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# UTICA COLLEGE STUDENT SENATE CONSTITUTION

## Student Senate Mission Statement

The Student Senate exists to enhance student life by breaking down barriers of diversity, by promoting the values of education, and by empowering students through involvement in Student Senate, student clubs and organizations, and the All-College Council and All-College Forum.

The Student Senate serves as a liaison between the students in all issues pertaining to student life and to allocate the Student Activities Fee Fund in a fair and unbiased manner.

By listening to the students' issues and concerns, the Student Senate will then serve as the voice for all the students at Utica College. Moreover, the Student Senate wants to be the support for all students in their endeavors. We will encourage school spirit and pride through programming in an effort to build a cohesive community.

This Constitution, as set forth here, shall serve as guidelines to facilitate the above-mentioned priorities.

## ARTICLE I – Name

The student government of Utica College shall be known as *The Student Senate*; herein referred to as the Senate.

## ARTICLE II – Effective Date

This document was last amended on May 5, 2010.

## ARTICLE III – Amending Process

This document may be amended in the following manner:

1. The amendment must be introduced to the Senate in writing at a meeting.
2. The amendment will be tabled for a minimum of one week and will be re-read at the following Senate meeting.
3. At the third meeting, the Senate will vote on the proposed amendment. This amendment must be agreed upon by two-thirds of the voting members present.
4. Amendments to the Student Senate Constitution must be approved by the President of the College, who then recommends the amendments to the Utica College Board of Trustees for a vote.
5. Although amendments are not officially approved until after the Board of Trustees vote, amendments approved by the Senate and President of the College will be considered to be in force until that vote takes place.

## ARTICLE IV – Meeting and Quorum

### Section 1: Meetings

- A. Senate meetings shall be held at least twice each month as scheduled by the Executive Board (excluding May through August, December and January). These meetings shall be conducted in accordance with *Robert's Rules of Order*, except where deemed necessary.

- 46 B. The Executive Board shall meet prior to the general Senate meetings, but will not  
47 meet on the same day.
- 48 C. The President of the Student Senate (herein referred to as President) shall call  
49 Executive Board meetings when necessary.

## 50 **Section 2: Quorum**

51 Quorum shall be one-half (50 percent) of voting members plus one. In the absence  
52 of a quorum, at a regularly scheduled Senate meeting, those Senators present may vote to  
53 suspend this rule only for the purpose of voting on financial allocations.

## 54 **ARTICLE V – Government Structure**

### 55 **Section 1: Executive Board**

- 56 A. The Senate will have an Executive Board.
- 57 B. The Executive Board shall consist of a President, Vice President, Comptroller,  
58 Treasurer, Secretary, Chief Justice, President of Inter-Greek Council, Programming  
59 Board Representative, Public Relations Director, and Faculty/Staff Representative.
- 60 C. The Executive Board Members must attend all meetings. Members must not have  
61 more than two (2) excused absences from Executive Board Meetings. Executive  
62 Board Members must not have more than two (2) absences from the Full Senate  
63 Meetings.
- 64 D. In the absence of the full General Assembly (from the final spring semester meeting  
65 of the Senate until Senators are elected & seated in late September, and during winter  
66 break when the Senate does not meet), the Student Senate Executive Board may carry  
67 out the duties of the General Assembly and make decisions in its place.

### 68 **Section 2: Legislative Assembly**

- 69 A. The purpose and authority of the Legislative Assembly is to enact resolutions  
70 concerning issues of the student body.
- 71 B. The members shall consist of the voting and non-voting members of the Senate.
- 72 C. Both voting and non-voting members of the Senate may suggest or make motions  
73 once they have been recognized by the chair.
- 74 D. Proposals brought before the Senate must be presented in writing and passed by a  
75 majority vote.
- 76 E. Approved legislation by the Senate becomes policy upon the signature of the  
77 President.
- 78 F. The Senate shall have the authority to approve allocations exceeding \$100 as  
79 recommended by the Finance Committee.

