

The SUNY Student Assembly's Governing Documents

Article XVII: Student Assembly

Title A. Establishment and Purpose 2 §1. Name.

§2. Purpose

Title B. Membership in the Student Assembly 2 §1. Membership

§2. Member Institutions

§3. Representatives from Member Institutions

§4. Organized Student Groups

§5. Eligibility

§6. Representatives to Act in Person

Title C. Officers 4 §1. Officers

§2. Duties

§3. Election of Officers

§4. Eligibility to Serve

§5. SUNY Snapshot

§6. Officer Vacancies

Title D. Organization 5 §1. Meetings

§2. Agenda

§3. Meeting Notification

§4. Executive Committee

§5. Other Committees

§6. Quorums

§7. Rules of Procedure

Title E. Bylaws of the Student Assembly 7 §1. Bylaws

Title F. Amendments 7 §1. Amendments

The Bylaws of the Student Assembly

Section 1 – General 8 §1.01 Purpose.

§1.02 Resolutions and Actions of the Assembly.

§1.03 Succession in the Chairpersonship.

§1.04 Stipends.

§1.05 SUNY Snapshot.

Section 2 – Elected Officers 9 §2.01 Elected Officers.

§2.02 President.

§2.03 Vice President.

§2.04 Treasurer.

§2.05 Secretary.

Section 3 – Executive Committee 10 §3.01 Meetings.

§3.02 Representatives.

§3.03 Appointed Officers.

§3.04 Attendance.

§3.05 Restrictions.

Section 4 – Committees 11 §4.01 General.

§4.02 Standing Committees.

§4.03 Rules Committee.

§4.04 State-Operated Institutions Committee.

§4.05 Community Colleges Committee.

§4.06 Ad-Hoc Committees.

Section 5 – Elections 12 §5.01 General.

§5.02 Campaigns.

§5.03 Elected Officers.

§5.04 Representatives.

§5.05 Organized Student Groups.

Section 6 – Removal From Office 14 §6.01 Recall.

§6.02 Impeachment.

§6.03 Discretionary Removal.

Section 7 – Vacancy 15 §7.01 Representative.

§7.02 Elected Officer.

Section 8 – Nondiscrimination 16 1

Policies of the SUNY Board of Trustees

Article XVII: Student Assembly

Title A. Establishment and Purpose

§ 1. Name. There shall be a Student Assembly of the State University of New York.

§ 2. Purpose. The Student Assembly shall be the official organization by which State University students participate in University-wide governance. The Student Assembly shall provide the following:

- (1) a forum for consultation and the exchange of information between State University students, the Chancellor, and the State University of New York Board of Trustees on matters of a University- wide nature which affect student concerns;
- and (2) a communications network for campus student government leaders.

The Student Assembly shall exercise such other responsibilities as the Chancellor or the State University Board of Trustees refer to it.

Title B. Membership in the Student Assembly

§ 1. Membership. The Student Assembly shall consist of representatives from member institutions, and organized student groups as hereinafter defined.

§ 2. Member Institutions. Each campus of the State University shall be a member institution according to the following: the Graduate Division of each of the doctoral degree granting institutions; the Undergraduate Division of each of the doctoral granting institutions; each of the other State-operated campuses; each Community College; New York State College of Ceramics at Alfred University; and one from the four statutory colleges at Cornell University.

§ 3. Representatives from Member Institutions.

(a) Each member institution of the Student Assembly shall have one representative for each full-time 4,000 equivalent students or fraction thereof. For the purpose of this section, full-time equivalent students shall be the number of full-time equivalent students in attendance at a member institution during the fall semester of the previous calendar year, as determined by State University.

(b) The first representative of each member institution shall be that institution's student government president. Additional representatives from member institutions, which exceed the 4,000 FTE base enrollment, shall be duly elected annually from among and by the students of that institution through a campus-wide election in accordance with procedures promulgated by the campus student government body. In the case of the statutory colleges, representatives must be statutory college students elected in accordance with procedures promulgated by the campus student government body.

2

(c) In cases where multiple student governments exist, the first representative shall be elected from among the student government presidents according to a campus election procedure adopted by written agreement of the campus student governments; in the absence of such an election, the president of the student government representing the greatest number of FTE students will be the first campus representative to the Student Assembly.

(d) Each member institution shall designate the officers next in line of succession to the student government president. Each designee may serve as an alternate for any representative of the member institution who is not able to attend a Student Assembly meeting.

