Funded Organizations and Student Service that miss Organization Representative Meetings:
    - 1. The first missed Organization Representative Meeting will result in the Organization's budget being frozen for a minimum of seven days. An Organization or Student Service has seven days from the Organization Representative Meeting to file a grievance with the Judicial Council. If no grievance has been filed with the Judicial Council, the Organization or Student Services forfeits their right to dispute a 5% budget cut. Organizations or Student Services that have filed a grievance will have their budget remain frozen until the Judicial Council rules on an appropriate budget cut.
    - 2. The second missed meeting will result in the loss of their budget for the rest of the fiscal year.
    - 3. The third missed meeting will result in the loss of recognition.
  - d. For Recognized / Non-funded Organization who miss Organization Representative Meetings:
    - 1. The first missed Organization Representative Meeting will result in the Organization having to report to the Judicial Council.
    - 2. If the organization misses two Organization representative Meetings, the Organization cannot submit any proposals for any Academic Assembly Funding for the rest of the present fiscal year.
    - 3. If three Organization Representative Meetings are missed the consequence will be loss of USG Recognition.

## **ARTICLE VII – COMMITTEES**

### **Section I Standing Committees**

- A. The Executive Branch, with the approval of the Senate, shall create standing committees that deal with matters of concern to the members of the USG.
- B. Shall follow the guidelines established in this constitution.
- C. A majority of committee members shall constitute quorum.

D. Each standing committee shall report to the Senate on a weekly basis and all legislation is subject to the approval of the USG Senate.

E. Committee chairperson shall call meetings, as they deem necessary but no less than twice a month.

F. Minutes shall be taken for all committee meetings by a Secretary, appointed by the committee, and submitted to the Executive Vice President no later than one week after the meeting.

G. The Standing Committees of the USG are:

1. Academic Affairs Committee

a. Responsibilities

- 1) To investigate and address current academic issues and to gather student opinion on those issues.
- 2) To formulate and recommend student policy on issues of an academic nature to the USG Senate.
- 3) One member of this committee shall be a member of the Senate Retention Committee.

b. Membership shall consist of appointed Senators, chaired by the Administrative Vice President of Academic Affairs.

c. Guidelines

- 1) To coordinate activities and programs of an academic nature.
- 2) To investigate any discrepancies brought before them between students and professors.
- 3) To evaluate academic resources for students and to recommend suggestions on how to improve them.

d. Sub-committees

1) Student Advisory Committee to the Provost

(a) Responsibilities

- (i) Meet with the Provost to discuss Academic issues and solutions
- (ii) Inform the Students about issues via the USG web site and the Record

(b) Membership

- (i) The AVP for Academic Affairs shall be the Committee Chair.
- (ii) The Committee will be made up of Students from USG Recognized Organizations and any other organization as deemed necessary by the provost and the Committee Chair.

(iii) Requirements

- (1) Students must have and maintain a minimum overall GPA of 2.50
- (2) Students must be elected or appointed by their respective organization, program, or department.
- (3) Students must have attended Buffalo State College for a minimum of two Semesters.

(iv) Guidelines

- (1) Shall meet with the Provost once a month.
- (2) Shall send issues to the Provost two weeks prior to the monthly meeting
- (3) Meeting day and time will be determined once the committee has been formed.
- (4) Shall keep a progress report.

2. Public Relations Committee

a. Responsibilities

- 1) To work with all USG media services to promote communication between the student body and USG.
- 2) Shall oversee the operations of all USG media services.
- 3) One member of this committee shall be a member of the Senate Retention Committee.
- 4) Every member on the Public Relations Committee will promote USG events and affairs by following the marketing and distribution schedule.
- 5) The Vice President for Public Relations shall keep records of the Public Relations Committee. Any Public Relations Committee Member not following the marketing and distribution schedule will be given a quarter absence for each task not completed.

b. Membership shall consist of appointed Senators, chaired by the Administrative Vice President for Public Relations.

c. Guidelines

- 1) To act as a liaison and to promote a good relationship between the USG and the student body.
- 2) Shall be the communicative link to the student body regarding USG goals and achievements.
- 3) To generate student interests and opinion surveys.
- 4) Shall coordinate all USG promotions with the USG Press Services.
- 5) Shall promote student leadership throughout the Buffalo State College campus community.

