



ACADEMIC AFFAIRS COMMITTEE

STATE UNIVERSITY OF NEW YORK AT GENESEO

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ACADEMIC AFFAIRS COMMITTEE CONSTITUTION

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

AAC representatives shall be 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 and one (1) Communications Director. Each Executive Board member shall be a full time Undergraduate Fee Paying Student.

Section II: Election of the AAC Executive Board

- A. There shall be a Chair of AAC who shall be the Student Association Director of Academic and who is selected according to Undergraduate Student Association Elections Committee (USAEC) guidelines.
- B. Elections for the Vice Chair, Secretary, Treasurer, and Communications Director 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, Treasurer, Communications Director, or Academic Cabinet Director positions are not filled at the regular elections time, then AAC may hold elections for the first three weeks of the academic semester. After this time, an appointment can be made by 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.
 - 2. To establish sub-committees as seen fit, with the approval and consent of AAC voting members.
 - 3. To act as a liaison between the Academic Affairs Committee, College Administration and the Student Association Executive Committee.
- 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 Executive Board.
 - 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 Executive Board.
 - 6. To plan at least two (2) academic or leadership programs each academic year.
- C. The duties of the Secretary shall be:
 - 1. To prepare the agenda by the Monday before AAC's weekly meeting.
 - 2. To take attendance at the meetings.
 - 3. To keep a record of the weekly meeting minutes on both hard copy and electronic file.
 - 4. To send a copy of the week's minutes to the Student Association President, the Director of SA Programs, Personnel, and Finances, the AAC Advisor, and the Student Association Advisor.
 - 5.
 - 6. To keep a register of all voting AAC representatives.
 - 7. To keep a record of all the officers, meeting days and times of all recognized academic organizations.
 - 8. To plan and implement a representative retreat each semester.

8. To create, maintain and distribute a campus resource manual each year to all AAC representatives and academic organization presidents.

D. The duties of the Treasurer shall be:

1. To manage all funds of AAC.
2. To comply with all the Financial Policies of AAC and Student Association
3. To submit a financial report, including the balance of drawing funds, at all regular meetings.
4. 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.
5. To collect all receipts of expenditures from academic organizations requesting funding.
6. To keep track of clubs that are in bad financial standing
 - a. To notify clubs of bad financial standing
7. To work with the Chair in order to create a budget for the following year.
8. To attend the Student Association Budget Hearings with the Chair.
9. To give a presentation to the AAC at the beginning of the academic year regarding all financial policies of both AAC and SA.
10. To attend the mandatory Treasurer's Training as scheduled at the start of the year by the Student Association Director of Business Affairs.

E. The duties of the Communications Director shall be:

1. To work with all AAC funded organizations on publicity matters for events.
2. To publicize AAC meetings and programs.
3. To prepare and distribute all necessary materials for committee members and officers. This includes materials for all established sub-committees.
4. To organize at least two (2) student-faculty mixers or social events each academic year.
5. To promote awareness of campus resources.
6. To work with the Secretary in maintaining academic organization information on the AAC website as well as individual club websites.
7. To give a presentation to AAC at the beginning of the academic year regarding all publicity policies and resources of both AAC and SA.
8. To organize and implement a Club Resource Workshop with the Chair for all AAC representatives and club presidents at the beginning of each academic semester.
9. To maintain and update all AAC marketing and publicity materials.
10. To maintain and update the AAC website.

F. All AAC Executive Board members shall:

1. Attend all AAC Executive Board meetings and AAC business meetings
2. Hold designated office hours to be established at the beginning of each semester
3. Be attentive to any pressing academic issues of the student body
4. 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 incoming 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 their respective office as defined by this Constitution and the By-Laws of the AAC.
 - 3. Abuse 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 his/her office, but not necessarily from membership.
 - 2. An Executive Board member may be removed from office upon a two-thirds (2/3) 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 interim Chair
 - 2. A permanent Chair will be appointed according to Student Association and USAEC guidelines
- B. The AAC Executive Board
 - 1. If a vacancy occurs in the AAC Executive Board, a special election will be held within three (3) academic weeks after the vacancy has occurred.
 - 2. 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 school or department offering a major shall have one consistent voting representative to the AAC.
- B. A voting member of AAC shall be assigned to the standing committee by his/her respective school or department's academic organization, in accordance to its own

procedures or guidelines. The Executive Board must be notified of their appointment to AAC before the next General Assembly meeting.