§ 4. *Organized Student Groups.*

(a) Students representing constituencies traditionally underrepresented within the Student

Assembly shall have an opportunity to meet, communicate and recommend resolutions for consideration by the Student Assembly. The opportunity for these students to voice their concerns will enable the Student Assembly representatives to consider concerns and viewpoints that may not otherwise be introduced. In support of this important effort, the Student Assembly shall prepare a list of “organized student groups,” consisting of student organizations requesting “organized student group” designation which are established pursuant to written bylaws and which have chapters of ten or more full or part-time students at ten or more campuses.

(b) After providing annual public notice and conducting an open hearing, the Student Assembly shall select those “organized student groups” which:

- (1) are likely to remain in existence for more than one academic year;
- (2) represent points of view not adequately represented in the Student Assembly or the Executive Committee; and
- (3) will not be adequately represented without participation in the Student Assembly or the Executive Committee by duly-elected representatives.

(c) Each selected organized student group shall be considered a standing committee of the Student Assembly. As a standing committee, it will meet to discuss issues of particular interest to its members and forward resolutions to the Student Assembly and the Executive Committee.

(d) Each organized student group will be allocated one non voting representative to the Student Assembly and the Executive Committee who shall be a student. The nonvoting representative will enjoy all the privileges accorded to the representative. Additionally, members of the organized student groups may serve on such other committees of the Student Assembly as appropriate.

(e) A group shall not be designated an “organized student group” or be seated in the Student Assembly if it has a policy or practice of restricting membership on the basis of race, religion, national origin, gender, sexual orientation, disability, marital status or age.

3

(f) Each organized student group shall elect its representative to the Student Assembly and the Executive Committee from among the students elected by the campus chapters to serve on the organized student group. The campus selection process and the organized student group representative election process shall be included in the Student Assembly Bylaws.

§ 5. Eligibility. Any representative from a member institution or organized student group or any alternate for a representative selected in accordance with §3(d) above must be a student enrolled for credit who is included in a campus FTE base and meets the campus' requirements to stand for election and continues to be eligible to serve on the campus student government organization.

§ 6. *Representatives to Act in Person.* Representatives shall act in person and not by proxy. An alternate is not considered a proxy and has all the voting rights assigned to a representative.

Title C. Officers

§ 1. *Officers.* The officers of the Student Assembly shall be the President, Vice-President, Secretary, and Treasurer.

§ 2. *Duties.* The duties of the officers shall be as follows:

(a) **President.** The President of the Student Assembly shall preside at all meetings of the Student Assembly and shall exercise such other powers and duties as may be vested in the President by this Article and the Bylaws of the Student Assembly. The President shall be an official member of all Student Assembly committees, be responsible for a transition of officers between the time of election and June 1, and serve as the student member of the State University of New York Board of Trustees.

(b) **Vice-President.** The Vice-President shall perform such duties as prescribed by the President or the Student Assembly. In the absence of the President, the Vice President shall perform all duties vested in the President by this Article and the Bylaws of the Student Assembly, except serving as a member of the State University of New York Board of Trustees. In the event the President resigns or is no longer eligible to serve, the Vice President shall become the President for the remainder of the term. The primary role of the Vice-President is to support the activities of the various committees of the Student Assembly.

(c) **Treasurer.** The Treasurer shall perform such duties as prescribed by the President or the Student Assembly. The Treasurer is the chief fiscal officer of the Student Assembly.

(d) **Secretary.** The Secretary shall perform such duties as prescribed by the President or the Student Assembly. The Secretary is the chief communications officer of the Student Assembly.

§ 3. *Election of Officers.* Officers shall be elected by the members of the Student Assembly at its

annual business meeting. To stand for election as an officer, an individual must be eligible to serve as a representative from the institution, must have at least a 2.5 cumulative GPA, must be enrolled at a State University of New York campus and be nominated by a representative.

§ 4. *Eligibility to Serve.* In order to continue to serve as an officer, an individual must maintain eligibility to stand for election, in accordance with section 5 of Title B of this Article,

must maintain a 2.25 cumulative GPA or higher, and must be enrolled at a State University of New York campus. For the purposes of this section, eligibility to continue in service shall be determined at the end of each semester. Once eligibility is lost, it cannot be regained by transfer to a new institution.

§ 5. *Terms of Office.* Officers shall hold office for one year or until their successors are installed. This one-year term shall be from June 1 of the election year to May 31 of the following year. Officers may serve no more than two terms per each office contingent upon the person's continued eligibility to serve as a member of the Student Assembly.

