



Constitution

Undergraduate Student Association of the College of Nanoscale Science and Engineering

State University of New York
Albany, New York
April 2014

Preamble

The State University of New York (“SUNY”) College of Nanoscale Science and Engineering (“CNSE”) Undergraduate Student Association (“UGSA”) Constitution specifies the rights, privileges, and responsibilities of the CNSE-UGSA in accordance with the undergraduate student resolution of October 16, 2013.

The CNSE-UGSA Constitution affirms the commitment of the CNSE-UGSA to serving the undergraduate student body through a structured governing organization. The CNSE-UGSA Constitution establishes the standards of CNSE undergraduate student governance in the areas of student leadership, scholarly activities, extracurricular organization formation and advocating the interests of the undergraduate student body to administrative bodies and personnel.

The CNSE-UGSA Constitution establishes the standards for involvement of CNSE-UGSA student members in college wide governance areas such as academic environments, research opportunities, academic affairs and social events through CNSE.

The CNSE-UGSA Constitution shall be interpreted and applied in accordance with the rules and regulations of SUNY, CNSE, and appropriate State and Federal law, and shall not be construed in any way as to take precedence over those rules, regulations, and laws.

Definitions

As used in this Constitution, unless otherwise specified, the following terms shall mean:

- a. “Academic Staff” - Members of the CNSE staff comprised of those persons having academic teaching, and/or academic support as a job responsibility.
- b. “Administrative Staff” - Members of the CNSE staff who are affiliated with the administrative and management operations of CNSE.
- c. “Board of Trustees” - The Board of Trustees of the State University of New York.
- d. “Chancellor” - The Chancellor of the State University of New York.
- e. “CNSE” - The College of Nanoscale Science and Engineering of State University of New York.
- f. “E-Board” – The Executive Board of the CNSE-UGSA
- g. “EOP”- State University of New York College of Nanoscale Science and Engineering Educational Opportunity Program.
- h. “CNSE-GSA” – State University of New York College of Nanoscale Science and Engineering Graduate Student Association.
- i. “Majority vote” – A yes-or-no vote for which passage requires an affirmative vote of greater than 50% of individuals voting.
- j. “Senior Vice President and CEO of SUNY - CNSE” - The Senior Vice President and CEO (or other equivalent title) of the College of Nanoscale Science and Engineering of the State University of New York.
- k. “SUNY” - The State University of New York.
- l. “Supermajority vote” – A yes-or-no vote for which passage requires an affirmative vote of greater than 66.0% of individuals voting.
- m. “CNSE-UGSA” – State University of New York College of Nanoscale Science and Engineering Undergraduate Student Association.
- n. “Vice President for Academic Affairs” – The Vice President and Chief Academic Officer of CNSE.

Article I – Name

The name of the representative student governance body shall be "State University of New York College of Nanoscale Science and Engineering Undergraduate Student Association," hereafter referred to as the "CNSE-UGSA."

Article II - Authority and Responsibilities of the CNSE-UGSA

The CNSE-UGSA is authorized to participate in and undertake activities that impact its members. In this capacity, the CNSE-UGSA is responsible for the development of procedures and programs and undertaking activities in which its members are concerned including:

1. Acting as a conduit for communication between the CNSE Academic Staff and Administrative Staff and the CNSE-UGSA members.
2. Representing the interests of CNSE-UGSA members in matters which pertain to campus life and their ability to develop academically.
3. Ensuring the academic honesty and integrity of the members of the CNSE-UGSA.
4. Formulating and implementing services and outreach programs that involve CNSE-UGSA members.

Article III - Organization of the CNSE-UGSA

Section 1 - Membership

The CNSE-UGSA is comprised of all CNSE undergraduate students enrolled in at least 12 credits of academic coursework.

Section 2 – Executive Board

The CNSE-UGSA members shall elect annually, from the CNSE-UGSA membership, 9 representatives to serve as representatives on the E-Board, the governing body of the CNSE-UGSA. In pursuit of an E-Board reflective of the CNSE Undergraduate Student population, the 9 E-Board members shall consist of 2 members elected from each CNSE undergraduate class and 1 member elected from the EOP student population in accordance with Article IV.

