

SUNY College of Environmental Science and Forestry

Undergraduate Student Association By-Laws

Founded September 1, 1912

Amended February 16, 2005

Amended March 19, 2007

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Amended March 23, 2015

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Amended April 12, 2017

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ARTICLE I. PURPOSE AND DEFINITION

Section 1. The SUNY College of Environmental Science and Forestry Undergraduate Student Association (USA) is organized exclusively for charitable, religious, educational, and scientific purposes under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Section 2. Upon the dissolution of this organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal governmental or to a state or local government, for a public purpose.

Section 3. The Undergraduate Student Association (USA) serves to support and promote the development of the whole undergraduate student body through co-curricular involvement, community building, and leadership development

Section 4. All matriculated, fee-paying, undergraduate students of the College registered at the Syracuse campus are members of the Association.

Section 5. Class Standing Classification:

- a) First Year Students are defined as students in their first academic year in an undergraduate program.
- b) Sophomore Students are defined as those with three or more years to graduate in a four year program, or four or more years to graduate in a five year program.
- c) Junior Students are defined as those with two years to graduate in a four year program, or three years to graduate in a five year program.
- d) Senior Students are defined as those with one year or less to graduate in a four year program, or two or less years to graduate in a five year program.

ARTICLE II. DUTIES OF THE OFFICERS AND REPRESENTATIVES

Section 1. Officers shall:

- a) Assist with the publicity of Association events.
- b) Read minutes prepared by the Chief Communications Officer each week of the academic year.
- c) Prepare a written report at the end of the term which outlines specific responsibilities in order to assist future holders of said position.
- d) Serve as a member on at least one of the following committees with respect to their position:
 - a. OAC Committee (for Class Chairs and Class Senators)
 - b. External Affairs Committee (for Department Senators)
 - c. Executive Board (for the members of the Executive Body)
- e) Serve as a member on at least one of the following additional committees:
 - a. Constitution Review Committee
 - b. Communications Committee
 - c. Finance Board
 - d. Student Affairs and Diversity Committee
 - e. Association Affairs Committee
 - f. OAC Committee
 - g. Any additional committees as approved by the President
- f) Attend at least one non-USA campus event that considers “beliefs, cultures, and identities other than those with which we align” (*from the Baobab Society’s Call to Action memorandum*)
- g) At the end of the Officer’s term, the officer shall:
 - a. Attend the remaining Executive and Governing Body and Association Meetings following the Spring Banquet.

- b. Act as a mentor for the new officer elected to that specific position.

Section 2. The Executive Body shall:

- a) Be known as the Executive Body, Executive Governing Body, Executive Board, and/or E-Board.
- b) Coordinate and supervise all activities of the Association.
- c) Be vested with the authority of the Association on policy and administrative matters.
 - a. Each action by the executive body per Article II, Section 2, line c will be reported to the full senate body at the next Association meeting.
- d) Meet on a regular basis, whether weekly or biweekly, outside of the regularly scheduled Governing Body meetings.
- e) Consist of a:
 - 1. President
 - 2. Vice President
 - 3. Chief Financial Officer
 - 4. Chief Communications Officer
 - 5. Board of Trustees Representative
 - 6. ESF-SU Liaisons
 - 7. Senior Class Chair
 - 8. Junior Class Chair
 - 9. Sophomore Class Chair
 - 10. First-Year Class Chair
 - 11. Director of External Affairs
 - 12. Director of Student Affairs and Diversity
 - 13. Director of Association Affairs
 - 14. Director of Programming

Section 3. The President shall:

- a) Be vested with all executive powers of the Association unless otherwise delegated within the Constitution or By-Laws.
- b) Preside at all meetings of the Association or of the Executive Body as described below.
- c) See that all officers of the Association perform the duties assigned to them in an efficient manner.

- d) Maintain a President's file, which shall contain statements of policy to serve as a guide in the execution of the presidential duties.
- e) Appoint all committees deemed necessary and not provided for in the Constitution, and to appoint chairperson of such committees.
- f) Vote on all Governing Body motions if there is a tie.
- g) Run the meetings guided by the use of Robert's Rules of Order.
- h) Serve as an ex-officio member of all standing or ad-hoc committees.
- i) Serve as ex-officio to the ESF College Foundation.
- j) Serve as the student representative to the ESF Alumni Association.
- k) Serve as the Voting Delegate to the State University of New York Student Assembly at their spring and fall conferences, and elect another Executive Body member to act as the SUNY Student Assembly Alternate.
- l) Meet regularly with ESF administration, including the Dean for Student Affairs, College President, and Director of Student Involvement and Leadership, to serve as a liaison on USA activities or delegate to another member.
- m) Draft legislation relevant to pertinent issues on campus.