§ 6. *Officer Vacancies.* Vacancies shall occur in the position of Student Assembly officer upon the death, recall by the Student Assembly, resignation, incapacity as determined by the Student Assembly, loss of member status, loss of eligibility to serve as a representative, or loss of student status by the incumbent. Officer vacancies may be filled for the remaining portion of the unexpired term of office through an election at the next meeting of the Student Assembly or according to alternate Bylaw procedures.

Title D. Organization

§ 1. *Meetings.* The Student Assembly shall meet at least once each semester with the dates and places to be determined by the Student Assembly. The annual business meeting must be held during the month of April. Special meetings may be called by the Executive Committee, by the request of one-quarter of the Student Assembly representatives, one-quarter of the member institutions, or the Chancellor; The date and place of a special meeting shall be determined by the Executive Committee and the meeting must be held no later than 30 days following the request to hold such a meeting.

§ 2. *Agenda.* The agenda for each regularly scheduled or special meeting of the Student Assembly will be established according to procedures outlined in the Bylaws. All meetings of the Student Assembly shall include the opportunity for the Chancellor or designee to address the membership.

§ 3. *Meeting Notification.* Notice of all regularly scheduled or special Student Assembly meetings will be sent to all representatives, State University campus presidents, the Chancellor and other State University offices as may be designated by the Chancellor. The notice must be sent at least 30 days in advance for regularly scheduled meetings and seven days in advance for special meetings and must include the time, date, and place of the meeting, an agenda of scheduled business, and other items as may be required by the Student Assembly Bylaws.

§ 4. *Executive Committee.*

(a) There shall be an Executive Committee of the Student Assembly to conduct necessary business between meetings of the General Assembly and other matters as prescribed by this Article or the Bylaws. The Executive Committee shall include the officers of the Student

Assembly and the designated number of representatives from the following: three representatives from the doctoral degree granting institutions (undergraduate division); three representatives from the University Colleges; two representatives from the Colleges of Technology, Agriculture and Technology, and Statutory Colleges; two representatives from the doctoral degree granting institutions (graduate division); six representatives from the Community Colleges and one nonvoting student representative from each standing committee. In order to serve as a member of the Executive Committee, an individual must be a student at a State University of New York campus and must maintain a cumulative GPA of 2.0 or higher.

(b) The members of the Executive Committee shall be elected by and from among the representatives of the designated constituencies according to procedures outlined in the Bylaws. Each designated constituency shall elect from among its representatives alternate(s) to serve in the absence of its representative(s) to the Executive Committee.

(c) Meetings. Meetings of the Executive Committee are to be determined by its members with the requirement that all meeting notices required of the Student Assembly meetings be followed except for the time of notification which will be seven days for Executive Committee meetings. The President of the Student Assembly shall serve as the presiding officer of the Executive Committee.

(d) Institutional Classification. The Student Assembly is empowered, via its bylaws, to, as necessary, classify member institutions for representation on the Executive Committee in accordance with the history and mission of each individual institution.

§ 5. *Other Committees.*

(a) The Student Assembly may establish such other standing and ad hoc committees as it deems advisable and shall prescribe the functions of such committees. The membership of such committees is to be determined by the Student Assembly, according to the Bylaws, and from among the students, faculty and staff of the State University of New York. Each standing committee will be allocated one nonvoting student representative to the Student Assembly and the Executive Committee. The nonvoting student representative will enjoy all the privileges accorded to representatives and shall be elected by and from the members of the standing committee.

(b) All committee reports shall be addressed to the Student Assembly. Committee reports and recommendations shall be in writing and shall be mailed to the Student Assembly members fourteen days in advance of the meeting at which they are to be considered by the Student Assembly.

§ 6. *Quorums.* A quorum for the transaction of business at any meeting of the full Student 6

Assembly shall consist of forty percent of the duly elected or appointed and voting representatives of that body with at least forty percent of the community colleges and forty percent of all other member institutions in attendance. The quorum for the transaction of business at any meeting of the Executive Committee or other duly constituted committee

of the Student Assembly shall consist of a majority of the duly elected or appointed and voting members of such committee.

§ 7. *Rules of Procedure.* Procedures at the meetings of the Student Assembly, the Executive Committee or other duly constituted committees shall be governed by Robert's Rules of Order, except as otherwise provided by this Article or the Bylaws.

