

**The Constitution**  
**of the**  
**United Students Government**  
**at**  
**Buffalo State University**

**4/14/2025**

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## **PREAMBLE**

We, the activity fee paying students of Buffalo State University, may come together to celebrate the diversity and individuality of our student body and our campus community. We welcome a future of good order and will work to uphold a student governance in which to allow students to further participate in their educational journeys, both actively and effectively. We will also encourage all students to become more engaged within the campus community by working to develop activities that will provide the opportunity for educational, recreational, and social development. We, the students as defined above, do establish this, the United Students Government, and entrust that all acts of said USG shall be consistent with the rules and regulations of the Board of Trustees of the State University of New York.

### **The Structure of The United Students Government**

**The United Students Government (the USG)** of Buffalo State University represents the interests of the students of the university and encourages their active participation in the campus community.

The USG sponsors activities funded by the mandatory student activity fee.

**The Executive Branch** of the USG is made up of the following officials: the President, the Executive Vice President, the Treasurer, the Vice Treasurer, the Administrative Vice President for Campus Programming, the Administrative Vice President for Organization Relations, the Administrative Vice President for Public Relations, and the Secretary.

The Rules and Regulations Chair is an ex-officio member of the Executive Branch, and the Speaker Pro-Tempore is a member of the Executive Branch that represents the Senators of the Legislative Branch.

This body is responsible for establishing the long-term goals for the Student Government and for eliciting the support of the Legislative Branch in formulating directions in achieving these goals.

**The Legislative Branch** of the USG consists of thirty elected Senators, and one Speaker Pro-Tempore who will act as their representative voice on the Executive Board.

This body develops and coordinates recreational, educational, social, and cultural activities, passes legislation for the general welfare of the student body, and approves constitutions of all groups seeking USG recognition.

**The Judicial Branch** of the USG, consisting of a Chief Justice, an Assistant Chief Justice, five Associate Justices, and the Rules and Regulations Chair, will determine the constitutionality of all legislation brought before them.

This body will also hear all cases of grievance brought before them involving students, organizations, the USG members, the USG Business Staff, and any other branches of USG.

Positions in the Executive and Legislative Branch of the USG are open to all undergraduate, activity fee paying students through all-university elections that are held in the Spring semester each year. Justices are appointed by the USG President with the approval of the Senate only after they have been interviewed by the Judicial Council.

The USG organizations' primary purposes are to serve the needs and interests of the student body and are dependent on the mandatory student activity fee. The USG recognizes independent organizations that are recreational, professional, cultural, religious, honorary, social, and political in nature.

# **The Constitution of The United Students Government**

## **ARTICLE I-NAME**

The name of the organization shall be the United Students Government Service Group Inc. (USGSG, Inc.) of Buffalo State University.

## **ARTICLE II-NON-DISCRIMINATORY STATEMENT**

All parts of the United Students Government, and all USG recognized organizations, shall work to benefit the campus community and all activity fee paying students. They must provide access to and allow for participation in all of their activities, and shall not discriminate on the basis of race, color, national origin, religion, sex, sexual orientation, age, marital status, veteran status, and/or any non-relevant mental or physical challenges.

## **ARTICLE III-PARLIAMENTARY AUTHORITY**

The rules contained in the last published edition of Robert's Rules of Order Revised shall govern the USG in all cases to which they are applicable in which they are not consistent with this constitution or the accepted rules of each branch of the organization.

## **ARTICLE IV-MEMBERSHIP**

- A. Each undergraduate activity fee paying student of Buffalo State University can be a member of the USG.
- B. All members of the USG Executive, Legislative, and Judicial branches, as well as all committee members, organizations, and any other sub-division of the USG must fit the membership requirements stipulated in this constitution.
- C. All elected and appointed officers of the USG must take the following oath when sworn into office:
  - I, (state your name), do solemnly affirm that I will faithfully execute the duties of the office of (state office) to which I have been (elected or appointed) and will, to

the best of my ability, preserve, protect, and defend the Constitution of the United Students Government of Buffalo State University.

## **ARTICLE V-EXECUTIVE BRANCH**

### **Section I-Executive Branch of USG**

- A. The Executive Branch shall be composed of:
  - a. All officers (The President, Executive Vice President, Treasurer, Vice Treasurer, Speaker Pro-Tempore).
  - b. All ex-officio officers (The Rules and Regulations Chair and the Secretary).
  - c. All Administrative Vice Presidents.
  - d. Any other persons that the body shall choose by two-thirds vote.
- B. Powers and Duties of the Executive Branch
  - a. Serve as the administrative body of the USG.
  - b. Implement and coordinate the various programs and services of the USG.
  - c. Create committees and appoint individuals to aid in the administrative function of the USG.
    - i. Such action shall be presented for approval to the Senate.
  - d. Enforce all ruling of the Legislative and Judicial branches.
  - e. Recommend legislation to the Legislative Branch.
  - f. At least one member of the USG Executive Board shall serve as a member of the University Senate.
- C. Meetings
  - a. The Executive Branch shall hold weekly meetings during the academic year.
  - b. Special meetings of the Executive Branch may be called by the President or by a majority of the members of the Executive Branch.
  - c. A quorum shall be required to conduct business at any meeting of the Executive Branch.
    - i. Quorum shall consist of *'half plus one'* of all voting members.
- D. Attendance

a. Requirements

- i. All Executive Branch members are required to attend all Senate meetings and/or respective committee meetings.
- ii. All Executive Branch members must attend every mandatory Organization Representative meeting.
- iii. All Executive Branch members are required to attend any event that the Executive Branch deems necessary.
- iv. The Rules and Regulations Chair and the Executive Vice President shall monitor committee, Executive, and Senate absences and inform the President of any violations.

b. Violations

- i. Any Executive Branch member that has acquired three absences in one semester shall be immediately dismissed from office.
  1. Absences reset per semester.
  2. After each absence, the Rules and Regulations Chair shall issue a warning to said Executive Branch member.
- ii. Anyone arriving after the conclusion of the first roll call to a Senate meeting will be charged with half an absence.
- iii. Anyone leaving the Senate meeting before the second roll call will be charged with half an absence.
  1. Only the President and/or the Executive Vice President may excuse an individual from a Senate meeting.
- iv. Office Hour Sign in/out Policy
  1. Any Executive Branch member who fails to sign in for designated office hours will be charged a quarter absence.
  2. Any Executive Branch member who fails to sign out for designated office hours will be charged a quarter absence.
- v. Events

1. Members of the Executive Branch are required to staff at least three USG events per month. Failure to do so will result in one absence for each missed event.
  2. For all USG events, members of the Executive Branch must indicate their availability to staff said events at least 24 hours in advance. Failure to indicate availability will result in a quarter absence.
  3. For any function, if an Executive Branch member fails to attend when they have previously committed to the function, they shall be charged with half an absence.
    - a. This can include, but is not limited to, events, tabling, etc.
    - b. Only the individual organizing the event may excuse a member from the event.
- vi. Any Executive Branch member shall have seven days to contest an absence from the date the absence occurred.

#### E. Qualifications of USG Executive Branch Members

- a. Must be an activity fee paying member of Buffalo State University.
- b. All executive branch members must have and maintain a cumulative grade point average of at least 2.50.

#### F. Training and transition

- a. The President of USG is required to develop and recommend, with the cooperation of the Executive Branch, and the Senate, an appropriate transition plan and training program for the officers of the incoming legislation.
- b. The Treasurer, until approval of a transition plan and training program, shall withhold the final three stipend payments of all stipend's executive officers.
- c. This plan and program are to be presented and approved by the Senate no later than the meeting at which the annual budget is presented to the Senate for approval.
- d. A majority vote of the senate is required to pass this plan.

- e. All executive officers of the proceeding legislature shall have concurrent powers to implement the training program.
- f. All executive officers, Administrative Vice Presidents, and Senators shall partake in the training program.

