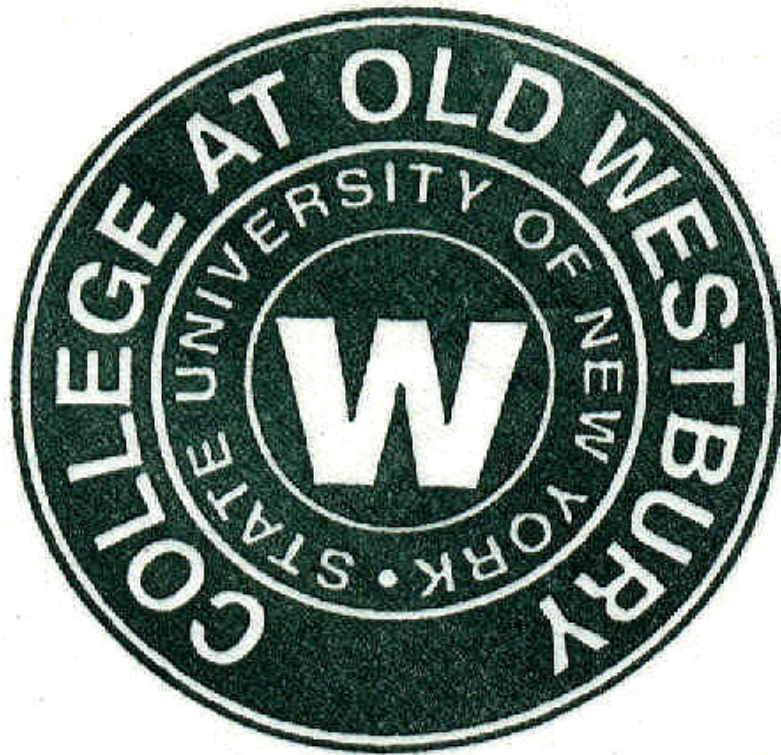


**CONSTITUTION**  
**STUDENT GOVERNMENT ASSOCIATION**  
**STATE UNIVERSITY OF NEW YORK COLLEGE AT OLD WESTBURY**



*Preamble:*

*We, the students of the State University of New York, College at Old Westbury, desire academic freedom and development. We value the racial, ethnic, religious and cultural diversity of our constituency, and we seek to improve the quality of life for all students regardless of gender, race, ethnicity, physical ability, creed, religion, age or sexual orientation. To these ends, we do hereby establish this constitution.*

*Date Revised: September 18, 2015*

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# CONSTITUTION

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**Article I.            Organization Name**

**Section 1.01**    The name of this organization shall be the Student Government Association hereon referred to as SGA at SUNY College at Old Westbury.

**Article II.           Mission Statement**

The Student Government Association is a student run organization that unites and inspires students to succeed in life. We provide an atmosphere where we advocate, educate, and serve all students at SUNY College at Old Westbury. SGA inspires future student leaders to create organizations for the student body, discover unfound talents and cultivate creative thinking for the betterment of the Old Westbury community. Through student involvement, SGA dedicates its operation to the enhancement of the college experience.

**Article III.          Purposes of the Student Government Association**

The SGA at SUNY College at Old Westbury was created to represent, advocate and protect the welfare of the student body as well as create school spirit and unity, while serving as the direct liaison between the student body, administration, and faculty.

To achieve these purposes the SGA shall:

**Section 3.01**    Provide and promote educational, cultural and social programming and activities for the student body.

**Section 3.02**    Provide information to the student body from all constituents of the College. All SGA material is public information and will be made available upon request to the campus community in a timely manner.

**Section 3.03**    Help ensure that the quality of education at the College is maintained in order to encourage the development of students' ongoing academic pursuits.

**Section 3.04**    Promote active student involvement in the governance of the College.

**Section 3.05**    Said organization is organized exclusively for charitable, religious, educational, or scientific purposes under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

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#### **Article IV. General Powers of the SGA**

The SGA shall have the power to do anything lawful, everything reasonable, necessary, proper, suitable and convenient for the achievement of the above stated purposes. Its actions must be within the prescribed limits of the constitution and within the rules and regulations set forth by the Board of Trustees of the State University of New York.

#### **Article V. Meetings and Quorum**

##### **Section 5.01 Floor Rules**

- (a) All meetings of the SGA shall run according to the Roberts Rules of Order.
- (b) Members of the student body, faculty, and administration shall have open access to all meetings of the SGA. However, they shall only have a say in the meeting when the topic is relevant to what is being discussed and the chair grants permission for s/he to speak. Meeting dates, times and locations will be made public in a timely manner. All SGA meetings will be held in the Student Union.
- (c) The Parliamentarian shall be responsible for maintaining a proper level of decorum at all General Assembly meetings as well as correct those who do not follow Roberts Rules of Order. They shall have the responsibility of checking proper attire and defer those who look and carry themselves in an unprofessional manner.