3. Budget Committee

a. Responsibilities

- 1) To present to the Senate the proposed USG budget for the ensuing year for its approval.
- 2) To approve all line item changes under \$1,000.00 or which are less than twenty percent (20%) of the organization's entire budget.
- 3) Review all matters pertaining to finance that are presented to the USG Senate.
- 4) Compile, edit, and condense all current written and underwritten financial policy.
- 5) Review all matters pertaining to the USG monies.

b. Membership

- 1) The USG Treasurer shall be the Chairperson.
- 2) The USG Vice Treasurer shall be the Vice Chairperson.
- 3) Five Senators
- 4) The USG Business Manager as a non-voting, ex-officio member.
- 5) No organizational officers shall serve as a voting member of this committee. (i.e. members of the Executive council except the Vice Treasurer who is a voting member)

#### 4. Campus Affairs and Government Relations Committee

##### a. Responsibilities

- 1) To schedule the Organization Representative Senate Meetings and notify the Organization Representatives at least a month an advance of the meetings.
- 2) To communicate with the Organization Representatives on any matters that surface.
- 3) Shall make sure that each organization:
  - a. Elects an Organization Representative for the next academic year by the third week of April.
  - b. Submits a Member Registration Form to the USG Business Office.
  - c. Maintains their Bengal Connect page.
  - d. Holds three approved events a month and registers them on Bengal Connect.
  - e. Maintains and trains officers and members.
  - f. Maintains internal files on their organization and events.
- 4) Communicates with students about different government relation issues.
- 5) One member of this committee shall be a member of the Senate Retention Committee.

##### b. Membership

- 1) Shall consist of six appointed Senators, chaired by the Administrative Vice President for Campus Affairs and Government Relations.
- 2) Up to a maximum of five non USG affiliated undergraduate students.

##### c. Guidelines

- 1) Establish communication among the Organization Representatives.
- 2) Work with the Organization Representatives to try and alleviate any problems prior to having to report them to the Rules and Regulations Committee for review.
- 3) Report any organization violations to the Rules and Regulations Committee for review.

#### 5. Rules and Regulations Committee

##### a. Responsibilities

- 1) The Rules and Regulations Committee shall evaluate any problems within or between the USG boards, organizations and the USG that the Senate or committee feels necessitate an evaluation.
  - 2) This committee shall draw up a basic form of a constitution for the USG organizations.
  - 3) This committee shall work with all the USG organizations in establishing new constitutions or modifying existing constitutions.
  - 4) This committee shall evaluate any new organization requesting the USG recognition.
  - 5) This committee shall evaluate all current USG organizations and shall recommend to the USG Senate that they remove recognition when they deem necessary.
  - 6) To approve all events of the USG funded organizations where alcohol will be distributed.
  - 7) Shall review and recommend for approval any amendments to this constitution with the assistance of the Chief Justice who is an ex-officio member of the Rules and Regulations Committee.
  - 8) One member of this committee shall be a member of the Senate Retention Committee.
- b. Membership shall consist of appointed Senators, chaired by the Rules and Regulations Chair.
  - c. Guidelines
    - 1) The first task of this committee will be evaluating all the USG current organizations.
    - 2) It is the responsibility of this committee to enforce Article IX, of the USG Constitution.

## 6. Campus Programming Committee

- a. Responsibilities
  - 1) To plan and implement USG programs that are of interest to the student body.
  - 2) To assist USG organizations with program planning and implementation.
  - 3) One member of this committee shall be a member of the Senate Retention Committee.
- b. Membership shall consist of appointed Senators, chaired by the Administrative Vice President for Campus Programming.
- c. Guidelines
  - 1) To obtain factual information, both pro and con, about USG and USG organization programming.
  - 2) To keep accurate information regarding programming:
    - a. All individuals contracted, and when during the program process they were contacted.
    - b. If any collaborations, with whom, and what did they contribute.

c. Successful feedback about program from attendees and all involved in the planning process.

7. Food Service Committee

a. Responsibilities

- 1) Meet at least once a month with the College Vice President of Campus Life and food service support staff.
- 2) Keep the VP of Campus Life informed about Student concerns.
- 3) Present different ideas for better food service on campus.

b. Membership

- 1) Shall be voluntary and consist of no less than seven USG members. The Speaker Pro-Tempore shall serve as the Committee Chair and the Vice President for Campus Affairs and Government Relations shall serve as the Vice Chair.

c. Guidelines

- 1) To obtain factual information, both pro and con, of the issues concerning food service on campus and submit possible resolutions to the Senate and Students.
- 2) To obtain Student opinion on the condition of food service on campus.

8. USG Game Room Committee

a. Responsibilities

- 1) Meet at least once a month with the Student Life Game Room Coordinator.
- 2) Keep the Coordinator informed about student concerns.
- 3) Present different ideas to better the USG Game Room experience and atmosphere.

b. Membership shall be voluntary and consist of no less than seven USG members. The chair shall be nominated by the President, with confirmation of the Senate.

c. Guidelines

- 1) To obtain student interest and satisfaction surveys regarding the USG Game Room.
- 2) Evaluate all current gaming equipment.
- 3) Research any additional gaming equipment that would enhance the student experience and atmosphere.
- 4) Present recommendations to the Senate regarding gaming equipment research.

9. Senate Retention Committee

a. Responsibilities

- 1) Meet at least twice a month with the Speaker Pro-Tempore
- 2) Review Senate Applications
- 3) Schedule and conduct interviews with Senate Applicants.

