

Student Association of SUNY Orange County Community College

Constitution

Preamble:

We, the students of SUNY Orange County Community College, do hereby dedicate ourselves to the principles and responsibilities of free student government.

Article I - Name and Membership:

The name of this organization shall be SUNY Orange County Community College Student Association. Membership is automatic for all students upon payment of a Student Activity Fee.

Article II - Form of Government:

Section 1: The governing body of SUNY Orange Community College Association shall be known as the Student Senate

Section 2: The Student Senate shall be composed of four officers and other members as provided by the bylaws.

Section 3: The Director of Center for Student Involvement is ex-officio (non-voting) advisory to the Student Association. Additional faculty advisor(s) other than the Director of Center for Student Involvement may be selected by the Student Senate.

Section 4: Meetings shall be held as set forth in the bylaws.

Article III – Student Senate Officers:

Section 1: President – Shall; be a sophomore (24 credit hours completed). Shall; preside over all meetings of the Student Senate, and run them by Robert's Rules of order. Shall; make a comprehensive agenda for each meeting with a semester's allowance of two. Shall; be ex-officio (non-voting) member of all standing and special committees, when not otherwise designated as a member of such committees. Shall; serve as a voting member to the SUNY Orange Association board meetings. Shall; sit as a voting member on the executive committee of Governance and make reports back to the Senate about such happenings at both. Shall; attend Faculty assembly once a month. Shall; keep

accurate up to date online records with all senate information. Shall; hold one hour a week as a designated office hour to address the questions and concerns of students.

Section 2: Vice President – Shall; in the absence of the President, preside over meetings of the Student Senate and, in general, perform other duties of the President in his/her absence. Shall; serve as a liaison to the Board of Activities, make reports back to senate about the happenings of BOA, and be an active voting member of said organization should no other senator serve as a Board of Activities Member. Shall; supervise the committee assignments of all senators, and keep in contact with all Standing chairs of executive committees that students have a vote on in order to maintain an accurate record of the Senators attendance at these meetings. Shall; inform the senate at what point any senator is not meeting committee requirements. Shall; keep accurate up to date online records, and monitor the accuracy of all committee records. Shall; designate one hour a week, as an office hour, to address the concerns and questions of the student body. Shall; chair club accountability committee.

Section 3: Treasurer – In the absence of the Vice President, the Treasurer shall preside at all meetings. In further absence of the Treasurer, the student senate shall choose someone from their ranks to preside at the meeting. Shall; be in charge of contacting clubs about their budget requirements. Shall; be in charge of initial review of said budgets and organizing budget committee for the student senate. Shall; be chairperson of said budget committee. Shall; hold open sessions of budget review for all clubs to have an opportunity to explain said budget. Shall; present said budgets to the senate for approval of the body. Shall; contact clubs upon their budgets approval. Shall; submit approved budgets to student activities office for record keeping. Shall; keep accurate up to date online records with all budget information. The Treasurer is required to be fully knowledgeable of all budget guidelines and designate one hour a week, as an office hour, to address questions and concerns of the student body.

Section 4: Secretary – Shall; keep an accurate record of minutes of all the meetings of the student senate. Shall; submit said minutes to the Director of Student Activities, President of the college, Head of governance, Vice president of student development, and all Senators. Shall; keep accurate up to date online record with all minutes and senate information. Shall; confirm that the Senate records are kept up to date, and turned in to the Director of Center for Student Involvement. The secretary shall also perform all other secretarial duties. Shall; designate one hour a week, as an office hour, to address questions and concerns of the student body. Shall; serve as chairperson for the Rules Committee.

Section 5: Public Relations Officer – Shall; oversee social media accounts for Student Senate. Shall; be responsible for any media equipment related to communications

and marketing Shall; Chair the Elections committee Shall; designate one hour a week, as an office hour, to address questions and concerns of the student body.

Article IV - Senators:

All Senators shall obtain a CGPA of 2.0 and GPA of 2.0 per semester in order to maintain senate position. All senators must maintain at least six credits in the semester that they serve. No student full or part time may be elected to more than four semesters. All senators shall hold one governance committee position and one senate committee position. All senators shall meet the attendance requirements outlined in the bylaws. All senators are required to update their committee binders after each committee meeting, and report back to the senate about happenings of said committees. All senators are required to update their senate binders in order to maintain an accurate record of all senate happenings. Shall; designate one hour a week, as an office hour, to address questions and concerns of the student body.

