

UNITED STUDENTS GOVERNMENT (USG) POSITION REQUIREMENTS

Positions in the Executive and Legislative Branch of the USG are open to matriculated undergraduate students enrolled full time and have no Conduct violations or outstanding Conduct sanctions.

The USG Executive Board positions are defined as the President, Executive Vice President, Treasurer, Vice President for Organization Relations, Vice President for Public Relations, and Vice President for Campus Programming.

Qualifications of USG Executive Branch Members

1. Candidates must currently be matriculated undergraduate students enrolled full time and have no Conduct violations or outstanding Conduct sanctions.
2. Must be an activity fee paying member of the USG (*all matriculated full time undergraduate students met this requirement by paying the mandatory student activity fee*).
3. Maintain cumulative grade point average of at least 2.50.
4. Must resign any officer position they may have in any of the USG organizations.
5. Candidates for the position of USG President, USG Executive Vice President and USG Treasurer must have served at least 1 (one) full year as a United Students Government Senator or Executive Board member.
6. First semester freshmen or transfers must earn the appropriate GPA (as noted above) in the **spring semester for any office they are a candidate for**.

Qualifications of USG Senators:

1. Candidates must currently be matriculated undergraduate students enrolled full time and have no Conduct violations or outstanding Conduct sanctions.
2. Must be activity fee paying members of the USG (*all matriculated full time undergraduate students met this requirement by paying the mandatory student activity fee*).
3. Maintain cumulative grade point average of at least 2.25.
4. Cannot hold the position of President, Vice President, Treasurer or Organization Representative in any of the USG Organizations.
5. First semester freshmen or transfers must earn the appropriate GPA (as noted above) in the **spring semester for any office they are a candidate for**.

POSITION DESCRIPTIONS:

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 within a 24-hour time frame that immediately threatens the survival of the USG.
7. Has no financial authority pertaining to the disbursement of USG funds (unless a signing designee is not available to perform the duty and / or the contract / agreement requires it).
8. Shall be the liaison between USG and SUNY Student Assembly.
9. 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 another Executive Board member with the approval of the Senate to fill the position.
10. Shall be a voting member of the Executive Branch only in the case of a tie.
11. Shall be a voting member of the Senate only in the case of a tie.
12. Shall provide for the efficient function of all divisions of the USG.
13. 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.
14. Shall enforce all decisions of the USG Judicial Council after informing the Senate of the decision.
15. Shall nominate a USG Senator for the position of Rules and Regulations Chair with the approval of the Executive Branch and Senate.
16. Shall nominate a USG Senator for the position of Vice Treasurer with the approval of the Executive Branch and Senate.
17. May bring to Officer Training possible nominations for the position of Rules and Regulations Chair, Vice Treasurer and Speaker Pro Tempore.
18. Shall coordinate with the Executive Branch on formulating the Senate weekly agenda.
19. Shall not be a voting member of any Committee.
20. 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

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.
3. Shall also be known as the COO (Chief Operating Officer).
4. Shall meet with the USG Business Manager bi-weekly to discuss the day to day operations of the USGSG.
5. Shall meet with the Speaker Pro Tempore to discuss the progress and status of the Senators.
6. 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.
7. Shall compile and file the committee report forms.
8. Shall confirm that the Executive Branch is compiling files on all the events and actions their office and or committee has facilitated.
9. Shall update the President on the progress and status of the Senators and Committees.

10. Shall attend the weekly USG Programming Meeting to oversee the activities of the Administrative Vice President's.
 - a. The Executive Vice President schedules the USG Programming Meeting with the Program Coordinator.
 - b. The Executive Vice President shall keep the attendance records at the USG Programming Meeting and report the attendance to the Rules and Regulations Chair.
11. Shall be a voting member of the Executive Branch.
12. Shall be a voting member of the Senate.
13. Shall not be a voting member of any Committee unless appointed by the president and approved by the USG Senate.
14. Shall orchestrate a mandatory training for the Senators to be held by the third week of the fall semester.
15. 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.

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.

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.
6. Shall be in charge of all USG marketing and campus communications, along with USG Press Services.
7. Shall be the Chair of the Public Relations Committee.
8. Shall train the Public Relations Committee on all USG marketing policies and procedures.
9. Shall formulate the Public Relations Committee marketing schedule for USG Events, bulletin boards, display cases, lawn signs, etc.
10. Shall coordinate the distribution schedule of all USG marketing material with the Public Relations Committee and Press Services.
11. 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.
12. Shall attend the weekly USG Programming Meeting.
13. Shall be a voting member of the Senate and Executive Branch.
14. 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.

Vice President for Organization Relations

1. Shall chair the Organization Relations Committee.
2. Shall act to promote better understanding between, and advocacy for, USG Organizations and the College Community.
3. Shall be the liaison between USG and SUNY Student Assembly.
4. Shall attend College Senate meetings and report back to the Senate at the following Senate Meeting.
5. Shall attend at least two different organization meetings each month in order to be updated on their respective organizations.
6. Shall oversee, and develop one-half of the USG member Organizations.
 - a. Shall ensure no duplication of USG programming internally and externally with the campus community for their assigned organizations.
 - b. Shall ensure all organizations are upholding their Constitutions, USG Standards of Excellence and the USG Constitution.
7. Shall serve on the Food Service Committee as Vice Chair.
8. Shall make weekly progress reports to the Senate on activities of their office.
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.

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.
2. Shall maintain files on every USG commuter and resident event.
3. Shall coordinate and train Senators to work the USG commuter and resident events.

4. Shall coordinate with the Weigel Health Center and the Counseling Center about areas concerning student health and safety.
5. Shall act as liaison among the student body, faculty and administration regarding programs concerning the interests of commuter and resident students.
6. Shall assist all USG organizations with the planning and execution of campus-wide programming events.
7. Shall make weekly progress reports to the Senate on the activities of their office.
8. Shall attend at least two different organization meetings each month in order to be updated on their respective organizations.
9. Shall attend the weekly USG Programming Meeting.
10. Shall be the Chair of the Campus Programming Committee.
11. Shall be a voting member of the Senate and Executive Branch.
12. 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.