



THE CITY COLLEGE CHARTER FOR GOVERNANCE

Minutes of Proceedings – June 27, 1988



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NOTES

1. All titles within this Governance document refer to current organizational structure. It is to be understood that if a position takes on a new title, it is to be the new title which is to fill the appropriate role.
2. Where Chairman or other such title is used, it is to be understood not as a sex designation but a convenient shorthand term.
3. For Bylaw purposes, the position of Vice Provost for Student Affairs will carry with it the responsibilities of Dean of Students.
4. For purposes of the Bylaws and the rights and responsibilities granted therein, Lecturers and Instructors who have received notice of reappointment on an annual salary basis for a third or later year of continuous full-time service, and all individuals in professorial titles, shall have Faculty rank.

PREAMBLE

The Governance of The City College is the concern of all its members. All its constituencies--students, faculty, and administration--contribute to the maintenance and development of The College; each of the constituencies has its particular area of concern.

Because each constituency has the right to govern itself in areas that are its exclusive concern and responsibility, this document sets forth the powers and organization of the various bodies within The College and guarantees their autonomy on matters exclusively within their jurisdiction. But because the constituencies are interrelated and because all must participate in the well-being of The College as a whole, this Governance document also provides for communication between constituencies and advisory roles and joint participation on matters of mutual or general concern.

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ARTICLE I
The Faculty Senate

There shall be a Faculty Senate of The City College in addition to the several Faculties and the Faculty Council of the College of Liberal Arts and Science.

1. Membership

The Faculty Senate shall be composed of Senators with vote, and the following ex officio members without vote: the President, the Vice President, the Vice Provost, the Registrar, the Director of Admissions and Records, the Chief Librarian, the Ombudsman, all full Deans, five members of the Executive Committee of the Senate and two members of the Executive Committee of the Graduate Student Organization. Senators shall be persons holding Faculty rank, and elected at large from each School. Senators shall be elected in the Spring, for three year terms. The number of Senators shall annually be determined in accordance with a formula which would yield the following representation if elections were to be made by Departments from among their own members, namely: Departments having ten or fewer full-time persons of Faculty rank including the Chairman; one Senator; Departments having eleven to twenty-five such persons; two Senators; Departments having twenty-six to fifty such persons; three Senators; and Departments having fifty-one or more such persons; four Senators. For these purposes, any Program, Center, or Institute, or College-wide Department, such as: Department of Student Personnel Services or Library, which has ten or more full-time persons of Faculty rank assigned to it, shall be considered a School. Full-time members of Faculty rank who are members of Programs, Centers, or Institutes who are themselves not represented by any of the above provisions shall collectively elect a Senator or Senators consonant with the formula above, as though they were a School (to a maximum of four representatives). Vacancies in unexpired terms shall be filled from the appropriate constituency, in a manner to be determined by the Senate. The Senate may, by its own action, increase the ex officio membership at any time.

2. Organization

The Faculty Senate shall elect an Executive Committee from among its elected membership. The number of members of the Executive Committee shall be determined by the Bylaws of the Senate, except that the number of members may not be changed during the annual term of office for which a particular Executive Committee is elected. The Executive Committee shall elect, from among its members, its Chairman, and it shall also elect a Secretary, who will have the duties customarily exercised by such officers.

The Executive Committee shall be empowered to act for the Senate, when the Senate is not in session, on all matters under that body's jurisdiction. It shall report such actions to the Senate. It shall act as a Committee on Committees.

The Chairman of the Executive Committee of the Senate shall preside over meetings of the Senate, or, in his absence, a member of the Senate designated by the Chairman. He shall be the Chairman of the Executive Council.

He shall be an ex officio member, without vote, on all standing committees, except the Executive Committee, of the Senate.

The Faculty Senate shall establish such standing and ad hoc committees as it determines. Each committee shall elect its own Chairman and such other officers as may be appropriate.

Included among the Senate's standing committees shall be ones with the following functions:

There shall be a Faculty Senate of The City College in addition to the several Faculties and the Faculty Council of the College of Liberal Arts and Science.

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He shall be an ex officio member, without vote, on all standing committees, except the Executive Committee, of the Senate.