Section 4. The Vice President shall:

- a) Assist the President in their executive duties at all times.
- b) Preside at Association and Executive Body meetings in the absence of the President, and assume Presidential duties, until the next scheduled election, in the event of their resignation/impeachment/sabbatical from office.
- c) Serve as Parliamentarian of the Association and Executive Body.
- d) Organize a forum outlining Parliamentary Procedures on an as needed basis.
- e) Maintain the Constitution, By-Laws, and resolutions and keep a copy in the student association office.
- f) Attend all annual budget hearings.
- g) Maintain a record of all club constitutions in the Student Government Office.
- h) Be responsible for communication with Special Interest Groups (SIGs).
- i) Be responsible for suggesting and justifying all club or SIG termination actions.
- j) Serve as Chairperson of the Constitution Review Committee.
 - a. The Constitution Review Committee shall, as delegated by the Vice President:
 - i. Review proposed Association resolutions for content and grammar.
 - ii. Review Association and Club Constitutions and By-Laws on an as-needed basis.

- iii. Review new club and SIG proposals.
- iv. Frame and propose Association Constitution and By-Law amendments. Amendments shall be submitted to the Governing Body for approval. Review amendments to club constitutions and by-laws. Amendments shall be submitted to the Governing Body for approval.

Section 5. The Chief Financial Officer (CFO) shall:

- a) Direct the payment of money by the Association cashier only on written orders properly certified by two of the following: themselves, the President of the Association, or Advisor.
- b) Prepare a yearly budget for Association funds.
- c) Present an annual fiscal management policy for approved organizations.
- d) Chair Annual Budget Hearings.
- e) Serve as Chairperson of the Finance Board.
 - a. Members of the Finance Board are automatically enlisted as USA senators.
- f) Provide a current itemized club account statement to each Club President and Treasurer, as well as the USA President, twice a semester.
- g) Host one Treasurer's Roundtable each semester.
- h) Hold regular meetings (at least twice a semester) with the College Business Office.

Section 6. The Chief Communications Officer (CCO) shall:

- a) Coordinate Association communication with outlets such as, but not limited to, Oakie Opps, ESF Office of Communications, ESF Online Calendar.
- b) Keep minutes of all Executive Body and Association meetings.
- c) Keep a permanent record of all Association and Executive Body meetings.
- d) Distribute minutes of all Executive Body and Association meetings.
- e) Maintain the usa.sunyesf@gmail.com and usa@esf.edu email accounts.
- f) Maintain USA@listserv.syr.edu, USAMinutes@listserv.syr.edu, ESFPresidents@listserv.syr.edu, and ESFClubOfficers@listserv.syr.edu listservs.
- g) Maintain the USA Kiosk and bulletin board(s).
- h) Maintain the Association Website.
- i) Maintain the Association's social media accounts.
- j) Oversee advertising for Association-sponsored events.

- k) Coordinate with the Directors as specified in their respective sections.
- l) Serve as Chairperson of the Communication Committee.
 - a. The Communication Committee shall assist, as delegated by the CCO, with all of the aforementioned duties. This committee shall have no less than 4 members, excluding the CCO.

Section 7. The Board of Trustees Representative:

- a) Attend and participate in all Board of Trustees' meetings to represent the concerns and perspectives of students.
- b) Report to the Governing Body topics discussed at Board of Trustees meetings.
- c) Organize at least one open forum per semester with College President.
- d) Serve as the liaison between GSA and USA and work with the Chief Communications Officer to spread awareness of graduate and undergraduate student dialogue, especially with regard to issues affecting all ESF students.
- e) Serve as the student vote at the Board of Trustees Meetings every other year.

Section 8. The ESF-SU Liaisons shall:

- a) Act as liaisons between the Governing Body and the Syracuse University Student Association (SA).
- b) Once elected, liaisons have the option to become an official voting members of SA if there is space available in their governing body.
 - a. ESF holds six voting positions at SA as of the 2015-2016 academic year.
 - b. SA allows ESF to hold a single voting member for every 300 students.
 - c. If a student becomes an official voting member of SA, they must follow the duties required of a SA student representative as specified in the SA Constitution and By-Laws.
- c) Attend all SA meetings.
- d) Work with the Chief Communications Officer to spread awareness of the relevant proceedings of SA and its committees.

Section 9. The Senior Class Chairperson shall:

- a) Represent the interests and concerns of the Senior Class.
- b) Coordinate, plan and manage the activities, events and communications of the Senior Class.
- c) Coordinate/produce the annual Senior Slideshow at the Spring Banquet.
- d) Coordinate at least one class meeting or mixer per year.

- e) Work with the Coordinator of Recognition Events in planning their events.

Section 10. The Junior Class Chairperson shall:

- a) Represent the interests and concerns of the Junior Class.
- b) Coordinate, plan and manage the activities, events and communications of the Junior Class.
- c) Coordinate at least one class meeting or mixer per year.
- d) Work with the Coordinator of Recognition Events in planning their events.

