UNDERGRADUATE STUDENT GOVERNMENT BYLAWS

The City College of New York

Prepared by Committee on Bylaws
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OFFICIAL DOCUMENT
Final Version
ARTICLE I – NAME, STRUCTURE, PURPOSE

Section 1 – Name
The name of this organization shall be known as the Undergraduate Student Government (hereinafter, “USG”).

Section 2 – Structure
USG shall be composed of the Student Senate (hereinafter, “the Senate”), the main decision-making body, and its Executive Cabinet (hereinafter, “the Cabinet”) and Judicial Council (hereinafter, “the Council”).

Section 3 – Purpose
The purpose of USG shall be:

3.1 To serve as representatives of the undergraduate students of The City College of New York (hereinafter, “City College”) to the faculty and administration of the college and university;
3.2 To represent the undergraduate students of City College to persons or groups outside of the college and university whenever such representation is called for;
3.3 To secure meaningful participation in the decision-making organs within the college;
3.4 To provide services and develop policies, initiatives, activities, and programs that benefit the undergraduate students of City College.

ARTICLE II – THE STUDENT SENATE

Section 1 – Composition
The Senate shall be composed of eighteen (18) Senators, seven (7) Executive Officers: the President, the Executive Vice President, the Vice President of Finance, the Vice President of Academic Affairs, the Vice President of Campus Affairs, the Vice President of Student Affairs, the Vice President of Public Affairs, and as many Representatives (non-voting members) as the Senate, by two-third (2/3) vote, may choose. Senators shall be elected from and by the division or school in which they are enrolled and Executive Officers shall be elected from and by the undergraduate student body. Each elected member shall have the right to vote, with the exception of the President, who shall vote only in the event of a tie.

Section 2 – Eligibility
To be eligible to run as a Senator or Executive Officer, the person must be a full-time or part-time undergraduate student registered in a degree-granting program and in good academic standing. In addition, the person running for Executive Office must have already served a full semester in the Senate, on a college-wide or departmental committee, or as an Executive Officer of a student organization at City College.

Section 3 – Apportionment
The number of Senate seats from any school or division shall be apportioned according to the proportion of students in that school or division at the time of election. Senators shall be elected from the School of Architecture, the School of Engineer, the School of Liberal Arts and Science (Social Sciences, Humanities, and Science), the School of Education, and the Sophie Davis School of Biomedical Education, and such other schools as the college may establish.

Section 4 – Vacancy
In the event that a senatorial seat becomes vacant, the Senate shall fill it by a majority vote in accordance with Article II, Section 1, clause 2, and Section 2, clause 1. The Senate shall also fill any vacancies in the Cabinet from among the elected members of the Senate by a majority vote.

Section 5 – Duties & Responsibilities of the Senators
Each Senator shall:

5.1 Serve on at least one (1) Senate and college-wide committee or body;
5.2 Attend all general and special meetings of the Senate;
5.3 Meet with his/her constituencies at least once per semester and provide advance notice to their consistencies;
5.4 Inform the Secretary of the Senate (hereinafter, “the Secretary”), twenty-four (24) hours prior to the meeting in question, when he/she cannot attend that particular meeting;
5.5 Inform the Executive Vice President, in writing, of his/her resignation if he/she is no longer able to discharge effectively his/her responsibilities to the Senate;
5.6 Establish and maintain a regular schedule of hours in the senate office. These hours shall be published in the senate office and website.

Section 6 – Powers of the Senate
The Senate shall have the power to:

6.1 Make appropriate legislations and establish policies on behalf of the undergraduate student body;
6.2 Establish any committee it deems necessary and appropriate or upon the request of the President;
6.3 Review and approve all appropriations and appointments to college/university committees and bodies;
6.4 Review and overrule any decision and action of any Senate committee and the Cabinet by a majority vote and two-third (2/3) vote respectively;
6.5 Embry its own procedures in bylaws, which shall not be inconsistent with these bylaws, and may establish and/or delete any bylaws it choose to make by two-third (2/3) vote;
6.6 Remove any Representative from office who is not able to discharge effectively his/her duties to the Senate by a simple majority vote;
6.7 Review and approve an annual budget and all personnel hired by the Cabinet.

