

# **Constitution of the State University of New York at Cortland**

## **Student Government Association**

### **Preamble**

With this constitution the students of the State University of New York College at Cortland, do hereby establish an organization of self-government to represent and be responsive to the students of this college community, to advance their general welfare; to ensure academic and social freedom; to provide a forum for the exchange of ideas, protect student's rights, and to create a government that will have the respect and trust of the student body as well as those with whom this government must partner with.

### **Article 1-Name**

This association shall be called the SUNY Cortland Student Government Association, hereafter abbreviated as SGA.

### **Article II-Members**

#### **Section 1: Membership**

The membership of the SGA shall consist of all full-time and part-time Mandatory Activity Fee paying students of SUNY Cortland, hereafter referred to as the student-body.

#### **Section 2: Voting Membership**

The voting membership shall consist of all full-time and part-time mandatory activity fee paying students, who vote on referendum and SGA elections.

### **Article III-Executive Branch**

**Section 1:** The executive powers of the SGA shall be vested in the Executive Board of the SGA, which shall be chaired by the President of the SGA.

**Section 2:** The Executive Board of SGA will consist of the following positions each having one vote:

President (non-voting; except to make or break a tie)

Executive Vice President (EVP)

Chief Financial Officer (CFO)

Chief of Staff to the President

Chief of Staff to the Vice President

Associate Financial Officer (AFO)

Director of Public Relations Director of Diversity, Equity and Inclusion

Director of Community Engagement and Outreach

Director of Student Activities

### Section 3: Elected officers of SGA

- A. The President, Executive Vice President and Chief Financial Officer shall be elected by plurality vote of the student-body who cast ballots.
  - 1. Nominations for President, Executive Vice President and Chief Financial Officer require a petition of 300 valid signatures of members of the student-body.
  - 2. All elections shall be plurality vote of the student-body.
  - 3. All SGA elections shall be supervised by the Board of Elections and Referenda.
  - 4. All election procedures shall be approved by the Student Senate.
  
- B. Eligibility requirements to serve as elected officers of the SGA.
  - 1. Be enrolled at SUNY Cortland, for a minimum of six credit hours during each Fall and Spring Semester, within the academic term year.
  - 2. Maintain a minimum cumulative GPA of 2.5 at SUNY Cortland and not be on academic or disciplinary probation during elections and term of office.
    - a. Any individual on disciplinary probation can appeal their eligibility to the Student Senate. The Senate may, by a 2/3rds vote to override the disciplinary probation disqualification.
  - 3. Must not be otherwise employed aside from the duties attributed to the position with the exceptions of approved work-study by the financial aid department and/or extenuating circumstances as approved by a vote of the Student Senate.
  - 4. Elected officers may not hold an Executive position in any SGA club or campus-affiliated organization.
  
- C. Term of Office
  - 1. The officers of SGA shall be elected no later than May 1, and shall serve from July 1 to June 30 of each calendar year.
  - 2. All appointed officers serve under the officer who is responsible for appointing them.
  - 3. In the event of a vacancy in the position of elected officers, see Article XIV.
  
- D. Write-In-Candidates
  - 1. In order to be elected to office, write-in candidates shall be subject to the same eligibility requirements as any other candidates. They are not eligible to receive election funds from SGA.

### Section 4:

- A. Appointed officers of SGA:
  - 1. The **Chief of Staff to the President** must be nominated by the President with the approval of the Student Senate.
  - 2. The **Chief of Staff to the Vice President** must be nominated by the Executive Vice President with the approval of the President and the Student Senate.