Section 3 – Officers

The CNSE-UGSA will have the following officers: President, Vice President, Treasurer, Secretary, and Public Relations Representative. The specific duties of each office are outlined in the CNSE-UGSA Bylaws Article I. Broad responsibilities of these offices are as follows:

1. **President:** The President of the CNSE-UGSA shall act as the chairperson of any meetings of the E-Board or in any forum of the CNSE-UGSA membership. The President also acts as the chief spokesperson and chief executive officer of the CNSE-UGSA. The President is the first nominee of the CNSE-UGSA to the CNSE College Senate.
2. **Vice President:** In the absence of the President, the Vice President shall assume the duties of the President. The Vice President is the second nominee of the CNSE-UGSA to the CNSE College Senate.
3. **Treasurer:** The Treasurer shall be accountable for all funds collected by or appropriated to the CNSE-UGSA. He or she shall arrange the dispersal of such funds in accordance with the budget approved by the E-Board and CNSE Administrative Staff, to support clubs and activities that align with the missions of the CNSE-UGSA and SUNY-CNSE. The Treasurer shall prepare a budget for the next academic year and submit the budget to the E-Board and the Administrative Staff of CNSE for approval. He or she shall also work with the CNSE-GSA to support clubs that are joint CNSE graduate-undergraduate clubs.
4. **Secretary:** The Secretary is responsible for recording the minutes of all CNSE-UGSA meetings and maintaining all resolutions and other documentation pertaining to activities involving the CNSE-UGSA.
5. **Public Relations Representative:** The Public Relations Representative shall work with the President and Secretary to update the student body on the progress of the CNSE-UGSA and CNSE-recognized clubs.

Article IV – Candidate Eligibility, Elections and Term of Office

Section 1 – Candidate Eligibility

1. **Graduating Class Distinctions** – Class assignments to freshman, sophomore, junior, and senior classes and EOP student distinctions shall be made by the Vice President for Academic Affairs. Freshman, sophomore, junior, and senior class assignments shall be made based on coursework track and not solely on credits obtained towards graduation.
2. **Election to the E-Board** – All students that satisfy the membership requirements dictated in Article I that are in good academic standing with a minimum cumulative grade point average of 2.75 are eligible to be elected to the E-Board. Students elected to the E-Board must maintain these standards during the term of their office.
3. **Election to the Office of the Vice President, Treasurer, Secretary, and Public Relations Representative** – Students that are elected to the E-Board and have *completed* at least one semester at SUNY-CNSE (a minimum of 12 credits of coursework) and do not violate the term limits set for these offices (Article IV, Section 3) are eligible to run for office of the Vice President, Treasurer, Secretary and Public Relations Representative.
 - a. In the case that no E-Board member who is eligible for this office chooses to run, this stipulation will be suspended and all E-Board members will be eligible to run.
4. **Election to the Office of the President** – All students that are elected to the E-Board and have served at least one term as an E-Board member and do not violate the term limits set for this office (Article IV, Section 3) are eligible to run for the office of the President.

- a. In the case that no E-Board member who is eligible for this office chooses to run, this stipulation will be suspended and all E-Board members will be eligible to run.
- b. In the case that no E-Board member meets these requirements, this stipulation will be suspended and all E-Board members will be eligible to run.

Section 2 – Elections

1. Members of the E-Board to be elected from the rising semester's sophomore, junior and senior classes and from the EOP student population shall be elected before the 2nd Friday of April of the preceding spring semester. These positions shall take effect no later than 3rd Friday of April of the corresponding calendar year.
2. Members of the E-Board from the freshman class and any vacant E-Board positions shall be elected before October 31st of the corresponding fall semester. These positions shall take effect immediately.
3. CNSE-UGSA Officers shall be elected from within the E-Board after E-Board members of the rising sophomore, junior and senior classes and from the EOP student population have been elected. This election shall take place no later than the first Monday of May of the corresponding spring semester. These offices shall take effect at the conclusion of this election.
4. Election Guidelines are given in the CNSE-UGSA Bylaws Article III.
5. Vacancies shall be filled in accordance with CNSE-UGSA Bylaws Article IV.

Section 3 – Terms of Office

1. The term of all E-Board members elected from the sophomore, junior, senior and EOP classes shall begin from the end of the spring semester and shall continue the date on which his or her successor is elected and becomes eligible to serve
2. The term of all E-Board members elected from the freshman class shall run from the end of October of the fall semester the date on which his or her successor is elected and becomes eligible to serve.
3. Term Limits
 - a. For the office of the Vice President, Treasurer, Secretary, and Public Relations Representative - No individual may hold the same office for more than two consecutive terms.
 - b. For the office of the President - No individual may hold this office for more than one term.

Article V - Meetings of the CNSE-UGSA

Section 1 – E-Board Meetings

1. The President must call a minimum of one meeting of the E-Board every month that classes are in session.
2. At least one week's notice must be given to E-Board members. Notice shall be given in the form of an email to an E-Board member's school email address.
3. Quorum is necessary for all executive E-Board meetings to be official. Quorum shall be defined as a majority of the E-Board members present.
4. The meetings shall be open to all members of the CNSE-UGSA.