Title E. Bylaws of the Student Assembly

§ 1. Bylaws.

(a) The Student Assembly shall adopt, and may amend or repeal such Bylaws as it deems advisable, consistent with this Article, governing its activities and procedures. (b) The adoption, amendment or repeal of such Bylaws must receive a two-thirds vote of the Student Assembly membership.

Title F. Amendments

§ 1. *Amendments.* The Board of Trustees shall approve all amendments to this Article. Amendments may be proposed by a member of the State University of New York Board of Trustees, the Student Assembly, the Chancellor or a Board designated committee. The Student Assembly may propose amendments to the State University of New York Board of Trustees by a majority vote of Student Assembly members present at a Student Assembly meeting. The president shall convey the text of any proposed amendment(s) in writing to each member at least fourteen days prior to its consideration by the Student Assembly. Amendments proposed by the Student Assembly shall be submitted by the Chancellor to the Board of Trustees with recommendations. Unless otherwise provided, all amendments will become effective upon approval by the Board of Trustees.

Section 1 – General

§1.01 Purpose.

These bylaws shall serve as official policy of the SUNY Student Assembly. In matters that conflict with Article XVII of the SUNY Board of Trustees Policies, which shall act as the constitution of the Student Assembly, the Board of Trustees Policies shall take precedence.

§1.02 Resolutions and Actions of the Assembly.

Resolutions may be offered by members of the Executive Committee, Delegates to the Assembly, or students of any SUNY Institution. Resolutions must be submitted to the Parliamentarian, no less than fourteen (14) days prior to a regular meeting of the General Assembly or the Executive Committee.

- (a) Resolutions declaring a Student Assembly position on any issue, and any supporting documentation, must be made available to all student governments upon request and distributed to all student government presidents at least seven (7) days prior to a vote by the General Assembly or the Executive Committee. Resolutions on any topic must be distributed to all voting members of the body that will be voting on it at least seven (7) days before the vote is scheduled to take place.
- (b) All resolutions require approval from the Rules Committee, pursuant to §4.04.
- (i) Should a resolution be rejected by the Rules Committee, or be brought to floor without going through the standard approval process, a two-thirds (2/3rds) vote by the General Assembly or Executive Committee can override the Rules Committee decision and allow the resolution to be introduced.
- (ii) Once resolutions are approved by the Rules Committee, they shall be numbered in accordance with the academic year and order of their consideration.
- (c) Resolutions may be passed by a majority vote of the General Assembly or the Executive Committee, unless otherwise provided by Article XVII of the Board of Trustees Policies, or these bylaws.

§1.03 Succession in the Chairpersonship.

If the President is unable to chair a meeting of the General Assembly or the Executive Committee, for any reason, the Vice President shall assume the chairpersonship. In the absence of the Vice President, for any reason, the Parliamentarian shall assume the chairpersonship. In the absence of the Parliamentarian, for any reason, the body shall appoint a member of the Executive Committee to chair the meeting.

§1.04 Stipends.

All elected officers and representatives, and as many appointed officers as deemed appropriate, may receive stipends.

- (a) If an Executive Committee Member is not carrying out their duties, the General Assembly or Executive Committee may vote to reduce or remove their stipends by a two-thirds (2/3) majority.
- (b) Stipends can be reinstated after by the General Assembly or Executive Committee by a simple majority.

§1.05 SUNY Snapshot.

The Secretary shall create and maintain “SUNY Snapshot” which shall contain any important information on all the Student Governments across the SUNY System. SUNY Snapshot must be distributed at each fall meeting of the General Assembly, and updated at least every two (2) years.

Section 2 – Elected Officers

§2.01 Elected Officers.

All elected officers shall:

- (a) Deliver a report at each meeting of the General Assembly and the Executive Committee.
- (b) Hold five (5) office hours per week, either at the Student Assembly Office in Albany or at the campus they are currently enrolled at.
 - (a) Elected officers’ office hours and contact information must be made publicly available, and distributed to student government presidents and voting delegates at the start of their terms in office.
 - (b) If hours are conducted on campus they must be verified at the end of the month by the Vice President of Student Affairs or their designee, and then submitted to SUNY System Administration.
 - (c) Office hours and locations shall be publicly posted.

§2.02 President.