3. The **Associate Financial Officer** must be nominated by the Chief Financial Officer with the approval of the President and the Student Senate.
  4. The **Director of Public Relations** must be nominated by the elected officers with the approval of the Student Senate.
  5. The **Director of Diversity, Equity and Inclusion** must be nominated by the elected officers with the approval of the Student Senate.
  6. The **Director of Community Engagement and Outreach** must be nominated by the elected officers with the approval of the Student Senate.
  7. The **Director of Student Activities** must be elected by the Student Activities Board with the approval of the SGA Elected Officers and Student Senate.
  8. Appointed members of the SGA Executive Board shall not hold an executive position in any other SGA club.
- B. Eligibility requirements for nomination/appointment to serve as officers of the SGA.
1. Chief of Staff to the President, Chief of Staff to the Vice President, Associate Financial Officer, Director of Public Relations, Director of Diversity, Equity and Inclusion, Director of Community Engagement and Outreach, and Director of Student Activities
    - a. Be enrolled in classes at SUNY Cortland for a minimum of six credit hours per semester at SUNY Cortland.
    - b. Must maintain a cumulative GPA of 2.5 at SUNY Cortland and cannot be on academic probation.
    - c. All non-elected Executive Board positions must not be on disciplinary probation unless exempted by the executive board.
    - d. Prior to approval by the Student Senate, all appointed applicants will be reviewed by the Vice President of Student Affairs solely for eligibility verification.

### **Section 5: Duties of the Executive Board**

1. To act as a forum for developing proposals of concern to the Student Senate and the entire student body.
2. To enforce and carry out all decisions of the Student Senate.
3. By unanimous vote may veto an action of the Student Senate.
4. During college recesses (or when the Student Senate is not in session and/or a quorum cannot be attained by the Executive Board), the President, Executive Vice President, and the CFO may act for the Executive Board and/or the Student Senate, with such actions to be reported to the Student Senate by the next Senate meeting.
5. To attend all Student Senate meetings unless excused by the Senate Chair. An Executive Board member must be dismissed from the Student Senate for two

consecutive unexcused or three overall unexcused absences during an academic year.

6. Choose an Executive Board member(s) to serve as a spokesperson for the SGA during all summer orientation programs. If an Executive Board member is unable to fulfill the duties, the Executive Board will accept nominations from Student Senate.
7. Must create and/or revise a handbook by the last day of classes of the spring semester, describing the duties of their position. Upon request, this handbook must be available for review by enrolled SUNY Cortland Students.

## **Section 6: Duties of the Executive Board Members**

### **A. Duties of the President**

1. To serve in the best interest of the SGA upholding the Constitution and to act in SGA's best interest as the official leader of SGA.
2. To serve as an Ex-Officio, non-voting member of the Student Senate.
3. To preside over regular and special sessions of the Executive Board and to call special sessions of the Board.
4. To educate the Executive Board on parliamentary procedure.
5. To use the knowledge of parliamentarian procedure and ensure its implementation at Executive Board meetings.
6. To establish any committees necessary to carry out the executive functions of SGA.
7. To make all appointments, with the confirmation of the Student Senate, unless otherwise stated in the Constitution and Bylaws.
8. To approve the appointments of all student representatives to faculty, administrative, and policy committees and to dismiss appointees if there is sufficient cause.
9. To present an explanation at the next Student Senate meeting upon dismissing an appointee.
10. To be a student representative of ASC Board of Directions, and sub-committee as needed.
11. To appoint, with the approval of the Student Senate, the student membership to the ASC Board of Directors when necessary.
12. To recommend appropriate action to the Executive Board and the Student Senate and to require reports of a general or specific nature of any officer, board member, or committee chair.
13. To provide oral or electronic report bi-weekly at Student Senate meetings on the state of SGA in accordance with the Senate calendar.
14. To serve as a non-voting member of all boards or committees unless otherwise stated in the Constitution and Bylaws.
15. To serve as the student representative on the College Council.