##### **Section 5.02 Frequency of Meetings**

- (a) The Executive Board shall convene bi-weekly or weekly as deemed necessary by the Executive Board.
- (b) The General Assembly consisting of the Student Senate, Student Court and House of Representatives shall convene bi-weekly.
- (c) Emergency meetings of the General Assembly shall be counted as an official meeting provided there has been notification 48 hours prior to the meeting via written correspondence.

##### **Section 5.03 Quorum**

A Quorum is defined as fifty percent plus one of the voting memberships of those labeled in section 5.02. If a Quorum is not met after 20 minutes of the meetings start, no official business can occur and the meeting shall be cancelled and rescheduled to a later date.

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**Article VI. Student Activity Fee and Budget**

**Section 6.01 Student Activity Fee Referendum**

SGA shall hold a referendum every two years in accordance with *SUNY's Student Activity Fee Policy (302.14)*. Said referendum shall determine whether student activity programs are to be supported by either voluntary or mandatory fees.

**Section 6.02 SGA Annual Budget**

SGA shall prepare and approve an annual budget governing expenditures from student activity fees in accordance with *SUNY Student Activity Fee Policy (302.14)*.

SGA shall prepare and approve a budget governing expenditures from student activity fees in accordance with the constitution and by-laws of the SGA, and consistent with the principles of equal opportunity and viewpoint neutrality, prior to registration for each academic year.

The constitution and by-laws of such SGA shall specify the criteria governing eligibility for funding of and allocations to student organizations from student activity fees. While referenda of the student body may not be used to help determine specific allocations to particular student organizations, mechanisms such as polls or surveys may be used to ascertain student interest and participation in programs or events.

**Section 6.03 Certification, Review and Approval of SGA Budget**

Allocations included in the budget shall fall within programs defined in section (C) (3) (Use of Funds) of this policy. The approved budget shall thereafter be presented to the campus president prior to the registration for each academic year for review and certification that the allocations from the fee and any proposed sources of revenue are in compliance with the provisions of section (C) (3) (Use of Funds) of this policy. Upon determination by the campus president or designee that the approved budget is in compliance with these regulations, he or she shall so certify and such certification shall authorize the collection of the fee at registration.

**Appeals**

In the event that the campus president or designee concludes that a particular proposed allocation included in the budget may not be in compliance with the provisions of this part, he or she shall refer such proposed allocation to a campus review board composed of eight members of whom four shall be appointed by SGA and four appointed by the campus president or designee. The campus review board shall study the proposed allocation and make a recommendation to support or not to support it. The campus president or designee shall thereafter make the final decision. Any proposed allocation, which is determined not to be in compliance with the provisions of these regulations, shall be excluded from the budget.

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**Section 6.04** Student Activity Fee Expenditure Guidelines

All allocations, expenditures and funds disbursed from the mandatory student activity fee must be in accordance with generally accepted accounting procedures and comply with SUNY Policy (302.14). Funds collected from the student activity fee must be used only for support of the programs enumerated in Section C- 3 of SUNY's Policy (302.14).

**Article VII.      Advisement and Financial Oversight**

**Section 7.01** Director of Center for Student Leadership Involvement (CSLI) must serve as the advisor of SGA

The Advisor has responsibility to:

- (a) Approve and sign all vouchers for the SGA after co-signing and initial approval of expenditures by the SGA Vice President of Business and Finance or President or designee. It will be the responsibility of the Independent Fiscal Agent to prepare checks and ensure timely payment.
- (b) Co-sign, after attorney review as deemed necessary, all SGA contracts along with one of the following SGA officers: President, Vice President of Clubs & Organizations, Vice President of Business and Finance and/or Vice President of Student Programming and Activities to ensure their legality. The Advisor reserves the right to refuse to sign any contract s/he feels is not in the best interest of the student body, Student Government Association, conflicts with SUNY policies and/or the mission of the College, or is not received within a reasonable time before the anticipated date of the event in question.

**Section 7.02** Appeal Process

Any member of the SGA reserves the right to appeal the decision of the advisor if s/he does not approve a particular voucher, contract or planned expenditure. Appeals must be submitted in writing to the Dean of Students.

**Section 7.03** Independent Fiscal Agent

The SGA shall designate in accordance with SUNY's Fiscal and Accounting Procedures for Mandatory Student Activity Fee Programs guidelines, an Independent Fiscal Agent approved by the College President or designee, to perform accounting and other agreed-upon services, and assist the SGA in developing internal controls mechanisms to safeguard its assets and ensure that transactions are properly recorded.

**~~Article VIII.      Compensation~~**

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**Section 8.01** The Budget Committee in consultation with the SGA Advisor will determine compensation. They will be based upon the annual budget available for distribution.