### 80 **Section 3: Finance Committee**

- 81 A. The purpose of the Finance Committee is to allocate the funding received through the  
82 collection of the Student Activities Fee.
- 83 B. In the case of allocations for the amount of \$100 or less, the Finance Committee shall  
84 the only approving body. They will report such allocations to the Senate general  
85 assembly at its next meeting.
- 86 C. The Finance Committee shall be responsible for making sure that all proposals meet  
87 the criteria set forth by the Committee, before being brought before the Senate.
- 88 D. The members of the Finance Committee shall include the Comptroller, Treasurer,  
89 Secretary, two (2) elected and two (2) appointed representatives.
- 90

- 91 E. The Committee shall meet as needed. This shall be at least every other week to  
92 review the current fiscal status of the Student Activities Reserve.  
93 F. Quorum shall be defined as two-thirds of the committee members being present. If  
94 quorum requirements are not met for two successive weeks, the vote shall pass to the  
95 Executive Board for any outstanding proposals.

96 **Section 4: Judiciary**

- 97 A. The Judiciary Committee shall be comprised of the Chief Justice and the four (4)  
98 appointed Judges.  
99 B. Shall ensure that the Constitution is being followed by the Senate.  
100 C. Shall ensure that each elected/appointed individual meets the qualifications and  
101 responsibilities of their office.  
102 D. Shall administer the impeachment process.  
103 E. Shall hear the concerns of the Senate, student organizations, and individual petitions.

104 **Section 5: Inter-Greek Council**

- 105 A. The Inter-Greek Council shall represent all Greek letter fraternities and sororities  
106 before the Senate.  
107 B. The Inter-Greek Council shall have the power and authority to recommend to the  
108 Dean the recognition or removal of a Greek letter organization.

109 **Section 6: Programming Board**

- 110 A. The purpose of the Programming Board shall be:  
111 1. To establish a social calendar and publicize it.  
112 2. To prepare and present programming that will appeal to the entire student body.  
113 3. To provide regularly scheduled programming.  
114 4. To acquaint students with a diverse programming schedule.  
115 B. The Programming Board shall consist of seven (7) subcommittees:  
116 1. Club/Coffee-House Committee  
117 2. Concert Committee  
118 3. Film Committee  
119 4. Lecture Committee  
120 5. Publicity Committee  
121 6. Special Events Committee  
122 7. Technical Committee  
123 C. Each subcommittee shall consist of a chair and four (4) members filled from the  
124 student body. These members must complete agreement forms and be approved by  
125 the Programming Director.  
126 D. The chair of each subcommittee shall be appointed by the Programming Director and  
127 confirmed by a majority vote of the Senate.

128 **Section 7: Public Relations**

- 129 A. The purpose of the Public Relations Committee is to publicize all student activities  
130 and Senate policies.  
131 B. This Committee shall work closely with all organizations in order to promote student  
132 life.

133 **Section 8: Classes**

- 134 A. The purpose of class representatives shall be to sponsor programming targeted toward  
135 the student body, specifically their class.

- B. Each class will be represented by a President, Vice President, Treasurer, and Secretary. Two (2) additional class members will be elected as Senators.
- C. To be eligible for positions, all students must have a sufficient number of credits pertaining to their class by the time they take office, which is in May at the end of the academic term following the spring election. Students elected or appointed into vacancies in the fall or afterward must have a sufficient number of credits pertaining to their class by the time they take office.

## **Section 9: Student Clubs and Organizations**

- A. The purpose of student clubs and organizations are to facilitate student development and interests in specific fields. They are open to all students in good academic standing.
- B. In order for a club/organization to be recognized and receive funding they must meet the following requirements:
  - 1. Must have at least five (5) student members selected from the entire college community and one Faculty/Staff Advisor.
  - 2. Must present two copies of their Constitution to the Dean of Students. The Dean of Students will review the Constitution with the Student Senate Vice President. The Senate Vice President will then submit the Constitution for approval by the Student Senate. Upon approval, the Senate Vice President shall notify the Dean of Students as to the Senate vote. The Dean of Students will then issue a formal letter of College recognition.
  - 3. All recognized organizations must submit a revised Constitution to the Senate at least once every four years from the date of their recognition. All recognized organizations must appoint one representative in order to receive funding. Each representative can *only* represent one organization.
- C. Clubs/Organizations are required to submit an updated list of their officers and their faculty/staff advisor to the Senate Vice President and the Dean of Students Office. This shall be done a month before the end of the spring semester or the first month of the fall semester in order to retain recognition status and be eligible to receive funding for events.
- D. An organization will be listed as inactive when it fails to meet the registration requirements of the Senate. The Senate Vice President will notify the Dean of Students, who will in turn notify the club/organization.
- E. All student organizations that are sponsored by the Senate shall adhere to the Senate Constitution along with their own approved Constitution.
- F. In the event that a newly formed organization is recognized by Student Senate following the recognition deadline; they shall be eligible to receive funding the semester they are recognized pending they co-sponsor an on-campus event with an already recognized organization as well as perform an on-campus community service project.