- 4) Suggest to the Executive Board students to appoint to the position of Senator.
  - 5) Appoint Senators to the Standing Committees of USG.
  - 6) Shall help coordinate the Senate training by the third week of the fall semester.
  - 7) Shall maintain all Senate training materials.
  - 8) Shall update the USG Executive Branch, Senate and Judicial Council contact information.
- b. Membership
- 1) The USG Speaker Pro-Tempore shall be the Chairperson.
  - 2) Shall consist of the USG Vice Treasurer and one committee member from each of the following committees: Academic Affairs, Public Relations, Campus Affairs and Government Relations, Rules and Regulations and Campus Programming.
- c. Guidelines
- 1) Work with the USG Business Office to train newly appointed senators.
  - 2) Advertise to the campus community any open senator positions on USG.

## **Section II Ad-Hoc Committees**

- A. The Executive Branch shall create Ad-Hoc Committees, with the approval of the Senate, to assist in dealing with matters of concern to the members of the USG.
- B. The President of USG with the approval of the Senate shall appoint the chairperson of the Ad-Hoc Committee, with the exception of the Elections Committee.
- C. Ad-Hoc Committee meetings shall be called by the chairperson when the need arises. A majority of committee members will constitute quorum.
- D. The Ad-Hoc Committee Guidelines shall be amended by a majority vote of the Senate.
- E. If no Ad-Hoc Committee Guidelines exist, the Ad-Hoc Committee shall create committee guidelines to submit to the Senate for approval at the first Senate meeting following the Ad-Hoc Committee's creation.

## **ARTICLE VIII – JUDICIAL COUNCIL**

The Judicial power of the USG shall be vested in The Judicial Council.

- A. Membership
1. There will be seven justices on Judicial Council, which will consist of a Chief Justice, an Assistant Chief Justice, five Justices and two In-Waiting Justices.
  2. The Judicial Council will conduct interviews of judicial applicants under interview procedures they deem necessary and proper. The Judicial Council shall, by majority, select applicants to go forward through the appointment process. The Judicial Council Chief Justice shall notify the President of the applicant(s) selected. The President shall appoint the selected applicant with the confirmation of the Senate.

3. Once appointed, a Justice shall remain on Judicial Council for their remaining time as member of the USG.
4. Judicial Council members shall not hold office in the USG or any of the USG recognized organizations.

B. Officers

1. The justices shall elect a Chief Justice and Assistant Chief Justice. The Chief Justice shall be the presiding justice over all cases heard by Judicial Council.
2. The Assistant Chief Justice shall preside over cases in the absence or inability of the Chief Justice to perform the duties of the office.

C. Policies and Procedures

1. Shall follow all Policy and Procedures set forth in the USG Judicial Council Bylaws.

D. Qualifications

1. Justices shall not serve as voting members on any committee of the USG.
2. While in office all members of the Judicial Council must maintain at least a 2.75 cumulative grade point average.
3. Justices must be activity fee-paying members of the USG.

E. Duties and Powers

1. Shall work with the Rules and Regulations Committee reviewing and interpreting the constitution of organizations that are recognized or requesting recognition.
2. Resolve any conflict or arbitrate any dispute between the USG and all branches of College government and any organization or individual of the USG.
3. Determine the constitutionality of legislation brought before them by one or more activity fee-paying members.
4. Shall send to the senate no later than seven days after receipt, their recommendation on any recommendations for impeachment received.
5. Judicial Council shall set their own priorities on all matters.
6. All decisions must be reported in written form to the Senate.
7. Shall develop guidelines and procedures that are necessary to the proper function of the Council subject to the approval of the USG Senate.

F. Attendance

1. Justices shall not have more than three total absences per academic year

**ARTICLE IX – The USG ORGANIZATIONS and STUDENT SERVICES**

A. Purpose

1. To serve the student body in areas of an academic, athletic, recreational, cultural, professional, religious, social, and/or political nature.

B. Membership of Organizations & Student Services

1. All the USG organizations and student services shall be open to every activity fee-paying student.
2. The activity fee is the only fee that a student must pay in order to be a full member of an organization.
3. The group's membership is to be comprised of activity fee-paying students.
4. There must be at least one faculty/staff/auxiliary services advisor to each organization. Each advisor may advise a maximum of two USG organizations.
5. The group must maintain at least ten active members.
6. Student members who are matriculated undergraduate students enrolled full time must occupy all officer positions.
7. Each organization shall provide for the fair and democratic election of officers.
8. Faculty and non-student members shall have no voting privileges.
9. Leaders of the organization shall be elected before last day of the Spring Semester, with the election term running from June 1 to May 31.
10. The group must submit election results to the USG office no later than last day of the Spring Semester.
  - a. Failure to submit election results will result in the organization's budget being frozen until the information is submitted.
11. The group must submit a list of current officers and members to the USG office annually no later than the second week of the fall semester.