Section 11. The Sophomore Class Chairperson shall:

- a) Represent the interests and concerns of the Sophomore Class.
- b) Coordinate, plan and manage the activities, events and communications of the Sophomore Class.
- c) Coordinate at least one class meeting or mixer per year.
- d) Work with the Coordinator of Recurrent Events in planning their events during the fall semester.
- e) Work with the Coordinator of Earth Week in planning their events during the spring semester.

Section 12. The First Year Class Chairperson shall:

- a) Represent the interests and concerns of the First Year Class.
- b) Coordinate, plan and manage the activities, events and communications of the First Year Class.
- c) Coordinate at least one class meeting or mixer per year.
- d) Work with the Coordinator of Recurrent Events in planning their events.

Section 13. The Director of External Affairs shall:

- a) Be President appointed and Association approved each term.
- b) Serve as a mentor and be accountable for the Department Senators to facilitate communication between departments and their students, faculty, and the Association.
- c) Attend or delegate another Association member to attend meetings of the following bodies (but not limited to):
 - a. Intercollegiate Athletics Board
 - b. The Trailhead Advisory Council

- c. The Provost's Student Advisory Council
- d. Capital Planning Committee
- e. Sustainability Committee (3 student representatives)
- f. Student Health Advisory Council (5 student representatives)
- g. All Academic Governance general body and subcommittee meetings:
 - i. Student Life Committee
 - ii. Awards Committee
 - iii. Instructional Quality and Academic Standards
 - iv. Committee on Curriculum
 - v. Research
 - vi. Technology
 - vii. Library Council
 - viii. Department Senators are strongly encouraged to not serve on Academic Governance committees.
 - 1. This is to ensure that a diverse amount of students are involved across campus, and that the work is shared.
- h. Additional committees or councils as designated by the President
- d) Serve as Chairperson of a committee composed of the Department Senators and Academic Governance student representatives.
 - a. Student representatives of the non-Academic Governance committees listed above shall not be required to attend the committee meetings, but shall instead report the business of their committees to the Director.
- e) Work with the Chief Communications Officer to spread awareness of the relevant proceedings of Academic Governance and its committees, and efforts made by members of the External Affairs committee to foster greater student dialogue with faculty, professional staff, and the ESF administration.

Section 14. The Director of Student Affairs and Diversity shall:

- a) Be President appointed and Association approved each term.
- b) Actively solicit student opinions on all campus issues.
- c) Work with the Chief Communications Officer to spread awareness of campus initiatives, discussion, and programming related to student issues.
- d) Pursue initiatives that promote the growth and development of the campus as a whole, including but not limited to diversity awareness and exploration.
- e) Serve or find a representative to serve on the College's Diversity committee (or equivalent).

- f) Serve as Chairperson of the Student Affairs and Diversity Committee.
 - a. The Student Affairs and Diversity Committee shall assist, as delegated by the Director of Student Affairs and Diversity, with all of the aforementioned duties.

Section 15. The Director of Association Affairs shall:

- a) Be President appointed and Association approved each term.
- b) Maintain a directory and contact list of all Association members.
- c) Maintain an accurate account of Governing Body membership and attendance.
- d) Notify any member that has missed the specified number of Association meetings, as defined in Article V Section 2, of their possible dismissal.
- e) Orchestrate voting member training and orientation sessions.
- f) Plan a USA mixer at least once each year.
- g) Organize the design and purchase of Association gear and merchandise.
- h) Work with ESF's Resident Assistants and Orientation Leaders to recruit first-year students.
- i) Come up with creative ways to recruit and retain Association members.
- j) Serve as the person in charge of organizing the Association's presence at activities fairs.
- k) Organize the Association's Insomniacs Event.
- l) Organize and supervise the Association's election and referendum processes.
- m) Maintain an accurate inventory, with associated monetary values (in conjunction with the Chief Financial Officer), of all Student Life Closet equipment / materials.
- n) Chair the Association Affairs Committee
 - a. The Association Affairs Committee shall assist, as delegated by the Director of Association Affairs, with all of the aforementioned duties.

Section 16. The Director of Programming shall:

- a) Be President appointed and Association approved each term.
- b) Advertise Association events, especially via the ESF calendar.
- c) Oversee the activities of Oakie's Activities Council (OAC).
- d) Coordinate the annual Wanakena Winter Weekend Trip to the Ranger School.
- e) Maintain the OAC Programming Binder.
- f) Appoint all positions as described in the following section.

