



*State University of New York at Geneseo*

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## **Constitution of the Academic Affairs Committee**

### **Preamble:**

The Academic Affairs Committee of the State University of New York at Geneseo has been established to provide a forum for students to voice their academic concerns while developing a positive and cohesive relationship between themselves and the academic faculty and funding academically enriching programs at SUNY Geneseo.

### **Article I: Name**

The name of this organization shall be the Academic Affairs Committee, hereafter referred to as "AAC."

### **Article II: Purpose**

- A. To encourage, promote, and facilitate the participation of students in the academic governance of the College.
- B. To promote recognized student academic organizations by providing a means for securing and allocating funds for those organizations.
- C. To establish and implement the policies of the Student Association regarding academic affairs.

### **Article III: Membership**

Membership of AAC shall be composed of all Undergraduate Student Activity Fee paying students.

### **Article IV: The Academic Affairs Committee Executive Board**

#### **Section I: Composition of the Executive Board**

- A. The Executive board shall consist of one (1) Chair, one (1) Vice Chair, one (1) Secretary, and one (1) Treasurer.
- B. Each Executive Board member must be a full time student, paying mandatory student activity fees.

#### **Section II: Election of the AAC Executive Board**

- A. There shall be a Chair of AAC who shall be the Director of Academic Affairs of the Student Association and who is selected according to Undergraduate Student Association Elections Committee (USAEC) guidelines.

- B. Elections for the Vice-Chair, Secretary, and Treasurer shall take place following the Student Association elections in the spring semester of the academic year.
- C. The Executive Board of AAC, with the exception of the Chair, shall be elected by majority of the voting members of AAC.
- D. If the Vice Chair, Secretary, or Treasurer positions are not filled at the regular elections time, then AAC may hold elections for the first three weeks of the academic semester or by appointment of the Chair with the approval of the voting members.

### **Section III: Duties of the AAC Executive Board**

- A. The duties of the Chair shall be:
  - 1. To preside over all meetings; business and Executive board meetings
  - 2. To prepare the agenda.
  - 3. To establish a sub-committee as s/he sees fit, with the approval and consent of the AAC voting members.
  - 4. Act as a liaison between the AAC and Student Association Executive Committee.
  - 5. To update all funding forms prior to the first meeting of the fall semester and throughout the year if relevant changes are made to the AAC Constitution or By-Laws.
  
- B. The duties of the Vice-Chair shall be:
  - 1. To preside over all meetings in the absence of the Chair.
  - 2. To temporarily assume the duties of chair in the event of the Chair's resignation or removal from office, until a new Director of Academic Affairs is selected according to Student Association and USAEC policy.
  - 3. To preside over any sub-committees established by the Chair.
  - 4. Assist the Chair whenever possible in performance of duties assigned to the Chair.
  - 5. To prepare and schedule topics and speakers for Open Discussion with approval from the Chair.
  - 6. To plan at least one (1) academic or leadership program each semester.
  - 7. To hold monthly meetings with the Presidents Academic Cabinet (PAC) with the assistance of the treasurer.
  - 8. To be responsible for maintaining communication and improve leadership development between AAC and the academic organization presidents.
  - 9. To create, maintain, and distribute a campus resource manual each year to all academic organization presidents.
  - 10. To attend all AAC Executive Board meetings called by the Chair.
  - 11. To hold the designated office hour(s) set by the Chair with approval from the Executive Committee at the beginning of each semester.
  
- C. The duties of the Secretary shall be:
  - 1. To take attendance at the meetings.

2. To keep a record of the weekly meeting minutes on both hard copy and electronic file.
3. To keep a register of all voting AAC representatives.
4. To keep a record of all the officers, meeting days and times of all recognized academic organizations.
5. To send a copy of the week's minutes to the Student Association President, the Director of SA Programs, Personnel, and Finances, the Provost, and the Student Association Advisor.
6. To prepare and distribute all necessary materials for committee members and officers.
7. To attend all AAC Executive Board meetings called by the Chair.
8. To Chair the Who's Who nominations process and plan the awards ceremony.
9. To organize at least one faculty/student mixer, or social event each semester.
10. To purchase AAC promotional items at the beginning of each fall semester with the goal of receiving the promotional items before Thanksgiving Break
11. To hold the designated office hour(s) set by the Chair with approval from the Executive Committee at the beginning of each semester.

