

## **Activities Commission Constitution**

### **Preamble**

The Activities Commission of the Undergraduate Student Association of the State University of New York at Geneseo (hereinafter referred to as Student Association) is committed to providing quality programs, both educational and entertaining, for students, faculty, staff, alumni, and guests of SUNY Geneseo. As a standing committee of the Undergraduate Student Association, Activities Commission also seeks to make maximum use of annually allocated Student Association funds when providing these programs.

### **Article I: Name**

This organization is the Activities Commission of the Undergraduate Student Association of SUNY Geneseo, hereinafter referred to simply as "Activities Commission" or abbreviated as "AC".

### **Article II: Membership**

The membership of AC shall consist of full time undergraduate students, attending the SUNY Geneseo, who have paid their activities fee (part of mandatory student fees).

### **Article III: Composition**

#### **Section I: General Council**

The leadership of AC will consist of sixteen (16) voting members, where no one person shall hold more than one (1) voting position at a given time. An additional non-voting member, the Chairperson, who is also not permitted to hold a secondary voting position on the board, is also part of the leadership of AC. These seventeen members will be hereafter referred to as the "General Council". The General Council shall be composed of the members of two (2) boards: the Executive Board (the Chairperson shall not be a voting member) and the Programming Board; as well as two (2) publicity coordinators and two (2) assistant members.

#### **Paragraph I: Executive Board**

The Executive Board shall consist of one (1) AC Chairperson, one (1) Vice-Chairperson, one (1) Treasurer, and one (1) Secretary.

A) The Chairperson of Activities Commission will be the Director of Student Programming of the Student Association and shall be elected according to Student Association Policy.

#### **Paragraph II: Programming Board**

The Programming Board shall consist of the coordinators for each of the eight (8) programming areas composing AC. These programming areas are Accents/ACE, Arts & Exhibits, Contemporary Forum, Concerts, KINO, Limelight, Mac's Place, and Special Events.

#### **Paragraph III: Publicity Coordinators**

The publicity coordinators shall consist of two (2) Publicity & Promotions co-coordinators.

#### **Paragraph IV:**

### Assistant Members

Two (2) assistant members are to be members of the General Council. This applies to those positions with elections in October (Limelight and Accents/ACE). Following their election, assistant members will work with the current members of their respective position. During this time, assistant members will learn the workings of their future position and prepare for the upcoming year. Assistant members become the coordinators of their respective positions. Assistant members must abide by the duties and responsibilities specific to their future position.

## **Article IV: Duties**

**Section I:** General duties and responsibilities that apply to all members of the AC General Council are as follows:

**Paragraph I:** All General Council members are expected:

- A) To represent AC in a professional and responsible manner while fulfilling AC duties and responsibilities
- B) To attend weekly meetings of the General Council
- C) To provide a report of their activity/progress at General Council meetings
- D) To announce upcoming plans/activities at General Council meetings
- E) To complete and submit stipend reports according to Student Association guidelines and timelines
- F) To attend AC retreats (AC Chairperson or Vice-Chairperson may grant exceptions at their discretion)
- G) To promote AC as a whole and all of its activities
- H) To assist and attend with as many events as possible with a minimum of two (2) AC-sponsored events (per semester) not sponsored by their respective position
- I) To train their respective Assistant or Incoming Member
- J) To work with the Publicity & Promotions co-coordinators to organize publicity
- K) To accept responsibility for their events
- L) To actively program in the best interest of the college community at all times
- M) To have all contracts submitted for review and signatures at least two weeks before the actual performance date
- N) To collaborate with other General Council coordinators, student organizations, and college offices/departments to co-sponsor events
- O) To approve within the first month of the fall semester at least one faculty or administrative advisor.
- P) To be familiar with all processes and regulations regarding their individual positions.