## **ARTICLE VI – Governing Positions, Qualifications, Duties, and Responsibilities**

### **Section 1: Voting Members**

- A. President
  - 1. Qualifications

- a. Shall be elected from the general electorate, consisting of all full-time students, in a campus-wide election during April of the previous year.
  - b. Must possess at least a 2.5 cumulative GPA and have been a student at Utica College for at least two semesters.
  - c. Shall be required to complete and sign a responsibility/qualification form prior to elections.
  - d. Shall be limited to two (2) full terms, of one year each, as President.
2. Duties/Responsibilities
- a. Shall be the Chief Executive Officer of the Senate.
  - b. Shall establish the meeting agenda and convene the Senate as necessary, but not less than twice each month (excluding May through August, December and January)
  - c. Shall act as representative of the student body at College ceremonies, on All-College Council, and as needed on other related committees.
  - d. Shall present a list of Presidential appointments to the Senate for conformation of a majority vote of the Senate.
  - e. Shall create Senate committees as necessary and have the right to appoint additional chairs.
  - f. Shall assign students to Senate committees.
  - g. Shall present a list of nominees for All-College Council appointments to the Senate for confirmation by majority vote of the Senate.
  - h. Shall convene Executive Board, Senate Committees, and full Senate meetings.
  - i. Shall vote only in case of a tie.
  - j. Shall authenticate, by his/her signature, legislation passed by the Senate.
  - k. Shall veto legislation of the Senate by marking the document "VETOED" and signing/dating it.
  - l. Shall forward copies of all legislation to all Executive Board members.
  - m. Shall dedicate a minimum of ten (10) hours per week to Senate business.

B. Senators

1. Qualifications
- a. Each resident hall shall be represented by two (2) Senators living in that residence hall.
  - b. Each academic school shall be represented by two (2) Senators with a major in the school.
  - c. Each class shall be represented by two (2) Senators who are members of that class.
  - d. Off-campus students shall be represented by eight (8) students who do not currently reside in the residence halls.
  - e. There shall be three (3) at-large Senators elected from the general electorate.
  - f. All Senators shall be elected in a campus-wide election by the general electorate, consisting of full-time students.
  - g. All Senators must possess at least a 2.0 cumulative GPA (first semester freshman are exempt from this requirement on the provision that they achieve at least a 2.0 cumulative GPA in their first semester).
  - h. All Senators must sign a responsibility/qualification sheet.
2. Duties/Responsibilities

- a. Shall serve as liaisons between their constituency, the student body, the Utica College Community, and the Senate.
- b. Shall raise issues on behalf of their constituency and keep their constituency informed of all Senate business.
- c. Shall represent the student body and events sponsored by the Senate and College, including but not limited to, open house weekend, alumni weekend, and family weekend.
- d. Shall serve on at least one Senate committee or one All-College committee.
- e. Must attend all Senate meetings (class Senators shall be required to attend all the student government meetings of their class).
- f. Must not miss more than two (2) excused and one (1) non-excusable absence per academic year before being reviewed by the Judicial Board.
- g. Shall devote a minimum of at least three (3) hours per week to Senate business.

## **Section 2: Non-Voting Members**

### **A. Vice President**

#### **1. Qualifications**

- a. Shall be elected from the general electorate, consisting of full-time students, in a campus-wide selection.
- b. Must possess a 2.5 cumulative GPA and have been a student at Utica College for at least two (2) semesters.
- c. Shall sign a responsibility/qualification form prior to elections.
- d. Shall be limited to two full terms, of one (1) year each, as Vice President.