**Section 8.02** The Budget Committee will determine the total maximum amount, which can be allocated for each position within the SGA.

**Article IX.** Compensation will be disbursed by the Independent Fiscal Agent on a bi-weekly basis based upon timely submission of all reports and completion of duties as stated in the constitution.

**Article X. Eligibility for Elected Office**

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**Section 10.01** All full-time and part-time students currently enrolled within SUNY College at Old Westbury, who have paid the student activity fee to the College at Old Westbury shall be eligible to be an elected official of SGA.

**Section 10.02** Any student with a minimum of 2.5 cumulative grade point average shall be eligible for office. A minimum of 2.5 cumulative grade point average must be maintained for the duration of the student's term in office. Executive Board members must have at the time of candidacy and election, a 2.75 cumulative grade point average and maintain this cumulative grade point average for the duration of their tenure on the Executive Board of SGA. Any elected student who falls below their minimum grade point average requirement will be removed from office. Furthermore, all student grades will be checked at the end of each semester or at the time of election/appointment by the Director of CSLI or his/her designee.

**Section 10.03** Transfer students shall be eligible to hold office based on their combined cumulative grade point average from all previous institutions attended until they have completed one semester at the College, at which time their eligibility shall be based upon their cumulative grade point average at the College at Old Westbury.

**Section 10.04** First-year students shall be eligible to hold office or fill a vacant seat within SGA after a thorough vetting process or election.

**Section 10.05** To be eligible to run as the President or Executive Vice President, a student must have served at least one full year in SGA.

**Section 10.06** Any vacancy on the Executive Board, the President shall have the power to appoint any student they feel is capable fulfilling those duties after a thorough vetting process, with the exception of the Executive Vice President and President of the SGA, who are required to have a minimum of one year of previous service in SGA

**Section 10.07** Any student who does not pass the judicial check is ineligible to hold office in SGA, whether appointed or elected. The probationary status shall take effect immediately upon notification by the Campus Judicial Officer or designee.

**Section 10.08** Any student receiving a judicial sanction, which prevents his/her participation in co-curricular activities, shall be ineligible to hold office. Inability to serve shall take effect immediately upon notification by the Campus Judicial Officer or designee.

If an elected or appointed member of SGA is suspended from the College as a result of a judicial sanction, s/he shall be deemed ineligible to serve in his/her capacity and will be removed from his/her position immediately upon notification from the Campus Judicial Officer or designee. **Section 10.10** An individual cannot hold the same Executive Board position for more than two consecutive terms whether serving by election or appointment. A term of service is determined by service for any duration of the academic year, not by



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semester or other increment of time. Pro tempore appointments will constitute a full term of service upon ratification by the General Assembly.

**Section 10.11** Members of the Executive Board may not hold an executive level position in any other SGA club or organization.

**Article XI.      Branches of Government and Responsibilities of Officers**

**Section 11.01** Branches of Government

There shall be three branches of government consisting of the Cabinet (executive branch), Legislative Branch (consisting of the Student Senate and the House of Representatives) and Student Court (judicial branch).

**Section 11.02** Terms of Newly-Elected Officers

The newly elected officers shall transition into their positions and begin preparations for the upcoming academic year during the time period between elections and May 1. Newly elected officers shall begin their term on May 1, assuming the full responsibilities of their position.

**Section 11.03** Composition and Duties of Executive Board

The Executive Board consists of the SGA President, the Executive Vice President, the Vice President of Large-Scale Programming and Operations, the Vice President of Clubs & Organizations, the Vice President of Public Relations the Vice President of Business and Finance and the Executive Secretary. Each of their respective responsibilities is detailed below:

- (a) The President shall:
  - (i) Serve as the SGA's chief executive officer vested with the responsibilities of overseeing the activities of the SGA.
  - (ii) Chair all Executive Board meetings.
  - (iii) Serve as a voting member of the Budget Committee.
  - (iv) Represent SGA as a voting member on the College Council, Faculty Senate and serve as the chief representative of SGA with all outside entities, the administration, faculty, staff, and students.
  - (v) Serve as a substitute for any other Executive Board member who is unable to perform his or her duties, with all the rights and responsibilities pertaining to his/her respective office.
  - (vi) Represent SUNY College at Old Westbury at the SUNY Student Assembly.