C. Requirements to become and remain a USG recognized Organization & Student Services

1. The group must demonstrate that the USG recognition would significantly benefit its ability to carry on these services or activities.
2. The group must provide for meaningful participation of all its members in good standing.
3. The group may not arbitrarily and/or unjustifiably discriminate against any students in accordance with Article II of this constitution.
4. An organization cannot charge fees, nor can they require that a student be a member of a national or local organization that does require fees.
5. The group does not have comparable activities, functions, goals, interests, or purposes, which threaten to draw members from an already existing organization.
6. The group must not promote any action or situation, which recklessly or intentionally endangers the mental or physical health, or involves forced consumption of liquor or drugs for the purpose of initiation into, or as a function of, any organization.
7. The group must complete the re-recognition process every three years and/or after the first semester of inactivity.
8. An organization's inactivity shall be defined as:
  - a. Missing the USG corporate organizational meeting:
    - 1) More than once a year
    - 2) During the semester an organization is under review
    - 3) Unexcused and/or absent from a judicial hearing
  - b. An organization's inability to keep a record of ten active members
    - 1) Signed and dated attendance sheets for all meetings and programs

- 2) Failure of the executive board to respond to the Rules and Regulations Committee correspondence
- c. Failure of an organization to complete activity report forms
  - 1) Three activities (collaborations included) a month or more is the minimum requirement to be considered an active organization
  - 2) Can be waived due to extraneous circumstances, in which case the activity will be determined by the Rules and Regulations Committee
- d. Missing/ defunct executive board
  - 1) In the case that an organization has not elected/appointed an executive boards the previous academic year, the organization will be considered inactive
  - 2) If funded, budget will be frozen until proper elections can be held
  - 3) If the organization does not hold proper elections by November 1 for the fall semester or April 1 for the spring semester, the organization forfeits its recognized status as a USG organization
- 9. Upon the date the Senate recognizes an organization, the organization may apply for a budget only after being a USG Recognized Organization for two full semesters.

#### D. Duties and Powers of USG Recognized Organizations and Student Services

- 1. Shall abide by USG's Non-Discriminatory Statement, Article II of this Constitution.
- 2. The group's President is required to develop and recommend with the cooperation of the group's elected E-board an approved transition and training program for the newly elected officers.
- 3. The organization's membership must elect their organization representative, who will attend all USG Senate Meetings designated Organization Representative Meetings. See Article VI of this constitution for rules and procedures.
- 4. The group must comply with all of the USG Alcohol Policy Guidelines.
- 5. All money raised through the USG funds by organizations shall belong to the USG.
- 6. The organization shall keep a complete list of its active membership and shall keep adequate records of its proceedings and also make them available to any activity fee-paying student upon reasonable request.
- 7. The group will perform an adequate amount of activity, which contributes educationally or socially to the campus environment, and support the organizations constitutional purpose.
- 8. Organizations CANNOT hold a major event at the same time as a major event of USG.
- 9. The entire E-board of the organization shall attend the United Students Government Service Group Corporate Meeting.
  - a. All USG Organizations and Student Services must be given at least two weeks prior notice before of the United Students Government Service Group Corporate Meeting.
- 10. If USG Organizations or Student Services miss the United Students Government Service Group Corporate Meeting:
  - 1) Funded Organizations

(a) The first missed meeting: will result in the organization's budget being frozen for a minimum of seven days. An organization or student service has five business days from the mandatory meeting to file a grievance with the Judicial Council. If no grievance has been filed with the Judicial Council, the organization or student service forfeits their right to dispute a 5% budget cut. Organizations or student services that have filed a grievance will have their budget remain frozen until the Judicial Council rules on an appropriate budget cut.

2) Non-funded organizations

(a) The first missed meeting: the USG organization must report to Judicial Council.

11. The USG Treasurer will facilitate a training session for all organization Treasurers.

a. Attendance is mandatory for all Organization Treasurers.

b. This training session must be facilitated no later than the third week of the Fall Semester.

12. Failure of the Organization Treasurer to attend the mandatory training sessions;

1) Funded Organizations

(a) This will result in the organization's budget being frozen until the Organization Treasurer is trained.

2) Non-Funded

(a) This organization will be investigated by the Rules and Regulations Committee to determine if said organization must undergo re-recognition.

13. In the course of any organization / club event where fifty tickets are sold for cash or cash attendees, professional accountable person(s) must collect and account for income.

a. A professional accountable person is defined as a paid USG employee, on-site employer of location of event, staff or faculty of Buffalo State College, or a paid outsourced person.

E. Constitutions of Organizations and Student Services

1. The Rules and Regulations Committee and the Senate must approve an organizations constitution.

2. The USG Constitution takes precedence over the constitution of all the USG approved organizations.

3. The group must adhere to the provisions of its own constitution. Any changes in an organization's constitution must be passed by the organization in a manner consistent with the provision in that constitution. Furthermore, the USG Rules and Regulations Committee and a two-thirds vote of the Senate must approve these changes prior to implementation.

F. Removal of Recognition

1. Failure to adhere to one or more of the USG organizational requirements stated in Article IX Section C and D will be sufficient grounds for the removal of recognition.

