

Becoming a United Students Government Organization

The process and requirements of applying for USG Recognition



Table of Contents:

- What is USG?
- What are the benefits of becoming a USG organization? Getting Organized.
- The USG Recognition Process. Responsibilities of Recognized Organizations.

Appendix

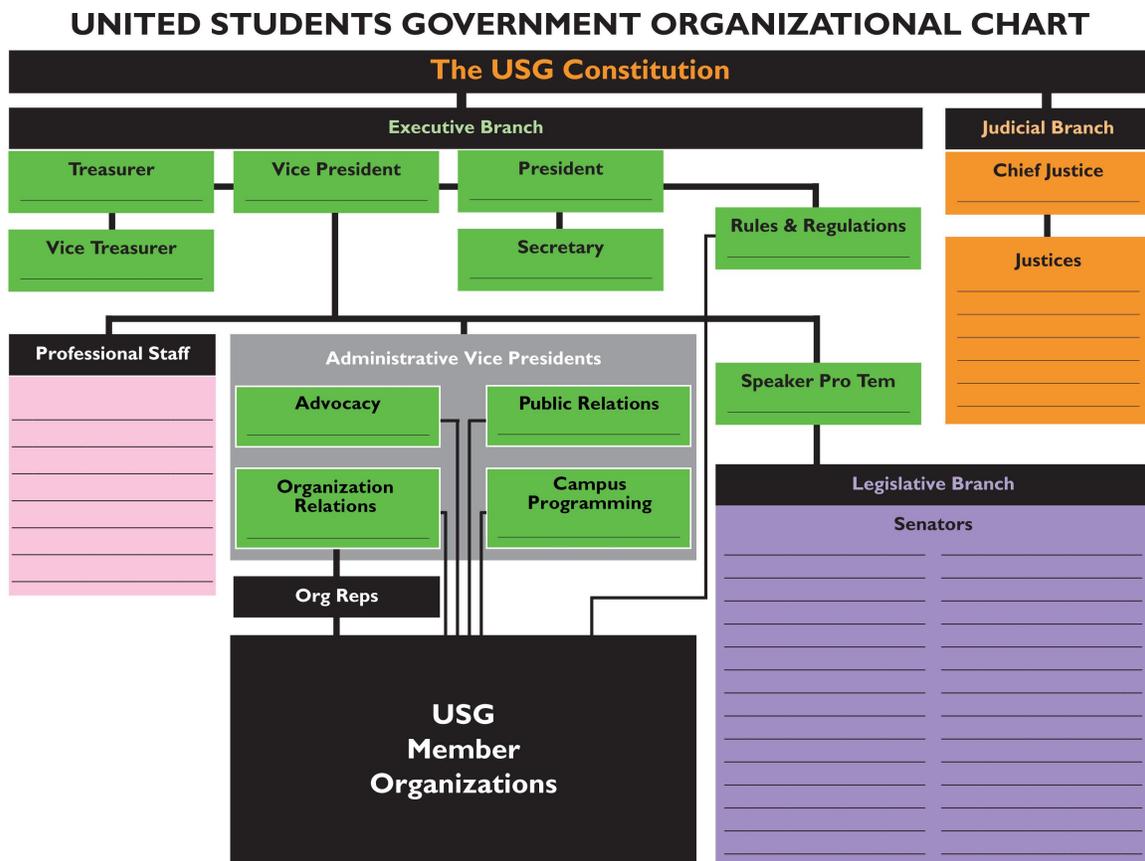
- Rules for a USG Organization from the USG Constitution
- How to Write a Constitution
- How to properly write minutes

What is USG?

The United Students Government is the student governing body at Buffalo State College created by the students of the College in 1971. The purpose of USG is to represent the student body and promote quality activities, services, organizations, and programs funded by the mandatory student activity fee.

As a member organization, your group will deal with the student government through the Administrative Vice President your organization is assigned to, as well as your organization having a member representative to report as a liaison to and from your group.

The requirements your organization must fulfill to remain a member-in-good-standing are outlined in Article 9 of the USG Constitution. This article is included in the appendix of this booklet. Every officer, as well as member, should be familiar with this document, as it is the vital information to ensure the continuation of the organization.



What are the benefits of becoming a USG organization?

Being a USG organization will allow your group to become part of the “USG” family. This includes being a part of a corporation that will provide you the support, and possible financial backing to be a beneficial group on campus. This will include such things as access to Press Services, access to USG’s camp lodges at Whispering Pines, membership to Bengal Connect, and overall guidance from your elected USG officers and Business Staff.

