



CONSTITUTION

State University of New York College of Technology at Alfred
Alfred, New York 14802

Amended: March 7, 1995, by action of Campus-Wide Senate
 October 24, 1995, by action of Campus-Wide Senate
 April 8, 1997, by action of Campus-Wide Senate
 May 1, 2001, by action of Campus-Wide Senate
 March 12, 2002 by action of College-Wide Senate
 November 19, 2002 by action of College-Wide Senate
 February 1, 2005 by action of the College-Wide Senate
 April 17, 2007 by action of the College-Wide Senate
 November 8, 2011 by action of the College-Wide Senate
 March 5, 2013 by action of the College-Wide Senate
 March 25, 2014 by action of the General Assembly
 May 6, 2014 by action of the General Assembly
 October 20, 2015 by action of the General Assembly

Constitution of the Student Senate of the SUNY College of Technology at Alfred

ARTICLE I. NAME

This body and organization shall be named the Student Senate of the State University of New York College of Technology at Alfred. Student Senate of Alfred State or the Student Senate shall be the informal name of the organization.

ARTICLE II. PURPOSE

Section 1 – Mission Statement

The Student Senate is composed of representatives of the student body. We provide leadership by actively addressing campus issues and managing the Student Activities Fee, with a commitment to improve all aspects of the student experience. The aim of the Student Senate is to maintain and improve the quality of student life, strengthen academic excellence, and enrich the college experience.

Section 2 -- Purpose

The purpose of this organization shall be to promote the welfare of Alfred State and its student body.

- A. Provide an effective means of communication whereby students, faculty, and administration work cooperatively toward the betterment of the College.
- B. Establish a vehicle in which the students are able to present proposals and/or questions on existing college policy.
- C. Act on issues pertinent to student life.
- D. Disburse and regulate the Student Activities Fee for the benefit of the student body and the College.
- E. Promote good citizenship, leadership, and build campus morale.
- F. Actively promote involvement of students from the Alfred and Wellsville campuses.
- G. Prohibit any action or situation, which recklessly or intentionally endangers the mental or physical health of any individual or engage in any action or situation that involves the forced consumption of liquor or drugs for the purpose of initiation into or affiliation with our organization.
- H. Generate constructive communication and productive relationships between the College and the surrounding community, including, but not limited to, the Village of Alfred and Alfred University.

Article III. MEMBERSHIP

Section 1 – Composure of the organization

The Student Senate shall be made up of an Executive Board and a General Assembly.

Section 2– General Assembly Membership

The general assembly shall be composed of the executive board, one (1) lowerclassman and one (1) upperclassman off-campus student from Commuter Council; each residence hall shall have two senators - one (1) lowerclassman and one (1) upperclassman. All Student Senate recognized organizations will have one (1) designated senator, and academic clubs shall have one (1) designated senator. Every organization will have an alternate member designated with Student Senate.

Section 3 – Executive Board Membership

The Executive Board shall compose of nine (9) members and two (2) advisory positions.

The composition of the Executive Board will be:

- a. President and Chair of the Student Senate
- b. Executive Vice-President and Vice-Chair of the Student Senate
- c. Vice President of Finance of the Student Senate
- d. Vice President of Communications and Secretary of the Student Senate
- e. Vice President of Academics and Technology Affairs of the Student Senate
- f. Vice President of Student Affairs of the Student Senate
- g. Vice President of Student Engagement of the Student Senate
- h. Vice President of Student Life of the Student Senate

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- i. Vice President of Wellsville Affairs of the Student Senate
- j. Administrative/Finance Advisor of the Student Senate
- k. Faculty Advisor of the Student Senate

ARTICLE IV. POWERS OF THE GOVERNING BODIES

Section 1. General Assembly

The General Assembly shall be the assembly of the elected Senators. They will be empowered to vote on policy relating to matters dealing with the welfare of the student body, to approve the Student Senate budget allocations; and to act on all recommendations from the Executive Board.

Section 2. Executive Board

The Executive Board shall advise the General Assembly. It will serve as a channel for dialogue between the Student Senators and the administration of the College.