Section 17. Oakie's Activity Council (OAC)

- a) The Coordinator of Recurrent Programs shall:
 - a. Be Director of Programming appointed and Association approved.
 - b. Serve as a member of the Senate and Governing Body.
 - c. Organize the regularly occurring programs put on by the Association, as described in the OAC Programming Binder, such as Morning Munch, and TGs.
- b) The Coordinator of Special Events shall:
 - a. Be Director of Programming appointed and Association approved.
 - b. Serve as a member of the Senate and Governing Body.
 - c. Oversee unique Association-sponsored events as described in the OAC Programming Binder, such as Fall Fest, and Winter Carnival.
 - d. Work with the Alpha Xi Sigma Honor Society to find students to help staff the events.
- c) The Coordinator of Recognition Ceremonies shall:
 - a. Be Director of Programming appointed and Association approved.
 - b. Serve as a member of the Senate and Governing Body.
 - c. Plan all aspects of December Soiree and Spring Banquet.
 - d. Chair the December Soiree and Spring Banquet planning committee.
 - e. Coordinate awards given out at each ceremony, as described in ARTICLE IX.
- d) The Coordinator of Earth Week shall:
 - a. Be Director of Programming appointed and Association approved.
 - b. Serve as a member of the Senate and Governing Body.
 - c. Chair the Earth Week planning committee.
 - d. Be responsible for running the events held during Earth Week put on by the Association.

Section 18. Department Senators shall:

- a) Represent the interests and concerns of their appropriate program of study.
- b) Assist the Association in achieving its objectives by joining committees and volunteering time and services.
- c) Organize at least one faculty-student mixer per year.
- d) Solicit faculty attendance at Association sponsored events.

- e) Meet with their department or division chair regularly, with a minimum of once per semester.
- f) Attend at least one of the 132 Seminars pertaining to their department or division.
- g) Be accountable to the Director of External Affairs.

Section 19. Class Senators shall:

- a) Represent the interests and concerns of their appropriate class.
- b) Assist the appropriate Class Chair in fulfilling the class' responsibilities, including the cooperative efforts with their paired OAC Coordinator.
- c) Assist the Association in achieving its objectives by joining committees and volunteering time and services.
- d) Solicit class attendance at Association sponsored events.
- e) Be accountable to the Director of their respective committees.

Section 20. Senator-At-Large shall:

- a) Enjoy all the rights and privileges of an elected voting member of the Association.
- b) Represent the interests and concerns of the Association as a whole.
- c) Assist the Association in achieving its objectives by joining committees and volunteering time and services.
- d) Be reassigned to other vacant Senator positions where deemed necessary by a simple majority of the vote of the Executive Body.

ARTICLE III. ELECTIONS

Section 1. Election of Officers and Senators

- a) All non-appointed officers of the Association, excluding the Department Senators, Class Chairpersons, and Class Senators, shall be elected in the spring semester by a majority vote of the Association.
- b) Class Chairperson and Class Senator candidates shall be elected by members of their respective current class as defined by the registrar at the time of election (i.e. current Sophomores vote for the new Junior Class Chairperson and Class Senators).
- c) Department Senator candidates shall be elected by members of their respective programs as defined by the registrar at the time of election.

- d) Director of Association Affairs, Director of External Affairs, Director of Student Affairs and Diversity, and the Director of Programming shall be president appointed.
- e) All returning members of the Association may vote for the offices of President, Vice President, Chief Communications Officer, Chief Financial Officer, ESF-SU Liaisons and Board of Trustees Representative.
- f) Graduate students, as defined by the Graduate Student Association, may also vote for the Board of Trustees Representative during Association elections.
- g) No member of the Association may run for more than one elected position at one time.
- h) All positions shall be elected by a majority vote of the student body.

Section 2. Terms of Office

- a) The President, Vice President, Chief Financial Officer, and Chief Communications Officer shall assume responsibility at the Annual Spring Banquet.
- b) Out-going officers shall work closely with officers-elect to ensure an orderly transition of the government.
- c) All Class Chairpersons/Senators, the ESF-SU Liaison(s), and Department Senators, excluding Senior Class Chair/Senator shall have their term of office extend to the last meeting of the academic year.
- d) Director of Association Affairs, Director of External Affairs, Director of Student Affairs and Diversity, and the Director of Programming will serve throughout the President's term.
- e) Senior Class Chairperson and the Board of Trustees Representative shall be elected in the spring semester with voting privileges beginning the following fall and extending to the last meeting of the academic year.
- f) Senior Class Department Senators and Senior Class Senators shall be elected in the spring semester with voting privileges beginning the following fall and extending to the last meeting of the academic year.
- g) All Senators-at-Large shall begin their term of office upon the approval of their petition by the Governing Body and their terms shall extend to the last meeting of the academic year.
- h) Class senators shall follow their respective class chair and follow their terms.
- i) All elections will be conducted on a rolling basis if necessary.

Section 3. Dates of Elections

- a) Fall semester elections shall take place between the second and fourth week of the semester on dates specified by the Executive Body.

- b) Spring semester elections shall take place prior to the Spring Banquet on dates specified by the Executive Body.

Section 4. Nominations

- a) Nominations shall be solicited from the student body by the Director of Association Affairs during a specified time prior to elections.
- b) Nominations must be written in a letter of intent and submitted to the Director of Association Affairs.