For some organizations being part of USG is not a good fit. Because USG’s use of the student activity fee is governed by SUNY guidelines and rules, USG recognized organizations are also bound by those rules. For example: USG recognized groups cannot fundraise, charge dues, or require that members be part of any off-campus affiliated organization.

Getting Organized

Starting a student organization – one that will last beyond your time as a student – is not an easy task. It is imperative that you look at the many student groups that already exist and make sure that your purpose is different enough from them that you aren’t duplicating something that is already available or competing for members with other organizations.

Once you have your purpose you have to organize a group of Buffalo State students who are dedicated and passionate about not only current activities, but making sure the group develops and stays successful on campus.

Your group should have a good mix of students in all stages of their college careers. Seniors and juniors may be the leaders of today but the freshman and sophomores will be the face of your organization once you are gone. You will need at least ten currently registered students to be considered an established group.

Once you have a group there are required steps to becoming an official organization. These may be done in a different order but the more quickly they are achieved the more solid your group will be.

- Hold an election to select the officers of your organization. You will eventually be required to have a president, vice-president, treasurer, and secretary.
- Write a constitution with your organization’s boundaries and guidelines as well as the duties of the officers (see the appendix for a constitution template).
- Get a faculty/staff advisor. Find someone on campus who has a deep interest and/or expertise in your group’s purpose. The advisor must be a person who can dedicate time to attend meetings and consult with group members. The advisor will also have to become knowledgeable in your organization’s internal procedures, such as your constitution and your budget.
- Register your organization with the Student Leadership and Engagement Office. Indeed, this office is a good place to get advice as you are forming your group. They will be able to tell you when you are ready to be recognized by the college through

their registration process. Once your organization is recognized your officers will have the ability to sign out meeting rooms, event spaces, and Union lobby tables.

Once your group has been recognized by the college and active for a couple of semesters you will be eligible to apply for possible recognition by USG.

The USG Recognition Process

The “Student Organization Recognition Form” is an online form found in the Forms section of the United Students Government page on the Bengal Connect website (bengalconnect.com). The form guides you through the proper materials needed for submission in order to be considered for USG recognition. This will include:

- Name of the organization, the general mission of the group, and how long you have been active on campus
- Primary Contact Person during the application process
- Any National/International or any off-campus affiliation
- List of Elected Officers of the organization
- Name of Faculty/Staff Advisor
- A list of 10 current activity-fee paying students who are members
- A list sampling specific activities and services that your organization offers

In addition, the following will have to be delivered to the Rules and Regulations Chair once your online application has been submitted:

- Current Constitution
- A copy of minutes from a recent organization meeting
- Proof of your group’s public activity on campus

Once your Student Organization Recognition Application Form is submitted you will be contacted by the Rules Chair. The Rules and Regulations Committee will review the application and set up a meeting to further examine your group, as well as make sure everything is turned in and abides by the USG Constitution. The review could take considerable time and involve several meetings with your group; USG wants to give you every opportunity to meet the requirements for recognition.

After review and meeting with your organization, the Rules and Regulations Committee will make a final review of the application, and vote whether or not to recommend your organization the USG Senate for recognition. If you are brought to the Senate, representatives from your organization must be present to introduce your organization, as well as answer any questions regarding your organization. If your organization is passed by the Senate, the organization becomes a recognized non-funded USG organization as of that date.

Your organization will then meet with their assigned AVP and the Rules Chair for orientation.

Responsibilities of USG Recognized Organizations

Once you are a USG member organization your group will have responsibilities to USG. They are all included in the USG Constitution Articles 9 and 6 (see the Appendix), but they boil down to:

- **Stay in touch** – there are several mandatory meetings that you will be required to have representation at. You must also keep USG informed of any leadership changes in your group and closely monitor whatever email address you have given USG as your contact since many important notices will be sent to you that way.
- **Stay active** – You will be required to have some sort of regular meetings and open events during a semester. Obviously, this is affected somewhat by your group's purpose but making sure that your activities are submitted as events through the Bengal Connect approval process will keep everyone in the loop on what you are doing.

What about funding?

While USG provides various kinds of support to recognized groups but the primary reason most organizations apply for recognition is to be eligible for funding. Since USG is the disbursing agent for the student activity fee being a recognized organization is your only way to access those funds.