Article V - Student Trustee:

The student representative to the Orange County Community College Board of Trustees shall be elected by the Student Association in accordance with provisions as outlined in the bylaws. The Student Trustee or candidate for that position must maintain a GPA (semester) of 2.00 and a CGPA of 2.00 in order to run for, assume and remain an eligible participant. A candidate for or current Student Trustee shall be enrolled for and must maintain throughout each term a minimum of six credits per semester. No student, full or part-time, may be elected for more than 2 terms (4 semesters). Shall; attend at least 6 senate meetings a semester. Shall; sit on an assigned board committee. Shall; sit as a voting member of the SUNY Orange Association board. Student Trustee is ineligible for the president's position on the Student Senate. The Student Trustee is eligible, but not required, to hold one designated office hour a week in the student senate office to address questions and concerns of the student body.

Article VI - Standing Committee:

Section A - The Budget Committee shall consist of:

Subsection 1: Treasurer of the Student Association who shall be chairperson of this committee.

Subsection 2: All members of the senate are eligible to serve on this committee.

Subsection 3: Additional members as needed may be appointed from the Student Association by the chairperson with the majority approval of the voting members of the Student Senate.

Subsection 4: A limit of five additional members as provided under Subsection 4.

Subsection 5: The function of the Budget Committee shall be to be knowledgeable of budget guidelines, and review all budgets at the beginning of the semester. Furthermore, shall be to advise the Student Senate on matters of spending, to keep the Student Senate informed of the status of funds and to distribute the funds.

Section B - Election Committee:

Subsection 1: Shall consist of at least two members of the Student Senate

Subsection 2: Public Relations Officer shall be chairperson of this committee.

Subsection 3: The function of this committee is to establish election dates and review election policies and procedures.

Section C - Rules Committee:

Subsection 1: Shall consist of at least three members appointed by the President and subject to approval by the voting members of Student Senate.

Subsection 2: The Secretary shall be the chairperson of this committee.

Subsection 3: The function of the Rules Committee shall be to advise the Student Senate on modifications to the Student Senate Constitution and Bylaws.

Section D - Club Accountability Committee:

Subsection 1: Shall consist of at least three members of the Student Senate.

Subsection 2: The Vice President shall be the chairperson of this committee.

Subsection 3: The function of the Club Accountability Committee shall be to report club financial activity, meeting minutes, and making sure that clubs are reaching their minimum requirements to be a fully functioning club.

Section E - Meetings: All standing committees shall meet at the discretion of the Student Senate.

Article VII - Initiative:

Section 1: Initiative – Petition for legislation may arise from the Student Association, providing that no less than twenty-five percent of the total eligible electorate shall attest their signatures to said petition. The Student Senate must then consider the petition, and if it shall reject said petition, refer it to the Student Association at least one week prior to voting. Amendments to the Constitution and the bylaws, impeachment

action, and other legislation must be approved by a simple majority of the number of students who vote in a specified referendum.

Section 2: Referendum – Students may petition the Student Senate to place laws or impeachment approved previously by the Student Senate to be approved or rejected by the Student Association by a special vote. The procedure for such action will be the same as in the previous Section 1. If the Student Association shall approve the law or impeachment, it shall remain. If they reject it, such action will be negated.

Section 3: Recall – Students may petition the Student Senate for the removal of any elected or appointed official service on or with the Student Senate. The procedure for such action is the same as in Section 1, Initiative.

Article VIII - Removal from Office

Section 1: Any member of the Student Senate shall be subject to removal from office by a two thirds majority vote of the Student Senate.

Section 2: No member of the Student Senate shall be subject to removal of office without due cause, defined as but not limited to: egregious breach of the Code of Student Conduct, conviction for criminal activity while in office, malfeasance, or nonperformance of their duties.

Sections 3: No member of the Student Senate shall be subject to removal from office without due process, and in no way shall be denied the right to defend themselves against charges levied against them with the advice of a member of the SUNY Orange faculty or staff.

Article IX - Appointments:

All appointments made by the President shall be subject to senatorial approval.

Article X - Power of Vote:

All voting members of the Student Senate must be elected by the Student Association with the exception of vacancies which occur during the year as described in Section D of the bylaws.

Article XI - Ratification of Bylaws:

Bylaws shall be adopted when a simple majority of the number of students who have voted shall have approved in favor thereof.

Article XII - Parliamentary Procedure:

All meetings of the Student Association, the Student Senate, and its committees shall be conducted in accordance with Robert's Rules of Order.

Last Updated May 2025