Section 5. Election Procedures

- a) Candidates for office shall not be actively campaigning near the polling place except to cast their own ballot in the election.
 - a. In contested elections, candidates shall not assist at the polling place (e.g. tabling).
- b) Campaigning may occur on campus through the use of posters, handouts, oratory, and other appropriate media, and is the responsibility of candidates themselves.
- c) Slander and libel may not be used in campaigning practices.
- d) The Association will be responsible for posting letters of intent on the USA website and producing other effective uses of marketing.
- e) If campaign posters are used, they must be placed according to campus policy and table tents in the library must be approved by library staff.
- f) Violations of election procedures shall be investigated and handled by the Director of Association Affairs and may result in candidate disqualification.
- g) The Governing or Executive Body shall not endorse any member of the Association as a candidate in student elections.

Section 6. Voting Procedures

- a) All voting shall be by electronic, secret ballot for fall and spring elections.
- b) Write-in ballots will not be accepted.
- c) The original copy of the ballot records shall be kept in the Association files and a copy of the results shall be submitted to the Office of Student Involvement and Leadership.
- d) Members shall only be allowed to vote for Class and Department Senators from their specific class and department.
- e) Returning members shall vote for all executive offices with the exception of Class Chairpersons and Department/Class Senators which are not specific to their own class and department.

- f) Voting members shall only be allowed to vote once in each applicable election.
 - a. If a member holds more than one voting position, they will only be able to cast one vote.
- g) In the case of a tie in an Association election, the election of a candidate will become the responsibility of the Executive Body.
- h) In appropriate situations (Executive Body Officers) the candidates who tie during the Association election will be given the option to serve as co-chairpersons.
- i) If the parties who tie wish not to serve as co-chairpersons, or a co-chairperson situation is not appropriate (representatives), the Governing Body will determine, by simple majority vote, which candidate will take office.
- j) Once the election results are posted, there will be documentation of all the candidates and the poll results posted in the USA minutes that following week
- k) Results need to be sent to the Director of Student Involvement and Leadership, their secretary, and the Director of Association Affairs.

Section 7. Appointment Procedures

- a) After Spring Elections, the incoming President will begin to identify appointments for Director positions.
 - a. The Director of Programming, due to their appointment duties, will be identified first.
- b) The incoming President will appoint (thereafter seeking approval from the Governing Body) their Directors after the Spring Banquet (when they assume duties).
- c) The identified incoming Director of Programming will work with the President to identify appointments of the Coordinators of Recurrent Programs, the Coordinators of Recognition Events, and the Programming Treasurer.
- d) The Director of Programming will appoint (thereafter seeking approval from the Governing Body) the aforementioned positions after the Spring Banquet.

Section 8. Voting During the Semester

- a) If a student wishes to become a voting member during a time frame where elections are not being held, a student may submit a written nomination to the Director of Association Affairs.
- b) Their written nomination will be sent to the voting members of the governing body prior to being voted in.
- c) Once the above has been done, the student will introduce themselves at an Association meeting before being voted in.
 - a. Students will be voted in by a simple majority of the governing body.
- d) Once voted in, a student will immediately assume the duties of their position.

- a. The President will notify the Association within a month of the vote.

ARTICLE IV. ABSENCES AND PROCEDURES

Section 1. All voting positions shall be held to the expectation that their presence at Association meetings are vital to the daily operations of the organization as described in the Constitution.

Section 2. In the event a voting member cannot be present at a required Association meeting, at least thirty minutes prior to the meeting time, the voting member must email the designated attendance tracker (e.g. Director of Association Affairs) and provide a valid reason why they are unable to attend.

Section 3. In the event a voting member cannot be present at a required Association meeting and has completed the procedure outlined in ARTICLE IV, SECTION 2 of these By-Laws, the absent voting member is required to send the appropriate minutes tracker (e.g Chief Communications Officer) comments, questions, and/or concerns on the minutes from the missed meeting. This is to be done prior to the next Association meeting.

Section 4. Upon completion of the procedures outlined in ARTICLE IV, SECTION 2 and SECTION 3 of these By-Laws, the absent voting member can then be counted as excused, at the discretion of the President and designated attendance and/or minutes tracker (e.g. Association Secretary or Director of Association Affairs).

ARTICLE V. IMPEACHMENT OF OFFICERS

Section 1. A petition stating the charges against an officer, and signed by at least one half to the voting members of the Association shall be required to bring charges against an officer of the Association.

Section 2. Charges made against an officer and statements made in their defense will be brought before the Association.

Section 3. A vote to impeach the officer shall be held at referendum two weeks following submission of the petition described in Section 1 of this article. A majority vote, with at least one-third of the Association's total membership voting, shall be required for impeachment of an officer.

Section 4. If the required one-third of the Association does not vote, a committee of Association Officers, excluding the charged officer, shall convene and decide which of the following actions to take:

- a) A revote of referendum.
- b) A vote by voting members of the Association whether to impeach the officer. A two-thirds vote will be necessary for this action.
- c) Dismissal of the charges.

ARTICLE VI. ENFORCED RESIGNATION

Section 1. Any Association Officer, ESF-SU Liaison, or Senator who fails to maintain a 2.2000 (President 2.500) cumulative and semester grade point average or is placed on academic or disciplinary probation must resign their office.