The process for groups requesting budgets takes place at the beginning of the spring semester for the following fiscal year (June 1 to May 31). An organization must be recognized for at least two full semesters before applying for a budget.

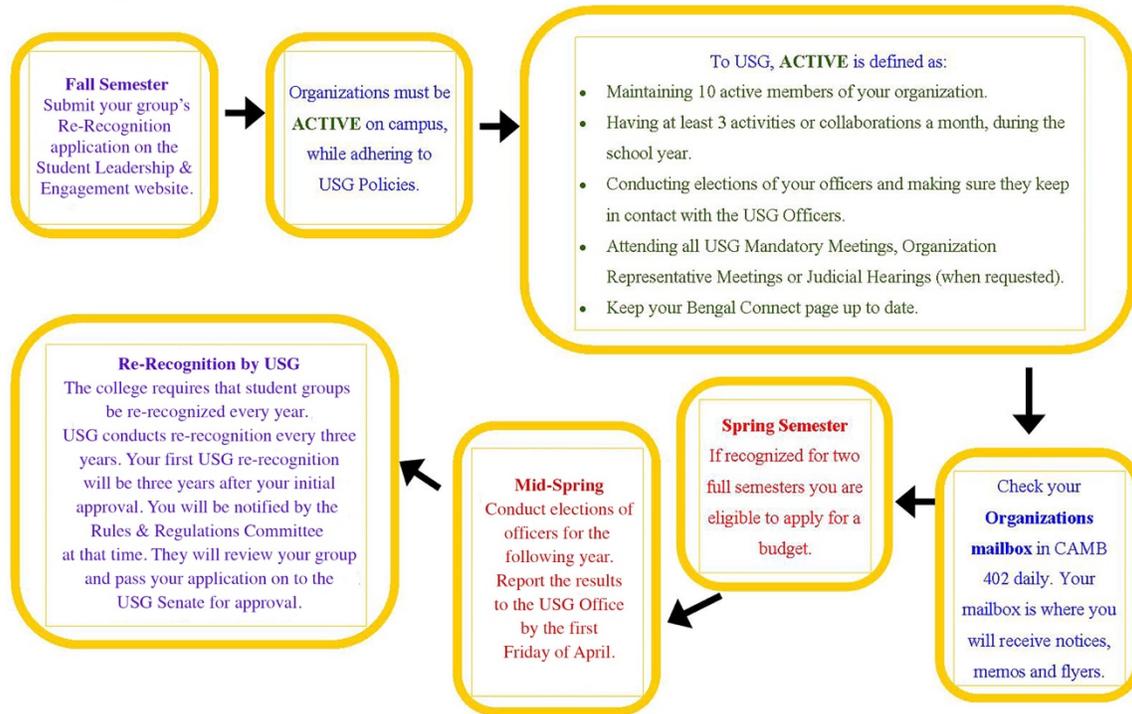
However, once an organization is recognized by USG they are eligible to apply for funds from the Academic Assembly line of the USG budget. These are funds set aside in the USG budget for recognized-but-unfunded organizations.

The Academic Assembly funds are available to groups only for individual events or activities on a case-by-case basis. To apply for funding, pick up an Academic Assembly form in the USG office at least several weeks before you will need the funds.

Note 1: If your funds from USG are not adequate for your needs there are other campus sources of funds. The Grant Allocation Committee, the Faculty Student Association, and Equity and Campus Diversity all give grants for specific events. Information on these groups’ grant requirements and application processes can be found on the Buffalo State website.

Note 2: As stated above, there are restrictions your organization must adhere to once you are recognized by USG including a ban on both fundraising and required dues.

“My Organization is USG Recognized now what?”
Below is a simple chart to guide your organization through the USG Process.
For further reference review the USG Constitution.



Appendix 1

Excerpts from THE CONSTITUTION of the UNITED STUDENTS GOVERNMENT at Buffalo State College

(Updated December 2019)

Article VI – Organization Representative Article IX – Organizations and Student Services

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 March for the next academic year. The organization’s President must notify the USG AVP for Organization Relations in writing who their Organization Representative is by the first Friday 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 Organization 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 Organization 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 Organization 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 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 in addition to their organization's officers.
6. Student members who are matriculated undergraduate students enrolled full time must occupy all officer positions and can only be an officer and E-Board member of one USG Organization per academic year.
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 the first Friday in April, 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 the first Friday in April.
 - 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. All USG Organizations newly elected officers and past President, Vice President and Treasurer must attend the USG Mandatory Training and Transition at the end of the academic year.
 - a. Failure to attend will result in the organizations budget receiving a %5 budget cut and be frozen until the USG Mandatory Training and Transition is completed.
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 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 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.

a. Participate in at least one Homecoming Event and post it on Bengal Connect.

b. Participate in the USG Carnival of Clubs

c. Execute three or more events per month of which your organization evaluates and keeps adequate records of on Bengal Connect.