**Section II:** Duties and responsibilities of each Executive Board member are as follows:

**Paragraph I:** AC Chairperson

- A) To serve as a liaison between AC, the Student Association, other student organizations, and college offices/departments
- B) All additional duties of the Chairperson shall be set forth in the Activities Commission Bylaws (Article VIII, Paragraph I, Section I)

**Paragraph II: Vice-Chairperson**

- A) To perform the duties of the AC Chairperson in his/her absence as set forth in Article IV, Section II, Paragraph I
- B) To serve as an additional liaison between AC, Student Association, other student organizations, and various college offices and departments
- C) All additional duties of the Vice Chairperson shall be set forth in the Activities Commission bylaws (Article VIII, Paragraph II, Section I)

**Paragraph III: Treasurer**

- A) To know and follow the financial guidelines of the Student Association
- B) All additional duties of the Treasurer shall be set forth in the Activities Commission bylaws (Article VIII, Paragraph III, Section I)

**Paragraph IV: Secretary**

- A) To take accurate and complete minutes at all General Council meetings
- B) All additional duties of the Secretary shall be set forth in the Activities Commission bylaws (Article VIII, Paragraph IV, Section I)

**Section III: Duties and responsibilities of each Programming Board coordinator are as follows:**

**Paragraph I: ACE Chairperson/Accents Coordinator**

- A) To act as the chairperson of the Accents Council for Enrichment (ACE)
- B) All additional duties of the ACE/Accents Coordinator shall be set forth in the Activities Commission bylaws (Article VIII, Paragraph V, Section I)

**Paragraph II: Arts & Exhibits Coordinator**

- A) To coordinate all aspects of art exhibits in the Kinetic Gallery and to host special programs such as artist lectures.
- B) All additional duties of the Arts & Exhibits Coordinator shall be set forth in the Activities Commission bylaws (Article VIII, Paragraph VI, Section I)

**Paragraph III: Contemporary Forum Coordinator**

- A) To coordinate a lecture and debate series for the campus
- B) All additional duties of the Contemporary Forum Coordinator shall be set forth in the Activities Commission bylaws (Article VIII, Paragraph VII, Section I)

**Paragraph IV: Concerts Coordinator**

- A) To bring major performance artists to campus and to coordinate and supervise all such talent.

- B) All additional duties of the Concerts Coordinator shall be set forth in the Activities Commission bylaws (Article VIII, Paragraph VIII, Section I)

**Paragraph V: KINO Coordinator**

- A) To program a movie series of particular interest to the college community
- B) All additional duties of the KINO Coordinator shall be set forth in the Activities Commission bylaws (Article VIII, Paragraph IX, Section I)

**Paragraph VI: Limelight Coordinator**

- A) To provide the college campus and outside community with a performing arts series that emphasizes cultural and contemporary events
- B) All additional duties of the Limelight Coordinator shall be set forth in the Activities Commission bylaws (Article VIII, Paragraph X, Section I)

**Paragraph VII: Mac's Place Coordinator**

- A) To provide the campus with the best rising talent or variety performances available
- B) All additional duties of the Mac's Place Coordinator shall be set forth in the Activities Commission bylaws (Article VIII, Paragraph XI, Section I)

**Paragraph VIII: Special Events Co-Coordinators**

- A) To provide the campus with theme weekends and to program various special events throughout the year
- B) All additional duties of the Special Events Co-Coordinators shall be set forth in the Activities Commission bylaws (Article VIII, Paragraph XII, Section I and Article VIII, Paragraph XIII, Section I)

**Section IV: Specific duties and responsibilities of supplementary member(s) are as follows:**

**Paragraph I: Publicity & Promotions Co-Coordinators**

- A) To plan and implement a general AC publicity campaign and promote AC throughout the year
- B) All additional duties of the Publicity & Promotions Co-Coordinators shall be set forth in the Activities Commission bylaws (Article VIII, Paragraph XIV, Section I)

**Article V: Meetings and Voting**

**Section I: Meetings**

**Paragraph I:** The General Council will meet once a week on Thursday evenings at 6:30 p.m. in a location to be determined by the Executive Board in consultation with the General Council

**Paragraph II:** Members of the Executive Board will hold a separate weekly meeting at a location and time that is voted upon and agreed to by a unanimous vote of its members following academic scheduling periods.

**Section II: Attendance**

**Paragraph I:** All members of the General Council must attend weekly meetings of the General Council.

**Paragraph II:** Executive Board members are required to attend both General Council meetings and separate Executive Board meetings each week.

**Paragraph III:** In the event that a General Council member cannot attend a meeting at which an election vote will occur they must notify the AC Chairperson or Vice Chairperson and name a proxy familiar with AC's affairs at least twenty-four (24) hours before the meeting to vote in their place.