Section 3. Executive Board – Executive Officers

- A. The **President of the Student Senate** shall be the Chair of the Executive Board and General Assembly, in addition to being the organization's Chief Executive Officer.
 1. President's Duties and Powers
 - a. Preside at all Executive Board and general meetings of the Student Senate.
 - b. Report on all important issues before the Student Senate.
 - c. Has the duties of a President as prescribed in "Robert's Rules of Order."
 - d. Shall prepare the agendas for the meetings of the Executive Board and General Assembly with the advice of their Executive Board for the Secretary of the Student Senate to distribute at least one business day prior to a regular meeting.
 - e. Appoint chairs to form necessary committees.
 - f. Shall be a non-voting member of the general assembly unless a tie exists, while retaining full parliamentary privileges.
 - g. Shall be a voting member of the executive board with full parliamentary privileges.
 - h. Shall be a voting ex-officio member of all Student Senate recognized clubs and organizations and their executive boards.
 - i. Shall be a voting ex-officio member of all Student Senate committees.
 - j. Shall have the sole power and discretion to make all necessary appointments to vacancies on the Executive Board of the Student Senate, with the approval of the Executive Board, after Census Day of the fall/spring semester.
 - k. May authorize the expenditure/release of funds in conjunction with the Administrative/Finance Advisor when deemed necessary and expedient. The President must notify, in writing, to the Executive Board the reason and amount authorized.
 - l. Serves as the liaison, or assigns a designee to serve, between the Student Senate and statewide groups including serving as the primary voting delegate and contact for the Student Assembly of the State University of New York.
 - m. Shall meet or exceed the expectations set forth for the members of the Executive Board of the Student Senate within the Policies and Procedures of the organization.
 2. The President of the Student Senate or Designee shall be the Community Liaison to the Village of Alfred.
 1. Community Liaison's Duties and Powers
 - a. Shall attend Alfred Village Board meetings as a non-voting member and scheduled meetings with the Alfred Village Mayor and the Alfred University Liaison.
 - b. Shall attend Community Coalition meetings.
 - c. Shall represent and advocate for the student body.
 - d. Shall voice student concerns, events pertaining to the College or community, and any other relevant information to and from the Student Senate

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3. The President of Student Senate must be a Chair or Senator elected by a majority vote of the Student Senate.
- B. The **Executive Vice-President of the Student Senate** shall be the Vice-Chair of the Executive Board and General Assembly, in addition to being the organization's Chief Operating Officer.
1. Executive Vice-President's Duties and Powers
 - a. Is to be the elected representative (by the Student Senators) who is responsible to serve as a voting member of the College Council. This individual is charged with accurately portraying the views and opinions of the Student Senate Executive Board and the general student body to the College Council
 - b. Responsible for other projects assigned by the President of the Student Senate
 - c. Responsible for heading the Constitution/Rules Committee of the Student Senate
 - d. Shall meet or exceed the expectations set forth for the members of the Executive Board of the Student Senate within the Policies and Procedures of the organization.
 2. As Vice-Chair, the Executive Vice-President shall act in the absence of the President of the Student Senate. This person, while acting in this role, while have all of the responsibilities and duties of the President of the Student Senate.
- C. The **Vice President of Finance the Student Senate** shall be the organization's Chief Finance Officer and Treasurer and a member of the Executive Board of the Student Senate
1. Vice President of Finance's Duties and Powers
 - a. Responsible for the exchange of information and initiation of projects and problem solving pertaining to the Finance Committee
 - b. Responsible for the accurate keeping of financial records of Student Senate funds while working closely with the Student Senate Accountant
 - c. Shall act as one of the student representatives on the Faculty Senate Budget and Planning Committee
 - d. Shall review and sign all requests to expenditure funds from the Student Activities Fee according to SUNY Policy or assign a designee to-do so.
 - e. Shall chair the Finance Committee
 - f. Shall meet or exceed the expectations set forth for the members of the Executive Board of the Student Senate within the Policies and Procedures of the organization.
- D. The **Vice President of Communications and Secretary of the Student Senate** shall be an executive officer of the organization and a member of the Executive Board of the Student Senate.
1. Secretary's Duties and Powers
 - a. Shall make and keep minutes and records of all regular and special meetings of the Executive Board, Finance Committee, and the Student Senate
 - b. Shall be responsible for all documents and correspondence of the Executive Board and the Student Senate.
 - c. Shall keep a roll of attendance of members and shall notify the respective organizations as to the delinquency of their representatives.
 - d. Shall print and distribute the agenda and minutes of meetings to the Executive Board, the Student Senate, and other pertinent groups.
 - e. Shall be responsible for the exchange of information and the initiation of projects and problems solving pertaining to Public Relations
 - f. Shall be responsible for the election and/or referendum procedures of Student Senate
 - g. Shall act as the communication link for Student Senate via PioneerLink, social media, campus media, campus advertisement, and other means necessary.
 - h. Shall facilitate the dispersion of information between Student Senate organizations and