In addition to the duties outlined in the SUNY Board of Trustees Policies, the President shall:

- (a) Be the official spokesperson for the Student Assembly.
- (b) Have the power to call emergency meetings of the Executive Committee. (c) Work with the Treasurer to craft and present a fiscal budget for approval by the General Assembly at the April meeting.
- (d) Be responsible for chairing election of the elected officers or designating a chair in their stead.
- (e) Be responsible for organizing a transition of officers between the time of election and June 1st.

- (f) At the end of their term, attend the June Board of Trustees meeting with

their successor to make a fiscal budget presentation on behalf of the Student Assembly.

§2.03 Vice President.

In addition to the duties outlined in the SUNY Board of Trustees Policies, the Vice President shall:

- (a) Be responsible for organizing a yearly calendar of all Executive Committee meetings and meetings of the General Assembly.
 - (i) The calendar of all Executive Committee and General Assembly meetings shall be released within 48 hours of its approval.
- (b) Oversee representative training, following their election.
- (c) Be responsible for supporting the representative committees: the State-operated Institutions Committee, and the Community Colleges Committee.

§2.04 Treasurer.

In addition to the duties outlined in of the SUNY Board of Trustees Policies, the Treasurer shall:

- (a) Present financial reports at all General Assembly meetings.
- (b) Present a monthly financial report to the Executive Committee.
- (c) Work with the President to craft and present an annual fiscal budget for approval by the General Assembly at the April meeting.
- (d) Formulate a budget request to the SUNY Board of Trustees

§2.05 Secretary.

In addition to the duties outlined in of the SUNY Board of Trustees Policies, the Secretary shall:

- (a) Record and distribute the minutes of all meetings of the General Assembly, Executive Committee, and each standing committee within 48 hours of the scheduled meeting, and ensure the proper recording of minutes for all committee meetings.
- (b) Ensure meeting minutes include information that indicates if quorum was met, including the number of voting representatives and member institutions in attendance.
- (c) Maintain a roster of all committees and their membership.

Section 3 – Executive Committee

§3.01 Meetings.

The Executive Committee shall meet at least once each month in the months of August, September, October, January, February, March, and May.

(a) All agendas and meeting minutes of the Executive Committee must be publicly available on the Student Assembly website.

§3.02 Representatives.

In addition to the duties outlined in the SUNY Board of Trustees Policies, the Representatives shall:

- (a) Maintain regular and open contact with their respective constituency.

§3.03 Appointed Officers.

In addition to the duties outlined in the SUNY Board of Trustees Policies, the appointed officers shall:

- (a) Perform any such duties as prescribed by the President, the elected officer who appointed them, or the Student Assembly.

§3.04 Attendance.

Members of the Executive Committee are required to attend all meetings of the General Assembly and the Executive Committee.

- (a) Executive Committee member absences will only be permitted for good cause and subject to the approval of the President or their designee. Good cause must fit in one of the following categories:
 - (i) Medical reasons as prescribed by a medical professional
 - (ii) Classes, examinations, or official study sessions which occur at the same time as the meeting in question.
 - (iii) Urgent family, close friends, or work related serious emergencies which require attention that could not be avoided by prior planning.
 - (iv) Issues relating to transportation that is out of the individual's control.
 - (v) Observance of a religious holiday.
 - (vi) A job-related interview during the time of the meeting in question.
 - (vii) Religious Practice
- (b) Executive Committee member absences must be documented by the Secretary of the Student Assembly.
- (c) After three absences the member shall meet with the President, their designee, and the Department of Human Resources to formally discuss their absences, if legitimate proof of two or more absences can not be provided disciplinary actions will take place.

§3.05 Restrictions.

Members of the Executive Committee shall not hold two offices, whether appointed or elected, concurrently within the organization or perform duties prescribed to another office.

§3.05 Eligibility.

Each member of the Executive Committee must meet the enrollment and GPA requirement. This shall be verified by the President of the Student Assembly.

Section 4 – Committees

§4.01 General.

The Executive Committee or General Assembly may create any committees they deem necessary to carry out the duties of the Student Assembly.

- (a) The Chair of each committee shall be appointed by the President, with the approval of the Executive Committee or General Assembly.
- (b) Any member of a committee may be removed by the chair of the committee for neglect of their duties. The Executive Committee may override the decision of the chair and reinstate any member to a committee by a two-thirds majority.
- (c) Committee chairs shall designate a vice-chair, who shall assist the chair in executing the work of the committee, serve at the discretion of the chair, and act as chair in their absence.
- (d) Committee chairs shall designate a clerk, who shall prepare all committee documents and distribute them to members of the committee and the Secretary and serve at the discretion of the chair.