The Faculty Senate shall establish such standing and ad hoc committees as it determines. Each committee shall elect its own Chairman and such other officers as may be appropriate.

Included among the Senate's standing committees shall be ones with the following functions:

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- a. a committee on administration which examines the conduct of administrative affairs, confers with appropriate officers of administration, and makes regular reports to the Senate. Its members shall minimally be the Chairmen of those standing committees of the Senate concerned with administrative functions at The College, as determined by the Senate Bylaws.
- b. a committee on financial planning which participates in the creation of the tentative budget by the President for the Chancellor, and participates in the formulation of the long-range economic policies of The College. It shall participate in the planning for the allocation of the actual budget when it is received. The Vice President for Administrative Affairs shall be a member, ex officio without vote.
- c. a committee on educational policy which shall consider and make recommendations to the Faculty on questions of educational policy which are not wholly within the purview of the Faculties or Faculty Councils of the various Schools. Such questions shall include the creation and approval of new Schools or new Programs, Institutes or Centers involving more than one School. Reports and recommendations emanating from this Committee shall be brought before the Faculty Senate, and, as approved or modified by the Senate, referred to the Provost for appropriate action. The Committee shall be composed of a faculty representative elected from among each of the Curriculum Committees of the various Schools, five elected representatives of the Faculty Senate, and the Provost ex officio.
- d. a committee on extension and urban services which keeps under continuous review the performance of the entire College in the light of obligations and opportunities appropriate to an academic institution in an urban setting.
- e. a committee on student discipline: the Senate shall annually select three Faculty members to represent it on the Joint Committee on Student Discipline.

When a vacancy occurs in the Presidency of The College, the Faculty Senate shall select the Faculty members of an ad hoc committee to advise with the Board of Trustees in filling the vacancy. When a vacancy occurs in a College-wide position such as: the Vice Presidents; the Vice Provosts; Dean of the School of General Studies; and Librarian; the Faculty Senate shall select the Faculty members of an ad hoc committee to advise with the President in filling the vacancy.

3. Powers

Through its Executive and standing committees, the Faculty Senate shall have the power to request and receive information (when not inconsistent with Bylaws of the Board of Trustees, contractual agreements and regulations of The College) appropriate to or necessary to the performance of its duties, from students and student organizations. Faculty members and Departments, Schools and Divisions, officers of administration, and such other sources as may be appropriate. It may address communications to the Board of Trustees, which, on being submitted to the President of The College, shall be forwarded to the Board of Trustees without delay by the President, together with his comments thereon. The Faculty Senate shall, in addition to the powers and duties implied in the creating of the standing committees listed above, be the authentic voice of the Faculty of The City College of The City University of New York in all matters which may appropriately be brought before it, including:

- a. the academic status, role, rights, obligations and freedoms of the Faculty;
- b. student activities (as described in Article II) - upon the achievement of a 30% vote in an election for the Student Senates, student activities shall devolve upon the respective Senates.
- c. all College-wide matters;

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b. a committee on financial planning which participates in the creation of the tentative budget by the President for the Chancellor, and participates in the formulation of the long-range economic policies of The College. It shall participate in the planning for the allocation of the actual budget when it is received. The Vice President for Administrative Affairs shall be a member, ex officio without vote.

c. a committee on educational policy which shall consider and make recommendations to the Faculty on questions of educational policy which are not wholly within the purview of the Faculties or Faculty Councils of the various Schools. Such questions shall include the creation and approval of new Schools or new Programs, Institutes or Centers involving more than one School. Reports and recommendations emanating from this Committee shall be brought before the Faculty Senate, and, as approved or modified by the Senate, referred to the Provost for appropriate action. The Committee shall be composed of a faculty representative elected from among each of the Curriculum Committees of the various Schools, five elected representatives of the Faculty Senate, and the Provost ex officio.

d. a committee on extension and urban services which keeps under continuous review the performance of the entire College in the light of obligations and opportunities appropriate to an academic institution in an urban setting.

