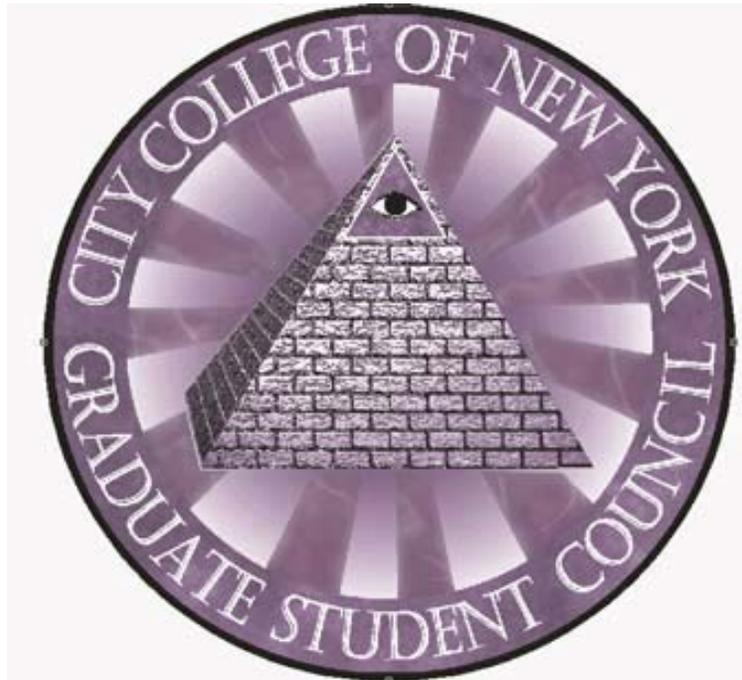


**BY-LAWS**  
**of the**  
***Graduate Student Council***



**of**  
**The City College of New York**

# Graduate Student Council

## Bylaws

September 19, 1996

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### Section I

- A. Roberts Rules Of Order shall govern all council meetings when not inconsistent with these bylaws.

### Section II

- A. The term of all Graduate Student Council (the Council), members is limited to one year, at which time they shall be eligible for re-election.
- B. Elections shall take place during the month of April each academic year.
- C. After elections, the Chair of the standing Council shall appoint one member to convene the first meeting of the next academic year which should take place no later than the second week in May.
- D. At this meeting the Council shall elect its own officers from among its membership.
- E. The term for the newly elected Council officers and members begins the day after Spring Commencement ceremonies.

### Section III

- A. Vacancies in the Council occurring during the academic year shall be reported to the appropriate school and posted. All members of the Council must be informed concurrently.
- B. A Nomination Petition requesting appointment by the Council must be submitted at least two days before the next scheduled meeting and at that meeting the status of the petitioning members shall be decided.
- C. If more than one applicant submits a petition, the remaining members on the Council from that school shall elect from among the candidates.
- D. If no members exists, the Council as a whole shall elect from among the candidates.
- E. Vacancies in the Executive Committee shall be filled by a Council member.
- F. Nomination Petitions for the Council must have twenty (20) signatures from the appropriate school.

## Section IV

- A. The Executive Committee of the Council shall consist of the following positions. Chair, Executive Vice-Chair, Vice-Chair for Legislative Affairs, Vice-Chair for Community Affairs, Treasurer and Executive Secretary.
- B. All Executives shall report to the Council all activities related to his/her office at the beginning of each meeting.
- C. All executive members shall establish, maintain and post a regular office schedule.
- D. The Chair shall be the chief Executive Officer of the Council and shall:
  - 1. Convene all meetings of the Executive Committee and the Council.
  - 2. Prepare, in consultation with the Executive Committee, the agenda for all meetings of the Executive Committee and the Council.
  - 3. Preside at all meetings of the Executive Committee and the Council.
  - 4. Report to the Executive Committee and the Council all actions taken by him/her.
  - 5. The Chair shall represent the Council and the graduate students of the City College of New York.
    - i. Specifically, the Chair shall discharge this function to the Faculty and the administration of the College, the CUNY Board of Trustees, and other outside agencies including those of the City, State, and Federal Government. In this capacity, the Chair shall be the chief spokesperson for the council to any and all outside agencies which may invite him/her to attend and participate in their deliberation.
    - ii. The Chair shall, in the event of his/her absence at the meetings and deliberations of the above mentioned agencies, direct another Council member to serve in her/his stead. She/he shall direct first the Executive Vice-Chair and the Treasurer, if the former is unable to serve.
    - iii. The Chair shall create ad hoc committees as she/he deems necessary.
    - iv. The Chair shall develop and maintain good public relations on behalf of the Council and the graduate students of the City College of New York.
    - v. The Chair of the Council may appoint any elected member of the Council as alternate to the University Student Senate.
    - vi. A Councilor appointed alternate may claim no more than one-fourth (1/4) of the monthly stipend of the Vice-Chair of Legislative Affairs as compensation for her/his attendance of a USS meeting in case of an unexcused absence by the Executive Vice-Chair.
- E. The Executive Vice-Chair shall exercise all duties and responsibilities of the Chair in the latter's absence. The Executive Vice-Chair shall also exercise the function of the Parliamentarian at all meetings of the Council and its Executive Committee, except in such cases that she/he may chair its meeting, in which case she/he will appoint another Parliamentarian.
- F. The Treasurer shall be the chief financial officer and discharge her/his duties as outlined in Section VI of these bylaws.
- G. The Vice-Chair for Legislative Affairs shall be responsible for maintaining dialogue with city and state representatives concerning the City College of New York and shall represent the graduate students of the City College at the University Student Senate.
- H. The Vice-Chair for Community Affairs shall be responsible for maintaining dialogue with the community surrounding the City College of New York. She/he shall represent the graduate students of the City College at community functions and affairs and be responsible for community programming.

