

State University of New York Polytechnic Institute

Student Government at Utica Constitution

We, the students of the State University of New York Polytechnic Institute, aspire to share individually and collectively a responsibility for the conduct of our university life and thus promote a high standard of cooperation with the elements of our campus community; we do hereby organize ourselves into an association and establish this constitution declaring its powers and responsibilities as delegated by the president of this college.

Article I

Name and Purpose

Section 1. The name of this association shall be the State University of New York Polytechnic Institute Student Government at Utica, herein called the Student Government at Utica (SGU). The State University of New York Polytechnic Institute shall be herein called SUNY Poly.

Section 2. The purpose of the Student Government at Utica shall be to advocate for the concerns of the students of SUNY Poly and to provide them with a higher quality of campus life.

Section 3. The Student Government at Utica shall be responsible, in compliance with State University of New York's Board of Trustees Policies, for the disbursement of the Student Activity Fee from the students of SUNY Poly.

Subsection A. The SUNY Polytechnic Institute Student Government at Utica, in compliance with SUNY Student Activities Fee regulations, will be solely responsible for the administration, voting, and amount of the student activities fee for the Student Government at Utica.

Article II

Membership

Section 1. The membership of the Student Government at Utica shall include all students of SUNY Poly who have paid a Student Activity Fee during the current or most recent academic semester.

Section 2. Students must satisfy and maintain a GPA of 2.5 or greater to be eligible to hold officer positions in Student Government at Utica.

Section 3. All officers of the Student Government at Utica shall be required to take the following Oath of Office prior to assuming the duties of their respective office:

"I [name of officer] will faithfully uphold the Student Government at Utica Constitution and carry out the duties of [organization and position] to the best of my ability, and will represent the students of SUNY Poly in a fair and unbiased manner."

Subsection A. This oath of office shall remain applicable for the entire duration of all officer's' individual terms.

Subsection B. When an officer takes the Oath of Office and signs their respective contract, their term of office begins and their predecessor's ends.

Section 4. The Student Government at Utica shall have an advisor who is contractually obligated to by the State University of New York Polytechnic Institute or is a full time faculty or staff member of SUNY Poly nominated and voted on by the SGU Senate, should the contractually obligated advisor not exist.

Subsection A. The advisor shall give advice and suggestions to the executive board, the Senate and the Student Government at Utica as a whole.

Article III

Officers

Section 1. There shall exist a Student Government at Utica Executive Board with its members elected democratically by the students of SUNY Polytechnic Insutitue's Utica Campus. There shall exist one Chief of Staff position that is appointed by the democratically elected President of the Student Government at Utica and confirmed by the Senate of the Student Government at Utica.

Subsection A. The membership of the Executive Board shall consist of a President, Vice President, Chief of Staff, Treasurer, and Secretary. They shall be the Student Government at Utica President, Student Government at Utica Vice President, Student Government at Utica Chief of Staff, Student Government at Utica Treasurer, and Student Government at Utica Secretary respectively.

Division i. The Chief of Staff shall be considered a member of the Executive Board with relinquished voting privileges.

Subsection B. Elections for Executive Board members shall be held between the ninth week and fourteenth week of each Spring academic semester.

Subsection C. Incoming Executive Board members must take the Oath of Office during an SGU Meeting prior to the beginning of their term as defined by the SGU Policies and Procedures.

Subsection D. Line of succession to the President will consist of, in descending order: Vice President, Secretary, and President Pro Tempore of the Senate. President Pro Tempore of the Senate is further outlined in Article III Section 5 Subsection D.

Division i. In the event of a vacancy of the office of the Vice President, the President Pro Tempore of the Senate assumes the duties and is sworn in as the Vice President. President Pro Tempore of the Senate is further outlined in Article III Section 5 Subsection D.

Section 2. There shall exist Student Government at Utica Chief of Staff for the Student Government at Utica President and Assistant Treasurer for the Student Government at Utica Treasurer if the respective executive member deems it necessary for the current academic year. They shall be the Student Government at Utica Chief of Staff and Student Government at Utica Assistant Treasurer.