Section 7 – The Speaker of the Senate
The Speaker of the Senate (hereinafter, “the Speaker”) shall be the presiding officer of the Senate appointed by the President from among the Senators and approved by the Senate. In this capacity, he/she shall:

7.1 Convene and preside over all meetings of the Senate. In his/her absence, the President shall appoint another Senator to chair the meeting;
7.2 Prepare in consultation with the President the agenda of all meetings of the Senate;
7.3 Ensure that all Senators perform their duties and responsibilities delineated herein;
7.4 Assign, in consultation with the Cabinet, Senate members to the standing and ah-hoc committees of the Senate, and appoint the chairperson of such committees, unless otherwise specified herein;
7.5 Appoint from among the Representatives the Parliamentarian of the Senate (hereinafter, “the Parliamentarian”), who shall be charged with interpreting and upholding the rules and procedures of the Senate, and the Secretary, who shall be charged with recording the minutes of all Senate and Cabinet meetings;
7.6 Assume such other duties and responsibilities as the Senate may direct.

ARTICLE III – THE EXECUTIVE CABINET OF THE SENATE

Section 1 – Composition
The Cabinet shall be composed of the President, the Executive Vice President, the Vice President of Finance, the Vice President of Campus Affairs, the Vice President of Academic Affairs, Vice President of Student Affairs, and Vice President of Public Affairs, with each entitled to a vote.

Section 2 – Powers of the Cabinet
The Cabinet shall have the power to:

2.1 Make decisions and take action in accordance with the purposes and policies of the Senate as directed by the Senate. It may, on its own initiative, make decisions and take action on behalf of the Senate making public such decisions and actions through the President, but only in the event of an emergency in a situation where the Senate cannot meet.
2.2 Call special meetings of the Senate by majority vote;
2.3 Hire on a tentative basis any personnel it deems necessary and appropriate;
2.4 Advise the administration and President of City College on all matters of interest to Senate and students of City College;
2.5 Meet with the Executive Committee of the Faculty Senate periodically;
2.6 Embody its own procedures in bylaws, which shall not be inconsistent with these bylaws or any other bylaws established by the Senate.
2.7 Exercise such further powers and duties the Senate may confer upon it.

Section 3 – Succession of Power
In the event that the President is inaccessible, absent, incapacitated, or leave office, all duties, responsibilities, and powers of the President shall be assumed by the Executive Vice President, Vice President of Finance, Vice President of Academic Affairs, Vice President of Student Affairs, Vice President of Campus Affairs, or Vice President of Public Affairs, in that order.

Section 4 – President
The President shall be the Chief Executive Officer of the Senate. The President shall be directly responsible for ensuring that the policies and decisions of the Senate are enforced. He/she also shall:

4.1 Convene and preside over all meetings of the Cabinet;
4.2 Submit an “Executive Cabinet Report” to the Senate at the beginning of each meeting detailing all decisions made and action taken by the Cabinet;
4.3 Represent undergraduate students of City College to faculty and administration of the college, the CUNY Board of Trustees, and other outside agencies including those of the City, State, and Federal governments;
4.4 Appoint Senate members to the Auxiliary Enterprise Corporation (AEC), Student Service Corporation (SSC), Policy Advisory Council (PAC), Faculty Council, Tech Fee Advisory Committee, the Student Election Review Committee (hereinafter, “SERC”), the Faculty Senate and its committees, and other deliberative bodies where student representation is needed;
4.5 Represent City College on the University Student Senate (hereinafter, “USS”) or designate his/her stead; and appoint the second representative and two (2) alternates from among the elected members of the Senate with the approval of the Senate;
4.6 Assume such other responsibilities as the Senate may direct.

