

By-Laws of the Student Association of SUNY Orange

Article I: Student Senate

Membership of the Student Senate shall be composed of ten members including all officers.

- Section A: President, Vice President, Secretary, and Treasurer of the Student Senate shall be elected from the Senate's own ranks by secret ballot with approval of two thirds of the Senate present and voting.
- Section B: The Senate shall consist of the President, Vice President and Treasurer, each of whom must have accumulated twenty four credits prior to assuming office, the Secretary, six Senators and up to five Senators-at-Large. All shall be voting members except Senators-at-Large and the President. The President or the presiding officer of the Student Senate can, but is not obligated to vote to break a tie. No student, full or part time may be elected for more than four semester (sessions).
- Sections C: All candidates for and members of the Student Senate and the Student Trustee must have obtained a CQPA of 2.0 and a QPA of 2.0 per semester with SUNY Orange in order to run for assume and/or remain an eligible participant in Student Government. All candidates for and all members of the Student Senate shall be enrolled for and must maintain throughout their term a minimum of six credits per semester.
- Section D: If a member of the Student Senate elected by the Student Association shall leave Senate during the college year, the Senate shall fill the vacancy by approval of two thirds of the senators present and voting. An exception shall be made in the event of a vacancy of the Presidency or Vice Presidency. Should a vacancy occur in the Presidency, the Vice President shall assume the Presidency. Should a vacancy occur in the Vice Presidency, the senate shall then elect, by secret ballot, a Vice President from its own ranks with approval of two thirds of the Student Senate present and voting. Should a vacancy occur in both the Presidency and Vice Presidency simultaneously, the Senate shall then elect, by secret ballot, a President and Vice President from its own ranks with approval of two thirds student present and voting.
- Section E: A special election, for the purpose of filling vacant Student Senate seats will be called when half or more of the Student Senate seats are vacant.
- Section F: Following spring elections, the Senate shall appoint an interim president of the Senate, to be called a Transitional Chair for the summer and fall semester until

Fall elections take place. The Transitional Chair should fill the role of president, but not be president. The criteria: the person must be a returning senator, and must be elected by the senate.

Section G: Officer elections for the fall semester will not take place until full senate is elected.

Section H: A Transitional Chair will preside over the Senate meetings until officers are elected.

Article II: Meetings

Section A: Regular meetings shall be held at least twice a month during the college year. Special meetings may be called upon request of three members of the Student Senate.

Section B: Reports of the meetings of the Student Senate shall be filed to the Director of the Center for Student Involvement (hereafter referred to as CSI) and posted on campus bulletin boards.

Section C: The majority of voting members of the Student Senate shall constitute quorum.

Section D: Any member of the Student Association is welcome to attend Senate meetings with full privileges of discussion at the discretion of the President.

Section E: Any member who has five excused or three un-excused absences from one Senate term is subject to immediate dismissal from the Senate, as outlined in the Constitution of the Student Association, Article VIII, section 3.

Article III: Elections

Section A: Elections for Student Senator positions must take place by the end of the fourth week of the semester in which they are held.

Section B: Elections are to be done in secret ballot with the privilege of write-in for all candidates. Tellers are to be designated by the Election Committee and shall supervise the voting.

Section C: During the Fall Semester elections, four seats shall be filled and the persons elected shall assume their positions immediately upon election. During the Spring Semester elections, six seats shall be filled and the persons elected shall assume their positions upon the beginning of the next academic year.

Article IV: Procedure for Nominations of Candidates

- Section A: A candidate wishing to be placed on the ballot must present a petition signed with twenty-five (25) of eligible voters of the Student Association to the CSI.
- Section B: A group of students wishing to form a political party must present a petition signed by twenty-five (25) of the eligible voters of the Student Association to the CSI and membership must be open to any student in good standing.
- Section C: Individual and/or party platforms are to be published and posted on campus bulletin boards.

Article V: Power of Veto

The Director of the CSI shall have the power to veto any action approved by the Student Senate. This veto may be overruled by two-thirds approval of the voting members of the Student Senate.

Article VI: Ratification Procedure of Constitutional Amendments and By-Laws.