## **Section II-Executive Officers**

### **A. The President**

1. The President is the official representative of the USG.
  - a. Shall attend and/or request meetings with campus officials to ensure the welfare of the students of Buffalo State University and report back to the Executive Branch and Senate.
2. Shall be the Chief Executive Officer of the USG and the Business Staff.
3. Shall serve as the Chair of the Executive Branch and of the Senate.
4. Shall provide for the efficient function of all divisions of the USG.
5. Shall have the power to act on behalf of the USG in case of emergency.
  - a. Emergency being defined as a situation that is in need of a resolution within a 24-hour period that immediately threatens the survival of the USG.
6. May call special, or emergency, meetings of the Executive and Legislative branches of the USG.
7. Has the right to act in a non-voting, ex-officio capacity in any body commissioned by the USG, except for Judicial Council deliberations.
8. Has no financial authority pertaining to the disbursement of USG funds (unless a signing designee is not available to perform the duty and/or the contract/agreement requires it).
9. Shall be the liaison between the USG and the SUNY Student Assembly.
10. Shall serve as a voting member of the Inter-Collegiate Athletic Board.
  - a. If removed from, or unable to serve on the Inter-Collegiate Athletic Board, the Executive Branch of the USG shall appoint another Executive Board member with the approval of the Senate to fill the position.

11. Shall be a voting member of the Executive Branch only in the case of a tie.
12. Shall be a voting member of the Senate only in the case of a tie.
13. Shall not be a voting member of any committee.
14. Shall enforce all decisions of the USG Judicial Council after informing the Senate of the decision.
15. Shall have the power to nominate a USG Senator for the position of Rules and Regulations Chair, Vice Treasurer, and Speaker Pro-Tempore with approval of the Executive Branch and the Senate.
  - a. The President may also bring possible nominations for the positions of Rules and Regulations Chair, Vice Treasurer, and Speaker Pro-Tempore to Officer Training.
16. Shall coordinate with the Executive Branch on formulating the weekly Senate agenda.
17. Shall keep a minimum of ten in-office hours per week.
  - a. Half shall be held during business hours; business hours defined as 8:30 AM-4:00 PM Monday through Friday.

**B. The Executive Vice President**

1. Shall be the Chief Operating Officer of the USG.
2. Shall assist in the duties of the President and shall perform said duties in their absence.
3. Responsible for the day-to-day administrative and management operations within the USG.
  - a. Shall also meet with the USG Business Manager to discuss said operations.
  - b. Shall meet with the Speaker Pro-Tempore to discuss the progress and the status of the Senators.

- c. Shall attend at least two different committee meetings each month in order to be updated on progress, as well as ensure that all committees are meeting and performing their constitutional duties.
    - a. Shall compile committee report forms
  - d. Shall confirm that the Executive Branch is compiling accurate files that are up to date on all actions of their office.
  - e. Shall update the President on the progress and status of the Senators and the committees.
  - f. Shall attend the weekly USG Programming Meeting
4. Shall be a voting member of the Executive Branch.
  5. Shall be a voting member of the Senate.
  6. Shall not be a voting member of any committee unless appointed by the President and approved by the Senate.
  7. Shall coordinate and facilitate mandatory training for the Senators to be held by the third week of the Fall semester.
  8. Shall keep a minimum of ten in-office hours per week.
    - a. Half shall be held during business hours; business hours defined as 8:30 AM-4:00 PM Monday through Friday.

### **C. The Treasurer**

1. Shall be the Chief Financial Officer of the USG.
2. Shall be the Chairperson of the Budget Committee.
3. Shall ensure that the business of the USG is carried out through the fiscal year.
4. Shall present the USG annual budget to the Executive Branch and the Senate for approval.
5. Shall request financial reports from all the USG organizations at their discretion.
6. Shall have the power to confiscate books and withdraw the right to use student funds of any group using USG funds.
  - a. This motion must be presented to the Budget Committee and then the Senate for approval immediately following the Treasurer's action and

written justification must be immediately submitted to the organization affected.

7. Shall have the authority to pay outstanding debts from previous years.
8. Shall be a voting member of the Executive Branch.
9. Shall be a voting member of the Senate.
10. Shall be a voting member of the Budget Committee only in the case of a tie.
11. Shall coordinate and facilitate a mandatory training for the Treasurers of all USG organizations to be held by the third week of the Fall semester.
12. Shall keep a minimum of ten in-office hours per week.
  - a. Half shall be held during business hours; business hours defined as 8:30 AM-4:00 PM Monday through Friday.

#### **D. The Vice Treasurer**

1. Shall be nominated by the President with approval of the Executive Branch and the Senate.
2. Shall assist the Treasurer in their duties and perform said duties in their absence.
3. Shall act as the Vice Chairperson of the Budget Committee.
4. Shall be a voting member of the Executive Branch.
5. Shall be a voting member of the Senate.
6. Shall be a voting member of the Budget Committee.
7. Shall be a member of the Senate Retention Committee.
8. Shall keep a minimum of three in-office hours per week.
  - a. Half shall be held during business hours; business hours defined as 8:30 AM-4:00 PM Monday through Friday.

#### **E. Speaker Pro-Tempore**

1. Shall be the Speaker of the Senate.
2. Shall be the highest-ranking Senator.
3. Shall administer the oath of office to all new members of the Senate.
4. Shall be elected by the Senate body.

- a. The Senate, from its own voting membership, shall elect a new Speaker Pro-Tempore at the beginning of each one-year session.
  - a. The Speaker Pro-Tempore shall be a Senator nominated from the floor of the Senate on or before the third, regular Fall meeting of the Senate and shall receive a simple majority of votes cast by secret ballot.
  - b. The Senate may, from time to time, vote to remove its Speaker Pro-Tempore by a two-thirds majority vote.
    - a. If the Speaker Pro-Tempore is removed by the Senate, they shall remain a Senator.
5. Shall be a voting member of the Executive Branch.
6. Shall be a voting member of the Senate
7. Shall announce vacant Senate seats immediately following the resignation, removal, or death of a senator. Vacancies shall be publicized to the campus community in multiple locations.
8. Shall sign all internal resolutions approved by the proper margin of the Senate.
9. Shall advise the Executive Branch on relevant issues pertaining to the Senate body.
10. Shall be the Chairperson of the Senate Retention Committee.
  - a. In the absence of the Senate Retention Committee, the Speaker Pro-Tempore will appoint Senators to the standing committees of USG.
11. Shall perform the duties of the Executive Vice President in their absence.
12. Shall attend at least two different committee meetings each month in order to be updated on progress.
13. Shall not be a voting member of any committee unless appointed or assigned by the President with approval by the Senate.
  - a. With the exception of the Food Service Committee.
14. Shall be the Chairperson of the Food Service Committee.
15. In the Secretary's absence, the Speaker Pro-Tempore shall perform all secretarial duties.

16. Shall facilitate the training of all appointed Senators after the third week of the Fall semester.
17. Shall work with the AVP for Public Relations to create and distribute a monthly calendar of important USG dates to the Executive Branch, the Senate, and the Judicial Council.
18. Shall keep a minimum of eight in-person office hours per week.
  - a. Half shall be held during business hours; business hours defined as 8:30 AM-4:00 PM Monday through Friday.

#### **F. Rules and Regulations Chair**

1. The President shall nominate a USG Senator as Rules and Regulations Chair with the approval of the Executive Branch and the Senate.
2. Shall act as the Parliamentarian of the Senate.
3. Shall ensure the Executive Branch and the Senate meetings are run according to the newest edition of Robert's Rules of Order.
4. Shall be the chair of the Rules and Regulations Committee.
5. Shall make weekly progress reports to the Senate on the activities of the Rules and Regulations Committee.
6. Shall be a non-voting member of the Executive Branch and the Senate.
7. Shall be an ex-officio member of the Executive Branch.
8. Shall be a non-voting, ex-officio member of the Judicial Council.
9. Shall receive all USG grievances in addition to the Chief Justice.
10. Shall keep a minimum of eight in-office hours per week.
  - a. Half shall be held during business hours; business hours defined as 8:30 AM-4:00 PM Monday through Friday.