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students, faculty, and staff.

- i. Shall meet or exceed the expectations set forth for the members of the Executive Board of the Student Senate within the Policies and Procedures of the organization.

Section 4. Executive Board – General Members

1. **Vice President of Academic and Technology Affairs of the Student Senate** is an elected representative who is responsible for establishing strong communication links with the Vice President for Academic Affairs and the Deans of each school. The Vice President of Academic and Technology Affairs for the Student Senate is also responsible for establishing strong communication links with the directors of A.C.E.S. and Technology Services regarding the technological needs of students on campus including but not limited to Cable TV, Campus-Based Technology, Computing Services, and Telephone Services. This chair will sit on two of the three committees of which pertain to academic and technology affairs. They shall also meet or exceed the expectations set forth for the members of the Executive Board of the Student Senate within the Policies and Procedures of the organization.
2. **Vice President of Student Affairs for the Student Senate** is an elected representative who is responsible for establishing strong communications links between the Student Senate and the Vice President for Student Affairs and the Student Affairs Leadership Team. The Student Affairs Chair should also be responsible for receiving and handling requests and proposals pertaining to Incentive Points. This chair shall be the Student Senate representative to the Faculty Senate. The Vice President of Student Affairs for the Student Senate is responsible for the exchange of information and the initiation of projects and problem solving pertaining to the special needs of commuting students, both full and part-time. They also must be aware of areas of concern include equitable utilization of the Student Activities Fee funds, child care services and related program offerings, health and safety issues, including inclement weather impact on attendance, and other issues determined appropriate or relevant. In addition, the Vice President of Student Affairs for the Student senate is responsible for the exchange of information, the initiation of projects and problem solving pertaining to the diverse cultures on campus. As an advocate for these groups, this member will promote dialogue/forums among students and organizations to educate them regarding various diverse and ethnic backgrounds, common problems and possible solutions, life styles, and to promote interaction through planned activities via periodic meetings throughout the academic year with the Director of Diversity and Inclusion. This chair shall serve as the ex-officio to the Commuter Council and is require to attend the meetings and report back to the board on them. They shall serve on Student Senate's Cultural Life & Performing Arts Committee (Kaleidoscope Coalition) as the Student Chair and report to the general assembly and the executive board on it's on goings. They shall also meet or exceed the expectations set forth for the members of the Executive Board of the Student Senate within the Policies and Procedures of the organization.
3. **Vice President of Student Engagement for the Student Senate** is an elected representative who is responsible for the exchange of intellectual, social, and cultural information and the initiation of projects and problem solving pertaining to student activities groups and must be a member of the campus programming organization. This chair shall be required to attend the Student Activities meetings and develop strong relationships with the Director of Student Activities. This chair is also a honorary executive board member on the college programming board. This chair shall also be required to help facilitate Student Senate and Student Activities' end of the year award program. This chair is responsible for attending all Student Activities meetings. They shall also meet or exceed the expectations set forth for the members of the Executive Board of the Student Senate within the Policies and Procedures of the organization.
4. **Vice President of Student Life for the Student Senate** is an elected representative who is responsible for the exchange of information and the initiation of projects and problem solving pertaining to A.C.E.S., Residential Life, Civic Engagement, Greek Life, and the Student Senate. Vice President of Student Life shall co-chair the Campus Round Table and for establishing strong communications links between the Student Senate and Senior Director of Residential Services,

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Director of Civic Engagement and Senior Director of Student Engagement. This chair should act as one of the Student Senate representatives on the Faculty Senate Student Life Committee. They shall also meet or exceed the expectations set forth for the members of the Executive Board of the Student Senate within the Policies and Procedures of the organization.