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- (vii) Have authority to co-sign SGA financial documents (contracts, checks, vouchers, etc.). The primary signer for SGA financial documents is the Vice President of Business and Finance but the President, as the SGA's chief executive officer, reserves the right to co-sign and serve as the backup signer in the absence of the Vice President of Business and Finance.
- (viii) Prepare all club charters upon notification of approval from the Vice President for Clubs and the Director of CSLI.
- (ix) Have authority to veto General Assembly legislation prior to the next regularly scheduled Senate meeting after the passage of the legislation.
  - 1) The veto must be submitted in writing and must include specific justification and recommendations.
  - 2) The General Assembly has the power to override the veto by a two-thirds majority vote of the present voting members, within three regularly scheduled meetings of receiving the veto; otherwise the veto remains in effect.
- (x) Make every effort to make pro tempore appointments to fill vacancies in the Executive and Judicial branch of government as quickly as possible.
  - 1) Pro tempore appointments shall not last more than thirty days without ratification from the Student Senate & Executive Board.
  - 2) If not ratified, the appointment, the individual appointed cannot be re-appointed for another position during the same academic year.
- (b) Executive Vice President shall:
  - (i) In the absence of the President, assume the role of the President with all the rights and responsibilities pertaining thereto.
  - (ii) Call the General Assembly meeting to order, be the official chairperson of the meeting and only in the case of a tie, be the deciding vote.

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- (iii) Make every effort to make pro tempore appointments to fill vacancies in the Legislative branch of government as quickly as possible.
  - 1) Pro tempore appointments shall not last more than thirty days without ratification from the Student Senate.
  - 2) If the Senate does not ratify the appointment, the individual appointed cannot be re-appointed for another position during the same academic year.
- (iv) Serve as an alternate for any Executive Board member unable to attend a Budget Committee meeting.
- (v) Be vested with the authority to perform any task given to him/her by the President.
- (vi) Prepare the agenda for all General Assembly meetings.
- (vii) Appoint General Assembly to College-wide and SGA committees.
- (viii) Serve on one College-wide committee.
- (ix) Prepare all training and transition programs for the members of the SGA in conjunction with the Director of CSLI.
- (xi) Appoint Member-at-Large positions to the House of Representatives
- (c) The Vice-President Large-Scale Programming & Operations shall:
  - (i) Establish a Programming Committee consisting of currently-enrolled residential and commuter students to assist in the planning and execution of campus-wide programming. The Programming Committee membership has to be ratified by the Senate.
  - (ii) Serve on one College-wide committee.
  - (iii) Execute campus programming for large scale events.
- (e) The Vice-President of Clubs & Organizations shall:
  - (i) Have responsibility for the oversight of clubs and organizations under the auspices of the SGA, including adherence to club-specific constitutions and the constitution and operating procedures of the SGA.

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- (ii) Be the liaison to the CSLI Office regarding all matters of programming.
  - (iii) Chair the Council of Campus Organizations (COCO).
  - (iv) Hold COCO meetings on a bi-weekly basis to provide clubs and organizations with opportunities to interact with one another coordinate a comprehensive calendar of events and discuss co-sponsorship opportunities.
  - (v) Organize and implement bi-annual Club Bash.
  - (vi) Serve as a voting member of the Budget Committee.
  - (vii) Serve on one College-wide committee.
- (f) The Vice President of Public Relations shall:
- (i) Set up and chair the Public Relations Committee ("street team") responsible for the production and updating of the SGA web site, SGA radio show, and SGA newspaper column.
  - (ii) Act as the liaison to the CSLI Office involving publicizing events solely for SGA, approval of flyers and all alternative means of advertising.
  - (iii) Be the primary liaison to the campus community and the student media. The Vice President shall:
    - 1) Submit senators' reports, minutes from all meetings, and approved yearly budget.
    - 2) Provide dates of all SGA meetings, General Assembly meetings and Student Court proceedings to the student media and post on the SGA web site.
  - (iv) Serve as the Chair of bi-weekly COCO meetings. ~~Serve as the Vice-chair of COCO meetings.~~
  - (v) Chair the SGA Student Forum meetings.
  - (vi) Responsible for the effective and appropriate use of social media for the SGA.
  - (vii) Chair a Public Relations meeting once a month for club & organization PR representatives.
- (f) The Vice President of Business and Finance shall:

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- (i) Be the Chief Financial Officer of the SGA, responsible for timely and proper use, distribution, and collection of student activity fees.
  - (ii) Prepare and submit a draft of the annual budget no later than May 1, to the Director of CSLI for review. The annual budget must be approved by the SGA President and Vice President for Business and Finance and approved by the President of the College at Old Westbury.
  - (iii) Ensure all financial records are maintained in keeping with generally accepted accounting practices and procedures.
  - (iv) Be the primary SGA signer for all SGA financial documents (contracts, checks, vouchers, etc.) with the College-approved Independent Fiscal Agent.
  - (v) Serve as the chief purchasing agent for the SGA, working in conjunction with the College-approved Independent Fiscal Agent.
  - (vi) In conjunction with the College-approved Independent Fiscal Agent, establish and maintain a system of internal controls for disbursement of funds and safeguarding of SGA assets; also ensure that all transactions are properly and timely recorded.
  - (vii) Maintain accurate and up-to-date records of all SGA property and conduct an annual inventory of all major assets valued at greater than \$100.00.
  - (viii) Be the secondary contact for all audits and/or review of financial records by appropriate outside entities, and provide information as requested. The College-approved Independent Fiscal Agent shall serve as the primary contact.
  - (ix) Chair the SGA Budget Committee meetings.
  - (x) Be the liaison between the SGA and the College's Division of Business & Finance.
- (g) The Executive Secretary shall:
- (i) Be the official secretary of Executive Board meetings.
  - (ii) Be the official secretary of General Assembly meetings.
  - (iii) Be the official secretary of the Budget Committee.