Section 2. Any Association Officer, ESF-SU Liaison or Senator who fails to meet attendance requirements (meetings and other decided requirements) established by the Association Constitution or does not follow excused absence procedures established by the Association By-Laws, may be dismissed by a two-thirds majority vote of the Association.

ARTICLE VII. VACANCY OF OFFICE

Section 1. In the event that an Association office becomes vacant, it shall be filled by a candidate who receives a 2/3 approval by the Governing Body, with the exception of President, which is filled by the Vice President.

Section 2. All Senator vacancies shall be filled by a candidate receiving a majority vote by the Governing Body.

Section 3. Candidates for vacant positions must submit a written or oral (followed up in writing) intent to the Senior Class Chairperson prior to vote.

Section 4. Candidate qualifications for vacant positions are identical to those outlined previously in this document.

ARTICLE VIII. CLUBS AND ORGANIZATIONS

Section 1. Rights

- a) All matriculated, fee-paying, undergraduate students of The College of Environmental Science and Forestry may approach the Association to request recognition for a club or organization.
- b) The Association shall work directly with students who seek recognition for their prospective club or organization. The Association, with the support from the Office of Student Involvement and Leadership, shall provide students with adequate support and consistent and relevant information to help guide students through the recognition process.

Section 2. Recognition of New Student Organizations

- a) An organization seeking recognition shall delegate a representative to present the organization to the Association.
- b) Delegates from said organization can choose to meet with an Executive Board Member before presenting to the Association at large.
- c) Application by club delegate must include a completed constitution and By-Laws.
- d) Constitution and By-Laws will be handed over to the Constitution Review Committee.
- e) Pending approval of the Constitution Review Committee, a vote shall be conducted by two-thirds majority to approve new clubs and organizations.

Section 3. Classification of Recognized Student Organizations

- a) All clubs and organizations, once approved by the Association, shall follow this structure for Funded application:
 - a. Within the academic year of approval, the club shall be unfunded.
 - b. Within the academic year of operation and proposal (usually the academic year after the academic year of approval), the club shall apply to be classified as Funded.
- b) Clubs/organizations who seek funds from the Association in the form of a budget on a fiscal year basis shall be classified as Funded.
- c) Funded organizations are not necessarily guaranteed a budget each fiscal year.
- d) Budgets are determined on a yearly basis; see Article X Section 3.
- e) Said organizations also reserve the right to recruit members, advertise, utilize campus facilities and/or equipment, and raise funds independently from the Association.
- f) See Association Finance Codes for more detailed instruction.

Section 4. Requirements of Newly Approved Organizations.

- a) Newly Approved organizations must renew their standing with the Association by way of the Constitution Review Committee.
- b) Newly Approved organizations shall submit any amendments, omissions, additions, or any other relevant changes of their constitution and By-Laws to the Constitution Review Committee.
- c) The renewal process does not require a vote by the Association.
- d) All Newly Approved organizations shall maintain current and accurate financial records.
- e) Financial records shall consist of the items detailed in the Association Finance Codes.
- f) Activity records shall consist of the following:
 - a. Events hosted year-to-date (fiscal year-to-date)
 - b. Approximate attendance and/or participation of hosted events (fiscal year-to-date)
 - c. Review of activities and events hosted (fiscal year-to-date)
- g) Financial records must be received by the Office of Student Involvement and Leadership each year.
- h) Financial records and Activity records shall be received by the Office of Student Involvement and Leadership immediately following the Spring Banquet.
- i) The Association recommends delegating a representative to liaison between the Association and the respective recognized organization.
- j) The Association highly recommends that all Newly Approved organizations present to the Association a review of any activity or event that was sponsored by funds from the Association.
- k) Allocation of Co-sponsorship and/or Mixer account funds shall constitute sponsorship from the Association.
- l) Newly Approved organizations shall be required to attend five (5) general Association meeting per semester as well as any meeting at which funds are being requested.

Section 5. Requirements of Funded organizations

- a) Funded organizations must renew their standing with the Association by way of the Constitution Review Committee.
- b) Funded organizations shall submit any amendments, omissions, additions, or any other relevant changes of their constitution and By-Laws to the Constitution Review Committee.
- c) The renewal process does not require a vote by the Association.