Subsection A. Student Government at Utica Assistants are not members of the Student Government at Utica Executive Board.

Subsection B. Should the President resign or be impeached and the Vice President becomes the Acting President, the appointed Chief of Staff from the outgoing president shall be removed,

unless the Acting President chooses to keep them in their position. Should there be a vacant Chief of Staff position, the Acting President shall have the authority to appoint the Chief of Staff.

Section 3. There shall exist a Student Government at Utica Cabinet with its members nominated by the President and requiring a majority vote of approval from the Executive Board, excluding the President.

Subsection A. The membership of the Cabinet shall consist of all Student Government at Utica Directors and Coordinators. Directors are positions established by the President for the purposes of carrying out specific duties that aid in satisfying the Student Government at Utica's purpose. Coordinators are positions established by either the President or directors for the purpose of assisting the directors in their duties.

Division i. The Directors shall consist of, but are not limited to, the Student Government at Utica Director of Public Relations and Student Government at Utica Director of Development. All Director positions are subject to the change by the President and vote of the Executive Board.

Division ii. If a petition of at least fifty signatures is brought to the Senate in regards to the creation of a new Director position, a Senator, appointed by the Vice President, will draft a resolution addressed to the Student Government at Utica President, and will be voted on the following week by the Senate, which would compel them to create that position and appoint an individual to hold the position. Upon approval, it will be the Executive Board's responsibility to draft a contract for the position.

Section 4. There shall exist a Student Government at Utica Public Relations Team that will fall under the jurisdiction of the Student Government at Utica President. The Public Relations Team shall serve as the public relations office of the Student Government at Utica. The Public Relations Team shall be chaired by the Student Government at Utica Director of Public Relations.

Section 5. There shall exist a Student Government at Utica Senate who's purpose will be to decide upon the policy and actions of the Student Government at Utica.

Subsection A. The membership of the Senate shall consist of no more than fifteen seats, with three senators representing each class of undergraduate students, and three senators representing graduate students.

Subsection B. Elections for senators shall be held between the first week and fifth week of each Fall academic semester.

Subsection C. Incoming Senators must take their Oath of Office during a Student Government at Utica Meeting prior to the beginning of their term as defined by the SGU Policies and Procedures.

Subsection D. The President Pro Tempore of the Senate is a member of the Senate that will be nominated and will serve as the Vice President of the Senate. The President Pro Tempore will

immediately supervise the Senate with the Vice President. The Vice President will serve as the immediate supervisor of the President Pro Tempore and the Senate.

Subsection E. Should an elected seat be vacant, the President may call for a Special Election. Once a Special Election has been announced, any potential candidates must be approved by two-thirds vote from the Senate and acceptance from the candidate. The means of voting will be determined by the Executive Board and approved by two-thirds vote of the Senate.

Section 6. There shall exist Student Government at Utica Organizations for the purpose of enhancing student life at SUNY Poly.

Subsection A. Student Government at Utica Organizations shall have a Board consisting of Student Government at Utica Member(s).

Division i. The size of the board shall be contingent on what the Student Government at Utica Executive Board deems necessary in order to carry out the purpose of the organization.

Subsection B. The leader of the organizations shall be nominated by the Student Government at Utica President and elected by the Student Government at Utica Senate.

Subsection C. Organization leaders will take their oath of office at an SGU meeting prior to assuming their duties as defined in the SGU Policies and Procedures.

Division i. All other organization members shall be chosen by the organization leader. They will take their oath at an SGU meeting prior to assuming their duties as defined in the SGU Policies and Procedures.

Subsection D. No two organizations may have purposes that are deemed conflicting by the Student Government at Utica Senate.

Section 7. There shall exist a Student Government at Utica Constitutional Court, when deemed necessary, for the purpose of resolving possible infringements of Student Government at Utica Policy, with its members selected randomly out of a pool of Student Government at Utica Members per case who volunteer to serve by the Student Government at Utica Chief Justice.