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- (iv) Maintain all records of meeting minutes and Senators' reports, and provide such to the Vice President of Public Relations for publication in a timely manner.
- (v) Maintain accurate files for all members of the SGA (executive, legislative and judicial branches), which must include copies of all submitted reports, records of all office hours completed and evaluations of programs and constituent meetings hosted. Information shall be provided to the Director of CSLI and/or Independent Fiscal Agent as necessary.

**Section 11.04 Additional Responsibilities of the Executive Board**

- (a) Each Executive Board member shall designate four hours per week as regular posted office hours. Executive Board members must account for office hours with the Executive Secretary. The Executive Secretary will account for all hours with the Executive Vice President. Executive Board members shall use an Old Westbury email address for all SGA business. This account must be checked at least once a day.
- (b) Each Executive Board member shall attend all Executive Board meetings and trainings. Any Executive Board member who misses two meetings of the Executive Board in a semester will be put on probation and, on the third absence will be removed from his/her elected position. Notification of probation must be provided to the Executive Board member in writing by the President within 48 hours of the second meeting s/he failed to attend, and must state which meeting dates s/he was not in attendance. Notification of removal must be provided to the Executive Board member in writing by the President within 48 hours of the third meeting s/he failed to attend, and must state which meeting dates s/he was not in attendance. In the event that the President is subject to removal, the Executive Vice President will provide notification.
- (c) Each Executive Board member shall serve on one College Committee within the College at the appointment of the President. Any Executive Board member absent for two committee meetings during a semester, without prior notification to the President shall be removed from office, upon written review by the President and Vice President. Should the President be absent for committee meetings, s/he must advise the Executive Vice President. The President can be removed from office for non-attendance, after review by the Senate.
- (d) Each Executive Board member shall be appointed to one SGA committee. Any Executive Board member absent for two SGA committee meetings during a semester without prior notification to the President shall be removed from office upon written

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review and notification by the President and Executive Vice President. Should the President be absent for committee meetings, s/he must advise the Vice President. The President can be removed from office for non-attendance of two or more committee meetings, after review by the Senate.

- (e) All Executive Board members must be present at all SGA Student Forum meetings each semester.

**Section 11.05** Duties and Scope of the Senate

The Senate is the legislative body of the SGA vested with the governing authority of the SGA.

- (a) The scope of the activities of the Student Senate shall include, but is not limited to, the following:
  - (i) Create and dissolve committees of the SGA with approval of the Executive Vice President.
- (b) Each Senator shall:
  - (i) Designate four hours per week as regular posted office hours and use an Old Westbury email address for all SGA business. This account must be checked at least once per day.
  - (ii) Attend all General Assembly meetings. Any Senator absent from two meetings of the General Assembly in a semester will be put on probation and, on the third absence will be removed from his/her elected position. Notification of probation must be provided to the Senator in writing by the Executive Vice President within 48 hours of the second meeting s/he failed to attend, and must state which meeting dates s/he was not in attendance. Notification of removal must be provided to the Senator in writing by the Executive Vice President within 48 hours of the third meeting s/he failed to attend, and must state which meeting dates s/he was not in attendance.
  - (iii) Be appointed to one College-wide committee by the Executive Vice President. The Executive Vice President shall remove via written notification within 48 hours of missed meeting any Senator absent from two committee meetings during a semester without prior notification to the Executive Vice President of the SGA from office upon review.
  - (iv) Be appointed to one SGA committee by the Executive Vice President. Any Senator who is absent for two committee meetings during a semester without prior

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notification to the Executive Vice President shall be removed from office upon review and notification by the Executive Vice President.

- (v) Must be present at the bi-weekly SGA General Assembly meetings and provide a typed copy of report to the Executive Secretary. Reports must be made available in the SGA office.
- (vi) Hold an event in collaboration with your department, once a semester.
- (vii) Academic senators must hold at least one meeting per month with the Dean of their respective school. Senators must take from the meeting any related issues and/or changes from their departments. Commuter Senators shall meet with the current Director of Commuter Programs and Services. Class Presidents shall meet with the SGA President bi-weekly. Residential Senators shall meet with the current Director or Assistant Director of Residential Life.
- (viii) For any senator utilizing SGA funds, s/he must return their receipts within two weeks of holding their program. After two weeks they will be placed on probation to be issued in writing within 48 hours by the Executive Vice President.