#### **G. Secretary**

1. The President shall nominate a USG Senator as Secretary with the approval of the Executive Branch and the Senate.

2. Shall be non-voting, ex-officio member of the Executive Branch, the Senate, and the Judicial Council.
3. Shall be responsible for taking a written record at all official USG meetings (Executive Branch, Senate, Judicial, Organization Representative, Corporate, etc.)
4. Shall compile and send to print the legislation and minutes passed by the USG Executive Branch, the Senate, and the Judicial Council in accordance with USG's document retention policy.

#### **H. Succession of Office**

1. In the case of resignation or dismissal of the President, the Executive Vice President shall assume the position.
2. In the case of resignation, dismissal, or promotion of the Executive Vice President, the Speaker Pro-Tempore shall assume the position.
3. In the case of resignation or dismissal of the Treasurer, the Vice Treasurer shall assume the position.
4. In the case of resignation, dismissal, or promotion of the Vice Treasurer, the President shall nominate another Senator to the position with the confirmation of the Executive Branch and the Senate.
5. In the case of resignation, dismissal, or promotion of the Speaker Pro-Tempore, the President shall nominate another Senator to the position with the confirmation of the Executive Branch and the Senate.
6. In the case of simultaneous vacancy in the office of President and Executive Vice President due to resignation or dismissal, the Speaker Pro-Tempore shall be acting President until a new election can be held; no longer than one month after the vacancy occurs.
7. In the case of simultaneous vacancy in the office of Treasurer and Vice Treasurer due to resignation or dismissal, the President shall nominate a new acting Treasurer until a new election can be held; no longer than one month after the vacancy occurs.

### **Section III-Administrative Vice Presidents**

#### **A. Vice President for Campus Programming**

- a. Shall be the officer responsible for the execution of all USG campus-wide programs of interest to commuter and residential students.
  - i. Shall maintain files on every USG commuter and residential event.
  - ii. Shall coordinate and train Senators to work the USG commuter and residential events.
- b. Shall act as liaison among the student body, faculty, and administration regarding programs concerning the interests of commuter and residential students.
- c. Shall assist all USG organizations with the planning and execution of campus wide programming events.
- d. Shall make weekly progress reports to the Executive Branch and the Senate on the activities of their office.
- e. Shall attend at least two different organization meetings each month in order to be updated on their respective organizations.
- f. Shall be the Chair of the Campus Programming Committee.
- g. Shall attend the weekly USG Programming Meeting.
- h. Shall be a voting member of the Executive Branch and the Senate.
- i. Shall keep a minimum of eight in-office hours per week.
  - i. Half shall be held during business hours; business hours defined as 8:30 AM-4:00 PM Monday through Friday.

#### **B. Vice President for Organization Relations**

- a. Shall chair the Organization Relations Committee.
- b. Shall coordinate efforts regarding legislative and community advocacy.
- c. Shall act to promote better understanding between USG Organizations and the University community.
- d. Shall oversee the USG member organizations.

- i. Shall ensure no duplication of USG programming internally and externally with the campus community for their assigned organizations.
  - ii. Shall ensure all organizations are upholding their Constitutions, USG Standards of Excellence, and the USG Constitution.
- e. Shall attend at least two different organization meetings each month in order to be updated on their representative organizations.
- f. Shall conduct one Executive Board and Senate mandatory community service each semester.
- g. Shall make weekly progress reports to the Executive Branch and the Senate on the activities of their office.
- h. Shall be a voting member of the Executive Branch and the Senate.
- i. Shall keep a minimum of six in-office hours per week.
  - i. Half shall be held during business hours; business hours defined as 8:30 AM-4:00 PM Monday through Friday.

**C. Vice President for Public Relations**

- a. Shall be the officer responsible for making the best use of the USG media services in order to maintain informational contact with the student body.
- b. Shall act as the liaison among the student body, faculty, and administration regarding all campus event publicity.
- c. Shall make weekly progress reports to the Executive Branch and the Senate on activities of their office.
- d. Shall attend at least two different organization meetings each month in order to be updated on their respective organizations.
- e. Shall be the Chair of the Public Relations Committee.
  - i. Shall train the Public Relations Committee on all USG marketing policies and procedures.
  - ii. Shall formulate the Public Relations Committee marketing schedule for USG events, bulletin boards, display cases, lawn signs, etc.

- iii. Shall coordinate the distribution schedule of all USG marketing material with the Public Relations Committee and Press Services.
  - f. Create and distribute a monthly calendar of important USG dates to the Executive Branch, the Senate, and the Judicial Council.
  - g. Shall attend the weekly USG Programming Meeting.
  - h. Shall be a voting member of the Executive Branch and the Senate.
  - i. Shall keep a minimum of six in-office hours per week.
    - i. Half shall be held during business hours; business hours defined as 8:30 AM-4:00 PM Monday through Friday.
- D. Any vacancy in any AVP position shall be filled by an appointment of a USG Senator by the USG President with the confirmation of the USG Senate.

## **ARTICLE VI-LEGISLATIVE BRANCH (SENATE)**

### **Section I-Membership**

The Senate shall be composed of a maximum of 30 elected Senators and the Executive Branch.

- A. The Senate may admit transfer and freshman students as Senators.
  - a. At the end of their first semester, a grade check is required for them to remain in their position.
- B. The Senate is open to all activity fee paying students; commuter/residential.

### **Section II-Responsibilities**

- A. Meetings
  - a. The Senate may investigate and act on all matters that may affect USG members.
  - b. The USG has the right to actualize a budget based upon the accumulation of funds through the Student Activity Fee in order to provide funds for educational, recreational, cultural, and social programs for the general welfare of the student body.
  - c. Meetings will be scheduled at least once a week on a date set by the members of the senate.

- d. Special meetings may be called by the USG President, or in the absence of the President, by the Executive Vice President, or by a majority of the Legislative Branch, or by 2% of the USG membership by petition.

#### B. Quorum

- a. A quorum consisting of *'half plus one'* of the voting members of the Senate shall be required to conduct business.
- b. In a meeting where the active voting membership is affected by vacancies, quorum shall be a majority of the current active voting members.

#### C. Duties and Powers of the Legislative Branch

- a. Allocation of the USG budget for the ensuing year.
- b. Oversee income and expenses of the USG funded organizations through the Budget Committee.
- c. Budget changes:
  - i. Approve all line-item changes in excess of \$1000.00 or which are in excess of 20% of the organization's entire budget.
  - ii. Approve all cash balance withdrawals in excess of \$1500.00. The President of the university, or their designee, must approve all changes in the USG Budget if the SUNY Board of Trustees requires it.
  - iii. Referendums shall not be held to determine financial allocations to organizations, recognized or otherwise. This provision shall only be affected or amended by a 4/5 vote of three successive legislations.
- d. Confiscate books and withdraw the right to use the USG funds of any group upon the suspension or withdrawal of the constitution of that USG organization.
- e. The Senate may overrule any action of the Treasurer, and/or the Budget Committee by a majority of members present.
- f. Conduct referendums and poles to determine student opinion on relevant matters.
- g. Develop the USG activities-recreational, educational, social, and cultural.
- h. Pass legislation for the general welfare of the student body.



v. Events

1. Members of the Legislative Branch are required to staff at least three USG events per month. Failure to do so will result in one absence for each missed event.
2. For all USG events, members of the Legislative Branch must indicate their availability to staff said events at least 24 hours in advance. Failure to indicate availability via sign-up sheet, or otherwise, will result in a quarter absence.
3. For any function, a Legislative Branch member fails to attend when they have previously committed to the function, they shall be charged with half an absence.
  - a. This can include, but is not limited to, events, tabling, etc.
  - b. Only the individual organizing the event may excuse a member from the event.

- vi. Any Legislative Branch member shall have seven days to contest an absence from the date the absence occurred.