D. The duties of the Treasurer shall be:

1. To manage all funds of AAC.
2. Comply with all the Financial Policies of AAC and Student Association
3. To submit a financial report, including the balance of accounts, at all regular meetings.
4. To collect all receipts of expenditures from academic organizations requesting funding.
5. To keep track of departments in bad financial standing
6. To work with the Chair in order to create a budget for the following year.
7. To attend the Student Association Budget Hearings with the Chair.
8. Give a presentation to the AAC at the beginning of each semester regarding all financial policies of both AAC and SA.
9. To attend all AAC Executive Board meetings called by the Chair.
10. To hold the designated office hour(s) set by the Chair with approval from the Executive Committee at the beginning of each semester.
11. To assist the Vice Chair with monthly meetings of the Presidents Academic Cabinet.

E. All AAC Executive Board members shall:

1. Attend all AAC Executive Board meetings and business meetings of AAC
2. Be attentive to any pressing academic issues of the student body
3. Each executive board member must complete a detailed end of the year report within one week of the end of their term of office. This report must contain the officers' general duties, position specific duties, summaries of all programs and projects, and a troubleshooting section detailing problems the officer encountered and how they were overcome. This report must be submitted to the Chair, the Director of SA Programs, Personnel, and Finances, and to the proceeding Executive Board member.

## **Section IV: Impeachment of the AAC Executive Board**

- A. Grounds for Impeachment:
  - 1. Excessive absences from AAC weekly meetings and AAC Executive Board Meetings.
  - 2. Failure to perform the duties of his/her respective office as defined by this Constitution and the By-Laws of the AAC.
  - 3. Abuse and misapplication of the powers of the office
- B. Impeachment of the AAC Chair
  - 1. Impeachment and replacement of the Chair will be executed in accordance with USAEC guidelines.
- C. Impeachment of the AAC Executive Board:
  - 1. Any AAC Executive Board officer can be removed from their offices, but not necessarily from membership.
  - 2. An Executive Board member may be removed from office upon a two-thirds vote of all voting members at a first and second reading.
  - 3. In the event of impeachment, the AAC Chair shall preside over the proceedings. The General Assembly and Executive Board shall hear the charges and vote on the case.
    - a. Neither the Chair (except in a tie) nor the Executive Board member being considered for removal shall vote in impeachment cases

## **Section V: Succession**

- A. The AAC Chair
  - 1. If a vacancy in the Chair position occurs, then the Vice Chair will act as the new Chair
  - 2. A permanent Chair will be appointed according to Student Association and USAEC guidelines
- B. The AAC Executive Board
  - 1. If there is a vacancy in the AAC executive Board, a special election will be held within academic 3 weeks after the vacancy has occurred
  - 2. If a vacancy occurs within the first three weeks of the semester, a new election must take place.
  - 3. If the vacancy is not filled by the third week, that office may be filled through an appointment by the Chair with the approval of the voting members.

## **Article V: Academic Affairs Committee General Assembly**

### **Section I: Voting members**

- A. Each academic department offering a major shall have one consistent voting representative to the AAC.
- B. A voting member of AAC shall be defined as an intended or declared major active minor or concentration, elected by the academic department by a department wide election. The election is to be held by the second AAC meeting of the year. The AAC representative will be elected collectively by the clubs under the department and all department majors or minors.
- C. Each voting representative must be a mandatory activity fee paying undergraduate student.

### **Section II: AAC Recognized Organizations:**

- A. Each academic organization wishing to be represented in AAC and wishing to receive funding from AAC must submit a recognition form containing the following information to the Chair by the third meeting of the fall semester:
  - a. Names, emails, and phone numbers of organization officers.
  - b. Name and email of organization faculty advisor
  - c. Current balance in an organization account and where those funds are deposited
  - d. Days, times, and locations of regular organization meetings
  - e. An approximation of yearly membership
- B. At the beginning of each semester, academic organizations not already recognized by AAC may seek recognition via an application process within the first (2) AAC meetings of the academic semester.
- C. Academic organizations must be recognized by the College in order to receive AAC funding

### **Section III: Voting term of office**

- A. The voting term shall be from the first meeting in September to the last 2 meetings in April of the following year.