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a. the academic status, role, rights, obligations and freedoms of the Faculty;

b. student activities (as described in Article II) - upon the achievement of a 30% vote in an election for the Student Senates, student activities shall devolve upon the respective Senates.

c. all College-wide matters;

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- d. the allocation of resources for educational objectives, for research and scholarly activities, and for the development and maintenance of the physical plant of The College;
- e. the establishment and location of new units of The College and the appointment of principal administrative officers thereof;
- f. the appointment and retention of the principal administrative officers at the College level;
- g. the Faculty responsibilities (i.e., admissions policy, retention standards, credits, curriculum and degree requirements, the granting of degrees, and personnel matters) for interschool or College-wide Programs, Institutes and Centers, which are not wholly within the purview of the Curriculum Committees or Faculties of the various Schools;
- h. the relations between The College and local community, or between The College and Governmental units or agencies; and
- i. the general public relations of The College.

The Faculty Senate shall not assume the prerogatives and powers appropriate to the several Faculties of the constituent Schools and of the College of Liberal Arts and Science. Decisions within each School as to matters of curriculum and instruction are reserved to the constituent Faculties, and decisions as to the academic standing and progress of students and the conferring of degrees rest with these several Faculties, subject only to the Board of Trustees. The Faculty Senate may pass on such matters in review before its appropriate committees or in plenary session; but it may not infringe upon the powers explicitly reserved to the several academic Faculties. In this regard, questions of jurisdiction shall be resolved by the President on recommendation of the Provost.

4. Meetings

The Faculty Senate shall meet regularly at least twice each semester. Special meetings shall be called by the Chairmen of the Executive Committee, by the President, or on the written request of any ten Senators.

5. Bylaws

The Faculty Senate shall adopt its own Bylaws, consistent with this Governance document.

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ARTICLE II
The Undergraduate Senate

There shall be an Undergraduate Senate representing the interests of all undergraduate students.

1. Membership

The Undergraduate Senate shall be composed of thirty undergraduate Senators, elected for annual terms, during the month of April. They shall take office with the opening of the succeeding Fall semester. All registered students shall be eligible to vote for Senators. All Senators representing Day Session students must be studying full time. The several Schools and the Divisions of the College of Liberal Arts and Science, the SEEK Program (freshman and sophomore SEEK students represent this electorate; all other SEEK students will vote in their respective Schools), and the School of General Studies, shall be represented in proportion to the electorate. There shall also be the following members, ex officio without vote: The Vice Provost for Student Affairs, the Chairman of the Department of Student Personnel Services, the Chairman of the Senate Committee on Student Affairs, and a member of The Faculty appointed by the Executive Committee of the Faculty Senate.

2. Organization

The offices of the Undergraduate Senate shall be elected as part of the general election for the Senate. These officers, consisting of a President, Executive Vice President, Evening Division Vice President, Campus Affairs Vice President, University Affairs Vice President, and Treasurer, shall be in addition to the thirty Senators indicated above.

The Undergraduate Senate may create such standing and ad hoc committees as it determines. Among the standing committees shall be:

- a. an executive committee composed of the officers of the Senate;
- b. a committee on finances which shall, at the beginning of each semester, recommend to the Undergraduate Senate the allocation of monies from the Student Activities Fee, and shall keep the budgetary concerns of student activities under continuous review, making appropriate recommendations to the Undergraduate Senate;
- c. a committee on educational affairs which shall keep in continuous review all matters having to do with curriculum and instruction, and make recommendations to the Undergraduate Senate;
- d. a committee on campus affairs which shall keep under continuous review all matters having to do with out-of-class activities and facilities (except intercollegiate and intramural sports) and make recommendations to the Undergraduate Senate;
- e. a committee on community affairs which shall keep under continuous review the performance of the entire College in the light of the obligations and opportunities appropriate to an academic institution in an urban setting; and
- f. a committee on university affairs which shall keep under continuous review University policy and procedures as they relate to the interests of The City College.

The Undergraduate Senate shall manually select the undergraduate membership of a standing committee on student discipline.

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In addition to the above, the Undergraduate Senate may elect committees from its membership corresponding to standing committees of the Faculty Senate and to standing committees of the several Faculties. These standing committees of the Undergraduate Senate shall have such powers as are mutually agreed upon by concurrent actions of the respective bodies.