5. **Vice President of Wellsville Affairs for the Student Senate** is a Wellsville student elected by students enrolled at the School of Applied Technology to enhance communication between students at the School and the Student Senate. The Wellsville Chair shall be responsible for establishing strong relationships with the Dean of the School of Applied Technology and the Executive Director of the Wellsville Campus. This chair should act as one of the Student Senate representatives on the Faculty Senate Student Life Committee. They shall also meet or exceed the expectations set forth for the members of the Executive Board of the Student Senate within the Policies and Procedures of the organization.

ARTICLE V. Quorum

Section 1 – Executive Board

In order for business to be conducted within the Executive Board a simple majority of all voting members must be in attendance.

Section 2 – General Assembly

In order for business to be conducted within the General Assembly a simple majority of all funded clubs and organization’s senators and the voting members of the executive board, in addition to a simple majority of all of the first senators of all social councils and governance organizations in which Student Senate recognizes must be in attendance.

ARTICLE VI. STUDENT SENATE COMMITTEES

1. Standing Committees

Standing committees are defined as permanent committees that are assigned with responsibilities and tasks to the Student Senate. Additional standing committees can be created by the President of the Student Senate as needed or outlined within the organization’s Policies and Procedures.

Section 1 Listing of Standing Committees:

1. Constitution/Rules Committee
2. Finance Committee

Section 2 Definition of Standing Committees

Section 1. Constitution/Rules Committee

- A. Responsibility
 1. To review, suggest, and present changes to the constitution and the Policies and Procedures of the Student Senate to the Executive Board and the Student Senators for approval.
- B. Faculty Advisor
 1. The Faculty Advisor shall give advice and suggestions to the Constitution Committee and Student Senate on issues relevant to constitution.
- C. Chair
 1. The Chair is the Vice-President of the Student Senate.

Section 2. Finance Committee

- A. Responsibility
 1. The Finance Committee is charged with the responsibility of recommending the allocation of the Student Activities Fee and financial policy to the Student Senate.

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Approval of these recommendations requires a majority vote of Student Senate. The Student Senate budget and allocation is developed and submitted by the Finance Committee and approved by the Executive Board and General Assembly. After final approval, the budget is then sent to the President of the College for certification that it meets SUNY policy.

B. Membership

1. The membership of this Committee shall be made up of students and shall be an equal number of club/organization treasurers and non-treasurers and the membership is to be defined by the Chair in consultation with the Administrative/Finance advisor. The responsibility of this Committee shall be to meet when the Finance Chair deems it necessary and act on all financial matters for the Senate.

C. Administrative/Finance Advisor

1. The Administrative/Finance Advisor shall give advice and suggestions to the Finance Committee and Student Senate on issues relevant to finance. His/her signature is the designated signature to authorize all payments.

D. Chair

1. The chair of this committee is the Vice President of Finance of the Student Senate.

2. Non-Standing or Special Committees

Non-Standing or special committees are to be defined as committees that are created by the President of the Student Senate or another Executive Board member as needed.

ARTICLE VII. RECOGNITION OF ORGANIZATIONS

Section 1.

To be a recognized as a student senate club or organization, the organization shall submit a copy of their Constitution to the Executive Vice President. A prospective organization must also have an individual to serve as a faculty/staff advisor to this group.

Section 2.

The Student Senate Executive Board, will recommend to the General Assembly action on that specific constitution. The General Assembly will act as they see fit and its chair will submit their findings with a signed, dated copy of their decision to the Student Senate Administrative/Finance Advisor, the Office of Student Engagement and to the specific organization.

Section 3.

Recognition by the college as a campus student organization does not imply recognition as a student senate club or organization or eligibility for funding by the Student Activities Fee, but only indicates official recognition by the College.

Section 4.

Upon approval of the constitution of an organization, the Student Senate shall categorize the new organization as a departmental club or a campus-wide student organization. And at that point determine if they are eligible for funding according to the organization's policies and procedures.

Section 5.