**Section 11.06** Composition of the Senate

The Senate shall be comprised of the following representatives:

- (a) First-Year Class Representative
- (b) Sophomore Class Representative
- (c) Junior Class Representative
- (d) Senior Class Representative
- (e) Two Senators for the School of Business, Two Senators for the School of Education, and Six School of Arts and Sciences Senators or a fair and equal proportionate representation of the student population.
- (f) There will be one Residential Representative and three Commuter Representatives or a fair and equal proportionate representation of the student population.



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- (i) Senators, Representatives, and Class Presidents must be a constituent of the demographic they represent.

**Section 11.07** Duties and Scope of the House of Representatives

The House of Representatives shall be Ex-Officio, non-voting members of the SGA.

- (a) Shall serve on one college-wide committee by the appointment of the Executive Vice President
- (b) Shall not perform office hours or be financially compensated for their time/services
- (c) Shall not have authority to ratify
- (d) Members-at-large and the Graduate Representative are to be appointed by the Executive Vice President and ratified by the General Assembly.
- (e) Attend all General Assembly meetings. Any Representative absent from two meetings of the General Assembly in a semester will be put on probation and, on the third absence will be removed from his/her elected position. Notification of probation must be provided to the Representative in writing by the Executive Vice President within 48 hours of the second meeting s/he failed to attend, and must state which meeting dates s/he was not in attendance. Notification of removal must be provided to the Representative in writing by the Executive Vice President within 48 hours of the third meeting s/he failed to attend, and must state which meeting dates s/he was not in attendance.
- (f) Must give a verbal report at all General Assembly meetings

**Section 11.08** Composition of the House of Representatives

The House of Representatives shall be comprised of the following:

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- (a) One Athletics Representative selected by Director of Athletics or designee.
- (b) One Residence Hall Association Representative appointed by the RHA President.
- (c) One Greek Letter Organization Representative selected by the Assistant Director of CSLI.
- (d) One Graduate Representative
- (e) A maximum of 5 SGA Representatives (Member-at-Large)
  - i. Members-at-Large are required to complete two office hours per week (unpaid) in the SGA offices
- (f) One representative from *the Catalyst* newspaper staff

**Section 11.09** Scope, Composition and Duties of the Student Court

The Student Court is the branch of the SGA that deals with all infractions of operating procedures, bylaws and constitutional controversies within SGA including the student clubs and organizations that fall under SGA jurisdiction. The Student Court shall preside over all Senate Hearings. The Student Court is responsible for overseeing all registered club elections and is to complete four (4) office hours per member per week. The Student Court is comprised of the Chief Justice, the Associate Chief Justice, and three Court Justices and their duties are as follows:

- (a) The Chief Justice shall:
  - (i) Serve as the administrative officer of the Student Court.
  - (ii) Be the SGA officer represented on the SUNY College at Old Westbury Academic Standing Committee. In the event that the Chief Justice is unable to represent the SGA at the Academic Practices Committee, s/he may appoint a designee from the Student Court.
  - (iii) Assign one of the Court Justices to serve as Parliamentarian at all General Assembly meetings.
  - (iv) Preside over any cases of impeachment of SGA officials, unless s/he is being considered for impeachment in which case the Associate Chief Justice shall preside.
  - (v) Appoint all Court Justices to one College Committee.
  - (vi) Shall vet the votes of all SGA elections in conjunction with the Director of CSLI.
  - (vii) Shall chair any Student Court hearings.

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(b) The Associate Chief Justice shall:

- (i) Schedule all Student Court hearings.
- (ii) Assume the office of the Chief Justice in the event that s/he is unable perform said duties and will serve until the appointment of a Chief Justice by the SGA President.
- (iii) Review with the Chief Justice any applications for appeal from the decisions of the Student Court.

If an appeal is warranted, a copy of all original documents from the original court case shall be given to the Chief Justice who will determine a date for the appeal.

(c) The Court Justices shall:

- (i) Serve as Parliamentarian at all General Assembly meetings.
    - 1) The Parliamentarian shall be equipped with a copy of the SGA constitution, operating procedures of the SGA, Robert's Rules of Order, and a working knowledge of the same.
    - 2) Neither the Chief Justice nor the Associate Chief Justice shall serve as Parliamentarian except in the event that a Court Justice is not available to serve.
  - (ii) Perform other duties as required by the Chief Justice or Associate Chief Justice.
  - (iii) Serve on one College Committee designated by the Chief Justice.
- (d) All members of the Student Court are required to attend all General Assembly meetings. The Student Court is responsible for reviewing all constitutions of the student clubs.