16. To be present at all regular and special sessions of the Student Senate.
17. To call special session of the Student Senate.
18. To be responsible for the administration of the SGA office budget.
19. Serve as one of the voting delegates on the SUNY Student Assembly if no conflicts arise. If conflict arises, the President shall appoint all other voting delegates on the SUNY Student Assembly, and provide prompt notification and justification to Senate.
20. When an Executive Board vacancy occurs because of graduation, leave of office, withdrawal, etc. the President must as soon as practicable appoint an interim replacement until a permanent replacement is confirmed by Senate.
21. To run the Student Senate meetings in the absence of the Executive Vice President.
22. Must serve 10 office hours per week in the SGA office during operational hours.
23. Any other duties usually attributed to this office, except when halted by a 2/3rds vote of Senate or in conflict with any section of this Constitution

#### **B. Duties of the Executive Vice President**

1. To serve in the best interest of the SGA upholding the Constitution and to act in SGA's best interest.
2. To serve as the Chair of the Student Senate in an ex-officio, non-voting capacity, provided, however, the Chair may vote in order to break a tie.
3. To determine the agenda of the Student Senate, with consultation of Executive Board.
4. To educate the Student Senate on parliamentary procedure.
5. To use the knowledge of parliamentarian procedure and ensure its implementation at Senate.
6. To assume the duties of the President in his/her absence.
7. To accept any responsibilities handed down by the President.
8. To appoint all standing and ad hoc committee chairs in the Student Senate.
9. To serve as a non-voting member on all SGA boards and committees unless otherwise stated in this Constitution and Bylaws.
10. To appoint all student representatives to faculty, administrative, and policy committees.
11. To act as an advisor to all faculty and policy committee student representatives.
12. To call, when necessary, meetings with any faculty and policy committee student representatives.
13. To be a student representative on the ASC Board of Directors, and sub-committee as needed.
14. To chair a committee for the education of the SGA Government and its workings when seen appropriate.
15. To serve as a voting delegate to the SUNY Student Assembly, if no conflicts arise.
16. To have a thorough knowledge of the latest edition of Robert's Rules of Order.
17. To serve as a voting member of Executive Board.

18. To call special sessions of Senate
19. Must serve 10 hours per week in the SGA office during operational hours.
20. All other duties usually attributed to this office, except when halted by a 2/3rds vote of Senate or in conflict with any section of this Constitution

**C. Duties of the Chief Financial Officer**

1. To serve in the best interest of the SGA upholding the Constitution and to act in SGA's best interest.
2. To serve as an Ex-Officio, non-voting member of the Student Senate.
3. To oversee all SGA Funds.
4. To scrutinize the expenditures of all SGA funded organizations.
5. If a problem arises, the CFO shall have right to suspend, temporarily, the use of spending activity fees by any club or organization. The CFO, at the earliest possible time, will present the situation to the Financial Board for a vote.
6. To provide all funded organizations with a financial handbook.
7. To be an advisor to all organization treasurers.
8. To be a student representative on the ASC Board of Directors, and sub-committee as needed.
9. To accept those additional responsibilities delegated by the President.
10. To work with the SGA President in planning and appropriating the office budget of SGA.
11. To serve as the non-voting chair of the SGA Financial Board.
12. The CFO is the sole signature to be placed on any and all contracts that legally and financially obligate the SGA.
13. To serve as a voting member of the Executive Board.
14. Must serve 10 hours per week in the SGA office during operational hours (2 hours per day).
15. All other duties usually attributed to this office, except when halted by a 2/3rds vote of Senate or in conflict with any section of this Constitution

**D. Duties of the Chief of Staff to the President**

1. To serve in the best interest of the SGA upholding the Constitution and to act in SGAs best interest.
2. To serve as an Ex-Officio, non-voting member of the Student Senate.
3. To serve as a voting member of the Executive Board.
4. To take minutes at Executive Board Meetings.
5. To accept responsibilities and duties handed down from the President.
6. To act on behalf of the President, when requested.
7. Must serve 6 office hours per week in the SGA office during operational hours.