2. Removal Process

a. The Rules and Regulations Committee may investigate any organization that may not be following the USG rules or guidelines. During the investigation the following steps must be taken:

- 1) The Rules and Regulations Committee must hold hearings with all of the following: the organization in question and their advisor as well as all persons who brought a grievance forward against the organization in question.
- 2) If the Rules and Regulations Committee finds sufficient grounds for removal of organizational recognition, the Rules and Regulations Committee must supply this recommendation for removal in writing to the Senate and the organization in question.
- 3) If the Senate passes the recommendation by a two-thirds vote, the organization in question will be notified in writing and will lose its recognition and funding.

G. Budget allocations of USG clubs and organizations

1. No USG club or organization shall receive a budget larger than \$30,000.

a. This provision does not include USG services and Executive budgets.

b. To change or edit this provision in the USG constitution it requires a unanimous vote by the Rules and Regulations Committee, then a three-fourths majority vote by the Senate.

c. This cap shall be evaluated by the Budget Committee every two years, starting in 2007, and their findings presented to the Senate for consideration.

2. No USG club or organization shall receive larger than a 10% annual increase in their overall budget without a two-thirds majority vote by the senate.

a. This provision does not include USG services and Executive budgets.

b. To change or edit this provision in the USG constitution, it requires a unanimous vote by the Rules and Regulations Committee, then a three-fourths majority vote by the Senate.

**ARTICLE X – MEETINGS**

All meetings of any branch of the USG shall be public with the exception of executive sessions.

**ARTICLE XI – EXPULSION**

A. USG Officers, Senators, Justices of the Judicial Council and Officers of any USG Organization may be removed from office for excessive absences (per Article IV, Section II, Sub-Section D, Article V, Section II, Sub-Section E) by impeachment, or withdrawal from college. Organization officers may be removed according to their constitution and with approval of the senate.

B. Any of the USG Officers, Senators, Judicial Council Justice and any officer of a USG Organization may be recommended for impeachment by a two-thirds vote of the body of government of which that person is a member, not including that individual.

C. The reason(s) for impeachment must be presented in writing to the Senate, Judicial Council and to the person in question. The Senate cannot vote on any recommendation of impeachment until twenty-four hours after Judicial Council's recommendation has been received.

D. The Senate must vote on the recommendation to impeach and it must pass by a two-thirds vote seven days before the impeachment trial can proceed.

E. The Chief Justice shall preside over the Trial and vote, except when a member of Judicial Council is being impeached, and then the President shall preside.

F. The Senate shall try all members whom have been recommended for impeachment. Both sides shall have fifteen minutes to state their case after which the Senate shall vote by secret ballot.

G. A three-fourths vote is necessary to impeach, not including the person in question for conviction and removal from office.

H. A person thus impeached shall never be eligible to hold an office in any of the USG organizations.

## **ARTICLE XII – ELECTION PROCEDURE**

A. Elections for all the USG officers shall be at the end of the spring semester, eight weeks prior to CEP week starting on Monday and ending on Thursday of that week. When spring break figures into this period, do not count spring break as a week only count the week's school is in session. Election applications shall open on the last week of class of the fall semester and shall close the second Friday of the spring semester. Election information shall be dispersed and made available to students before the last senate meeting in the fall semester.

B. Elections to all the USG offices must be in compliance with the standards stated in Article IV, Section II, Sub-Section E and Article V, Section II, Sub-Section F. The term of office for all the USG officer positions shall be from June 1 of the election year until May 31 of the following year.

C. There shall be an election ad-hoc committee. The election committee shall conduct all elections for the USG and any other elections deemed appropriate.

D. After the elections all elected officers are required to attend all USG Senate and Executive board meetings and complete half of their predecessor's office hours in addition to a transition period.

#### E. Election Ad-hoc Committee Role

1. The Election Ad-hoc Committee shall consist of five members: the Operations Manager of the Campbell Student Union ; the USG Chief Justice ; the advisor to the student government; the USG Press Services Director and the USG Program Coordinator .
2. The Election Ad-hoc Committee must follow verbatim the guidelines listed in the Election Manual.
3. The Election Ad-hoc Committee members shall each have one vote.
4. Meetings of the committee will be held at a time as agreed upon by the committee members. A majority of the voting members will constitute quorum.
  - a. The Election Ad-hoc Committee shall finalize the official ballot for elections.
  - b. The USG Chief Justice shall present a grievance report to the elections committee, concluding the election grievances process.
5. The Election Ad-hoc Committee shall conduct all elections for the USG and any other elections deemed appropriate. They shall publicize the offices being elected (at least twenty-one days before applications are available), the deadline for completed election application packets, the purpose of all referenda, and the time and place of election, and they shall determine the eligibility of the candidates and the validity of petitions.
6. The Election Ad-hoc Committee shall make a committee report at the USG Senate meetings on the operation of elections and shall present at the next regular Senate meeting following the elections an evaluation of the elections.
7. The Election Ad-hoc Committee shall distribute election information through the campus media (including a copy of the ballot, as it will read to be published) prior to the election.