F. Qualifications of USG Senators

- a. Must be an activity fee paying students at Buffalo State University.
- b. Senators must have and maintain a cumulative grade point average of at least 2.25.

## ARTICLE VII-COMMITTEES

### Section I-Standing Committees

- A. The Executive Branch, with the approval of the Senate, shall create standing committees that deal with matters of concern to the members of the USG.
- B. Shall follow the guidelines established in this constitution.
- C. When holding committee meetings, a majority of committee members shall constitute quorum.

- D. Each standing committee shall report to the Senate on a weekly basis and all legislation is subject to the approval of the USG Senate.
- E. The committee chairperson shall call meetings as they deem necessary, but no less than twice a month.
- F. Minutes must be taken for all committee meetings by a secretary, appointed by the committee, and submitted to the Executive Vice President no later than one week after the meeting.
  - a. If no Secretary is appointed, the chairperson shall be responsible for taking meeting minutes.
- G. The standing committees of the USG are:

### **1. The Budget Committee**

- i. Responsibilities
  - 1. Review all matters pertaining to USG monies.
  - 2. Review all matters pertaining to finance that are presented to the USG Senate.
  - 3. Compile, edit, and condense all current written and underwritten financial policy.
  - 4. To present to the Senate the proposed USG budget for the ensuing year for its approval.
  - 5. To approve all line-item changes under \$1,000, or which are less than twenty percent (20%) of the organization's entire budget.
- ii. Membership
  - 1. The USG Treasurer shall be Chairperson.
  - 2. The USG Vice Treasurer shall be the Vice Chairperson.
  - 3. Five appointed Senators.
  - 4. The USG Business Manager shall act as a non-voting, ex-officio member.

5. No organizational officers shall serve as a voting member of this committee, unless in an emergency and given special privileges by the USG Treasurer.

## **2.Campus Programming Committee**

### **i. Responsibilities**

1. To plan and implement USG programs that are of interest to the student body.
2. To assist USG organizations with program planning and implementation.
3. One member of this committee shall be on the Senate Retention Committee.

### **ii. Membership**

1. The AVP of Campus Programming shall be the Chairperson.
2. The committee body shall consist of appointed Senators.

### **iii. Guidelines**

1. To obtain factual information, both pros and cons, about USG and USG organization programming.
2. To keep accurate information regarding programming:
  - a. All individuals contracted, and when, during the program they were contacted.
  - b. If any collaborations, with whom, and what they did contribute.
  - c. Successful feedback about the program from attendees and all involved in the planning process.

## **3.Food Service Committee**

### **i. Responsibilities**

1. Meet at least once a month with the Campus Dining representative.
2. Keep the Campus Dining representative informed about student concerns.

3. Present different ideas for better food service on campus.
- ii. Membership
    1. The Speaker Pro-Tempore shall be the Chairperson.
    2. Shall consist of appointed Senators.
    3. The Campus Dining representative
  - iii. Guidelines
    1. To obtain opinions and factual information, both pros and cons, of the issues concerning food service on campus and submit possible resolutions to the Senate and the students.

#### **4. Organization Relations Committee**

- i. Responsibilities
  1. To investigate and address current academic issues and to gather student opinions on those issues.
  2. To formulate and recommend student policy on issues of an academic nature to the USG Senate.
  3. Plan Senate and Executive Board mandatory community service each semester.
  4. Shall work to ensure organizations are following their Constitutions, USG Standards of Excellence, and the USG Constitution.
  5. To schedule the Organization Representative Senate Meetings and notify the Organization Representatives at least a month in advance of the meetings.
  6. To communicate with the Organization Representatives on any matters that surface.
  7. Shall make sure that each organization:
    - a. Elect an Organization Representative for the next academic year by the first Friday in April.
    - b. Submits a Member Registration Form to the USG Business Office.

- c. Maintains their Bengal Connect page.
  - d. Holds three approved events a month and registers them on Bengal Connect.
  - e. Maintains and trains officers and members.
  - f. Maintains internal files on their organization and events.
8. Communicates with students about different government relation issues.
- ii. Membership
    1. The AVP of Organization Relations shall be the Chairperson.
    2. The committee body shall consist of appointed Senators.
  - iii. Guidelines
    1. To investigate any discrepancies brought before them between students and professors
    2. To evaluate academic resources for students to recommend suggestions on how to improve them.
    3. To establish communication among Organization Representatives.
    4. Work with the Organization Representatives to try and alleviate any problems prior to having them report to the Rules and Regulations Committee for review.
    5. Report any organization violations to the Rules and Regulations Committee for review.

## **5.Public Relations Committee**

- i. Responsibilities
  1. To work with all USG media services to promote communication between the student body and USG.
  2. Shall oversee the operations of all USG media services.
  3. Every member of the Public Relations Committee will promote USG events and affairs by following the marketing and

distribution schedule and will be given a quarter absence for each task not completed.

- ii. Membership
  - 1. The AVP of Public Relations will be the Chairperson.
  - 2. Shall consist of appointed Senators.
- iii. Guidelines
  - 1. To act as the liaison and promote the relationship between the USG and the student body.
  - 2. Shall be the communicative link to the student body regarding USG goals and achievements.
  - 3. To generate student interest and opinion surveys.
  - 4. Shall coordinate all USG promotions.
  - 5. Shall promote student leadership throughout the Buffalo State campus community.

## **6. Rules and Regulations Committee**

- i. Responsibilities
  - 1. The Rules and Regulations Committee shall evaluate any problems within or between the USG boards, organizations, and the USG that the Senate or committee feels necessitate an evaluation.
  - 2. This committee shall draw up a basic form of communication for the USG organizations.
  - 3. This committee shall work with all the USG organizations in establishing new constitutions or modifying existing constitutions. This committee shall evaluate any new organization requesting USG recognition.
  - 4. This committee shall evaluate all current USG organizations and shall recommend to the USG Senate that they remove recognition when they deem necessary.
  - 5. To approve all events of the USG funded organizations where alcohol will be distributed.

6. We shall review and recommend for approval any amendments to the USG Constitution with the assistance of the Chief Justice who is an ex-officio member of the Rules and Regulations Committee.

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ii. Membership

1. The Rules and Regulations Chair shall be the Chairperson.
2. Shall consist of appointed Senators.

iii. Guidelines

1. The first task of this committee will be evaluating all the USG current organizations.
2. It is the responsibility of this committee to enforce Article XI of the USG Constitution.

**7. Senate Retention Committee**

i. Responsibilities

1. Meet at least twice a month with the Speaker Pro-Tempore.
2. Review Senate Applications.
3. Schedule and conduct interviews with Senate applicants.
4. Suggest to the Executive Board students to appoint to the position of Senator.
5. Appoint Senators to the Standing Committees of USG.
6. Shall help coordinate the Senate training by the third week of the Fall semester.
7. Shall maintain all Senate training materials.
8. Shall update the USG Executive Branch, Senate, and Judicial Council Contact information.

ii. Membership

1. The USG Speaker Pro-Tempore shall be the Chairperson.
2. Shall consist of the USG Vice Treasurer and appointed Senators.

iii. Guidelines

1. Work with the USG Business Staff to train newly appointed senators.
2. Advertise to the campus community any open senator positions on USG.

**Section II-Ad-Hoc Committees**

- A. The Executive Branch shall create Ad-Hoc Committees, with the approval of the Senate, to assist in dealing with matters of concern to the members of the USG.
- B. The President of the USG, with the approval of the Senate, shall appoint the chairperson of each designated Ad-Hoc Committee, with the exception of the Elections Committee.
- C. Ad-Hoc Committee meetings shall be called by the chairperson when the need arises. a. A majority of committee members will constitute a quorum.
- D. The Ad-Hoc Committee Guidelines shall be amended by a majority vote of the Senate.
- E. If no Ad-Hoc Committee Guidelines exist, the Ad-Hoc Committee shall create committee guidelines to submit to the Senate for approval at the first Senate meeting following the Ad-Hoc Committee's creation.