1) General Interest Meetings that include a professional guest speaker or a tour of a professional facility related to your organization will count as an event. General Interest Meetings that include food and / or a discussion topic will not count as an event.

2) Club Sports under USG Board: Community Affairs must continue to be active on campus when their sport is not in season. Table in the Union to recruit members monthly, hold general interest meetings or events to teach the sport indoors, etc.

3) All Organizations should be collaborating, not holding the same general interest meetings and events with the same themes and topics as this is against the USG Constitution and the Standards of Excellence (see first bullet under Responsibilities).

4) Student Service Organizations must be posting the activities of their clubs on Bengal Connect. Use publication dates as events, use show schedules as events, use training workshops as events, etc.

5) Student Life Organizations are required to hold three events per month, one general interest meeting can count as one of these three events.

d. Continue to hold recruitment events throughout the year to strengthen your membership. This can be done through Tabling in the Student Union and holding regular General Interest meetings.

8. Organizations CANNOT hold a major event at the same time as a major event of USG.

a. A major event is defined as a ticketed event with a capacity of 200 or more people.

b. The first entity (entity being USG or a USG Organization) that has their event approved and posted on Bengal Connect first shall be able to hold their major event. The other entity will have to cancel or reschedule their major event.

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.

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 \$25,000.
 - 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.

Appendix 2

What should be covered in an organization's constitution?

This document is an outline of what is to be included in a Constitution. The objective is to draft a document that covers all of these topics in a simple, clear and concise manner. Explanations are in italics. Try to keep your organization's purpose in mind at all times while adapting this sample. This example should help you include all of the necessary information.

When writing your constitution for submission to USG it is important to remember that the USG Constitution supersedes any constitutions or bylaws of member organizations. Anything that you put in your constitution that conflicts with something in the USG Constitution will not be approved. To avoid this, read Article IX of the USG Constitution to understand the rules and guidelines that pertain to member organizations before you start your own document.

CONSTITUTION TEMPLATE for USG STUDENT ORGANIZATIONS

To prepare your organization's constitution keep the roman-type sections of this sample exactly as they appear and fill in other information using the italic instructions as a guide.

Article I - Organization Name

The name of the organization shall be _____.

[It is here that the official name of your organization is filled in. Just the statement above and the organization name are all that is needed.]

Article II - Purpose

[The purpose of your organization goes here. Restate the name of your organization, what you stand for, what principles you uphold and who you represent. When filling this section out, keep in mind that we are a very diverse campus and your organization should reflect that diversity. You should not target one section of the campus population especially if that excludes others — both your group and the campus may suffer in the long run.]

Article III - Membership

[In this article, you state who may be a member of your organization. You must have membership open to all activity fee-paying undergraduate students at Buffalo State. You can allow or disallow non-activity fee-paying students. The activity fee is the ONLY fee that a student can be required to pay in order to be a member of an organization. You cannot charge fees, nor can you require that a student be a member of a national/local organization whether that group has membership fees or not.]

Section I - Voting Members

A. *[In this section, you set out who is allowed to vote. In most cases you are left to your better judgment on this, but keep in mind that all activity fee-paying students must be able to vote in elections and on issues. A suggested requirement is to take attendance at each meeting (a sign-in sheet will work but using the USG provided check-in app to scan member's event passes is better) and grant voting privileges to those who have attended a specified number of meetings.]*

B. *[Here you specify how a member retains voting membership. A good rule of thumb is to allow those who regularly attend general interest meetings to be voting members. Defining "active" participation in committee and general meetings is too subjective and is discouraged. Again, an organization may not disallow members from voting for not paying a membership fee beyond the student activity fee.]*

Section II

[This section must appear as written here:]

All members share equally in the rights of the organization and no rights shall be abridged. All members may participate in all events and activities sponsored by the organization.

Article IV - Officers and Elections

Section I - Executive Officers

[State what officers your organization is going to have. For most organizations a President, Vice President, Treasurer, Vice-Treasurer, Secretary and Organization Representative are enough. As you form committees (and disband them) the positions can be elected by your members on an ad hoc basis. Use Robert's Rules of Order for their tasks.]