#### F. Procedures

1. All elections shall be conducted using the same equipment as State and Local Elections, unless a more sophisticated (i.e. computer based elections) method is approved by the Senate.
2. The placement of names on the ballot shall be done alphabetically.
3. Voting Procedures
  - a. A poster shall be placed by the polls indicating the fact that an election is being held, times that a person may vote, and a sample ballot.
  - b. Rosters shall be available indicating eligible voters: activity fee-paying students if applicable.
  - c. As persons come to vote they must;
    - 1) Present a valid BSC I.D. or valid State I.D.
    - 2) Receive and vote only on those ballots to which they are eligible
    - 3) Persons whose names do not appear on the roster must have the Dean of Students Office or the Registrar's Office fill out a form (form supplied by Election Ad-hoc Committee) to confirm the student is a current registered undergraduate student. Student will then present form to the persons manning the polls to vote.
  - d. Persons manning the polls shall:

- 1) Verify the identity of those voting;
  - 2) Highlight the voter's name on the list of all eligible voters;
  - 3) Present only those ballots to which the voter is entitled;
  - 4) NOT EXPRESS AN OPINION ON THE CANDIDATE OR ISSUES TO THE VOTERS.
4. The candidates will fill vacancies in the office of Senator no later than the third regular meeting of the fall semester with the next highest number of votes in the regular student elections. Failure to attend will result in the seat being filled by other applicants.

#### G. Candidate Regulations

1. Each candidate must be in compliance with the requirements of USG office as stated in Article IV, Section II, Sub-Section E and Article V, Section II, Sub-Section F. First semester freshman or transfers must also meet the same requirements by the end of the spring semester of a given election year. Candidates for College Senate, F.S.A., College Council and Student Assembly need not be activity-fee paying students.
2. Candidates for positions on the Executive Branch (the USG President, Vice President, Treasurer and Administrative Vice Presidents) and the USG Senate must be matriculated undergraduate students enrolled full time.
3. Candidates may not run for more than one Executive Branch Office. In the event of a candidate winning both an Executive Branch and a Senate position, written notification of which position will be accepted shall be submitted to the Election Committee by 4:00 pm, no later than four business days after election polling closes.
4. If a candidate misses the deadline of the application, they forfeit their candidacy for that election year.
5. Campaign Spending
  - a. A party (ticket) candidate shall be defined as any individual for nomination in an election running on a common slate with one or more individuals. An independent candidate shall be defined as any individual running singly on a slate.
  - b. Party Candidates
    - 1) Each party candidate for the President, Executive Vice President, and Treasurer will have a fifty-five dollar ceiling on the total amount that may be expended on campaign materials (posters, flyers, buttons, media advertising, balloons, etc.) Each independent candidate running for the President, Executive Vice President, and Treasurer shall have an eighty-five dollar ceiling.
    - 2) Each party candidate for the USG Administrative Vice Presidents offices shall have a thirty-dollar ceiling on the total amount that may be expended on campaign materials. Each independent candidate running for the USG Administrative Vice Presidents offices shall have a sixty-dollar ceiling.
    - 3) Each party candidate for a USG Senator position shall have a fifteen-dollar ceiling on the total amount that may be expended on

campaign materials. Each independent candidate running for the USG Senator position shall have a thirty-dollar ceiling.

4) Each party candidate for the following positions (Auxiliary Services Advisory Committee, Faculty Student Association, Grant Allocation Committee, College Senate, College Council, Intercollegiate Athletics Board and Student Assembly) shall have a twenty five-dollar ceiling on the total amount that may be expected on campaign materials. Each independent candidate running for the following positions (Auxiliary Services Advisory Committee, Faculty Student Association, Grant Allocation Committee, College Senate, College Council, Intercollegiate Athletics Board and Student Assembly) shall have a fifty-dollar ceiling.

c. Individuals lacking sufficient funds to run may request Election Advertisement Assistance to enter into the election contest this would entitle the candidate to election posters and flyers provided through USG Press Services which would equal half the spending limit for the position they are running for. (USG only provides copies for the posters and flyers. USG does not provide financial assistance to the candidate). Party candidates cannot apply to run for Election Advertisement Assistance.

d. Each party or independent candidate will be required to submit a spending report on Bengal connect and attach or submit copies of all receipts of campaign material purchases to the Election Committee for verification forty-eight hours prior to the beginning of the election. The Elections Committee Chair will turn over a list of candidates who have not turned in their receipts to the Judicial Council Chief Justice.

e. Donations of campaign materials are permitted but receipts of their actual costs must be submitted and will count against their respective ceiling.

f. Failure to submit all receipts in accordance with the forty-eight-hour rule, falsifying receipts or exceeding the respective limit will result in Judicial Council action and possible disqualification of a candidate. Each candidate will be given a copy of the Election Guidelines at the mandatory election meeting.

#### H. Buffalo State College Student Senators

1. Of the twelve student seats on the Senate, ten shall be filled by undergraduate activity fee paying students, and the remaining two shall be reserved for graduate students.

a. The USG President shall fill any vacancies in the ten undergraduate seats on College Senate. The Graduate Student Association shall fill any vacancies in the two graduate seats on College Senate.

b. The Graduate Student elections shall be managed through a separate election conducted by the Graduate Students Association.