8. All other duties usually attributed to this office, except when halted by a 2/3rds vote of Senate or in conflict with any section of this Constitution

**E. Duties of the Chief of Staff to the Vice President**

1. To serve in the best interest of the SGA upholding the Constitution and to act in the SGA's best interest.
2. To serve as an Ex-Officio, non-voting member of the Student Senate.
3. To serve as a voting member of the Executive Board.
4. To take minutes at Senate meetings.
5. To accept responsibilities and duties handed down from the Executive Vice President.
6. To act on behalf of the Executive Vice President, when requested.
7. Must serve 6 office hours per week in the SGA office during operational hours.
8. All other duties usually attributed to this office, except when halted by a 2/3rds vote of Senate or in conflict with any section of this Constitution

**F. Duties of the Associate Financial Officer**

1. To serve in the best interest of the SGA upholding the Constitution and to act in SGA's best interest.
2. To carry out those duties assigned by the CFO and to attend all Financial Board meetings.
3. To assume the responsibilities of the CFO in the absence of the CFO.
4. In the absence of the CFO, appoint, with Senate approval, an acting Associate Financial Officer.
5. To accept any duties delegated by the CFO.
6. To serve as an Ex-Officio, non-voting member of the Student Senate.
7. To work closely with the CFO in the financial operation of SGA and to assist and advise the CFO.
8. To serve as a voting member of the Executive Board.
9. Work with the SGA President and CFO in planning the SGA office budget.
10. Must serve 6 office hours per week in the SGA office during operational hours.
11. All other duties usually attributed to this office, except when halted by a 2/3rds vote of Senate or in conflict with any section of this Constitution

**G. Duties of the Director of Public Relations**

1. To serve in the best interest of the SGA upholding the Constitution and to act in SGAs best interest.
2. To serve as an Ex-Officio, not-voting member of the Student Senate
3. To serve as a voting member of the Executive Board.
4. To administer and coordinate all student government public relations efforts.

5. To act as advisor to all organizations in their social programming efforts.
6. To encourage representation and inform students of SGA and campus events.
7. To serve as a liaison between media organizations and SGA.
8. To make adequate publications to keep the student body aware of SGA's events.
9. To help coordinate and plan Executive Board programming.
10. To work with the Chief Financial Officer with the allocated programming budget.
11. Must serve 5 office hours per week in the SGA office during operational hours.
12. All other duties usually attributed to this office, except when halted by a 2/3rds vote of Senate or in conflict with any section of this Constitution

#### **H. Duties of the Director of Diversity, Equity and Inclusion**

1. To serve in the best interest of the SGA upholding the Constitution and to act in SGA's best interest.
2. To serve as an Ex-Officio, non-voting member of the Student Senate.
3. To serve as a voting member of the Executive Board.
4. To serve as the chair of the Student Diversity, Equity and Inclusion Committee.
5. To appoint a vice-chair for the Student Diversity, Equity and Inclusion Committee.
6. To collaborate with the Multicultural Life and Diversity office.
7. To work with the Chief Financial Officer with the allocated programming budget.
8. Must serve 3 office hours per week between a minimum of 2 days in the SGA office during operational hours.
9. All other duties usually attributed to this office, except when halted by a 2/3rds vote of Senate or in conflict with any section of this Constitution

#### **I. Duties of the Director of Community Engagement and Outreach**

1. To serve in the best interest of the SGA upholding the Constitution and to act in SGAs best interest.
2. To serve as an Ex-Officio, non-voting member of the Student Senate.
3. To serve as a voting member of the Executive Board.
4. To serve as the chair of the Community Engagement and Outreach Committee.
5. To collaborate with the city leaders and appoint students to serve on committees and boards throughout the community.
6. To make partnerships with local organizations and disseminate opportunities for student involvement.
7. To work with the office of Civic Engagement on opportunities for student involvement.
8. To work with the Chief Financial Officer with the allocated programming budget.
9. Must serve 3 office hours per week between a minimum of 2 days in the SGA office during operational hours.



10. All other duties usually attributed to this office, except when halted by a 2/3rds vote of Senate or in conflict with any section of this Constitution.