#### **2. Duties and Responsibilities**

- a. Shall assume the role of President when the President yields his/her chair, is unable to fulfill his/her duties, resigns, or is impeached from office.
- b. Shall serve as an assistant to the President.
- c. Shall be in charge of supervising any Senate work-study students.
- d. Shall be the chief administrative officer of the Senate office.
- e. Will administer the club recognition policy and generate the appropriate paper work.
- f. Will be in charge of holding three (3) meetings each semester with the President or Vice President of each club and organization.
- g. Shall organize a minimum of one service project for the Senate for each semester term.
- h. Shall hold a minimum of seven (7) office hours per week.

### **B. Comptroller**

#### **1. Qualifications**

- a. Shall be appointed from the general electorate, consisting of full-time students, by the President.
- b. Must possess at least a 2.5 cumulative GPA and have been a Utica College student for at least two semesters.
- c. Shall complete a responsibility/qualification form prior to appointment.
- d. Shall be limited to two full terms, of one (1) year each, as Comptroller.

#### **2. Duties and Responsibilities**

- a. Shall be the chief financial officer of the Student Senate.

- b. Shall keep records of all financial actions by the Senate and clubs using funds from the Student Activities Fee.
  - c. Shall serve as chairperson to the Finance Committee as a non-voting member, unless there is a tie.
  - d. Shall be responsible for regulating the use of the Student Activities Fee.
  - e. Shall hold a minimum of ten (10) office hours per week.
- C. Treasurer
  - 1. Qualifications
    - a. Shall be elected from the general electorate, consisting of full time students, in a campus-wide election.
    - b. Must possess at least a 2.5 cumulative GPA and have been a student at Utica College for at least two semesters.
    - c. Shall complete and sign a responsibility/qualification form prior to elections.
    - d. Shall be limited to two full terms, of one year each, as Treasurer.
  - 2. Duties and Responsibilities
    - a. Shall serve as the chief bookkeeper of the Senate.
    - b. Shall assist the Comptroller in performing his/her duties.
    - c. Shall serve as a voting member of the Finance Committee.
    - d. Shall maintain all financial records (manually and computerized).
    - e. Shall prepare and present monthly reports at Senate meetings.
    - f. Shall apply priority and procedures, set up by the Senate, in creating a budget proposal by May 1<sup>st</sup> of the current term for the following year.
    - g. Shall prepare and present the budget to the Senate for approval at a meeting of the spring semester.
    - h. Shall serve as a member of the Social Cultural Committee.
    - i. Shall hold a minimum of eight (8) office hours per week.
- D. Secretary
  - 1. Qualifications
    - a. Shall be elected from the general electorate, consisting of full time students, in a campus-wide election.
    - b. Must possess at least a 2.5 cumulative GPA and have been a student at Utica College for at least two semesters.
    - c. Shall complete and sign a responsibility/qualification form prior to elections.
    - d. Shall be limited to two full terms, of one (1) year each, as Secretary.
  - 2. Duties and Responsibilities
    - a. Shall be responsible for recording minutes of all Senate meetings, Senate Executive Board meetings, and Finance Committee meetings, and maintaining an index file of all such proceedings.
    - b. Shall maintain a record of all Senate correspondence.
    - c. Shall provide to each member of the Senate at least one copy of the legislation brought before the Senate.
    - d. Shall distribute to each member of the Senate at least one copy of the agenda and minutes for each meeting.
    - e. Shall maintain an index file of all Senate legislation.
    - f. Shall serve on the Public Relations Committee.