#### I. Grievances

1. All election grievances shall be handled by the USG Judicial Council (in which case, the Election Committee Chair shall be an ex-officio member of the Council).

2. The Judicial Council will convene twenty-four (24) hours after an elections grievance has been filed and a decision will be issued twenty-four (24) after the Council has convened.
3. Each candidate will be given a copy of the grievance procedures at the mandatory election meeting.

#### J. Results

1. The Election Committee shall compile election results. Results of elections shall not be released until all votes have been counted and verified, but final certification shall be effective no later than five business days after the last day of polling. Counting of ballots will not commence until the polls for that election are closed.
  - a. The College Council and the Faculty Student Association positions are both open to Undergraduates and Graduate students. The election results from both the undergraduate and the graduate elections will be reviewed based on the percentage of votes per the number of undergraduate and graduate students enrolled to determine the winner of these positions. The enrollment figures for both the undergrad and graduate students will be acquired by the USG Elections Committee from the Institutional Advancement office yearly in order to calculate the percentages. The candidates winning positions on College Council and the Faculty Student Association will be announced only after the conclusion of both the undergraduate and graduate elections and all votes have been verified. The USG Election Committee will notify the undergraduate candidates and the Graduate Student Association will notify the graduate candidates of the results.
2. The exact number of votes shall be determined from the numbered ballots. The ballots are counted to determine the exact number of ballots cast and compared to the election machines final reports. If there is a discrepancy in the numbers, it will be determined if the excess ballots affect the outcome. If they might affect the outcome, the election will be invalidated.
3. If more than 20% of the votes in a specific election are certified invalid, the entire election shall be declared invalid.

### **ARTICLE XIII – PARLIAMENTARY AUTHORITY**

The rules contained in the last published edition of Robert’s Rules of Order Revised shall govern the USG in all cases to which they are applicable in which they are not consistent with this constitution or the accepted rules of each branch of the organization.

### **ARTICLE XIV – AMENDMENTS**

- A. All amendments or changes must be presented in writing to the Rules and Regulations Committee at least one week prior to voting.
- B. Once passed by a two-thirds vote of the Rules and Regulations Committee, the amendment or change must then be presented to the Judicial Council in writing at least one

week prior to voting, for judicial approval. Judicial approval is acquired by a two-thirds vote of the Judicial Council.

C. The Rules and Regulations Chair must present all amendments or changes which have Judicial approval; to the Senate at least one week after approval has been received.

D. All amendments or changes shall be presented in writing to the Senate at least one week prior to voting.

E. An amendment to this constitution may only be approved by a two-thirds vote of the voting members of the Senate present. An amendment shall be defined as an addition to the current standing constitution.

F. Any changes in the main body of the constitution other than by amendment shall require a three-fourths vote of the Senate present.

## **ARTICLE XV – AWARDS**

### **Section I**

#### **Monthly Awards**

- A. President's Choice
- B. Senator of the Month

Monthly Awards shall be given out only at the discretion of the Speaker Pro Tempore based on the assessment of the senate's performance during the months in question.

#### **A. President's Choice**

Shall be given to members of the Senate and /or the Executive Board by the President based on the contribution and performance has been outstanding during the month in question.

#### **C. Senator of the Month**

1. Awarded to the USG Senator who has demonstrated a record of superior service over the course of the month.
2. Recipients of this award during the year will make the pool of nominees for the Senator of the Year Award.

#### **Service Awards**

##### **A. USG Meritorious Service Awards**

1. Awarded to any individual who has had documented long-standing meritorious service to the students of Buffalo State College.
2. Nominations may come from any activity fee-paying student at any time during the academic year.
3. Approval of nominations shall be by majority vote of the USG Senate upon recommendation of the Executive Branch; the vote shall be by secret ballot.
4. No more than four individuals may receive this award per academic year.

##### **B. USG Instructor of the Year**

1. Awarded to the instructor who has demonstrated timeless service to the students at Buffalo State College.
2. Nominations may come from any activity fee-paying student at any time during the academic year. Forms for nominations will be available online on Bengal Connect and paper forms handed out during tabling and / or events.
3. Approval of the nominations shall be by majority vote of the USG Senate upon recommendation by the Executive Branch; the vote shall be by secret ballot.
4. No more than four individuals may receive this award per academic year.

C. USG Senator of the Year

1. Awarded to the USG Senator who has demonstrated a record of superior service over the course of his or her term of office.
2. Nominations may be accepted from a USG Senator or Executive Branch member in writing starting at such time that would be two months prior to the final USG Senate meeting.
3. In a situation where there are no Senator of the Month winners, nominations may be accepted from a USG Senator or Executive Board member in writing / verbal motion during Senate meeting starting at such time that would be two months prior to the final USG Senate meeting.
4. The body shall vote by secret ballot no later than two weeks before the last scheduled USG Senate meeting.