### **Section IV: The duties of the voting members shall be:**

- A. To attend all AAC meetings.
- B. To be prepared by reading the agenda packet before the meeting is called to order.
- C. To actively participate in all discussions.
- D. To report all activities of his or her department at AAC meetings. (e.g. lectures, conference, mixers, etc.)
- E. To report and communicate back to his or her academic organizations within the department.
- F. To notify both the Chair and the Secretary if he or she cannot attend the meeting.
- G. To send a proxy if he or she cannot attend a meeting.
- H. To follow the by-laws of the AAC.
- I. To be accessible to all academic clubs with in the department to clarify, teach and provide information related to AAC.

- J. To sit on subcommittees if the need arises.

#### **Section V: Removal of the voting members**

- A. If a department representative incurs two unexcused absences per semester it will be recommended that a new AAC representative is elected.
- B. It will be the responsibility of the department, department club president(s), or club advisor to find a replacement.
- C. If a third unexcused absence occurs, the department shall lose funding for the remainder of the semester.

#### **Section VI: Attendance Policy**

- A. To be considered in attendance at an AAC General Assembly meeting, a representative should be present at the calling of Treasurer's Time through the adjournment of the meeting.
- B. If a representative is not present at the calling of Treasurer's Time, that department is placed in bad financial standing.
- C. Exceptions will be made by the Chair under extenuating circumstances only.

#### **Section VII: Meetings of the Academic Affairs Committee**

- A. There shall be a minimum of one meeting-for every full week that the college is in session during the academic year.
- B. The first meeting of the committee shall be no later than the second week of September.
- C. Meetings shall be open to the entire campus.
- D. Special meeting may be called by the Chair
- E. Robert's Rules: Robert's Rules of Order shall be the parliamentary guidelines for the conduct of meetings and for questions not determined by this constitution.
- F. Only AAC representatives may make motions on existing business items. Executive Board members may not make motions regarding business. (This includes but is not limited to, reading amendments, calling a reading to question, and tabling a reading).

#### **Section VIII: Quorum**

- A. Quorum will consist of one half of the voting members of AAC according to the Secretary's register.
- B. There must be quorum for any business to take place.

#### **Section IX: Voting**

- A. Any voting member thus defined who is unable to attend a meeting of the AAC may designate another student to vote by proxy for him or her at this meeting by informing both the Chair and the Secretary.

- B. In the event of a tie, the Chair shall vote for or against the motion.
- C. An Abstention will be defined as a representative's willful removal from quorum for the purposes of that vote (Please refer to Article V, Section VII)
- D. Motions and readings must be approved by simple majority rule unless otherwise specified.

## **Article VI: Parameters for Sub-Committees**

- A. Sub-Committees are to be established with a clearly defined objective for any purpose AAC deems necessary
- B. Sub-Committees are to be established with a term not to exceed two (2) semesters.
- C. The chair of a sub-committee will be the Vice-Chair unless otherwise established by the Chair.
- D. Sub-Committees are to meet at least biweekly for such time as school is in session or until the objective is completed.
- E. Minutes from said meetings must be filed with the AAC secretary, and must be made available to all voting members of AAC.
- F. Sub-Committees shall be established by the Executive Board as necessary
- G. A sub-committee may be composed of voting representatives, Executive board members, members of AAC organizations or any activity fee-paying student.

## **Article VII: Elections**

### **Section I: Process**

- A. Pre-Election Process
  - a. The AAC Chair shall call for letters of intent from all candidates interested in running for open positions at least (2) weeks prior to the day of elections.
  - b. Potential candidates must submit letters of intent to the Chair by 12 noon the Friday before the day of elections.
  - c. The Chair will notify any candidates if they are ineligible to run.
- B. Election Process
  - a. The Chair shall call the meeting to order
  - b. The AAC Secretary shall take attendance and note any alternate representatives. Only AAC representatives or their alternates are allowed to vote.
  - c. Election order shall be determined by the number of letters of intent submitted for a particular position. Elections shall begin with the position that has received the most letters of intent and will progress until all positions have had elections. In the event that two positions have an equal number of letters of intent, order shall be determined at random.
  - d. Elections for positions shall proceed as follows