- I. The Executive Secretary shall be responsible for taking minutes at all Executive Committee and Council meetings. She/he shall also type all minutes and present them to the next meeting of the Executive Committee or of the Council. The Secretary shall also fulfill all duties outlined in Section VII.
- J. The Council Chair may deny the release of stipends for nonperformance of duties as stated in the Governance Charter and bylaws.
- K. The Executive officer may appeal the Council Chair's decision to the Graduate Student Council.
- L. The Executive officer may appeal the Council decision to the Student Services Corporation.

### Addition to the GSC Bylaws

- M. The Academic Affairs Vice Chair shall be the Executive chiefly responsible for developing and implementing GSC policy in the educational affairs of the college. To this end he/she shall:
  - 1. Chair all GSC committees which are concerned with academic policies at the college, or appoint a designee to act in his/her stead.
  - 2. Appoint members to the following Committees or deliberative bodies in consultation with the Executive Committee, and with the advice and consent of the council:
    - i. Curriculum and Teaching Committees;
    - ii. Library;
    - iii. All other College-wide Committees concerned with education policy.
    - iv. Assume such responsibilities as the GSC may direct.

### Section V

- A. Impeachment and removal of any Councilor shall take place after formal notice and a hearing to be held at the next full meeting thereafter, under quorum of the Council and shall require a two-thirds (2/3) of quorum.
- B. The Council after formal notice and a hearing to be held at the next full meeting, may remove any of its members for three or more unexcused absences and/or hindering the functioning and progress of the Council, and shall require a two-thirds (2/3) of quorum.

### Section VI

- A. The members of the Finance Committee shall be composed of the Treasurer (Chair), the Council Chair and one member of each school represented at the Council.
- B. The Finance Committee shall consider all financial matters concerning the Council.
- C. Requests for funding of any event should be submitted at least one month before the event is scheduled to occur.
- D. No program may be considered for funding after it has taken place.
- E. Requests for funding of a program must be accompanied by a line-item budget and statement of costs.
- F. Affidavits from any other potential funding sources must be provided.
- G. No voting may take place on a program unless all items have been verified.

- H. All Council funds are viewed as semi-public funds, although they are non tax-levied monies.
- I. A petitioner may appeal the decision of the Finance Committee to the Council whose decision is final.
- J. Out of pocket expenses (petty cash) shall not exceed one hundred and fifty dollars (\$150.00) per purchase and must have prior approval of the Chair or the Treasurer.

## Section VII

- A. The Newsletter Committee shall be composed of the Executive Secretary (Chair), the Treasurer and the Council Chair.
- B. The Executive Secretary may hire such staff, with the advice and consent of the Executive Committee, necessary for publication and mailing of a graduate newsletter.

## Section VIII

- A. The Executive Committee shall follow all required Finley Student Center hiring procedures.
- B. The Executive Committee shall submit to the Council a calendar of working days and hours, each semester, for the Council office and lounge. The calendar shall be in line with the college's calendar for the semester.
- C. All staff members will be hired and fired at the discretion of the members of the Council.

## Section IX

- A. A two-thirds (2/3) vote of the Council shall be necessary to amend these bylaws.
- B. All proposed amendments must be formally presented at one meeting for the vote on the amendments to take place at the next full meeting (not less than-one week).