- Section A: A copy of all amendments to be ratified shall be posted on the campus bulletin boards and distributed among the Student Association at least one week prior to voting.
- Section B: Voting shall take place by secret ballot.
- Section C: Tellers shall be appointed by the Student Senate.
- Section D: At least one week prior to voting, a Constitutional Convention shall be called for the purpose of open discussion among the Student Association. The President of the Student Senate shall be the chairperson of this convention.

Article VI: Impeachment Process

- Section A: The Senate officers shall be granted the power to deliver article of impeachment.
- Section B: If a member of the Student Senate is impeached, a hearing to determine the validity of charges must be held by the Student Senate. The impeached Student Senator shall be entitled to an advisor of his/her choice. The highest ranking officer not subject to impeachment shall preside over said hearing.
- Section C: A Student Senator shall be considered guilty of the charges brought against him or her by the conditions provided by Article VII of the Student Senate Constitution.

Section D: If found guilty of the charges, the guilty party may be subject to removal from Senatorial Officer position, removal from the Student Senate, censure, recommendation to the SUNY Orange Board of Inquiry, or any combination of the above.

Article VIII: Committees

Any committee created by the Student Senate, but not defined by the Student Senate Constitution must be granted a charter. The committee's charter must state the function, length of term of the committee, and the composition of membership of the committee.

Student Senate Job Descriptions

Officers

President:

The President shall be a sophomore (24 credit hours completed), meet the grade requirements, and attendance requirements (see Constitution/By-laws Article II, Section E). Once elected, the President shall preside over all meetings of the Student Association and run the meetings in accordance with Robert's Rules of Order. The President shall be an ex-officio (non-voting) member of the standing and special committees designed by the SUNY Orange Community College Association. The President shall designate one hour per week to be spent in the Student Senate office to address questions and concerns of the students.

Vice President:

The Vice President shall be a sophomore (24 credit hours completed), meet the grade requirements, be the liaison to the Board of Actives (BOA), be a member of the Budget Committee, shall meet the attendance requirements (see Constitution/By-laws Article II, Section E), and designate one hour per week to be spent in the Student Senate office to address questions and concerns of the students.

Treasurer:

The Treasurer shall be a sophomore (24 credit hours completed), meet the grade requirements, and attendance requirements (see Constitution/By-laws Article II, Section E). The Treasurer shall be chairperson of the Budget Committee, be in charge of reviewing and then recommending the approval of budgets to the Senate. Once the Senate approves a budget, the treasurer must provide a copy for each club, the Director of the CSI and the CSI Secretary. The Treasurer is required to know all budget guidelines. The Treasurer President shall designate one hour per week to be spent in the Student Senate office to address questions and concerns from the students and keep accurate records of Senate expenditures.

Secretary:

The Secretary shall meet the grade requirements, meet the attendance requirements (see Constitution/By-laws Article II, Section E), and take accurate record of all Senate meetings. The Secretary shall submit a copy of the Senate Minutes to the Director of the CSI, Vice President for Student Services, and the President of the College.

Other Positions

Senator:

A Senator shall meet the grade requirements, and meet the attendance requirements (see Constitution/By-laws Article II, Section E). Once elected, senators shall become knowledgeable of the Constitution, know Parliamentary Procedure, and serve on at least two committees. Senators should take a stand and vote on issues they feel represents the best interests of the

students. Senators shall designate one hour per week, to be spent in the Student Senate Office to address questions and concerns from students.

Senator-at-Large:

A student may be appointed to the position of Senator-at-Large, if the Student Senate feels that an individual is going above and beyond the duties of a student, in helping the Student Senate function and run smoothly . The individual must be nominated by the President and elected by a majority vote. A person will be eligible for this position if they have earned a CGPA of 2.0 and a QPA of 2.0 per semester. An individual with the title of Senator-at-Large shall become knowledgeable of the Constitution, know Parliamentary Procedure, serve on committees as needed by the Senate, and will be a non-voting member of the Senate. A person with the title of Senator-at-Large must attend at least two meetings a month, or 50% of the meetings.