- 318 g. Shall be responsible for making reservations and other arrangements for
- 319 Senate meetings.
- 320 h. Shall hold a minimum of at least seven (7) office hours per week.
- 321 E. Chief Justice
- 322 1. Qualifications
- 323 a. Shall be elected from the general electorate, consisting of full time students, in
- 324 a campus-wide election.
- 325 b. Must possess at least a 2.5 cumulative GPA and have been a student at Utica
- 326 College for at least two semesters.
- 327 c. Shall complete and sign a responsibility/qualification form prior to elections.
- 328 d. Shall be limited to two full terms, of one (1) year each, as Chief Justice.
- 329 2. Duties and Responsibilities
- 330 a. Shall be the chief judicial officer of the Senate meetings.
- 331 b. Shall act as the parliamentarian at the general Senate meetings.
- 332 c. Shall chair the Judicial Committee.
- 333 d. Shall call meetings of the Judicial Committee as needed or when requested to
- 334 do so by the Senate.
- 335 e. Shall be keeper of the Constitution and understand its practices and policies.
- 336 f. Shall hold a minimum of five (5) office hours per week.
- 337 F. Associate Justices
- 338 1. Qualifications
- 339 a. At least four (4) judges shall be interviewed and nominated by the Chief
- 340 Justice and appointed by the President.
- 341 b. Shall complete and sign a responsibility/qualification form prior to elections.
- 342 c. All judges must possess at least a 2.5 cumulative GPA (first semester
- 343 freshmen are exempt from this requirement on the provision that they achieve
- 344 at least a 2.5 in their first semester).
- 345 2. Duties and Responsibilities
- 346 a. Shall serve on the Judicial Committee.
- 347 b. Shall serve with the Chief Justice to determine matters brought to the Judicial
- 348 Committee.
- 349 c. Shall attend at least one Senate meeting a month (excluding May through
- 350 August, December and January). In the event they do not attend one meeting a
- 351 month, they will come under Executive Board review.
- 352 G. Programming Board Director
- 353 1. Qualifications
- 354 a. Shall be appointed from the general electorate, consisting of full time
- 355 students, by the President.
- 356 b. Must possess at least a 2.5 cumulative GPA and have been a student at Utica
- 357 College for at least two semesters.
- 358 c. Shall complete and sign a responsibility/qualification form prior to elections.
- 359 d. Shall be limited two full terms, of one (1) year each, as Programming Board
- 360 Director.
- 361 2. Duties and Responsibilities
- 362 a. Shall manage the Programming Board office and all Programming Board
- 363 committees.



- 364           b. Shall establish a programming calendar and coordinate all student sponsored  
365           events.
- 366           c. Shall present a list of nominees for the Programming Board.
- 367           d. Shall hold a minimum of ten (10) office hours per week.
- 368   H. Public Relations Director
- 369       1. Qualifications
- 370           a. Shall be appointed from the general electorate, consisting of full time  
371           students, by the President.
- 372           b. Must possess at least a 2.5 cumulative GPA and have been a student at Utica  
373           College for at least two semesters.
- 374           c. Shall complete and sign a responsibility/qualification form prior to elections.
- 375           d. Shall be limited two full terms, of one (1) year each, as Public Relations  
376           Director.
- 377       2. Duties and Responsibilities
- 378           a. Shall serve as chief communication liaison between the student body, the  
379           Senate, and the College community.
- 380           b. Shall chair the Public Relations Committee.
- 381           c. Shall provide publicity for all Senate Meetings, events clubs, and  
382           organizations.
- 383           d. Shall distribute copies of all Senate legislation to the media, including, but not  
384           limited to, the Tangerine and the Campus radio station.
- 385           e. Shall hold a minimum of five (5) office hours per week.
- 386   I. Finance Committee Representatives
- 387       1. Qualifications
- 388           a. Two (2) representatives shall be elected from the general electorate, consisting  
389           of full time students, in a campus-wide election.
- 390           b. Two (2) representatives from the general electorate, consisting of full time  
391           students, shall be appointed by the president.
- 392           c. All must possess at least a 2.0 cumulative GPA and have been a student at  
393           Utica College for at least two semesters.
- 394           d. Must complete and sign a responsibility/qualification form prior to the  
395           election.
- 396       2. Duties and Responsibilities
- 397           a. Shall attend all Finance Committee meetings. Members will be permitted no  
398           more than two unexcused absences per semester. At this time their status on  
399           this committee will come under Executive Board review. The comptroller as  
400           chair of the Finance Committee will determine the validity of excuses.
- 401           b. Shall distribute funds to various College clubs upon approval of their request  
402           and following ratification by the Senate.
- 403   J. Faculty/Staff representative
- 404       1. Qualifications
- 405           a. Shall be any member of the Utica College Faculty or Staff recommended by  
406           the Dean of Student Affairs.
- 407           b. Shall be approved with the consent of the Senate.
- 408       2. Duties and responsibilities.
- 409           a. Shall act as an administrative advisor to the Senate.