§4.02 Standing Committees.

There shall be three Standing Committees of the Student Assembly: the Rules Committee, the State-Operated Institutions Committee, and the Community Colleges Committee.

- (a) Official rosters for each standing committee shall be maintained and publicly available.

§4.03 Rules Committee.

The Rules Committee shall consider the compliance of any proposed legislation or resolution with all policies and procedures of the Student Assembly prior to consideration by the Executive Committee or the General Assembly, and adjudicate any disputes relating to policies and procedures of the Student Assembly. (a) The Rules Committee shall be chaired by the Parliamentarian.

- (b) The Rules Committee shall be composed only of members of the Executive Committee, with a majority being representatives.
- (d) The President shall appoint the members of the Rules Committee, with approval from the Executive Committee or the General Assembly.
- (e) Any decision of the Rules Committee can be overruled by two-thirds (2/3rds) vote of the General Assembly.

§4.04 State-Operated Institutions Committee.

The State-Operated Institutions Committee shall provide a forum for the representatives of state-operated institutions to discuss issues relevant to their institutions, and act as a resource to the student governments at all state-operated and statutory colleges.

- (a) All representatives from the Doctoral-Granting Institutions, University Colleges, and Agriculture, Technology, Statutory and Specialized Colleges shall serve on the Committee.

- (b) The President of the University Faculty Senate shall serve as an ex-officio, non-voting member of the Committee.

§4.05 Community Colleges Committee.

The Community Colleges Committee shall provide a forum for the representatives of community colleges to discuss issues relevant to their institutions, and act as a resource to the student governments of all community colleges.

- (a) All representatives from the Community Colleges shall serve on the Committee.
- (b) The President of the Faculty Council of Community Colleges shall serve as an ex-officio, non-voting member of the Committee.

§4.06 Ad-Hoc Committees.

- (a) Unless otherwise provided in the resolution creating the ad hoc committee, all ad hoc committee members shall be appointed by the President and confirmed by the General Assembly or the Executive Committee.
- (b) When the function of an ad-hoc committee has been executed, the committee shall be disbanded.
- (c) Ad-hoc committee membership shall be open to all students, faculty, or staff of the State University of New York.
- (d) Ad-hoc committee meetings shall be open to the public.

Section 5 – Elections

§5.01 General.

- (a) All GPA requirements shall be determined from the campus where the student has completed the greatest number of credit hours.
- (b) Election of the elected officers shall occur before representative elections.
- (c) Candidates must be present during all elections procedures, other than deliberation, to be considered qualified. Candidates may not be present during deliberation of their election.
- (d) The elections chair may permit nominations to be submitted in advance. Nominations shall also be accepted from the floor, however the floor may not be re-opened for nominations once it has been closed.
- (e) No candidate may preside over their own election. If the standard presiding officer of the meeting where the election is taking place is a candidate for the election, they shall be replaced by an alternate chair.
- (f) All elections shall use a secret ballot, and if no person receives a majority of votes cast, a run-off election shall be conducted immediately to choose from the two candidates receiving the largest number of votes cast.
- (g) All elections shall include an opportunity for the candidates to give a brief speech, and for the electing body to ask questions of the candidates.
- (i) Questions must be addressed to all candidates, and each candidate must have an opportunity to answer.

- (ii) All speeches must not exceed three (3) minutes, and all questions and answers must not exceed one (1) minute.
- (h) All election disputes shall be adjudicated by the Rules Committee.

§5.02 Campaigns.

- (a) The use of a SUNY SA email address or delegate list for campaigning is prohibited.
- (b) No campaign materials may constitute slander or libel.
 - (i) Campaign material shall be defined as all forms of endorsement for a particular candidate/ticket; including outside/unknown endorsement for the said candidate/ticket.
- (c) No State, SUNY, Student Assembly, or funds collected via a Student Activity Fee shall be used for campaign expenses.
- (d) Vandalism of another candidate's property or materials is prohibited
- (e) Candidates must have written permission to use anyone else's likeness or image for any campaign purposes.
- (f) Candidates must tag the official SUNY SA account(s) on the media platform of their choosing.

§5.03 Elected Officers.

The following shall be the procedure for the election of the elected officers: (a) The elections will occur in the following order: President, Vice President, Treasurer, and Secretary.