**J. Duties of the Director of Student Activities**

1. To serve in the best interest of the SGA upholding the Constitution and to act in SGA's best interest.
2. To serve as an Ex-Officio, non-voting member of the Student Senate.
3. To serve as a voting member of the Executive Board.
4. To serve as the chair of the Student Activities Board.
5. To work with the Chief Financial Officer with the allocated programming budget.
6. All other duties attributed to this office, except when halted by a 2/3rds vote of Senate or in conflict with any section of this Constitution

**Article IV-Legislative Branch**

**Section 1:** All legislative power of this Association shall be vested in the Student Senate.

**Section 2:** All decisions of the Student Senate shall be binding on all members of the student-body unless otherwise stated by this constitution.

**Section 3:** By a 3/4 vote of its membership, the Student Senate may override a veto by the Executive Board.

**Section 4: Student Senate Makeup**

- A. Eligibility requirements for Senators and Club Representatives.
  1. All candidates for Senator and Club Representatives must be members of the student-body.
  2. All Senators and Club Representatives must maintain at least a cumulative GPA of 2.5.
  3. All candidates for Senator must attend one meeting of the Senate prior to being eligible for approval.
  4. At the second SGA Senate meeting, the potential Senator will either be approved or denied by 2/3rds of the Senate in attendance.
- B. A majority of the voting members of the Student Senate shall constitute a quorum.
- C. All meetings of the Student Senate and the SGA shall be governed by the latest edition of Robert's Rules of Order, except when Robert's Rules of Order conflicts with this constitution or Bylaws.
- D. Terms of Office: A senator will serve until the end of the academic year in which they were approved unless stated otherwise in Article X.

**Section 5: Membership**

- A. Membership in the Student Senate shall consist of the following, each of whom shall have one vote:
  - 1. Two Senators elected by and from the faculty/staff of SUNY Cortland's Faculty Senate.
  - 2. Senators who submit a petition of 100 signatures from the SUNY Cortland student body.
  - 3. One representative will be chosen from each SGA recognized club to become a member of the Student Senate. The SGA representative will be a Club Executive Board position. These representatives will be referred to as Club Representatives.
    - a. The representative must remain the same throughout the semester.
  - 4. All Executive Board members will be non-voting Ex-Officio members of the Student Senate except as noted in Article III, Sec 6B2 of the SGA Constitution.
  - 5. Sanctions for Club Representative attendance will be found in the financial handbook.
  - 6. Excused absences by Club Representatives need approved by the Associate Financial Officer prior to the meeting.

#### **Section 6: Duties**

- A. Duties of Senators
  - 1. To uphold the Constitution of the SGA.
  - 2. To keep students informed of Student Senate activities and considerations by making available the minutes and other relevant documents.
  - 3. To bring to the Student Senate any specific proposals adopted and/or requested by the student body. When appropriate, such proposals should be presented to the Executive Board in advance in order to be properly distributed
  - 4. A senator is allowed 1 unexcused absence per semester. The Executive Board may dismiss a Senator after 2 unexcused absences.
  - 5. Senators are required to serve on a minimum of 2 committees appointed by the SGA Senate Chair.
  - 6. To approve all Executive appointments by majority vote.
  - 7. By majority vote, at the student senate, a Senator may be granted a leave of absence for extenuating circumstances.
  - 8. Senators shall be subject to any further duties and expectations outlined by the SGA Senate Chair.
  - 9. Senators are responsible for approval of club constitution.
  - 10. Must notify AFO of early departure from meetings.
  
- B. Duties of the Club Representatives
  - 1. To uphold the Constitution of the SGA.