**ARTICLE VIII-JUDICIAL COUNCIL**

The Judicial power of the USG shall be vested in The Judicial Council.

A. Membership

1. There will be seven justices on the Judicial Council, which will consist of a Chief Justice, an Assistant Chief Justice, five Justices, and two Justices In-Waiting.
2. The Judicial Council will conduct interviews of judicial applicants under interview procedures they deem necessary and proper. The Judicial Council shall, by majority, select applicants to go forward through the appointment process. The Judicial Council Chief Justice shall notify the President of the applicant(s)

selected. The President shall appoint the selected applicant with the confirmation of the Senate.

3. Once appointed, a Justice shall remain on Judicial Council for their remaining time as a member of the USG.
4. Judicial Council members shall not hold office in the USG or in any of the USG recognized organizations.

#### B. Officers

1. The justices shall elect a Chief Justice and Assistant Chief Justice.

- i. The Chief Justice shall be the presiding justice over all cases heard by the Judicial Council and will be required to hold six office hours per week.

1. Half shall be held during business hours; business hours defined as 8:30 AM-4:00 PM Monday through Friday.

- ii. The Assistant Chief Justice shall preside over cases in the absence or inability of the Chief Justice to perform the duties of the office.

#### C. Policies and Procedures

1. Shall follow all Policy and Procedures set forth in the USG Judicial Council Bylaws.

#### D. Qualifications

1. Justices shall not serve as voting members on any committee of the USG.
2. While in office, all members of the Judicial Council must maintain at least a 2.50 cumulative grade point average.
  - i. If any Justice falls below the 2.50 cumulative grade point average while in office, they will be given one semester to raise their GPA to a 2.50. This will be considered a probation period for the Justice. If by the end of the following semester they are not at a 2.50 cumulative grade point average, the Justice will be removed from the council.
3. A Justice must be an activity fee paying member of Buffalo State.
4. If the Judicial Council does not have more than four members (without quorum) they have the option to remove the GPA requirement until members with appropriate GPAs are sworn in, if only voted on and approved by the Senate.

#### E. Duties and Powers

1. Shall work with the Rules and Regulations Committee to review and interpret the constitutions of organizations that are recognized or are requesting recognition.
2. Resolve any conflict or arbitrate any dispute between the USG and all branches of university government and any organization or individual of the USG.
3. Determine the constitutionality of legislation brought before them by one or more activity fee paying members.
4. Shall send to the Senate no later than seven days after receipt, their recommendation on any suggestions for impeachment received.
5. The Judicial Council shall set their own priorities on all matters.
6. All decisions must be reported in written form to the Senate.
7. Shall develop guidelines and procedures that are necessary for the proper functioning of the Council subject to the approval of the USG Senate.

#### F. Attendance

1. Justices shall not have more than three total absences per semester.
- 2.

### **ARTICLE IX-MEETINGS**

All meetings of any branch of the USG shall be public with the exception of executive sessions.

### **ARTICLE X-EXPULSION**

A. USG Officers, Senators, Justices of the Judicial Council and Officers of any USG Organization may be removed from office for excessive absences (per Article, Section, Sub-section, Article, Section, Sub-section) by impeachment, or withdrawal from the university. Organization officers may be removed according to their constitution with approval of the USG Senate.

#### B. The Impeachment Process

- a. Any USG Officers, Senators, Justices of the Judicial Council, and any officer of a USG organization may be recommended for impeachment by a two-thirds vote of the body of government of which that person is a member, not including that individual.

- b. The reason(s) for impeachment must be presented in writing to the Senate, Judicial Council, and to the person in question. The Senate cannot vote on any recommendation of impeachment until twenty-four hours after the Judicial Council's recommendation has been received.
- c. The Senate must vote on the recommendation to impeach, and it must pass by a two-thirds vote seven days before the impeachment trial can proceed.
- d. The Chief Justice shall preside over the trial and vote, except when a member of the Judicial Council is being impeached, and then the President shall preside.
- e. The Senate shall try all members who have been recommended for impeachment. Both sides shall have fifteen minutes to state their case after which the Senate shall vote by secret ballot.
- f. A three-fourths vote is necessary to impeach, not including the person in question for conviction and removal from office.
- g. A person thus impeached shall never be eligible to hold an office in any of the USG organizations.

## **ARTICLE XI-THE USG ORGANIZATIONS AND STUDENT SERVICES**

### **A. Purpose**

1. To serve the student body in areas of an academic, athletic, recreational, cultural, professional, religious, social, and/or political nature.

### **B. Membership of Organizations and Student Services**

1. All the USG organizations and Student Services shall be open to every activity fee paying student.
  - i. The activity fee is the only fee that a student must pay in order to be a full member of an organization.
  - ii. Activity fee paying students may serve on the Executive Board of multiple USG organizations and/or student services.

- iii. Activity fee paying students who serve on one or more USG organization Executive Boards MAY NOT serve on the USG Executive Board or the USG Judicial Council but may serve as a USG Senator.
    - 2. There must be at least one faculty/staff/auxiliary services advisor to each organization.
      - i. Each advisor may advise a maximum of two USG organizations.
    - 3. The group must maintain at least five active members in addition to their organization's five officers.
      - i. Five Officer positions will be defined as: President, Vice President, Treasurer, Secretary, and the Organization Representative.
        - a. Any officer may also serve as the Organization Representative, or the position may be filled by another activity fee paying student.
      - ii. Student members who are matriculated undergraduate students enrolled full-time must occupy all officer positions.
    - 4. Each organization shall provide for the fair and democratic election of officers.
    - 5. Faculty and non-student members shall have no voting privileges.
    - 6. Leaders of the organization shall be elected before the first Friday in April, with the election term running from June 1 to May 31.
      - i. Failure to submit election results will result in the organization's budget being frozen until the information is submitted.
    - 7. The group must submit a list of current officers and members to the USG's office annually no later than the second week of the fall semester.
- C. Requirements to become and remain a USG recognized Organization and/or Student Service
  - 1. The group must demonstrate that the USG recognition would significantly benefit its ability to carry out these services or activities.
  - 2. The group must provide for meaningful participation of all of the members in good standing.

3. The group may not arbitrarily and/or unjustifiably, discriminate against any students in accordance with Article II of this constitution.
  4. An organization cannot charge fees, nor can they require that a student be a member of the national or local organization that does require fees.
  5. The group does not have comparable activities, functions, goals, interests, or purposes, which threatens to draw members from an already existing organization.
  6. The group must not promote any action or situation, which recklessly or intentionally, and dangers, the mental, or physical health of, or involves forced consumption of liquor or drugs, for the purpose of initiation into, or as a function of, any organization.
  7. The group must complete the re-recognition process every three years and/or after the first semester of inactivity.
- i. Inactivity shall be defined as:
- a. Missing the USG's corporate organizational meeting:
    - a. More than once a year
    - b. During the semester, an organization is under review
    - c. Unexcused and/or absent from a judicial hearing.
  - b. And organizations in ability to keep a record of five active members:
    - a. Signed and dated attendance sheets for all meetings and programs
    - b. Failure of the executive board to respond to the Rules and Regulations Committee correspondence
    - c. Failure of an organization to complete activity report forms:
      - a. Three activities (collaborations included) a month or more, is a minimum requirement to be considered an active

b. Can be waived due to extraneous circumstances, in which case the activity will be determined by the Rules and Regulations Committee.

d. Missing/defunct executive board:

a. in the case that an organization has not elected/appointed an executive board, the previous academic year, the organization will be considered inactive

b. If funded, budget will be frozen until proper elections can be held

c. If the organization does not hold proper elections by November 1 for the fall semester, or April 1 for the spring semester, the organization forfeits its recognized status as a USG organization.

8. Upon the date the Senate recognizes an organization, the organization may apply for a budget only after being a USG recognized organization for two full semesters.