- (b) The ballots will be counted by the President, Secretary, Parliamentarian, and a representative from System Administration. If one of the aforementioned officers is a candidate in the election they shall be excused from validating that set of ballots. Everyone who participated in counting ballots shall certify the results by signing the same and matching affidavit, attesting to the results under penalty of perjury. A Representative from SUNY Administration shall collect and keep independent all sets of original ballots for every election, to be stored in the SUNY SA offices for one year from the date of election in case of an election dispute.
- (c) Certified election results will be submitted to SUNY Central Administration, Office of Student Affairs, and the Chancellor for confirmation that the elections were conducted in compliance with the Articles of Organization and these bylaws.

§5.04 Representatives.

- (a) Quorum for the election of representatives shall be a majority of the delegates and 40% of the institutions within each caucus.
 - (i) Representative elections will be held following the officer elections, during 14

the same meeting.

- (b) The top two candidates for representative with the most votes in each caucus election, who are not elected as representatives, shall be designated as alternates for their caucus.

§5.05 Organized Student Groups.

Procedures for election of the non-voting delegates shall be developed and implemented by each Organized Student Group. Elections need not be held at the membership conference, but the duly elected delegates will assume their service at the time of the membership conference. All election procedures of Organized Student Groups are subject to the review of the Executive Committee upon recommendation of the Rules Committee.

Section 6 – Removal From Office

§6.01 Recall.

Any officer or representative of the Student Assembly may be recalled by the General Assembly, for any reason. At least one quarter of the voting delegates must move in favor of a vote to recall an officer in order for the motion to be brought to the floor. Once a motion to recall is brought to the floor, simple majority is required for an officer to be recalled and the office to be deemed vacant.

§6.02 Impeachment.

Any officer or representative of the Student Assembly may be impeached for malfeasance or failure to fulfill the duties prescribed in Article XVII of the Board of Trustees Policies, or these bylaws. The process shall be as follows:

- (a) A formal complaint must be filed with the Parliamentarian describing the details of the accusation, including the accused officer or representative, the statutes which the officer or representative has violated, and any evidence to support such claims.
 - (i) Formal complaints must come in the form of a written document either via email or a physical letter.
- (b) The Parliamentarian shall inform the Rules Committee, the elected officers, and the accused individual about the accusation, and begin requesting evidence to support either side of the case.
- (c) Within two (2) weeks of the filing of the formal complaint, the Rules Committee shall meet to discuss the findings and make a recommendation.
- (d) If the Rules Committee votes to recommend impeachment, then the accused individual shall immediately cease operating in the capacity of their office until a decision is made by the General Assembly or the Executive Committee. At the next meeting of the General Assembly or the Executive Committee, whichever comes first, the accused individual may be impeached by a majority vote. If they

are not impeached, they shall immediately resume operating in the full capacity of their office.

- (e) If the Rules Committee voted to recommend against impeachment, the General Assembly or the Executive Committee may vote to impeach the accused individual by a two-thirds (2/3rds) majority at their next meeting.

- (i) If the officer in question is an elected officer, only the General Assembly can impeach them contrary to a Rules Committee recommendation.

§6.03 Discretionary Removal.

Appointed officers shall serve at the discretion of the elected officer that appointed them, and may be dismissed by that elected officer for failure to properly fulfill their duties or uphold the standards of their office.

Section 7 – Vacancy

§7.01 Representative.

In the event that a representative seat becomes vacant, the alternate of that constituency with highest votes in their election shall fill that vacancy. In the absence of an alternate, the President shall have the power to appoint a temporary replacement to serve as a representative until the next meeting of the General Assembly, with approval from a majority of the Executive Committee.

- (a) Interim-representatives appointed by the President between the fall and spring meetings of the General Assembly shall serve until the end of the normal term.

§7.02 Elected Officer.

For vacancies in elected offices other than the President, the Executive Committee shall elect a replacement to serve until the next meeting of the General Assembly according to the following special election procedures:

- (a) The special election shall occur at the next Executive Committee meeting, unless there are less than fourteen (14) days between the date of the resignation and the next scheduled Executive Committee meeting, in which case the special election may be held at the Executive Committee meeting following the next meeting. (i) Should the next regularly scheduled meeting of the General Assembly be before the next regularly scheduled meeting of the Executive Committee, the special election shall not take place.
- (b) The President of the SUNY Student Assembly or their official designee shall give proper media notice at least fourteen (14) days before the Executive Committee meeting where the special election shall take place.
- (c) All regulations and requirements applicable to candidates during standard elections shall be required during special elections.