- b. Shall inform the Senate about points of information or order when necessary.
  - c. Shall assist the Senate Election Committee in counting and verifying the votes.
  - d. Shall serve as or designate an ex-office member of the Classes, Executive Board, Finance Committee, Judicial Committee, Legislative Assembly, Programming Board, and the Public Relations Committee.
- K. President of Inter-Greek Council
- 1. Qualifications
    - a. Shall be the duly elected President of Inter-Greek Council
    - b. Shall complete a responsibility/qualification form upon elections.
  - 2. Duties and Responsibilities
    - a. Shall represent the Inter-Greek Council at Senate meetings.
    - b. Shall sit on the Executive Board as the representative of Inter-Greek Council.
    - c. Shall act as a liaison between the Office of Student Affairs and Inter-Greek Council.
    - d. Shall hold a minimum of five (5) office hours per week.

## **ARTICLE VII – Elections**

### **Section 1: Rules**

- A. The electorate shall consist of all full time students who pay the Student Activities Fee.
- B. The officers of the Senate shall be elected by the student body in a general election to be held by the second week of April of each year. Class officers and representatives shall be elected at this time.
- C. The senators shall be elected by the student body in a general election to be held before the end of the third week of September of each year.
- D. Candidates for Senate positions shall have their name placed on the ballot by submitting an Intent of Candidacy Form to the Election Committee at least one week prior to election.
- E. The Senate Election Committee shall make intent of candidacy forms available at least four (4) weeks prior to the election.
- F. An individual may not serve concurrent terms in any two or more appointed or elected positions under this Constitution.
- G. Candidates shall not be allowed to campaign within fifty feet of the voting area.
- H. Any person elected to a position governed under this Constitution must continue to fulfill the candidacy requirements for his/her position throughout his/her term in office.
- I. In the event that an officer elected during the spring election is unable to fulfill those requirements at the end of the spring semester, he or she will be required to satisfy those requirements before the fall elections of the same year. If they are unable to meet the requirements, the position will be re-elected in the fall election. In the event that the officer loses eligibility at the end of the fall semester, the position shall be appointed and approved by Senate.
- J. The President of the Senate and each class may appoint students to any vacant positions vacant after the fall elections. Students appointed to fill vacancies are subject to the same requirements as an elected candidate for that position, and must

sign an Intent of Candidacy Form and have their eligibility verified prior to being appointed.

- K. The new Senate officers shall be inducted at the first meeting of the Senate in May and the first meeting immediately following the fall elections.

## **Section 2: Election Committee**

- A. The Election Committee shall be appointed by the President in a timely fashion.  
B. The Election Committee shall oversee the election process.  
C. Shall be responsible for counting and verifying the votes. Candidates that are on the ballot for the current election may **not** serve on the committee.

## **Section 3: Appeals**

- A. Any appeals submitted by candidates must be submitted in writing to the chairperson of the Election Committee no later than three (3) days after the Election Committee has certified the results.  
B. The Election Committee will review and act upon the appeal and notify the candidate and the President of the Student Senate.  
C. A candidate who is not satisfied with the outcome of the appeal may submit the appeal within three (3) days to the Chief Justice who will convene the Senate Judicial Committee and render a final opinion.

## **ARTICLE VIII – Funding Criteria**

Funding for organizations will only be given for:

1. Campus-wide events encompassing the whole student body.
2. Cultural or educational events of exceptional merit.
3. Student travel that benefits the College community.

## **ARTICLE IX – Impeachment**

### **Section 1: Grounds**

- A. Grounds for impeachment will occur when an official is not fulfilling his/her obligations of the Senate or student organization position, misusing funds, or inappropriate conduct detrimental to individual or student life on campus.  
B. Removal of individuals serving in appointed positions will serve at the pleasure of the individual making the appointments, unless impeachment proceedings are brought on by another individual.

### **Section 2: Role of Judiciary**

- A. An individual will have an open hearing before the Senate Judicial Committee, which will make a recommendation to the Senate on impeachment.  
B. A two-thirds majority vote of the Senate will be required to impeach a member.  
C. If charges are brought against the Chief Justice, the open hearing will take place before the full Senate and a two-thirds majority vote of the voting body is required for impeachment.  
D. If charges are brought against the Senate President, the Vice President of the Senate may assume the role of appointing Associate Justices of the Judicial Committee if vacancies still exist, in order to avoid conflict of interest concerns.

*Originally approved by the Utica College Board of Trustees on April 25, 2008.*

*Last amended by Student Senate on May 5, 2010.*