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:
 - 1. Names, e-mails, and phone numbers of organization officers
 - 2. Name and e-mail of organization faculty advisor
 - 3. Current balance in an organization account and where those funds are deposited
 - 4. Days, times, and locations of regular organization meetings
 - 5. An approximation of yearly membership
- B. All academic organizations must have an updated website with relevant information posted and readily available for the academic community.
- C. At the beginning of each semester, academic organizations not already recognized by AAC may seek recognition via an application process within the first two (2) AAC meetings of the academic semester.
- D. 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 of the academic year to the last meeting of that academic year.

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

- A. To attend all AAC meetings.
- B. To actively participate in all discussions.
- C. To report all activities of his or her department at AAC meetings (e.g. lectures, conference, mixers, etc.).
- D. To report and communicate back to his/her academic organizations within the department.
- E. To notify both the Chair and the Secretary if he/she unable to attend the meeting.
- F. To send a proxy if they are unable to attend a meeting.
- G. To follow the by-laws of the AAC.
- H. To be accessible to all academic clubs within the department to clarify, teach and provide information related to AAC.
- I. To sit on subcommittees if the need arises.
- J. To submit an oral or written report regarding the use of AAC funds no more than two (2) weeks after funds have been spent.

Section V: Removal of the voting members

- A. If a department representative incurs two (2) 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 three (3) unexcused absences occur, 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 to the attendance policy will be made by the Executive Board under extenuating circumstances only.

Section VII: Meetings of the Academic Affairs Committee

- A. There shall be a minimum of one (1) meeting for every full week that the college is in session during the academic year.
- B. Meetings shall be open to the entire campus.
- C. Special meeting may be called by the Chair
- D. 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.
- E. Only AAC representatives may make motions on existing business items.
- F. 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 the Chair.
- 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 bimonthly for such time as college 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

- 1. The AAC Chair shall call for letters of intent from all candidates interested in running for open positions at least two (2) weeks prior to the day of elections.
- 2. Potential candidates must submit letters of intent to the Chair by noon on the Friday preceding elections.
- 3. The Chair will notify any candidates if they are ineligible to run.

B. Election Process

- 1. The Chair shall call the meeting to order.
- 2. The AAC Secretary shall take attendance and note any alternate representatives. Only AAC representatives or their alternates are allowed to vote.
- 3. 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 end with the position that has received the least. In the event that two positions have an equal number of letters of intent, order shall be determined at random.

4. 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.
 - a. Nominations may only be made by AAC representatives.
 - b. 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-(5) 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-(5) minute time period.

- a. The representatives may motion to extend this time period at their discretion.
 - 3. When the question and answer period 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. 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. No Confidence" votes do count as votes.
 - 2. Abstentions do not count as votes.
- vi. The Chair and Vice Chair will count the ballots.
- vii. Each candidate must win a majority (one more than half) 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 publicly endorsing or disparaging candidates running for a position on the Executive Board
 - 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. Candidates may run for no more than two (2) total positions on the Executive Board per election, 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. The AAC Chair maintains the right to determine the department to which an organization belongs.

Article X: Advisors

Section I: Approval of the Advisor(s)

- A. Within the first three (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 (2/3) vote.

Section II: Expectations of the advisor(s)

- A. Attend all AAC events and General Assembly meetings
- 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.

Article XI: Restrictions

- A. This Constitution, as well as the established by-laws of AAC, are superseded by the Student Association Constitution, Student Association Financial Policy, and all New York State and Federal 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 (2) week reading before the General Assembly prior to being placed on the agenda for approval of the Student Association Executive Committee.
- 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.