9. USGs funded and recognized organizations are not allowed to affiliate, align, or agree to recognize another organization, group, or club with or under their organization. Nor can another organization, group, or club use a USG funded or recognized organization, group, or club as their campus approved, registered organization or affiliate.

10. USGs recognized and funded organizations cannot use their budget to fund another organization, group, or club.

#### D. Duties and Powers of USG Recognized Organizations and Student Services

1. Shall abide by USG's Non-Discriminatory statement, Article II of this Constitution.

2. All USG organizations, newly elected officers, and past President, Vice President, and Treasurer, must attend the USG's Mandatory Training and Transition at the end of the academic year.

- i. Failure to attend will result in the organization's budget receiving a 5% budget cut and said budget will be frozen until the USG. Mandatory Training and Transition is completed.
3. The organization's membership must elect their Organization Representative, who will attend all USG meetings designated as Organization Representative meetings. See Article XII of this constitution for rules and procedures.
4. The group must comply with all the USG Alcohol Policy Guidelines.
5. All funds acquired through ticket sales shall belong to the USG.
6. The organization shall keep a complete list of its active membership and shall keep adequate records of its proceedings and make them available to any activity fee paying student upon reasonable request.
7. The group will perform an adequate amount of activity, which contributes educationally or socially to the campus environment, and support the organization's constitutional purpose.
  - i. Participate in at least one Homecoming Event and post it on Bengal Connect.

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- ii. Execute three or more events per month of which your organization evaluates and keeps adequate records of on Bengal Connect.
      - a. General Interest Meetings that include a professional guest speaker or a tour of a professional facility related to your organization will count as an event. General Interest Meetings that include food and/or a discussion topic will not count as an event.
      - b. Club Sports: Community affairs must continue to be active on campus when their sport is not in season. Table in the Union to recruit members monthly, hold General Interest Meetings or events to teach the sport indoors, etc.
      - c. All organizations should be collaborating, not holding the same General Interest Meetings and events with the same themes and

topics as this is against the USG Constitution and the Standards of Excellence.

- d. Student Service organizations must be posting the activities of their clubs on Bengal Connect. Use publication dates as events, use show schedules as events, use training workshops as events, etc.

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- iii. Continue to hold recruitment events throughout the year to strengthen your membership. This can be done through tabling in the Student Union and holding regular General Interest Meetings.

- 8. Organizations CANNOT hold a major event at the same time as a major event of the USG.

- i. A major event is defined as a ticketed event with a capacity of 200 or more people.
- ii. The first entity that has their event approved and posted on Bengal Connect shall be able to hold their major event. The other entity will have to cancel or reschedule their major event.

#### E. Required Organizational Meetings

##### i. Organization Representative Meeting(s)

- i. A minimum of one Senate meeting during the Fall semester, and a minimum of two during the Spring semester will be dedicated to holding Organization Representative Meetings
- ii. All Organization Executive Board members are welcome to attend, but only the attendance of the Organization Representative is required.
  - a. In the case that an Organization Representative is unable to attend said meeting, a proxy representative may attend in their absence.

- b. The Organization Representative must indicate whether or not they will be in attendance at said meeting at least 24 hours in advance to the AVP for Organization Relations.
    - a. A missed Organization Representative meeting will result in an organization's budget being frozen until contested.
      - i. Contesting:
        - 1. An organization will have seven days from their absence to appeal the aforementioned frozen budget to the AVP for Organization Relations.
          - a. The appeal will be processed by the USG Rules and Regulations Chair, along with the Judicial Council in order to determine the next action(s).
        - 2. Failure to contest a frozen budget will result in a 5% budget cut.
- ii. The United Students Government Service Group Corporate Meeting
  - i. The entire E-board of the organization shall attend the United Students Government Service Group Corporate Meeting.
  - ii. All USG Organizations and Student Services must be given at least two weeks prior notice before the USG Service Group Corporate Meeting.
  - iii. If the USG Organizations of Student Services miss the USG Service Group Corporate Meeting:
    - a. Funded Organizations
      - a. The first missed meeting will result in the organization's budget being frozen for a minimum of seven days. An organization or student service has five business days from the mandatory meeting to file a grievance with the Judicial Council. If no grievance has been filed with the Judicial

Council, the organization or student service forfeits their rights to dispute a 5% budget cut. Organizations or student services that have filed a grievance will have their budget remain frozen until the Judicial Council rules on an appropriate budget cut.

b. Non-funded Organizations

a. The first missed meeting will result in the USG organization being asked to report to the Judicial Council.

iii. Organization Treasurer Training

i. The USG Treasurer will facilitate a training session for all organization Treasurers.

a. Attendance is mandatory for all USG organization Treasurers.

b. This training session must be facilitated no later than the third week of the Fall semester.

ii. Failure of the Organization Treasurer to attend the mandatory training sessions;

a. Funded Organizations

a. This will result in the organization's budget being frozen until the Organization Treasurer is trained.

b. Non-funded Organizations i. This organization will be investigated by the Rules and Regulations Committee to determine if said organization must undergo re-recognition.

F. Constitutions of Organizations and Student Services

1. The Rules and Regulations Committee and the Senate must approve an organization's constitution.

2. The USG Constitution takes precedence over the constitutions of all the USG approved organizations.

3. The USG organizations and student services must adhere to the provisions of their own constitutions. Any changes in an organization's constitution must be passed by the organization in a manner consistent with the provision listed in said

constitution. Furthermore, the USG Rules and Regulations Committee, and a two-thirds vote of the Senate must approve these changes prior to implementation but an organization.

#### G. Removal of Recognition

1. Failure to adhere to one or more of the USG organizational requirements stated in Article XI, Section C and D will be sufficient grounds for the removal of recognition.
2. Removal Process
  - i. The Rules and Regulations Committee may investigate any organization that may not be following the USG rules or guidelines. During the investigation, the following steps must be taken;
    - a. The Rules and Regulations Committee must hold hearings with all of the following: the organization in question and their advisor, as well as all persons who brought a grievance forward against the organization in question.
    - b. If the Rules and Regulations Committee finds sufficient grounds for removal of organizational recognition, the Rules and Regulations Committee must supply this recommendation for removal in writing to the Senate and the organization in question.
    - c. If the Senate passes the recommendation by a two-thirds vote, the organization in question will be notified in writing and will lose its recognition and funding.

#### H. Budget allocations of USG Clubs and Organizations

1. No USG club or organization shall receive a budget larger than \$25,000.
  - i. This provision does not include USG Administrative, Member Services, and Student Services budgets.
  - ii. To change or edit this provision in the USG Constitution, it requires a unanimous vote by the Rules and Regulations Committee, then a three-fourths majority vote by the Senate.

- iii. This cap shall be evaluated by the Budget Committee every two years, starting in 2007, and their findings presented to the Senate for consideration.
2. No USG club or organization shall receive larger than a 10% annual increase in their overall budget without a two-thirds majority vote by the Senate.
  - i. This provision does not include USG services and Executive budgets.
  - ii. To change or edit this provision in the USG Constitution, it requires a unanimous vote by the Rules and Regulations Committee, then a three-fourths majority vote by the Senate.

## **ARTICLE XII-ORGANIZATION REPRESENTATIVE**

### Section I

- A. Every recognized USG Organization and Student Service will have one Organization Representative within the USG Senate.
  1. They shall be elected by the organization's membership every March for the next academic year. The organization's President must notify the USG AVP for Organization Relations in writing who their Organization Representative is by the first Friday in April.
  2. The Organization Representative must be a member of the organization as defined by the organization's constitution.
  3. The organization's President is directly responsible for their Organization Representative.

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- B. A minimum of one Senate meeting during the Fall semester, and a minimum of two during the Spring semester will be dedicated to holding Organization Representative Meetings. ...
- C. The AVP for Organization Relations is charged with keeping attendance logs of the Organization Representatives. ...