**Paragraph IV:** In the event of an immediate and unexpected emergency, which makes naming a proxy twenty-four (24) hours in advance impossible, then the AC Chairperson or Vice Chairperson must be notified and no proxy will be allowed.

### **Section III: Voting**

**Paragraph I:** All voting must follow the procedures established by the General Council.

**Paragraph II:** Proxy voting will have the following stipulations:

- A) Proxy voting will only be allowed in matters of AC elections and impeachment proceedings.

## **Article VI: Impeachment**

### **Section I: Grounds for Impeachment**

**Paragraph I:** Grounds for impeachment include the following:

- A) Excessive unexcused absences from General Council meetings and, if applicable, Executive Board meetings
- a. Three unexcused absences by a board member in one semester (from either General Council meetings or Executive board meetings) will result in automatic impeachment hearings of that board member.
- B) Failure to perform the duties of the respective position as defined by this constitution
- C) Abuse and misapplication of the powers of the office/position to which the person was elected

### **Section II: Impeachment of the AC Chairperson**

**Paragraph I:** Impeachment of the AC Chairperson shall proceed in accordance with the Student Association policy governing impeachment of Executive Committee Members as per the Student Association Constitution Article VIII, Section III.

### **Section III: Impeachment of General Council members**

**Paragraph I:** Any General Council member, other than the AC Chairperson, may be brought up on charges by the following procedure:

- 1) A confidential formal complaint must be made by a General Council member to the AC Chairperson who will then call an emergency meeting of the Executive Board. If the complaint is against an Executive Board member, they are not to attend the emergency meeting.

- 2) The Executive Board will hear the complaint and evaluate whether to proceed with the removal process. Regardless of the Executive Board's decision, the AC Chairperson must notify the accused member of the proceedings immediately following the emergency meeting.
- 3) If the Executive Board decides to continue the impeachment process, then an emergency meeting of the General Council will be called with at least 11 General Council Members; standard proxy rules apply.
- 4) The assembled General Council members will hear the complaint as well as any defense or statement the accused wishes to make. Following these statements the General Council will begin questioning and deliberating upon the complaint with the accused member present.
- 5) The accused member will then be asked to leave and further deliberation will take place concerning the severity of the offense(s). A vote will then take place to determine what action will be taken. Penalties may include full impeachment or a probationary period; however, a final decision (in the form of a 2/3 majority secret ballot vote) must be reached during this emergency meeting. In case of a tie, the Chairperson will silently break the tie.

#### **Article VII: Resignation**

**Section I:** In the event that a General Council member feels it necessary to resign from his/her position, they must submit a Letter of Resignation to the AC Chairperson, who will then share the letter with the Executive Board and the advisors.

**Section II:** The Letter of Resignation should include an explanation of the General Council member's resignation.

**Section III:** The letter and details within it may be only shared with the General Council should the resigning General Council member state so within the letter.

#### **Article VIII: Succession**

**Section I:** In the event of a General Council member's impeachment or resignation, the Executive Board will be responsible for filling an empty position.

**Section II:** Provided there is sufficient time remaining in the academic term, the empty position shall be filled using the election procedures found in Article II of the bylaws..

**Section III:** Until a replacement can be found or if it is determined by the Executive Board that there is insufficient time to hold fair elections, the Executive Board will have the power to name person or group of people to take on the duties of the empty position. If the interim person or group contains voting members of the General Council, they shall have no more voting privilege than was held prior to the vacancy.

**Article IX: Amendments and Ratification**

**Section I: Amendments**

**Paragraph I:** Amendments to this constitution shall be approved by a two-thirds vote among members of the General Council.

**Section II: Ratification**

**Paragraph I:** This constitution will be officially ratified when the following has occurred:

- A) Received two-thirds of the vote cast by the Activities Commission General Council
- B) Been reviewed and approved by the Student Association Executive Committee

**Paragraph II:** This constitution shall supercede and replace all previous constitutions of the Activities Commission.

Last Revised: April 3, 2007 by NBG

Approved: April 5, 2007 by Activities Commission General Board

Approved: April 18, 2007 by Student Association Executive Committee