- d) All Funded organizations shall maintain current and accurate financial records.
- e) All Funded organizations shall maintain current and accurate activity records.
- f) Financial records shall consist of the items detailed in the Association Finance Codes.
- g) Activity records shall consist of the following:
 - a. Events hosted fiscal year-to-date
 - b. Approximate attendance and/or participation of hosted events (fiscal year-to-date)
 - c. Review of activities and events hosted (fiscal year-to-date)
- h) Financial records must be received each year upon request of the Office of Student Involvement and Leadership.
- i) Financial records and Activity records shall be received each year upon request of the Office of Student Involvement and Leadership and no later than after the Spring Banquet.
- j) The Association recommends delegating a representative to liaison between the Association and the respective recognized organization.
- k) The Association requires that all organizations present to the Association a review of any activity or event that was sponsored by funds from the Association as outlined in the finance codes.
- l) Allocation of Co-sponsorship and/or Mixer account funds shall constitute sponsorship from the Association.
- m) Funded organizations shall be required to attend at least 60% of the club Association meetings as well as any meeting at which funds are being requested.
 - a. Club meetings will be announced at the start of every semester, and any changes to the schedule will be announced.
- n) In the case that organizations exceed their allotted funds, the Association shall not be responsible for reimbursing said organization due to fiscal mismanagement, clerical error, or otherwise. It is the sole responsibility of recognized organizations to track and manage respective funds.

Section 6. Special Interest Groups (SIGs)

- a) A Special Interest Group is a group on the ESF campus that desires to meet for activities, events, or fundraisers. They may have a theme, topic, or unifying activity.
- b) Special Interest Groups will have the same rights as a recognized student organization per Article VIII Section 1.
- c) Shall be unfunded.

- d) Shall not be required to attend Association meetings.
- e) Shall be listed on the ESF webpage under the Office of Student Involvement and Leadership.
- f) Must have one person with a @syr.edu email to be listed on the website.
- g) May apply for co-sponsorship.
- h) May fundraise.
- i) May reserve ESF spaces.
 - a. May not reserve ESF spaces for large events that would require setup/cleanup provided by the ESF Physical Plant.

ARTICLE IX. AWARDS

Section 1. At least five types of awards shall be presented by the Association each year; Robin Hood Oak, Distinguished Faculty for Teaching Excellence, Outstanding Academic Advisor, Special Recognition for Staff Excellence, and Presidential. The names of the recipients shall be kept in confidence until announced at the December Soiree and the Spring Banquet.

Section 2. Robin Hood Oak Awards shall be given to graduating seniors, finishing graduate students, and Wanakena graduates.

- a) The Coordinator of Recognition Events shall coordinate the nomination process.
- b) The Coordinator of Recognition Events shall convene a selection committee.
- c) There are four categories of Robin Hood Oak Awards, each of which can be awarded to a maximum of one percent of the graduating class size
 - a. Academic Excellence
 - b. Advocacy
 - c. Community Service
 - d. ESF Spirit

Section 3. Distinguished Faculty for Teaching Excellence Award

- a) The Coordinator of Recognition Events shall coordinate the nomination process.
- b) The Coordinator of Recognition Events shall convene a selection committee.

Section 4. Special Recognition for Staff Excellence Award

- a) Shall be awarded to Staff Members of the University.
- b) Will be presented at the discretion of the Coordinator of Recognition Events.

- c) The Coordinator of Recognition Events shall coordinate the nomination process.
- d) The Coordinator of Recognition Events shall convene a selection committee.

Section 5. Outstanding Academic Advisor Award

- a) The Coordinator of Recognition Events shall coordinate the nomination process.
- b) The Coordinator of Recognition Events shall convene a selection committee.

Section 6. Presidential Awards

- a) The Coordinator of Recognition Events shall coordinate the nomination process.
- b) The Coordinator of Recognition Events shall convene a selection committee.
- c) The President of the College will present up to one of these awards at the December Soiree and two of these awards at the Spring Banquet.
- d) Students who earn the Chancellor's Award cannot also receive this award.

ARTICLE X. STUDENT ACTIVITY FEE POLICY (SUNY DERIVED)

Section 1. Referendum

- a) Beginning Spring 2003, the student body shall determine by referendum whether the student activity fee shall be mandatory or voluntary. This referendum shall be repeated every two years during the regular spring officer elections for student government.
- b) Whether elected mandatory or voluntary, the student activity fee shall be collected, appropriated, and disbursed according to SUNY policies and regulations.
- c) Referenda shall be conducted in a manner such that:
 - a. There is wide dissemination of these regulations regarding student activity fee funds
 - b. There is extensive publicity concerning the referendum. The determined polling place(s) will be convenient and easily accessible (relative to disabilities) to the greatest number of voters.

Section 2. Use, Preparation & Certification of Budget

- a) The Undergraduate Student Association shall prepare and approve a budget governing expenditures from student activities fees in accordance with its Constitution and By-Laws and consistent with the principles of equal opportunity prior to registration for each academic year. The criteria governing eligibility for funding of and allocations to student organizations are as follows:

- a. Programs of cultural and educational enrichment
 - b. Recreation and social activities
 - c. Tutorial programs
 - d. Intramural athletic programs
 - e. Student publications and other media
 - f. Funding to Funded Clubs/Organizations
 - i. Assistance to Funded clubs/organizations including religious student organizations for the purposes and activities of the organization that are of an educational, cultural, recreational, or social nature, benefiting the organization and the college community as a whole
 - g. Insurance related to conduct these programs
 - h. Administration of these programs
 - i. Transportation in support of these programs
 - j. Reimbursement of reasonable and necessary travel expenses in accordance with state guidelines to students for service to student government
 - k. Campus-based scholarships, fellowships and grant programs, provided the funds are administered by the campus or a campus affiliated organization
 - l. Payments for contractual services which are provided by a nonprofit organization to the extent that such services are in aid of an approved student activity during the budget year and which activity serves the purposes set forth and provided further that such payments may not be exclusively for the general corporate purposes of such organization.
 - m. Salaries for professional non-student employees of the student government (consistent with SUNY hiring practices)
 - n. Charitable donations to non-profit organizations provided these donations result from targeted fundraisers by recognized student organizations. Student activity fee funds CANNOT be used for charitable donations.
- b) The Undergraduate Student Association may provide for use of advisory referenda of the student body with respect to particular funding decisions.
- c) The approved budget, following the above criteria, shall then be presented to the President of the College, or their designee, prior to registration for each academic year, for review and certification that the allocations are in compliance with the above provisions. Upon determination by the College President, or their 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.

Section 3. In the event that the College President, or their designee, concludes that a particular proposed allocation included in the budget may not be in compliance with the provisions above, he or she shall refer such proposed allocation to a campus review board composed of eight members appointed by the Undergraduate Student Association and four members appointed by the College President, or their designee. The campus review board shall study the proposed allocation and make a recommendation to support or not support it. The College President, or their designee, shall thereafter make the final decision. Any proposed allocation that is determined not to be in compliance with the provisions of these regulations shall be excluded from the budget.

Section 4. Collection:

- a) The student activity fee shall be collected via the College billing system at the beginning of the academic term and then distributed to the Undergraduate Student Association via the appropriate (independent) fiscal agent.
- b) The total amount of the fee for one academic year, as fixed and assessed by the Undergraduate Student Association, shall not exceed SUNY guidelines.
- c) Full time students shall be required to pay the full fee while part-time students shall be required to pay one half the total fees.
- d) Failure to pay the required fee may result in denial of registration. If, however, there is reasonable evidence in an individual case that payment of the fee may cause undue hardship, such student may be allowed to register by the College President, or their designee, after consultation with the Undergraduate Student Association.
- e) In a case where a student has been allowed to register without payment of the student activity fee, the chief administrative officer of ESF may withhold grades or transcripts of credits until payment has been waived by such administrative action or the obligation has been met.

Section 5. The Undergraduate Student Association has specific responsibilities relative to the administration of the Student Activity Fee.

- a) Development of an internal control program that serves as a system of checks and balances to ensure the security of assets, services and resources. The internal control guidelines must be written by the Undergraduate Student Association and approved by the College President or their designee.
- b) Contract for the services of an independent fiscal agent to provide financial, business and accounting services from a SUNY recognized entity.
- c) Commission an annual audit of the Undergraduate Student Association. This audit shall be conducted by an independent auditor which the College Business Office will assist in the coordination of.

- d) Provide programming to the general student body, as well as recognition and funding on a non-discriminatory basis.
- e) Purchase adequate insurance for the organization, which covers the officers and member organizations for liability risks.
- f) Abide by SUNY policies and procedures regarding the collection and disbursement of the student activity fee, and abide by campus policies for use of grounds and facilities.
- g) Provide timely and regularly disseminate information to the student body regarding the budgeting process including a list of funded activities, current allocations and expenditures.
- h) Changes to approved budget after certification, either prior to or subsequent to the collection of mandatory fees, shall be subject to administrative review and certification by the chief administrative officer, or their designee, in the same manner as was applicable to the original budget.

Section 6. The provisions of this section shall not be interpreted to authorize the use of college facilities for student activities and programs without appropriate administrative approval.

Section 7. A separate Undergraduate Student Activity Fee to Syracuse University shall be negotiated as needed.

Section 8. The Graduate Student Association shall contribute funds to the Association in order to subsidize graduate student participation in Association events and to cover student insurance, premiums.

ARTICLE XI. FINANCE CODES

Section 1. The Undergraduate Student Association will maintain a document called the Finance Codes.

Section 2. The Finance Codes will describe, in detail, the following (but not limited to):

- a) Student Activity Fee collection, management, and distribution.
- b) Finance Board membership, purpose, and expectations
- c) Allocation of funds to RSOs
 - a. Budget eligibility
 - b. Yearly budget review and proposal process
 - c. Specific account line-item management instruction

ARTICLE XII. ASSOCIATION ADVISOR

Section 1. The Director of Student Involvement and Leadership shall serve as the Advisor for the Association.

ARTICLE XIII. BY-LAWS

Section 1. Amendments to these By-Laws shall be made following consideration by the Constitution Review Committee and with approval of two thirds of voting Association members.

Section 2. Copies of these By-Laws, constitution and budget of the Association shall be available in the Student Association Offices.

Section 3. A copy of all resolutions passed by the Association shall be maintained by the Vice-President and be available in the Student Association Office.