## **ARTICLE XIII-ELECTION PROCEDURES**

- A. Elections for all the USG officers shall be at the end of the Spring semester, eight weeks prior to CEP week starting on Monday and ending on Thursday of the week. When Spring Break figures into this period, do not count Spring Break as a week, only count the week's school is in session. Election applications shall open on the last week of class of the Fall semester and shall close the second Friday of the Spring semester. Election information shall be dispersed and made available to students before the last Senate meeting in the Fall semester.
- B. Elections to all the USG offices must be in compliance with the standards stated in Article, Section, Sub-section, and Article, Section, Sub-section. The term of office for all the USG officer positions shall be from June 1 of the election year until May 31 of the following year.
- C. There shall be an election ad-hoc committee. The election committee shall conduct all elections for the USG and any other elections deemed appropriate.
- D. After the elections, all elected officers are required to attend all USG Senate and Executive board meetings and complete half of their predecessor's office hours in addition to a transition period.
  - 1. If you are unable to do this, you must schedule time with your predecessor in order to complete all training and transition procedures.
- E. Election Ad-hoc Committee Role
  - 1. The Election Ad-hoc Committee shall consist of four members: the USG Chief Justice and the USG Business Staff.
  - 2. The Election Ad-hoc Committee must follow verbatim the guidelines listed in the Election Manual.
  - 3. The Election Ad-hoc Committee members shall each have one vote.
  - 4. Meetings of the committee will be held at a time as agreed upon by the committee members. A majority of the voting members will constitute a quorum.
    - a. The Election Ad-hoc Committee shall finalize the official ballot for elections.

- b. The USG Chief Justice shall present a grievance report to the elections committee, concluding the election grievances process.
5. The Election Ad-hoc Committee shall conduct all elections for the USG and any other elections deemed appropriate. They shall publicize the offices being elected (at least twenty-one days before applications are available), the deadline for completed election application packets, the purpose of all referenda, and the time and place of election, and they shall determine the eligibility of the candidates and the validity of petitions.
6. The Election Ad-hoc Committee shall make a committee report at the USG Senate meetings on the operation of elections and shall present at the next regular Senate meeting following the elections an evaluation of the elections.
7. The Election Ad-hoc Committee shall distribute election information through the campus media (including a copy of the ballot, as it will need to be published) prior to the election.

#### F. Procedures

1. All elections shall be conducted using the same equipment as State and Local Elections, unless a more sophisticated (i.e., computer-based elections) method is approved by the Senate.
2. The placement of names on the ballot shall be done alphabetically.
3. Voting Procedures
  - a. A poster shall be placed by the polls indicating the fact that an election is being held, times that a person may vote, and a sample ballot.
  - b. Rosters shall be available indicating eligible voters: activity fee paying students if applicable.
  - c. As a person comes to vote they must;
    - i. A valid Buffalo State University ID or valid State ID
    - ii. Receive and vote only on those ballots to which they are eligible.
    - iii. Persons whose names do not appear on the roster must have The Dean of Students Office or the Registrar's Office fill out a form (form supplied by Election Ad-hoc Committee) to confirm

the student is a current registered undergraduate student. The student will then present this form to the person manning the polls to vote.

d. Persons manning the polls shall:

- i. Verify the identity of those voting;
- ii. Highlight the voter's name on the list of all eligible voters;
- iii. present only those ballots to which the voter is entitled;
- iv. NOT EXPRESS AN OPINION ON THE CANDIDATE OR ISSUES TO THE VOTERS.

4. Candidates will fill vacancies in the office of Senator no later than the third regular meeting of the Fall semester with the next highest number of votes in the regular student elections. Failure to attend will result in the seat being filled by other applicants.

#### G. Candidate Regulations

1. Each candidate must be in compliance with the requirements of the USG office as stated in Article IV, Section II, Sub-section E and Article V, Section II, Sub-section F. First semester freshmen transfers must also meet the same requirements by the end of the Spring semester of a given election year. Candidates for University Senate, F.S.A., University Council, and Student Assembly need not be activity fee paying students.
2. All candidates must be matriculated undergraduate students enrolled full-time. It is for the position of USG President, USG Executive Vice President, and USG Treasurer must have served at least one full year as a United Students Government Senator or Executive Board member.
3. Candidates may not run for more than one Executive Branch Office. In the event of a candidate winning both an Executive Branch and a Senate position, written notification of which position will be accepted shall be submitted to the Election Committee by 4:00 pm no later than four business days after election polling closes.

4. If a candidate misses the deadline of the application, they forfeit their candidacy for their election year.
5. Campaign Spending
  - a. A party (ticket) candidate shall be defined as any individual for nomination in an election running on a common slate with one or more individuals. An independent candidate shall be defined as any individual running singly on a slate.
  - b. Party Candidates
    - i. Each party candidate for the President, Executive Vice President, and Treasurer will have a fifty-five-dollar ceiling on the total amount that may be expended on campaign materials (posters, flyers, buttons, media advertising, balloons, etc.). Each independent candidate running for the President, Executive Vice President, and Treasurer shall have an eighty-five-dollar ceiling.
    - ii. Each party candidate for the USG Administrative Vice Presidents offices shall have a thirty-dollar ceiling on the total amount that may be expended on campaign materials. Each independent candidate running for the USG Administrative Vice Presidents offices shall have a sixty-dollar ceiling.
    - iii. Each party candidate for a USG Senator position shall have a fifteen-dollar ceiling on the total amount that may be expended on campaign materials. Each independent candidate running for the USG Senator position shall have a thirty-dollar ceiling.
    - iv. Each party candidate for the following positions (Auxiliary Services Advisory Committee, Faculty Student Association, Grant Allocation Committee, University Senate, University Council, Intercollegiate Athletics Board and Student Assembly) shall have a twenty-five-dollar ceiling on the total amount that may be expected on campaign materials. Each independent candidate

running for the following positions (Auxiliary Services Advisory Committee, Faculty Student Association, Grant Allocation Committee, University Senate, University Council, Intercollegiate Athletics Board and Student Assembly) shall have a fifty-dollar ceiling

- c. Individuals lacking sufficient funds to run may request Election Advertisement Assistance to enter into the election contest. This would entitle the candidate to election posters and flyers provided through the Design and Print Center which would equal half the spending limit for the position they are running for. (USG only provides copies for the posters and flyers. USG does not provide financial assistance to the candidate). Party candidates cannot apply to run for Election Advertisement Assistance.
- d. Each party or independent candidate will be required to submit a spending report on Bengal Connect and attach or submit copies of all receipts of campaign material purchases to the Election Committee for verification by noon on the last day of the election. The Elections Committee Chair will turn over a list of candidates who have not turned in their receipts to the Judicial Council Chief Justice.
- e. Donations of campaign materials are permitted but receipts of their actual costs must be submitted and will count against their respective ceiling.
- f. Failure to submit all receipts in accordance with the spending report deadline, falsifying receipts or exceeding the respective limit will result in Judicial Council action and disqualification of a candidate. Each candidate will be given a copy of the Election Guidelines at the mandatory election meeting.

#### H. Buffalo State University Student Senators

1. Of the twelve student seats on the Senate, ten shall be filled by undergraduate activity fee paying students, and the remaining two shall be reserved for graduate students.
  - a. The USG President shall fill any vacancies in the ten undergraduate seats on the University Senate. The Graduate Student Association shall fill any vacancies in the two graduate seats on the University Senate.
  - b. The Graduate Student elections shall be managed through a separate election conducted by the Graduate Students Association.

#### I. Grievances

1. All election grievances shall be handled by the USG Judicial Council (in which case, the Election Committee Chair shall be an ex-officio member of the Council).
2. The Judicial Council will convene within twenty-four (24) hours after an election's grievance has been filed and a decision will be issued twenty-four (24) after the Council has convened. This process will amount to a total of forty-eight (48) hours after the Judicial Council has accepted an election grievance, during which the Judicial Council must convene and deliver a verdict.
3. Each candidate will be given a copy of the grievance procedures at the mandatory election meeting.