D. USG Executive Board Member of the Year

1. Awarded to the USG Executive Board Member who has demonstrated superior service over the course of their term.
2. Nominations may be accepted from a USG Senator or Executive Branch member in writing or by verbal nomination on request by the EVP and the Banquet Planning Committee.
3. The body shall vote by secret ballot no later than two weeks after all nominations have been solidified.

E. USG Hall of Fame

1. Awarded to any individual who has demonstrated life-long meritorious service to the students at Buffalo State College.
2. Nominations may be accepted from a USG Senator or Executive Branch member in writing starting at such time that would be two months prior to the final USG Senate meeting.
3. The body shall vote by secret ballot no later than two weeks before the last scheduled USG Senate meeting.

F. USG Justice of the Year

1. Awarded to the USG Justice who has demonstrated and proved to hold the honor of the Court.
2. Nominations are held at the end of every academic year by the Judicial Council. The Chief Justice shall only be nominated in their last year of service. The ballots

will be collected by the Rules and Regulations Chair and be submitted to the USG Executive Vice President.

3. The Chief Justice may nominate and vote for this award in all sessions.
4. If the Chief Justice is nominated in their last year of service the ballots shall be collected by the USG Rules and Regulations Chair.
  - a. The Rules and Regulations Chair will break any tie that may arise during that session of voting. However, if the Rules and Regulations Chair is not available, then the ballots are to be secured until the Rules and Regulations Chair can cast a vote.
5. The Chief Justice shall present the Justice of the Year award. In the event that the Chief Justice is the recipient of the award, the Assistant Chief Justice shall present the award.

## **Section II Commendations**

- A. President's Commendation Award
  1. Awarded to any individual that has performed above and beyond the normal requirement of his/her office.
  2. Awarded at the discretion of the President.
- B. Marie L. Bullock Award for Best USG Organization
  1. Awarded to the USG organization(s) that have demonstrated superior organizational efficiency in accomplishing said organization's stated goals.
  2. Nominations are to be made by the Executive Branch and approved by the USG Senate.
  3. No more than two organizations may receive this award per academic year.

## **HOUSE RULES of the United Students Government**

### **Rules of Procedure**

- A. A committee of the whole must be in session before members of the gallery can be recognized.
- B. Members of the gallery's remarks are not to exceed five minutes, unless extended by a majority vote of the Senate.
- C. Members of the gallery may not be recognized until all members of the senate who wish to speak on an issue have done so. Should there be an objection to recognize a gallery member; a majority vote of the senate is required to recognize a speaker of the gallery.

- D. The author of a motion may speak first and last to his/her motion, concluding remarks not exceeding five minutes.
- E. Meetings will begin at 8:45 pm on Tuesdays during the academic year.
- F. Presentations made to the Senate body during the Senate meeting, other than by members of Senate must be in written form unless the Senate rules otherwise.
- G. Any person or group wishing to address the Senate is limited to a ten-minute presentation, unless extended by a majority vote of the Senate.
- H. Any additions and deletions to the House Rules must be submitted in writing and approved by a majority vote.
- I. The chair reserves the right to call an emergency Executive Session of the Senate.
- J. All other rules of procedure will be followed according to Robert's Rules of Order Revised.
- K. A bill must be introduced one week prior to being voted on by the Senate.

### **Conduct**

- A. There will be no alcoholic beverages allowed in any Senate meeting, by the Senate, the Executive Branch or the gallery.
- B. Each member of the Senate is to remember his/her responsibility and arrive at the meetings sober.
- C. All derogatory remarks and foul language are prohibited.
- D. The members of the Senate and gallery shall show all speakers due respect.
- E. All members of the Senate shall silence / turn off all electronic devices prior to the meeting being called to order.
- F. Anyone not recognized by the chair shall have the respect to communicate by leaving the room.
- G. The following items shall be prohibited when the Senate is in session:
  1. Rimmed hats above the eyes.
  2. Electronic recording devices (unless approved by the USG Executive Branch).
  3. Ear pieces (head phones, ear phones, etc.)

### **The USG Document Retention Policy**

- A. All minutes of Senate, standing and ad-hoc committee meetings, minutes of organizations' meetings when available, Officer Reports, Coordinator Reports,

student bills and student resolutions shall be forwarded to the Executive Vice President for filing according to the USG document retention procedures which are as follows:

- B. All minutes of the Senate and all student bills and resolutions shall be forwarded to the Record and USG's Webmaster for publication.
- C. Each document shall be attached to a USG Document Retention form which shall contain the following information:
  - 1. The type of document (bill, resolution, minutes and reports) and its legislative number.
  - 2. The name of the introducer and which branch they are from.
  - 3. The name of the filer.
  - 4. The dates of the first and second readings of the document.
  - 5. The date that the document was accepted or rejected and the vote that took place.
  - 6. Once the information has been noted, the following signatures are needed on the document retention form:
    - a. Introducer's signature and the date signed.
    - b. President's signature and the date signed.
  - 7. Each page of the document is to be initialed by the President or Executive Vice President.