Section 8 – Nondiscrimination

There shall be no discrimination on the basis of real or perceived race, ethnicity, sex, gender, gender identity/expression, sexual orientation, age, disability, political affiliation, religious affiliation, marital status, or veteran's status within this organization. SUNYSA's formal policy against violations shall be instituted.

Section 9 – Social Media Policy

Pursuant to ARTICLE XVII, Section 9, Social Media Policy of the SUNY Student Assembly (SUNY SA) Governing documents, It is the policy of the SUNY SA to encourage the use of Social Media in online conversations that represent or discuss matters associated with key SUNY SA initiatives, programs, caucus information and recognized positions that the SUNY SA chooses to take in this current term. This policy applies to the use of all SUNY SA related Social Media by elected officials, students, staff and is not limited to any specific Social Media format.

§9.01 Social Media Platforms

The tools and platforms applicable under this policy include, but are not limited to: Facebook, Twitter, Instagram, Snapchat, LinkedIn, etc.

§9.02 Authorized Social Media Account / site

An account or site is a SUNY SA related account/site created and managed by a department and specifically approved by the SUNY SA Communications Department.

§9.03 Official Statements and Release of Information

Any member of the SUNY Student Assembly who possesses an official SUNY Student Assembly communications channel and/or official social media account must abide by the following:

(a) Endorsements

(i) SUNY SA members cannot utilize their position or title to endorse any individual for an elected, appointed, or other position and is not limited to; student government organizations, political candidates, local/state/federal elected officials, campus officials, SUNY system officials, and any other governmental/non-profit officials.

(b) Release of Official Statements and Information

(i) SUNY SA members cannot release an official statement or official information on behalf of the SUNY SA without seeking the approval from the Executive Director of Communications and the member's immediate supervisor. This includes but is not limited to; Press Releases, Media Advisories, Official Statements, and any other official documentation of the SUNY Student Assembly.

(ii) Executive Board members (Vice President, Secretary and Treasurer) must seek approval from the President and Trustee of SUNY SA and the Executive Director of Communications before an official release is curated by the SUNY SA Communications Department.

- (iii) The SUNY SA Communications Department assumes the right to disseminate any official and approved information on the SUNY SA official communications channels to prevent any potential liabilities.

§9.04 Process For Release of Information

If a SUNY SA member wishes to release an official statement they must consult with the Communications Department for approval before any official release. Information such as event attendance, current positional initiatives, and the reposting of SUNY or SUNY SA materials may be released on official communications. The Communications Department must be contacted at least 3 days in advance of the official release date.

§9.05 Violation and Enforcement

Users who violate this policy may be denied access to SUNY SA related Social Media sites and may be subject to progressive disciplinary action up to possible expulsion or dismissal. Alleged violations will be handled through the SUNY SA disciplinary procedures via the department of human resources and working environments applicable to the User. The SUNY SA may suspend, block or restrict access to an account/site, independent of such procedures, when it reasonably appears necessary to do so in order to protect the integrity, security, or functionality of SUNY SA or other computing resources or to protect the SUNY SA from liability.

§9.05 User Guidelines for College-related Social Media Sites

Users must adhere to the SUNY SA's applicable policies and any applicable hosting websites' terms of use agreements, rules, and rights. Users:

- (a) May post or comment anonymously or identifiably.
- (b) May be honest in their posts, complain or disagree with others' posts; however, the nature of all content must always remain respectful.
- (c) May not post any inappropriate, defamatory, offensive, or misleading language. Such items will not be tolerated and will be removed
- (d) Must ensure that all Social Media content remains relevant to the College and the community. Spam and other promotional content will be removed.
- (e) May not claim ownership or authorship for content that is not owned by them. Give appropriate crediting, trademark, copyright, or any other rights to the appropriate owner.
- (f) Must acknowledge that all content generated on the SUNY SA Social Media sites is public, therefore users must consider their own privacy at all times before

posting or commenting. Those with concerns or complaints with respect to the College's Social Media sites should contact the Office of Public and Media Relations

- (g) Must agree that material posted, commented on, or linked to multimedia on the SUNY SA Social Media pages may be reproduced, distributed, edited, and published in any form by the SUNY SA.
- (h) Must obtain permission from the Department of Communications to use "SUNY Student Assembly", or "SUNY SA" or the SUNY SA logo or imagery within the name of the Social Media site. Such identification assists the SUNY SA online community in easily locating the Social Media site.