Subsection A. The membership of the Constitutional Court shall consist of a Chief Justice and four Associate Justices. The four Associate Justices are appointed by the Chief Justice when a court is called for. The Associate Justices will then be approved by majority vote of the Student Government at Utica Senate. The term of office for a member of the constitutional court, shall not expire until that case has been fully presented, discussed, and a deliberation has been reached, or that justice is no longer a member of the Student Government at Utica.

Subsection B. The Chief Justice will be selected randomly out of a pool of Student Government at Utica Members per case who volunteer to serve. The individual will then be confirmed by

majority vote of the executive board and then two-thirds vote of the Student Government at Utica Senate, excluding any members that are named in the petition or those who are an author of the petition.

Article IV

Powers and Responsibilities

Section 1. The President shall be responsible for carrying out all policies which would require a public or interdepartmental presence of the Student Government at Utica.

Subsection A. They shall be considered the official spokesperson of the Student Government at Utica whose public word and action shall be considered the will of the Student Government at Utica so long as it remains consistent with Student Government at Utica policy.

Subsection B. They shall be capable of utilizing the full resources of the Student Government at Utica for matters of urgency in order to protect or enforce Student Government at Utica policy.

Section 2. The Vice President shall be responsible for carrying out all policies that require internal regulation within the Student Government at Utica.

Subsection A. The Vice President shall assume the office of president for the duration of the term should the office become vacant or the President becomes physically or mentally incapable of carrying out his or her duties. They will have the alternate option of electing a new president. This is further outlined in Article III Section 1 Subsection D.

Section 3. The Treasurer shall be responsible for monitoring all fiscal transactions made by the Student Government at Utica.

Subsection A. They shall be responsible for enforcing fiscal policy by only authorizing financial transactions which are in accordance with the fiscal policy. They shall be required to review all line transfers and purchase acquisitions. They shall act as financial advisor for the Student Government at Utica.

Section 4. The Secretary shall have the responsibility of maintaining all Student Government at Utica records.

Subsection A. They shall be responsible for writing minutes for the Senate business meeting. They must also maintain a record of all meeting minutes including but not limited to; committee meetings and organization meetings.

Subsection B. If they are unable to attend or unable to record minutes at one above mentioned meeting, then they may appoint a suitable replacement for that meeting.

Subsection C. The established process will be inserting the report into a Google Form.

Section 5. The Executive Assistant shall be responsible for assisting the president in any task assigned to them.

Subsection A. They shall be responsible for assisting the president in ensuring the Student Government at Utica is following its governing documents.

Section 6. The Vice Treasurer shall be responsible for assisting the treasurer in any task assigned to them.

Subsection A. They shall be responsible for assisting the treasurer in ensuring the Student Government at Utica is following fiscal policy.

Section 7. The Cabinet shall be responsible for completing all duties required by the Student Government at Utica that do not fall under the Executive Board.

Section 8. The senators are responsible for representing the Student Government at Utica Members by deciding on enforceable policies of the Student Government at Utica.

Section 9. The organization leaders are responsible for completing the mission statements of their organizations as an extension of the Student Government at Utica mission statement.

Section 10. The Chief Justice is responsible for presiding over all judicial proceedings relating to the Constitutional Court.

Subsection A. The Student Government at Utica Senate will be responsible for deeming any petition or case brought forward as valid before a Constitutional Court may commence through two-thirds vote.

Article V

Stipulations of Office

Section 1. Only members of the Student Government at Utica may serve as official officers. The membership of the Student Government at Utica shall include all students of SUNY Poly who have paid a Student Activity Fee during the current or most recent academic semester.

Section 2. Official officers are Student Government at Utica Members who have taken the Oath of Office and have signed their respective contract.

Subsection A. Student Government at Utica Members may not take the Oath of Office or sign a contract for more than one official officer position.

Section 3. Official volunteers are Student Government at Utica Members who do not receive a stipend, do not take an Oath of Office, and may be required to sign the positions' respective contracts.

Subsection A. These positions must be officially recognized by the Student Government at Utica Advisor and its respective Organizational Head.

Subsection B. An official volunteer will be held under the same respective governing documents.

Subsection C. The roles given to official volunteer positions must not directly interfere with already existing officer positions in the Student Government at Utica.