Any changes or updates to the constitutions of a Student Senate recognized organization must be submitted to the Executive Vice President for review and submittal to the Executive Board for recommended action by the General Assembly. The General Assembly will act as they see fit and its chair will submit their findings with a signed, dated copy of their decision to the Student Senate Administrative/Finance Advisor, the Office of Student Engagement and to the specific organization.

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Section 6.

Residence Hall Councils are funded by the Student Senate through the Social Fee allocated to the Department of Residential Life.

ARTICLE VIII. AMENDMENT PROCEDURE

Section 1.

Proposed amendments to the constitution shall be presented to the Executive Board of the Student Senate by the Constitution/Rules committee prior to being read, and distributed for study to the Senators of the Student Senate two weeks prior to taking action on said proposal.

Section 2.

The constitution may be amended by a two-thirds vote of the Senators of the Student Senate present at that particular meeting.

Section 3.

Amendments to the constitution passed by the Student Senate shall become effective upon adoption by the Student Senate.

ARTICLE IX. PARLIAMENTARY AUTHORITY

Parliamentary procedure shall be conducted as prescribed in "Robert's Rule of Order" (revised).

ARTICLE X. BY-LAWS

Section 1. Senators to the General Assembly

A. Qualifications

1. Must be an activities fee-paying student.
2. Must be enrolled at Alfred State during the entire term of his/her office, except during the summer session.
3. Must have a 2.0 overall grade point average (GPA) and a 2.0 semester GPA.
4. Must attend all Student Senate meetings during which he/she is a member. Two unexcused absences in a semester results in his/her removal from Senate.

B. Term of Office

As a Senator, an individual's term of office shall be determined by their club/organization or Residential Hall Council:

1. As long as they continue to represent a student organization or reside in the same area of representation from which they were originally elected or appointed.
2. A senator's position may be terminated by failure to adequately represent his/her organization. Failure to represent an organization will result in Student Senate requesting a replacement of this individual.

C. Duties of Students Senators

1. The Student Senators are responsible for relaying their fellow students' ideas and concerns to the Senate.
2. The Student Senators are responsible for relaying Senate's position and concerns to their fellow students.
3. The Student Senators are responsible to ensure that the Student Senate minutes distributed to their club/organization or Residential Hall Council
4. The Student Senators shall strive to improve and maintain a high level of communication between the Senate and the student body.

Section 2. Executive Board

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- A. Qualifications
 1. Must be an activities fee-paying student.
 2. Must be enrolled at Alfred State during the entire term of his/her office, except during the summer session.
 3. Must have a 2.0 overall GPA and a 2.0 semester GPA and maintain it during their tenure.
- B. Election Procedures
 1. Each candidate is included on the ballot prior to the election shall have up to \$50.00 of campaign advertising funding provided by Student Senate funds.
 2. Elections will be held two week before the second to last college wide of the of the spring semester, with petitions to be turned in one week before.
 3. The term of office shall be one (1) year.
 4. To be included on the ballot, each candidate must submit a petition with the signatures of fifty (50) activities fee-paying students.
 5. The balloting shall require the voting student's name and I.D. to be matched with a student roster.
 6. The polling stations on the Alfred campus will be held within the Central Dining Hall (or another commonly used student gathering space, if advertised properly) and the polling stations for the Wellsville campus will be in the Wellsville Activities Center.
 7. Assumption of office will take place at the beginning of the fall semester. The immediate past Executive Board can serve as mentors to the new Executive Board.
- C. Election of Student Senate President and Vice-President
 1. The President and Vice-President of the Student Senate will be elected by majority vote of the General Assembly present at the second to last scheduled meeting of the spring semester. The President and Vice-President will assume office on June 1st.

Section 3. Vacancies

- A. Should a vacancy occur for an Executive Board member, the Student Senate Executive Board may make an interim appointment. That person shall serve until the next regularly scheduled Student Senate election for the position in question.