2. To keep constituents informed of Student Senate activities and considerations by making available the minutes and other relevant documents.
3. To bring to the Student Senate any specific proposals adopted and/or requested by constituents. When appropriate, such proposals should be presented to the Executive Board in advance.
4. To attend all Student Senate meetings unless excused by the Associate Financial Officer. A Club Representative shall be allowed 1 unexcused absence per semester.
5. To approve all Executive appointments by majority vote of the Student Senate.
6. To serve as liaison between their club and the SGA. Responsible for all communications, changes and updates occurring in the Student Senate.
7. The Club Representative must have been a member of their club for at least one semester and have attended at least 2/3 of their club meetings.
8. Must notify AFO of early departure from meetings

C. Voting Guidelines

1. All motions will be cast under 1 vote by the entire Student Senate.
2. Student Senators and Club Representatives must be present to submit their vote at Senate.
3. Club Representatives are only allowed 1 vote as a representative for one club/organization
4. SGA Senators may not vote on behalf of a club or serve as a club representative.

## **Article V-Judicial Branch**

**Section 1:** The Judicial responsibility of the SGA is vested in the SUNY Cortland Student Conduct office. Decisions of the College Hearing Panel shall be binding on all members of the SGA except when overturned by appropriate appeals board as in accordance to the Student Code of Conduct.

## **Article VI-SGA Boards**

### **Section 1: Financial Board**

A. Duties:

1. To recommend to the SGA Student Senate policies and procedures for the administration of student funds. Any changes to the Financial Handbook must be passed by a majority vote of the Student Senate.
2. To make recommendations for the increases and/or decreases of the Mandatory Activity Fee (MAF) and other such student fees as may be desired.

3. To annually prepare the budgets of the SGA clubs for the regular academic year and the summer sessions. These budgets must be completed by the first of April. If Spring Recess starts and ends in March, then the budget must be completed by the second week of April. These proposed budgets are then submitted to the Student Senate for approval.
  4. To grant allocations from the SGA Contingency Fund and other funds according to the Financial Handbook.
  5. To aid and encourage cooperation of organizations in programming.
  6. All actions of the Financial Board must be reported to the Executive Board and Student Senate to insure that there is not a violation of SGA Financial Policy or SUNY Board of Trustees Guidelines for the allocation of the MAF. If there is a violation of any of the above policies, the Student Senate shall void the action.
- B. Membership shall be as follows:
1. SGA CFO -Shall serve as Chair. (Non-voting; except to make or break a tie).
  2. SGA AFO-Shall serve as Vice Chair.
  3. Six members of the student body at large nominated by SGA CFO and AFO, approved by Senate.
  4. The Vice President for Student Affairs, after consultation with the SGA CFO, will appoint a non-voting advisor to the Financial Board.
- C. The Financial Board Chair:
1. Will be available to assist SGA clubs and organizations in budget preparation.
  2. Present to the Student Senate any Financial Board recommendations concerning changes and/or modifications of the Financial Handbook.
  3. Set the agenda for all Financial Board meetings.
  4. To recommend to the Student Senate removal of a Financial Board member who misses three meetings during a semester.
  5. Maintain a regular relationship with the appointed advisor of Financial Board.
  6. To recommend to the Student Senate the removal of a Financial Board member for reasons other than absences, with consent of Financial Board.

## **Section 2: Board of Elections and Referenda**

- A. Duties:
1. Developing and presenting to the Student Senate procedures to be used in the conduct of elections and referenda.
  2. Conduct elections following approved procedures.
  3. To advise candidates and respond to questions regarding elections and referenda.
  4. To serve in the best interest of SGA.

B. Membership shall be as follows:

1. Seven members of student body shall be appointed by the Chair of the Board of Elections with approval of the Student Senate.
2. A Chair (non-voting; except to break a tie) shall be appointed by the SGA President with the approval of the Senate.
  - i. The SGA President may serve as the Chair as long as he/she is not running for re-election.
3. No candidate for an elective office may serve on the Elections Board.

**Section 3: Club Constitutions Committee**

A. Duties

1. To review and make recommendations to the Student Senate on new and old club constitutions.
2. To determine the status of clubs as either active or inactive after inactivity for one academic year.
3. To recommend to the Student Senate why SGA should discontinue recognition of a club or organization.
4. The SGA Club Constitution Committee must submit its policies and procedures to the Student Senate for approval.