A. The President:

1. Shall be the official representative of the *[organization name here]*.
2. Shall serve as speaker of the Executive Board.
3. Shall have a vote in the Executive Board only in cases of a tie.
4. Shall work with Secretary in formulating meeting agendas.
5. Shall chair all general membership meetings.
6. Shall be directly responsible for the Organization Representative.
7. Shall notify the USG AVP for Organization Relations, in the form specified by USG, who the *(Organization Name here)* executive officers are for the next academic year by the first Friday in April.

B. The Vice President:

1. Shall perform the duties of the President in the absence or inability of the President.
2. In cases of resignation or dismissal of the President, the Vice-President shall assume the position.
3. Shall be a voting member of the Executive Board and the general membership.

4. Shall be Executive Chairperson of all existing committees. [Applies only if you have committees]
5. Shall work with the President in understanding and interpreting all phases of work.

C. The Treasurer

1. Shall be the only person permitted to receive, hold, disburse, and account for all organization funds, and keep order of the *[organization name here]* financial records. Shall make monthly and annual reports of receipts, disbursements and fund balances of the *[organization name here]*.
2. Shall guide the Executive Board in preparation of the budget.
3. Shall be a voting member of the Executive Board and general membership.
4. Shall present the annual proposed budget to the organization for approval. *[Note: A Vice-Treasurer can help the Treasurer perform these duties however under USG rules, a Vice Treasurer CANNOT sign financial documents in place of the Treasurer. In the event of resignation or dismissal of the Treasurer, the Vice-Treasurer can assume the position. If your organization is electing a Vice- Treasurer add an area in this section for their duties.]*

D. The Secretary

1. Shall take accurate minutes of all meetings of the Executive Board and the general membership meetings.
2. Shall serve as custodian of all records and official papers as may be placed in his/her care.
3. Shall be a non-voting member of the Executive Board.
4. Shall be a voting/non-voting of the general membership. *[When writing a constitution, the Executive Board must choose if the Secretary position will be a voting or non-voting member of the general membership.]*
5. Shall keep an accurate up to date roll of voting membership.
6. Shall work with committee chairs and other officers in receiving, evaluating and preparing reports.
7. Shall care for correspondence directed to the organization and assure that the proper officer or member receives the correspondence.
8. Shall be in charge of monitoring the organization's Bengal Connect page.

E. The Organization Representative

1. It is the job of the Organization Representative to report back to their organization all information given at the Organization Representative Meetings.
2. Shall be in charge of representing the organization at USG's Organization Representative Meetings.
3. Shall be the organization's parliamentarian *[Executive Board decides]*

on that as it may already be another officer's responsibility.]

4. Shall partner with the secretary in monitoring and updating the organization's Bengal Connect page.
5. Shall frequently check the organization's mailbox located at the USG office.
6. Shall be a non-voting member of the Executive Board and voting member of the general membership.

Section II - Committee Chairs *[this section only applies if you plan to have committees in your organization]*

[Committee chairs may also be voting members of your organization's Executive Board. However, your organization must state this in Section IV of Article IV of your organization's constitution. List each Committee Chairs you plan to have here with their duties.]

Section III - Election of Officers

[State when elections will be held. Note that USG requires member organizations to report the elected officers for the next academic year by the first Friday in April. This allows time for the future officers to be trained by the sitting officers.]

- A. *[Specify officially who is allowed to run for office in your group. Do not forget that ANY undergraduate activity fee-paying Buffalo State student can run for office. The only limits you can set are that the person must be a member in good standing of the local organization to run.]*
- B. The Organization Representative shall be elected by the organization's membership every spring for the next academic year. They must be a member of (*Organization name here*). They can hold another executive board position in the organization.

Section IV - Executive Board Powers and Duties

[This is where the responsibilities of the executive board as a group are listed.]

- A. The executive power and administrative functions of the (*organization name here*) shall be vested in the Executive Board.
- B. The Executive Board is made up of the President, Vice President, Treasurer, *Vice Treasurer (if applicable)*, and *Committee Chairs (if applicable)*. The Secretary and Organization Representative are non-voting members of the Executive Board.
- C. The Executive Board shall hold weekly meetings and have the responsibility of calling general membership meetings.
- D. Shall prepare the budget of the (*organization name here*) for the following year.
- E. Special meetings of the Executive Board shall be called by the President or by a majority of the Executive Board.
- F. A quorum shall consist of a simple majority of members of the Executive Board.
- G. Any vacancy in any position of the Executive Board shall be filled by appointment of the President, in case there's no President, appointment will be made by the Executive Board and be confirmed by the general membership. *[This means that any confirmation by the general membership must be made in a*

timely manner. It is suggested that it be held within two weeks. A 2/3 vote will confirm the appointment.]