3. Powers

The Undergraduate Senate shall, subject to such rules and guides as may be established by the Board of Trustees and the Faculty Senate, have jurisdiction over extracurricular activities, including the setting of general policy governing student activities (e.g., chartering regulations, publicity regulations, etc.). The Vice Provost of Student Affairs shall administer the policies set by the Undergraduate Senate for extracurricular activities.

Through its Executive Committee and standing committees, the Undergraduate Senate shall have power to request and receive information (not inconsistent with Bylaws of the Board of Trustees, contractual agreements and regulations of The College) appropriate or necessary to the performance of its duties, from students, student organization, Faculty members, Departments, Schools and Divisions, and officers of administration. It may address communications to the Board of Trustees which, on being submitted to the President of The College, shall be forwarded to the Board without delay by the President, together with his comments thereon. The Undergraduate Senate shall, in addition to the powers and duties implied in the creating of the standing committees listed above, be the authentic voice of the undergraduate students of The City College of The City University of New York in all matters that may appropriately be brought before it.

In any matter within its jurisdiction to which the Undergraduate Senate addresses itself, if a petition is signed by five percent of the total undergraduate student body requesting a general referendum, that referendum shall be held and its results shall be binding upon the Undergraduate Senate.

4. Bylaws

The Undergraduate Senate shall adopt its own Bylaws, not inconsistent with this Governance document.

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4. Bylaws

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ARTICLE III
The Graduate Student Association

There shall be a Graduate Student Association representative of all candidates for advanced degrees in all the Schools and the College of Liberal Arts and Science.

1. Name

The name of this organization shall be the Graduate Student Association of The City College of New York.

2. Purpose

This organization shall represent the interests of all graduate students at The City College of The City University of New York, and shall, where appropriate:

- a. open reciprocal channels of communication where fruitful throughout the academic community;
- b. secure meaningful participation in the decision-making organs within the academic community;
- c. organize and hold colloquia centering around issues meaningful to its members, and engage in all other activities necessary to represent graduate students.

3. Membership

All graduate students registered at The City College of The City University of New York (including Ph.D. candidates resident on this campus) shall be members of the Graduate Student Association of The City College of New York.

4. Graduate Student Council - Structure

The governing body of the Graduate Student Association of The City College of New York shall be the Graduate Student Council.

The Graduate Student Council shall be elected from among those graduate students who are registered at The City College. Those representatives serving on the Graduate Student Council shall be called Councilors. There shall also be the following members, ex officio without vote: The Vice Provost for Student Affairs, the Chairman of the Department of Student Personnel Services, the Chairman of the Senate Committee on Student Affairs, and a member of The Faculty appointed by the Executive Committee of the Faculty Senate.

Elections shall take place during the month of April each academic year. Tenure of office shall be one year, and vacancies occurring during the academic year shall be filled by appointment by the remaining Councilors from the School in which the vacancy occurs.

Each School shall elect its representatives to the Graduate Student Council in accordance with the schedule below, providing that no more than two representatives shall be elected from any single Department;

There shall be a Graduate Student Association representative of all candidates for advanced degrees in all the Schools and the College of Liberal Arts and Science.

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Elections shall take place during the month of April each academic year. Tenure of office shall be one year, and vacancies occurring during the academic year shall be filled by appointment by the remaining Councilors from the School in which the vacancy occurs.

Each School shall elect its representatives to the Graduate Student Council in accordance with the schedule below, providing that no more than two representatives shall be elected from any single Department;

Number of Students*	Number of Representatives
1 to 250	3
250 to 500	4
501 to 1,000	5
1,001 to 2,000	6
2,001 to 3,000	7
3,001 to 4,000	8
4,001 or more	9

*Based upon the registration in the Fall semester of the academic year, and including resident Ph.D. candidates.

Each academic year, no later than the second week in May, the Chairman of the Graduate Student Council shall appoint one member to convene the first meeting of the next academic year.

At this meeting the Graduate Student Council shall elect its own officers from among its own membership. The officers shall include: a Chairman a Vice Chairman a Secretary, and a Treasurer and these will have the duties customarily exercised by these officers.