B. Membership

1. The Executive Vice President, as Chair (non-voting except to break a tie).
2. The Chief of Staff to the Vice President (voting).
3. Three members of the Student Senate (voting).

**Section 4: Community Engagement and Outreach Committee**

A. Duties

1. Be chaired by the Director of Community Engagement and Outreach;
2. Shall hold committee meetings bi-weekly;
3. All regular meetings are open to the general public;
4. Assists with enhancing and maintaining relationships with members of the community.

**Section 5: Student Leadership Cabinet Committee**

A. Duties

1. Be chaired by the President of the Student Government Association;
2. Shall hold committee meetings bi-weekly;
3. The President shall appoint one member of the SGA executive board to serve as Vice Chair;
4. To increase interaction between the various assemblies on campus;

5. To provide a platform for the promotion of all the different cohorts on campus;
6. Membership will be decided upon approval by the SGA President with membership provided to the Student Senate.
7. With approval of the Cabinet, Senate may appoint additional members as needed
8. Meetings may be open to all students, by request.

### **Section 6: Diversity, Equity, and Inclusion Committee**

#### A. Duties

1. Be chaired by the Director of Diversity, Equity and Inclusion;
2. Shall hold committee meetings bi-weekly;
3. All regular meetings are open to the general public;
4. Must plan events and share ideas on how to effectively improve and promote a diverse and inclusive campus climate.

### **Section 7: Student Activities Board**

#### A. Duties

1. Be chaired by the Director of Student Activities;
2. Shall hold executive board and general body meetings weekly;
3. To provide programming and activities for the campus;
4. To follow the constitution of the Student Activities Board.

### **Article VII-Meetings**

- A. The Executive Board and all boards shall meet weekly unless the chair or the President decides there is not sufficient business to justify a meeting.
- B. Student Senate shall meet biweekly unless the SGA Senate chair or the SGA President confer that there is not sufficient business to justify a meeting. The Chair or President may also call additional meetings to order if he/she feels there is sufficient business to justify a meeting.
- C. Special meetings may be called whenever deemed appropriate by the chair and/or the President.
- D. For each body, (Student Senate, Executive Board and all other boards) a quorum shall be a majority of its registered members.

### **Article VIII-Impeachment**

#### **Section 1: Elected Officers**

- A. The President, Executive Vice President, and Chief Financial Officer of the SGA are subject to recall by a petition bearing the signatures of 1200 students of the Student body.

- B. After signatures have been received, elected officers are subjected to an impeachment hearing. A 3/4<sup>th</sup> vote of the Student Senate immediately removes the officer from office

**Section 2:** Club Reps and Senators

- A. The Club Representatives and Senators of SGA are subjected to removal by a ¾ vote of the Student Senate.
- B. The Senate must vote by secret ballot.

**Article IX- Removal of Appointed Officers**

- A. The SGA Executive Board can remove any appointed officer by unanimous vote. The officer in question is not granted a vote.

**Article X-Removal of Senators**

**Section 1:** All senators of SGA are subject to removal by a unanimous vote of the SGA Executive board. **Section 2:** After a unanimous vote of the Executive Board, the impeachment procedure will be followed to remove the Senator.

**Article XI -Amendment**

**Section 1:** The SGA constitution will be reviewed by the SGA Executive board at least every 2 years.

**Section 2:** An amended SGA constitution must be approved by the Student Senate by 2/3 vote.

**Article XII-Ratification**

**Section 1:** An amended SGA Constitution must be ratified upon approval of two-thirds of the Senate membership and plurality vote of the student body by referenda, after following the procedures stated in Article XV.

**Section 2:** Amendments to the SGA Constitution approved by Senate are not effective until ratification by the student-body.

**Article XIII-Commendation**

Commendation may be given to those students or non-students who have made exceptional contributions to the SGA. Commendations shall offer no responsibilities or authority. Commendation may be proposed to the Senate by a two-thirds vote of a recognized student organization.