Article V - Meetings and Quorum

[Frequency of organization meetings (minimum once a month) should be listed here. Should also explain special meetings who is allowed to call them and under what circumstances. This area should also explicitly define your quorum and your provisions for recording the minutes for your meetings.]

Article VI - Committees

[For the purpose of developing active well-informed members, encouraging members to participate in decision making of the organization committees is necessary. Separate sections under this article should explain how each committee is established, how committee business is transacted (voting, reports, procedures) and of course the charge of the committee and responsibilities of committee members. Again, committees are most important when they allow the members to make decisions and learn valuable leadership skills.]

Article VII - The Advisor:

- A. Shall give support to the members of *[organization name here]* on a case-by-case basis and as deemed necessary.
 - B. Shall not be required to participate in meetings or activities.
 - C. Shall be held accountable only in so far as intellectual support is concerned.
 - D. Shall be appointed by the President of *[organization name here]* and verified by a majority vote of the general body.
 - E. The advisor is responsible for providing long-term continuity within the group and should be familiar with its history.
 - F. Advisor must be a faculty or staff member of SUNY Buffalo State.
- [An advisor can advise no more than two USG Organizations. Remember – your advisor is there to help you. If you feel that your advisor is not doing his or her job or is taking too much control of your organization you may choose to no longer use them as an advisor and select a new one.]*

Article VIII - Removal

Removal of members, if deemed necessary, will depend on both a decision of the Executive Board and a super majority vote (2/3 + 1) of the general membership. All members of *[organization name here]* retain the rights of due process.

Article IX - Amendments

Amendments to the constitution of *[organization name here]* are not binding until approved by the USG Senate.

Article X - Parliamentary Authority

The special rules of order to be followed, if chosen, shall be ***Robert's Rules of Order***.

Article XI - Ratification

Section I - Ratification Vote

An affirmative vote of a simple majority of the organization's members will ratify the constitution.

Section II - Ratification Date

[The date and voting record of ratification by your organization shall be listed here.]

Section III - USG Senate Recognition

[Leave a space here for the USG Rules Chair to record the date and voting record of the USG Senate's ratification of your organization's constitution. A simple majority affirmative vote of the USG Senate will ratify the constitution.]

Appendix 3

How to properly write meeting minutes:

Label the proper document or form with all of the important information such as: name of organization, date and time of the meeting and who was in attendance.

- 1) Label the proper sub-headings, or what the meeting will address. Don't hesitate to use a recorder or laptop, or even shorthand to help with process.
- 2) Record the meeting with as much detail as possible, with the most important issues covered. This includes who were speaking, the topic discussed and any vote counts.
- 3) Have a final draft ready for the chair of the meeting to look over and approve.

Here is an example of a proper way to document minutes:

(Organization Name) Minutes Type of Meeting

Date and Time

I. Call to Order

Roll Call @ _: __ pm

II. Approval of the Minutes

A. President Smith asks if there is a motion to approve the previous General Interest Meeting Minutes for [date of previous meeting]. Treasurer Johnson makes a motion to approve the General Interest Meeting Minutes for [date of previous meeting]. EVP McDonald 2nd. Vote is taken and passes 20 yeas, 0 nays and 0 abstentions.

III. Approval of the Agenda

A. President Smith asks if there are any amendments to the agenda. President Smith adds Banquet Information. Organization member motions to approve the agenda with the changes. Member Lee 2nd. Vote is taken and passes 20 yeas, 0 nays and 0 abstentions.

IV. President Smith Report:

A. These lines should have a full explanation of what he/she is talking about throughout the meeting. This includes any questions or comments during the report.

B. Questions & Comments

V. Old Business

A. This line should cover any prior business that needs to be resolved in the meeting that doesn't have to do with any of the elected officer's reports.

VI. New Business

A. This line should cover any new business that needs to be discussed in the meeting that doesn't have to do with any of the elected officer's reports.

VII. Constituents Questions/Announcements

A. This is for any of your members or outside visitors to speak regarding any issues in the meeting.

VIII. 2nd Roll Call

IX. Meeting adjourned @ _ : pm