**Article XII. Senate Hearings**

**Section 10.01** All members of the campus community reserve the right to voice their opinion and concerns to the SGA via an official hearing. A hearing may only be convened after a written petition of at least 10% of the student body is submitted to the Executive Board in protest of a decision made by any branch of the Student Government Association.

**Section 10.02** The hearing shall be chaired by the SGA President.

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**Section 10.03** The hearing shall consist of the entire memberships of SGA Executive and Legislative branches..

**Section 10.04** A Quorum shall be calculated as fifty percent plus one of the combined total memberships of the Executive and Legislative branches.

**Section 10.05** A decision to overturn the action of any branch of the Student Government Association may only be obtained by two-thirds vote of the Quorum of the hearing.

**Section 10.06** The petitioner retains the right to appeal to the Student Court if there is a question of the Senate Hearing outcome being unconstitutional.

**Article XIII. Impeachment of Officers**

**Section 13.01** Executive Board Members

- (a) An Executive Board member may only be impeached by a three-quarters vote of the filled seats of the Senate.
- (b) An Executive Board member who has been impeached shall be tried in the Student Court. The Student Court can remove the Executive Board member by a three-quarters vote of its voting constituency.
- (c) An Executive Board member may be impeached and removed for material violations of this constitution, legislation, policies or procedures of SGA, or a wrongful act of substance. Subject to review by Chief Justice or Associate Chief Justice.
- (d) Grounds for impeachment may include acts of malfeasance
- (e) Any member of the SGA may impose a vote of no confidence in an Executive Board Member. This motion is to be seconded for consideration by the General Assembly. Member making the motion is responsible for presenting rationale for the motion. Upon closed vote, the results will be shared by the Executive Vice President with the members of the General Assembly. If the motion and subsequent vote are no confidence for the Executive Vice President, the President will conduct the closed vote. Upon affirmative vote, the Executive Board Member may opt to resign from his/her position or the matter becomes an impeachment review by the Student Court. If the vote determines that the General Assembly retains confidence in the Executive Board Member, another motion for no confidence for the same member cannot take place for a period not less than three (3) calendar months.

**Section 13.02** Senators

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- (a) A Senator may only be impeached by a three-quarters vote of the seats of the General Assembly.
- (b) A Senator who has been impeached shall be tried in the Student Court. The Student Court can remove the Senator by a three-quarters vote of its filled seats.
- (c) A Senator may be impeached and removed for material violations of this constitution, legislation, policies or procedures of SGA, or a wrongful act of substance. Subject to review by the Chief Justice or Associate Chief Justice.
- (d) Grounds for impeachment may include acts of malfeasance

**Section 11.03**    Judiciary Members

- (a) A Judiciary member may only be impeached by a three-quarters vote of the filled seats in both the Executive Board and the Senate.
- (b) A Judiciary member may be impeached and removed for material violations of this constitution, legislation, policies or procedures of SGA, or a wrongful act of substance.
- (c) Grounds for impeachment may include acts of malfeasance

**Article XIV.    Standing Committees**

All SGA Committees are responsible for creating ethical, fair and responsible operating procedures, which serve the needs of the student body. The operating procedures of each Standing Committee are subject to ratification by the General Assembly.

**Section 14.01**    Budget Committee

- (a) The Budget Committee shall:
  - (i) The Vice President of Business and Finance shall preside over the Budget Committee but shall have no voting privileges.
  - (ii) Set the parameters of the budget allocations and operating procedures, which shall be subject to Senatorial review and will provide copies to all clubs and organizations of the SGA and departments requesting allocations of SGA funds prior to budget hearings.
  - (iii) Ratify the standard operating procedures to assure that ethical, fair and just methods of allocation are followed; these operating procedures are subject to Senatorial review and ratification.

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- (iv) Meet every two weeks of the semester (beginning and ending at the discretion of the current VP of Business and Finance), to review all newly chartered and existing club, organization and departmental budget requests.
  - (vi) Determine the total maximum amount, which can be allocated for stipends for each position within the SGA.
- (b) The members of the Budget Committee shall include:
- (i) The President.
  - (ii) The Vice President of Clubs and Organizations.
  - (iii) Three members of the Student Senate are to be elected at the first official meeting of the Student Senate.
  - (iv) Two members of the Student Senate designated as Alternate Senators. The Alternate Senators shall only have a vote and either Senator attending a meeting may cast the one vote. Alternate Senators shall be elected at the first official meeting of the Senate.