The Graduate Student Council shall establish a committee for each of the Schools composed of all the representatives from that School. These committees shall be responsible for those activities which pertain to the particular School. Each of these committees shall be responsible for maintaining liaison with each Department or Departmental representatives from each Department in its particular School. These committees shall also encourage the graduate students of each Department in their School to elect a graduate student representative as a liaison with the Graduate Student Council, and, where possible, aid in the creation of a Department Graduate Student Organization, in addition, these committees shall be responsible for securing the names of nominees for the next election of the Graduate Student Council.

The Graduate Student Council shall establish such standing and ad hoc committees as it determines. Among such standing committees shall be:

- a. a committee on finances which shall, at the beginning of each semester, recommend to the Graduate Student Council the allocation of monies from the Graduate Student activities Fee, and which shall keep the budgetary concerns of graduate student activities under continuous review;
- b. a committee on academic life which shall keep in continuous review all matters having to do with curriculum and instruction;
- c. a committee on extracurricular life which shall keep in continuous review all matters having to do with out-of-class activities and facilities for graduate students; and
- d. in the Spring semester of every year a committee on elections shall be formed, and it will be responsible for:
 - i. securing the names of the nominees from the School committees and
 - ii. carrying out the election of representatives to the Graduate Student Council as a whole.

The Graduate Student Council shall, in addition to the functions stipulated and implied above:

- a. establish a policy for the Graduate Student Association of The City College of New York:

6 2,001 to 3,000 7 3,001 to 4,000 8 4,001 or more 9

*Based upon the registration in the Fall semester of the academic year, and including resident Ph.D. candidates.

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The Graduate Student Council shall establish a committee for each of the Schools composed of all the representatives from that School. These committees shall be responsible for those activities which pertain to the particular School. Each of these committees shall be responsible for maintaining liaison with each Department or Departmental representatives from each Department in its particular School. These committees shall also encourage the graduate students of each Department in their School to elect a graduate student representative as a liaison with the Graduate Student Council, and, where possible, aid in the creation of a Department Graduate Student Organization, in addition, these committees shall be responsible for securing the names of nominees for the next election of the Graduate Student Council.

The Graduate Student Council shall establish such standing and ad hoc committees as it determines. Among such standing committees shall be:

- a. a committee on finances which shall, at the beginning of each semester, recommend to the Graduate Student Council the allocation of monies from the Graduate Student activities Fee, and which shall keep the budgetary concerns of graduate student activities under continuous review;
- b. a committee on academic life which shall keep in continuous review all matters having to do with curriculum and instruction;
- c. a committee on extracurricular life which shall keep in continuous review all matters having to do with out-of-class activities and facilities for graduate students; and
- d. in the Spring semester of every year a committee on elections shall be formed, and it will be responsible for:
 - i. securing the names of the nominees from the School committees and
 - ii. carrying out the election of representatives to the Graduate Student Council as a whole.

The Graduate Student Council shall, in addition to the functions stipulated and implied above:

- a. establish a policy for the Graduate Student Association of The City College of New York:

- b. embody its own procedure in Bylaws, consistent with this Governance document, which shall take effect when approved by two-thirds of those present and voting at a regular meeting;
- c. establish a schedule of regular meetings which shall be published to all interested members of the College community;
- d. select the graduate membership of the standing committee on discipline and all other campus bodies on which the graduate students are officially represented.

When a vacancy occurs in the Presidency of The College, the Graduate Student Council shall select the graduate student members of an ad hoc committee to advise with the Board of Trustees in filling the vacancy. When a vacancy occurs in a College-wide position, such as: the Vice Presidents; the Vice Provosts; Dean of the School of General Studies; and Librarian; the Graduate Student Council shall select the graduate student members of an ad hoc committee to advise with the President in filling the vacancy.

In addition to the alloys, the Graduate Student Council may elect committees from its membership corresponding to standing committees of the several Faculties. These standing committees shall have such powers as are mutually agreed upon by concurrent actions of the respective bodies.

5. Graduate Student Council - Powers

The Graduate Student Council shall have powers and duties with reference to graduate students broadly comparable to those for undergraduates assigned to the Undergraduate Senate.

6. Graduate Student Council - Impeachment

Any Councilor may request the impeachment of an officer of the Graduate Student Council. A two-thirds vote of the membership of the Council will be required to impeach an officer.

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