Section 4. If a student holding an official officer position decides to take on volunteer role(s) within the Student Government at Utica and its respective organizations, they can do so if it abides by the definition of a volunteer in Article V Section 3.

Subsection A. The official officer will be held accountable for the responsibilities of all officer and volunteer positions.

Section 5. Any official officer who does not adhere to the Oath of Office is in direct conflict with the Student Government at Utica's purpose as stated in Article I Section 2 and shall be considered for impeachment as defined in Article V Section 5.

Section 6. Impeachment shall be considered any argument which is presented to the Student Government at Utica Senate that contains the signatures of at least two hundred (200) students except of the Student Government at Utica. The argument shall claim excessive or grievous violations of Student Government at Utica policy by an individual officer or group of officers of the Student Government at Utica.

Subsection A. Should the deliberation of the Constitutional Court result in a majority vote in favor of impeachment, then the violating officer or officers shall immediately be removed from office and the position shall be considered vacant.

Division i. A meeting in regards to impeachment shall remain confidential until a verdict has been reached by the constitutional court.

Article VI

Meetings

Section 1. Student Government at Utica Meetings will take place every Thursday in which Fall or Spring semester lecture classes are in session. These meetings will be open to the public and shall take place in the Student Center Multi-Purpose Room and shall begin at 12:30 PM. If this meeting space is not available, arrangements shall be made by the Student Government at Utica Director of Development to hold the meeting elsewhere.

Subsection A. Emergency meetings shall occur when the Student Government at Utica Executive Cabinet, by majority vote, sees fit.

Subsection B. In order for a meeting to start, and to remain in session, there must be quorum. Quorum shall be defined as fifty percent plus one of the currently sworn-in Student Government at Utica Senators.

Subsection C. If, for any reason deemed valid by the Executive Board and the official SGU advisor, the business meeting is not to be held, a notice of at least a week must be given to all active members and made public. This notice must include legitimate cause as well as rescheduling of any business that may have been pending for the cancelled meeting.

Section 2. Executive Cabinet meetings will take place every Tuesday in which Fall or Spring semester lecture classes are in session. These meetings will consist of Executive Cabinet members, as well as any members deemed necessary by the Executive Board, and shall take place in the Student Government at Utica Lounge and shall begin at 12:00 PM.

Subsection A. The President reserves the right to cancel this meeting with proper notice (one week) and legitimate cause.

Section 3. Organization meetings will take place weekly in which Fall or Spring semester lecture classes are in session. These meetings will consist of the Student Government at Utica Vice President and the organization leaders. These meetings shall occur at a time and place to be determined by the Student Government at Utica Vice President.

Subsection A. If the Vice President cannot attend this meeting, they will appoint another stipended member to chair that meeting.

Subsection B. The Vice President reserves the right to cancel this meeting with proper notice (one week) and legitimate cause.

Section 4. Constitutional court meetings shall occur at a time and place designated by the Chief Justice after an argument has been presented and deemed valid by the Student Government at Utica Senate.

Subsection A. A meeting may not take place without the presence of five justices, including the chief justice.

Section 5. Public Relations Team meetings will take place weekly in which Fall or Spring semester lecture classes are in session. These meetings will consist of the Director of Public Relations, Social Media Coordinator, and Creative Design Coordinator. They shall occur at a time and place to be determined by the Director of Public Relations.

Subsection A. The Director of Public Relations reserves the right to cancel this meeting with proper notice (one week) and legitimate cause.

Article VII

Ratification

Section 1. This constitution shall only become effective following a vote of at least ten percent of Student Government at Utica Members with the majority of votes in approval.

Subsection A. This constitution shall nullify and make any previous Student Government at Utica Constitution void.

Section 2. All recognized policies in place at the time of the ratification of this constitution shall remain in effect, except where they would fail to be in compliance with this constitution.

Section 3. Changes to this constitution may be proposed to the Student Government at Utica Senate by Student Government at Utica member(s). Changes need at least a two-thirds vote of approval from the Senate before the new constitution can be voted on by Student Government at Utica members.