**Section 14.02** Elections Committee

- (a) The Elections Committee shall create a standing set of operating procedures to assure that ethical and just measures of elections are followed; these operating procedures are subject to Senatorial review and ratification.
- (b) Applications for SGA elections must be available to students no later than the first day of classes for the spring semester or fall semester when electing First-year class representative.
- (c) Completed applications are due to the Elections Committee no later than published date. The Office of CSLI will provide formal notification of eligibility within five business days.
- (d) The Elections Committee must conduct annual general body elections no later than March 31 and First-year Class Representative Election no later than October 15.
- (e) Any SGA member running for office is ineligible to serve on the Elections Committee.
- (f) .
- (g) The members of the Elections Committee shall include:

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- (i) Any Justice appointed by the Chief Justice. The Justice will serve as the chair of the Elections Committee.
- (ii) Two members of the Executive Board appointed by the SGA President.
- (iii) Two members of the Student Senate appointed by the Executive Vice President.
- (h) In the event that any of these seats are vacant during the formation of the Elections Committee, the President may appoint members of any branch of the SGA to serve on the Elections Committee, subject to Student Senate ratification.
- (i) The members of the Elections Committee must be determined at the first General Assembly meeting.

**Section 14.03** The Council of Campus Organizations (COCO)

- (a) COCO is responsible for overseeing the operations of campus clubs and organizations. All SGA chartered clubs and organizations shall participate in COCO.
- (b) COCO shall be chaired by the Vice President of Clubs and Organizations.
- (c) The Vice President of Clubs and Organizations shall create a standing set of operating procedures to ensure that fair and ethical practices are followed; these operating procedures are subject to Senatorial review and ratification.
- (d) All clubs and organizations are required to have at least one representative at COCO meetings.
- (e) Attendance and participation at COCO meetings and functions will have a direct impact on the allocation of funds to clubs and organizations.
- (f) Any club that misses two COCO meetings per semester shall be put on probation, and shall have their budget frozen on the third absence. Those organizations put on probationary status and/or whose budgets are frozen will be notified via written notification by the Vice President of Clubs and Organizations. Budgets will be reinstated upon attendance of two consecutive COCO meetings.
- (g) The Vice President of Clubs and Organizations must provide written notification of reinstatement.

**Section 14.04** Public Relations Committee

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- (a) The Public Relations Committee shall create a standing set of operating procedures to assure that fair and ethical practices are followed; these operating procedures are subject to Senatorial review and ratification.
- (b) The Vice President of Public Relations shall chair the Public Relations Committee.

**Section 14.05** Large-Scale Programming Committee

- (a) The Large-Scale Programming Committee shall create a standing set of operating procedures to assure that fair and ethical practices are followed; these operating procedures are subject to Senatorial review and ratification.
- (b) The Vice President of Student Programming & Operations shall chair the Programming Committee.

**Article XV. Ad-hoc Committees**

Any branch of the SGA can establish an Ad-hoc Committee to address a specific concern or complete a designated task or project for the SGA. Each Ad-hoc Committee shall have authority to implement procedures necessary to carry out their purposes as long as such procedures are consistent with the purposes of the SGA as mentioned in Article II of this Constitution. Ad-hoc Committees are usually formed for a limited period and cease to exist after accomplishing their specific task.

**Article XVI. Student Media – *The Catalyst***

The SGA will fund and promote the student news media at Old Westbury and make no attempt to censor the news media. The *Catalyst* student newspaper will be funded as an item of the annual SGA budget to be approved by the *Catalyst* advisor, SGA Budget Committee, and the Independent Fiscal Agent. A *Catalyst* budget for the following academic year must be submitted to the Director of CSLI no later than March 15. The *Division of Academic Affairs and the Department of Media and Communications* will appoint the *Catalyst* advisor. The advisor will promote and maintain the standards and practices of professional journalism at the *Catalyst*. It is the responsibility of the *Catalyst* chief editor and the *Catalyst* advisor to ensure that the *Catalyst* serves the campus community by practicing objective and ethical journalism and maintaining a clear distinction between the reporting of news and the publishing of editorial opinions. The *Catalyst* must publish campus news and information according to a regular schedule approved by the *Catalyst* advisor in order to maintain funding by the SGA.

**Article XVII. Dissolution Clause**

**Section 17.01** In cases of dissolution of the State University of New York College at Old Westbury SGA, the assets remaining after payment of its



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just debts and obligations shall be transferred to the State University of New York College at Old Westbury or to such other College-approved entity.

**Section 17.02** Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code.

**Article XVIII. Constitution Adoption and Amendment**

**Section 14.01** Adoption

This Constitution was prepared by the College's Presidential Committee to Assist SGA; a body comprised of faculty, administration and elected SGA officers. This Constitution shall immediately take effect and supersede all previous constitutions of the SGA.

**Section 14.02** Amendments

- (a) An amendment to this Constitution may be initiated by either a petition of:
  - (i) a one-third vote of the General Assembly or
  - (ii) a two-thirds vote of the filled seats of the Executive Board *and* the Senate.
- (b) To amend this Constitution a two-thirds vote of the Student Government Association by the General Assembly shall be required.