Section 2 – General Meetings

1. The President must call a minimum of one general meeting in both the fall and spring semesters.
5. Notice of such meetings must be given to CNSE-UGSA members at least two weeks prior to the date of the meeting. Notice shall be given in the form of an email to the undergraduate Listserv.
2. During such a meeting, the President is responsible for informing the CNSE undergraduate students of issues that concern them as well as opening the floor for questions and suggestions.
3. Petitions for amending the constitution may also be heard and voted upon as dictated in Article VII.
4. Quorum is necessary for all general meetings to be official. Quorum for a general meeting means a super majority of the E-Board members present and a minimum of three non-E-Board CNSE-UGSA members from each of the freshman, sophomore, junior and senior classes.

Section 3- Committee Meetings

Committee chairs may call regular meetings as needed. A majority of the committee members present shall constitute a quorum.

Section 4- Special and Emergency Meetings

Special or emergency meetings may be called by President or Vice President to consider a special item or items of business. Notice must be given to all E-Board members within 24 hours of the designated meeting time. Notice shall be given in the form of an email to an E-Board member's school email address.

Article VI - Committees of the CNSE-UGSA

There shall exist two types of committees within the CNSE-UGSA as follows

1. Standing Committees

- a. Standing Committees are permanent committees of the CNSE-UGSA.
- b. Members of these committees, unless otherwise specified, shall consist of E-Board member volunteers and CNSE undergraduate student volunteers nominated by and that serve at the pleasure of the E-Board. Other standing committee members may be approved by a majority vote of the E-Board during an E-Board meeting.
- c. Committees must abide by the procedures outlined in the CNSE-UGSA Bylaws Article II, Section 2.
- d. The CNSE-UGSA shall have the following Standing Committees:
 - i. CNSE-UGSA Joint Committee on Undergraduate Student Affairs;
 - ii. CNSE-UGSA Student Affairs Committee; and
 - iii. CNSE UGSA-GSA Joint Committee on Clubs and Student Organizations.
- e. New standing committees may be established through the amendment procedures listed in Article VII.
- f. The duties and responsibilities of all standing committees are given in the CNSE-UGSA Bylaws Article II.

2. Ad-hoc Committees

- a. An Ad-hoc Committee may be formed by a majority vote of the E-Board during an E-Board meeting.
- b. All Ad-hoc committees shall dissolve at the latest upon the ending of the current E-Board's term.
- c. An Ad-hoc Committee must abide by the procedures outlined in the CNSE-UGSA Bylaws Article II.

Article VII – Referendums

If a referendum vote must be held, the CNSE-UGSA President or his/her designee shall be responsible for carrying it out in the allotted time. The CNSE undergraduate listserv shall be the method of distributing and collecting ballots. It shall be the President or his/her designee's responsibility to distribute ballots, receive ballots and tabulate the results.

In all referendum votes, CNSE-UGSA members will have 48 hours to fill out and return the ballot. The President or his/her designee has 48 hours from the close of voting to tabulate and release the results of the referendum vote.

Article VIII - Amendments

Section 1 – Constitution

Proposals to amend the CNSE-UGSA Constitution may be initiated by a supermajority vote of the E-Board during an E-Board meeting or by petition of at least one fourth of the members of the CNSE-UGSA. Such proposals must be made and submitted to the E-Board at least one week before a scheduled General Meeting.

Any proposed amendments to the CNSE-UGSA Constitution must be presented at a General Meeting by the party who drafted the amendment. This presentation shall last no longer than 10 minutes. After an amendment is presented, discussion will be allowed for a maximum of 15 minutes. After this time has elapsed, a yay/nay vote will be conducted. If a majority of the CNSE-UGSA members present vote in support of the amendment, then a referendum vote must be organized by the E-Board which must be held no later than two weeks after the general meeting. Referendum votes shall be carried out as stipulated in Article VII.

Section 2 – Bylaws

Proposals to amend the CNSE-UGSA Bylaws may be initiated by a supermajority vote of the E-Board during an E-Board meeting or by petition of at least one fourth of the members of the CNSE-UGSA. Such proposals must be made and submitted to the E-Board at least one week before a scheduled General Meeting.

Any proposed amendments to the CNSE-UGSA Bylaws must be presented at a General Meeting by the party who drafted the amendment. This presentation shall last no longer than 10 minutes. After an amendment is presented, discussion will be allowed for a maximum of 15 minutes. After this time has elapsed, a yay/nay vote will be conducted. If a majority of the CNSE-UGSA members present vote in support of the amendment, then a referendum vote must be organized by the E-Board which must be held no later than two weeks after the general meeting. Referendum votes shall be carried out as stipulated in Article VII.

Article IX. Adoption

This Constitution and the Bylaws are effective upon the affirmative vote of a majority of the CNSE-UGSA members voting during a one week signing period.