#### J. Results

1. The Election Committee shall compile election results. Results of elections shall not be released until all votes have been counted and verified, but final certification shall be effective no later than five business days after the last day of polling. Counting of ballots will not commence until the polls for that election are closed.
  - a. The University Council and the Faculty Student Association positions are both open to Undergraduates and Graduate students. The election results from both the undergraduate and the graduate elections will be reviewed based on the percentage of votes per the number of undergraduate and graduate students enrolled to determine the winner of these positions. The

enrollment figures for both the undergrad and graduate students will be acquired by the USG Elections Committee from the Institutional Advancement office yearly in order to calculate the percentages. The candidates winning positions on University Council and the Faculty Student Association will be announced only after the conclusion of both the undergraduate and graduate elections and all votes have been verified. The USG Election Committee will notify the undergraduate candidates, and the Graduate Student Association will notify the graduate candidates of the results.

- b. In the event of an Elections Grievance pending verdict during the day results are to be announced, the announcement of an elected official will be postponed solely for the position(s) the Election Grievance may pertain to. All other positions who do not have pending Elections Grievances may be announced. The results will be posted once the Judicial Council has announced the Grievance verdict.
2. The exact number of votes shall be determined from the numbered ballots. The ballots are counted to determine the exact number of ballots cast and compared to the election machines' final reports. If there is a discrepancy in the numbers, it will be determined if the excess ballots affect the outcome. If they might affect the outcome, the election will be invalidated.
3. If more than 20% of the votes in a specific election are certified invalid, the entire election shall be declared invalid.

## **ARTICLE XIV-AWARDS**

### **Section I-Monthly Awards A. President's Choice**

- Shall be given to members of the Senate and/or the Executive Board by the President based on the contribution and performance that has been outstanding during the month in question.

### **B. Senator of the Month**

- Awarded to the USG Senator who has demonstrated a record of superior service over the course of the month.
- Recipients of this award during the year will make the pool of nominees for the Senator of the Year award.

## **Section II-Service Awards**

### **A. USG Executive Board Member of the Year**

- a. Awarded to the USG Executive Board Member who has demonstrated a record of superior service over the course of their term.
- b. The USG body shall vote by secret ballot to determine the Executive Board member of the year.

### **B. USG Senator of the Year**

- a. Awarded to the USG Senator who has demonstrated a record of superior service over the course of their term.
- b. The USG body shall vote by secret ballot to determine the Senator of the year.

### **C. USG Justice of the Year**

- a. Awarded to the USG Justice who has demonstrated a record of superior service over the course of their term.
- b. The USG body shall vote by secret ballot to determine the Justice of the year.

### **D. USG Hall of Fame Award**

- a. Awarded to any individual who has demonstrated life-long meritorious service to the students at Buffalo State University.
- b. Nominations may be accepted from a USG member in writing, or in a recorded verbal statement, at such a time that it would be two months prior to the final USG Senate meeting.

### **E. USG Meritorious Service Award**

- a. Awarded to any individual who has had documented long-standing meritorious service to the students of Buffalo State University.

- b. Nominations may come from any activity fee paying students at any time during the academic year.
- c. Approval of nominations shall be by majority vote of the USG Senate upon recommendation of the Executive Branch; the vote shall be by secret ballot.
- d. No more than four individuals may receive this award per academic year.

**F. USG Organization Advisor of the Year**

- a. Awarded to the Organization Advisor who has demonstrated timeless service to the USG Organization that they advise.
- b. Nominations may come from an Organization's President by the nomination deadline (to be determined by the USG body).
  - i. In the event that an Organization's President does not submit a nomination, the USG body will determine nominations for the award.
- c. Approval of the nominations shall be by a majority vote of the USG Senate; the vote shall be by secret ballot.
- d. No more than two individuals may receive this award per academic year.

**Section III-Commendations**

**A. President's Commendation Award**

- a. Awarded to any individual that has performed above and beyond the normal requirement of their office.
- b. Awarded at the discretion of the President.

**B. Marie L. Bullock Award for Best USG Organization**

- a. Awarded to the USG Organization(s) that have demonstrated superior organizational efficiency in accomplishing said organization's stated goals.
- b. Nominations are to be made by the Executive Branch and approved by the USG Senate.
- c. No more than two organizations may receive this award per academic year.

## **ARTICLE XV-AMENDMENTS**

- A. All amendments or changes must be presented in writing to the Rules and Regulations Committee at least one week prior to voting.
- B. Once passed by a two-thirds vote of the Rules and Regulations Committee, the amendment or change must then be presented to the Judicial Council in writing at least one week prior to voting, for judicial approval. Judicial approval is acquired by a two-thirds vote of the judicial council.
- C. The Rules and Regulations Chair must present all amendments or changes which have judicial approval to the Senate at least one week after approval has been received.
- D. All amendments or changes shall be presented in writing to the Senate at least one week prior to voting.
- E. An amendment to this constitution may only be approved by a two-thirds vote of the voting members of the Senate present. An amendment shall be defined as an addition to the current standing constitution.
- F. Any changes in the main body of the Constitution other than by amendment shall require a three-fourths vote of the Senate present.

### **House Rules of the United Students Government**

#### **Rules of Procedure**

- A. Gallery Members
  - i. Quorum must be called before members of the gallery can be recognized.
  - ii. Members of the gallery's remarks are not to exceed five minutes, unless extended by a majority vote of the Senate.
  - iii. Members of the gallery may not be recognized until all members of the Senate who wish to speak on an issue have done so. Should there be an objection to recognize a gallery member, a majority vote of the Senate is required to recognize a speaker of the gallery.
- B. The author of a motion may speak first and last to his/her motion; concluding remarks not exceeding five minutes.

- C. Meetings of the USG will be on an established date and at a set time determined by the members of the body.
- D. Presentations made to the Senate body during the Senate meeting, other than by members of the Senate must be in written form unless the Senate rules otherwise.
  - i. Any person wishing to address the Senate is limited to a ten-minute presentation, unless extended by a majority vote of the Senate.
- E. Any additions and deletions to the House Rules must be submitted in writing and approved by a majority vote.
- F. The chair reserves the right to call an emergency Executive Session of the Senate.
- G. All other rules of procedure will be followed according to Robert's Rules of Order Revised.
- H. A bill must be introduced one week prior to being voted on by the Senate.

### **Conduct**

- A. There will be no alcoholic beverages allowed in any Senate meeting, by the Senate, the Executive Branch, the Judicial Council, or the gallery.
- B. Each member of the Senate is to remember his/her responsibility and arrive at the meetings sober.
- C. All derogatory remarks and foul language are prohibited.
- D. The members of the Senate, Executive Board, Judicial Council, and the gallery shall show all speaker's due respect.
- E. All members of the Senate, Executive Board, Judicial Council, and the Gallery shall silence/turn off all electronic devices prior to the meeting being called to order.
- ....
- F. The following items shall be prohibited when the Senate is in session:
  - 1. Baseball caps
  - 2. Electronic recording devices (unless approved by the USG Executive Board)
  - 3. Earpieces (headphones, earphones, etc.).

## **The USG Document Retention Policy**

A. All minutes of the Senate, standing and ad-hoc committee meetings, minutes of organizations' meetings when available, officer reports, coordinator reports, student bills and student resolutions shall be forwarded to the Executive Vice President for filing according to the USG document retention procedures which are as follows:

1. All minutes of the Senate and all student bills and resolutions shall be forwarded to the record and USGS webmaster for publication.
2. Each document shall be attached to a USD document attention form which shall contain the following information:
  - i. The type of document (bill, resolution, minutes, and reports) and its legislative number.
  - ii. The name of the introducer and which branch they are from.
  - iii. The name of the filer.
  - iv. The dates of the first and second readings of the document.
  - v. The date that the document was accepted or rejected and the vote that took place.
3. Once the information above has been noted, the following signatures are needed on the document retention form:
  - i. Introducers signature and the date signed.
  - ii. The USG President's signature and the date signed.
4. Each page of the document is to be initialed by the USG President or the Executive Vice President.