## **Article XIV-Vacancy of Office**

**Section 1:** In the event that an executive vacancy occurs, replacement procedures will be as follows:

- A. President-The Executive Vice President will assume the position of the President.
- B. Executive Vice President-Nominations will be open on the floor of Senate for one week after the vacancy occurs with election by a plurality vote of Student Senate.
- C. Chief Financial Officer -If a vacancy in the office of CFO occurs; the AFO will assume the position of CFO.
- D. If a vacancy in any other position occurs, it will be filled by a re-appointment following appointment procedures outlined in this Constitution.

## **Article XV: SGA Referenda Policies and Procedures**

- A. Referenda requests must be submitted by a recognized SGA club or organization.
  - 1. Petitions for referendum must be filed with the Financial Board with the exception of amended SGA constitution that require ratification. The Financial Board will review the petitions and make a recommendation to the SGA Senate for approval.
  - 2. If approved by the Senate, the petition is sent to the Board of Elections and Referenda. The wording for referendum, including revised SGA constitutions, will be written by the Board of Elections and Referenda. The petition is then sent to the Executive Board.
  - 3. The Executive Board must approve the wording of all referenda by majority vote before submitting them to the entire student body.
  - 4. A referendum is then voted by the whole student body, by a straw vote, it is effective when passed by a majority vote of the student body who voted.
- B. A valid petition signed by thirty-five percent of the student-body requires an SGA policy be put to a popular vote of the membership of the student-body.
- C. A valid petition is one which clearly and precisely explains the action to be taken and contains the full names and ID numbers of the signee.
- D. SGA policy may be over-ridden by a petition containing at least fifty-one percent of the student-body.

## **Article XVI: SGA Clubs and Organizations**

- A. A proposed constitution of a new club/organization must be announced in the Senate at least one week prior to the vote on its ratification.
- B. Implicit in the preamble of all constitutions must be in the ideals incorporated in the SGA Constitution.
- C. SGA will fund a maximum of 85 clubs or organizations.



- D. Any amendments in club constitutions must be recommended by the Senators and given to the perspective club for ratification.

### **Article XVII: Budgetary Bylaws**

1. The President, CFO, and AFO will prepare and present an SGA office budget to the Financial Board no later than the third week in April. The office budget must be approved by Senate.
2. The Financial Board will hold budget Hearings for all the SGA clubs and organizations. This should be completed no later than the first week of April. If the spring recess starts and ends in March, then the budget must be completed by the second week of April.
3. After release of the recommended budget, each club and organization has five days to make an appeal to the Financial Board.
4. After the appeal process (5 days) the budget is presented to the SGA President for consideration.
5. After review, and any necessary consultation, the SGA President will present the proposed SGA budget to Senate. The Senate may ratify the budget by Majority Vote. If the budget is not ratified, it will be sent back to the Financial Board with appropriate recommendations.
6. The Senate has two weeks to make a decision on the budget. If a decision is not made by two weeks, the budget becomes final and goes to the SUNY Cortland President as the official budget.

### **NON-DISCRIMINATORY STATEMENT OF POLICY XVIII OF THE SGA**

It is the policy of the SUNY Cortland Student Government Association to provide any student access to all student organizations based on merit and without discrimination because of race, color, religion, sexual orientation, gender identity or expression,, sex, age, or national origin, or abilities pursuant to all , College Policies. This non-discriminatory policy applies to everyone and every policy must be implemented throughout all student organizations and is the responsibility of all members of student government.

Revised, Spring 1989

Revised, Spring 1993

Revised, Fall 1994

Revised, Fall 1998

Revised, Spring 2001

Revised, Spring 2004

Revised, Spring 2005

Revised, Spring 2006

Revised, Spring 2007

Revised, Spring 2008

Revised, Spring 2013

Revised & Ratified, Spring 2017