- i. The names of all eligible candidates who submitted letters of intent shall be read and those candidates will be asked if they accept the nomination.
- ii. The Chair will call for any nominations off the floor
  1. Nominations may only be made by AAC representatives
  2. If the nominees accept the nomination they will be included in the list of candidates for that office.
- iii. The candidates will be sent out of the room and by random selection will be brought into the room one at a time.
  1. The candidate may read their letter of intent and may add any additional information they wish within a five minute time period.
    - a. The representatives may motion to extend this time period at their discretion.
  2. Any person present at the meeting will then be allowed to ask questions of the candidate within a five minute time period.
    - a. The representatives may motion to extend this time period at their discretion.
  3. When question and answer ends, the candidate will be sent out of the room and the other candidates will proceed through this same process until all candidates are heard.
- iv. The room will then be secured for open discussion.
  1. Only AAC representatives will be allowed to speak.
  2. Discussion may only be about topics covered in the candidates' statements or during the question and answer period. No outside information may be provided or discussed.
- v. When discussion has ended, the representatives will be given ballots and may vote for one candidate, abstain, or vote No Confidence. Representatives who are candidates for the office being voted on will not be allowed in the room and hence cannot vote. However, they may proxy their vote to another representative.
  1. Abstentions do not count as votes
  2. "No Confidence" votes do count as votes.
- vi. The Chair and Vice Chair will count the ballots.
- vii. The candidates must win a majority (50% + 1) in order to be declared the winner.
  1. In the event that no candidate receives a majority, the candidate with the lowest number of votes will be removed from candidacy and a revote will be taken amongst the remaining candidates.

2. In the event that a vote of No Confidence receives a majority with only one candidate remaining, the election for that position will be postponed until the fall.
- viii. The Candidates will be brought back into the room and the results will be announced.

## **Section II: Restrictions**

- A. Prior to Elections
  - a. The Executive Board and candidates for Director of Academic Affairs are excluded from publicly endorsing or disparaging candidates running for a position on the Executive Board
- B. During Elections
  - a. The Executive Board, the Chair-Elect, and any Executive Board Member-Elect are excluded from speaking during elections except:
    - i. To answer questions regarding positional responsibilities, duties, or requirements.
    - ii. To administer the elections.
    - iii. To ask questions of all candidates who are running for their current position. All candidates running for that position must be asked the same question to ensure uniformity.
  - b. In the event that the Chair-Elect or any other Executive Board Member-Elect is also an AAC representative, he or she is allowed to participate in elections as a duly elected representative of their department. However, it is suggested that the Chair-Elect either find an alternate representative to vote on their department's behalf, or that the Chair-Elect follow the restrictions as stipulated in this section.
  - c. Candidates may run for no more than (2) total positions on the Executive Board, including nominations off the floor
- C. Publicity
  - a. No Campaigning shall occur during AAC elections.

## **Article VIII: By-Laws and Policies**

- A. AAC shall establish a set of by-laws regarding financial policy, procedures, or any other policy needed for the governance of AAC.
- B. All policy matters not addressed in the constitution or in the by-laws shall be handled at the discretion of the AAC Executive Board with the approval of the AAC representatives.

## **Article IX: Academic Departments**

- A. The number of departments is set by the College and shall be reviewed by the AAC Executive Board before the first AAC meeting of the school year.
- B. If there is a dispute over what department an organization is represented by the Chair of AAC will decide.

## **Article X: Advisors**

### **Section I: Approval of the advisor(s)**

- A. Within the first (3) Meetings of the Academic year, the Executive Board may recommend an advisor to the General Assembly.
- B. AAC shall vote on the approval of the AAC Advisor at a business meeting by a two-thirds vote.

### **Section II: Expectations of the advisor(s)**

- A. Attend all AAC events and meetings, both General Assembly and Executive Board
- B. Be actively involved in accomplishing the goals of AAC.
- C. Make known AAC activities to other professional staff members of the college.
- D. Advise the AAC on issues regarding college policy.
- E. Carry out reasonable duties as requested by the Executive Board.

## **Article XI: Restrictions**

- A. This constitution, as well as the established by-laws of AAC, are superseded by the Student Association Constitution, Financial Policy, and all New York State laws and guidelines.

## **Article XII: How to Amend this Constitution**

- A. Amendments to this Constitution must be proposed to the Chair for placement on the agenda.
- B. Any amendments to this Constitution, or to the established AAC by-laws, must be passed as a two week reading before the Student Association Executive Committee prior to being placed on the agenda for approval of the General Assembly.
- C. The adoption of amendments shall require the affirmative vote of two-thirds (2/3) of the voting members of AAC at a first and second reading.