Section 4. Dismissal

A. Members of the Executive Board

1. Executive Board members negligent in their responsibilities or engaged in any action considered a violation of this constitution can be relieved of their position by a two-thirds vote of the Executive Board, in which they would immediately cease operating in their role. The removal requires a confirmation by a two-thirds vote of the General Assembly at the next meeting of the assembly.
2. Executive Board members negligent in their responsibilities or engaged in any action considered a violation of this constitution can be relieved of their position by a two-thirds vote of the Student Senate.
3. Members of the Executive Board must attend all Executive Board and College-Wide meetings held during his/her tenure. Two unexcused absences from either will result in immediate removal from the Executive Board, with only a two-thirds vote of the Executive Board.

B. Members of the General Assembly

1. Student Senators negligent in their responsibilities or engaged in any action considered a violation of this constitution can be relieved of their position by a two-thirds vote of the Student Senate.

Section 5. Advisors

- A. The advisors shall act in the role of individuals who will give advice and suggestions to the Executive Board, the General Assembly and to the organization as a whole. They shall also provide continuity for the Student Senate.
- B. The Faculty Advisor represents the College's full-time teaching faculty. This individual is selected by the Senate Executive Board and serves an annual appointment at the pleasure of the Executive Board. An annual evaluation process to occur during the tenth week of the spring semester is

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indicated. Based upon that review, the faculty advisor may be recommended for renewal by majority approval of the Executive Board.

- C. The Administrative/Finance Advisor represents the College's full-time professional services staff and is appointed by the College President in consult with the Executive Board. An annual evaluation process to occur during the tenth week of the spring semester is indicated.

Section 6. – Operational Policies and Procedures

1. All operational policies and procedures of the Student Senate of the SUNY College of Technology at Alfred shall be contained within the compiled document, which is readily available to the community that the organization affects.
2. This document will have the invested authority as if the articles were a part of the bylaws of the organization.
3. Any amendments to the operational policies and procedures must be approved by a simple majority of the General Assembly. The only exception to this provision is if unless the executive board by a three-fourths decides that the policy is for the betterment of student life or for student safety.

Section 7. Veto Procedure

The Executive Board reserves the right to veto any proposition passed by a majority of the General Assembly that, in the opinion of the Executive Board, is not beneficial to the quality of student life at Alfred State. The proposal will automatically be brought up for a re-vote at the next meeting of the Senate. A two-thirds majority of the Senators voting is required to override the Executive Board's veto.

Section 8 – Amendment Procedures

- A. Proposed amendments to the bylaws shall be presented to the Executive Board of the Student Senate by the Constitution/Rules committee prior to being read, and distributed for study to the Senators of the Student Senate two weeks prior to taking action on said proposal.
- B. The bylaws may be amended by a majority vote of the Senators of the Student Senate present at that particular meeting.
- C. Amendments to the bylaws passed by the Student Senate shall become effective upon adoption by the Student Senate.

Section 9. Purposes and Limitations

- A. Notwithstanding any other provision of these articles, the corporation is reorganized exclusively for one or more of the following purposes: religious, charitable, scientific, testing for public safety, literary, or educational purposes, or to foster national or international amateur sports competition (but only if no part of its activities involve the provision of athletic facilities or equipment), or for the prevention of cruelty to children or animals, as specified in Section 501 (c) (3) of the Internal Revenue Code of 1954, and shall not carry on any activities not permitted to be carried on by a corporation exempt from Federal Income Tax under Section 501 (c) (3) of the Internal Revenue Code of 1954.
- B. No part of the net earnings of the corporation shall incur to the benefit of any member, trustee, director, officer of the corporation, or any private individual (except that reasonable compensation may be paid for services rendered to or for the corporation), and no member, trustee, officer of the corporation or any private individual shall be entitled to share in the distribution of any of the corporate assets upon dissolution of the corporation.
- C. No substantial part of the activities of the corporation shall be carrying on propaganda or otherwise attempting to influence legislation (except as otherwise provided by Internal Revenue Code Section 501 (h), or participating in, or intervening in (including the publication or distribution of statements), any political campaign on behalf of any candidate for public office.
- D. In the event of dissolution, all of the remaining assets and property of the corporation shall, after paying the necessary expenses thereof, be distributed to such organizations as shall qualify under Section 501 (c) (3) of the Internal Revenue Code of 1954, as amended, or, to another organization to be used in such manner as, in the judgment of a Justice of the Supreme Court of the State of New York, will best accomplish the general purposes for which this corporation was formed.