Section 5 – Executive Vice President
The Executive Vice President shall be the second highest-ranking Executive Officer after the President who shall be in charge of the operation and maintenance of the Senate. In this capacity, he/she shall:

5.1 Oversee the activities of Senate committees, student delegations to college committees and other bodies, hired personnel, and Senate Office, as well as, the orientation of new Senate members;
5.2 Keep under review the structure and operations of Senate and make recommendation to the body;
5.3 Maintain records and documents of the Senate, the Cabinet, Council, and Senate committees, including the minutes and agendas;
5.4 Assume such other responsibilities as the Senate and President may direct.

Section 6 – Vice President of Finance
The Vice President of Finance shall be the Chief Financial Officer of the Senate. In this capacity, he/she shall:

6.1 Authorize all financial expenditures and maintain all financial records;
6.2 Prepare and provide an annual budget report and other financial reports to the Senate at the beginning of each semester and when requested by the Senate, Speaker, or President;
6.3 Advise and present the Senate for approval such policies and procedures deemed necessary to oversee the honest, efficient, and equitable administration of club funding;
6.4 Call mandatory meetings for treasurers of student organizations when deemed necessary;
6.5 Require all certified organizations to submit a budget, upon request;
6.6 Assume such other responsibilities as the Senate and President may direct.

Section 7 – Vice President of Campus Affairs
The Vice President of Campus Affairs shall be responsible for advising the Senate on matters pertaining to facilities, athletics and undergraduate student organizations, and shall enforce Senate policies governing student organizations and their activities. In this capacity, he/she shall:
7.1 Receive, investigate, and present to the Senate all applications for certification or decertification of organizations;
7.2 Provide support and guidance to all organizations and maintain their records and documents;
7.3 Represent the Senate on the Media Board and any college committees or bodies pertaining to clubs activities, facilities, and intercollegiate athletics, or appoint his/her designees;
7.4 Assume such other responsibilities as the Senate and President may direct.

Section 8 – Vice President of Academic Affairs
The Vice President of Academic Affairs shall be chiefly responsible for advising the Senate on matters relating to academic policies and services, which includes curriculum modification and development, evaluation of teaching effectiveness and library services. In addition, he/she shall:
8.1 Advise undergraduate students about any plan for changes in curriculum, academic advisement and library services;
8.2 Represent the Senate on college committees or bodies pertaining to education policy and library services, or appoint his/her designee;
8.3 Assume such other responsibilities as the Senate and President may direct.

Section 9 – Vice President of Student Affairs
The Vice President of Student Affairs shall be primarily responsible for advising the Senate on matters pertaining to public safety, student services, and other student affairs issues important to undergraduate students, including international, disabled, and evening students. In addition, he/she shall:
9.1 Represent the Senate on any college committees or bodies pertaining to student affairs, student services, and public safety, or appoint his/her designee;
9.2 Serve as the primary liaison between the Senate and the Alumni Association;
9.3 Assume such other responsibilities as the Senate and President may direct.

Section 10 – Vice President of Public Affairs
The Vice President of Public Affairs shall be the Chief Communication Officer of the Senate. In this capacity, he/she shall be primarily responsible for maintaining communication between the Senate, the undergraduate student body, and the community. In addition, he/she shall:
10.1 Maintain the USG website and social media outlets or may designate members of the standing committee which he/she chairs to perform such tasks;
10.2 Publish, at least once a month, notices of Senate, Cabinet, and consistency meetings, reports on Senate actions, and budget allocations;
10.3 Represent the Senate on college committees or bodies pertaining to community relations, or may appoint his/her designee;
10.4 Assume such other responsibilities as the Senate and President may direct.

ARTICLE IV – THE JUDICIAL COUNCIL OF THE SENATE

Section 1 – Composition
The Council shall be composed of two (2) Senators and two (2) Representatives, appointed by the Speaker and approved by the Senate, and the Executive Vice President, who shall be the chairperson. Each member is entitled to a vote.

Section 2 – Jurisdiction and Powers
The jurisdiction of the Council shall extend to all cases arising under these bylaws and all other bylaws, rules, procedures established by the Senate. The Council shall also:
2.1 Conduct all impeachment trials and carryout the appropriate disciplinary action prescribed by these bylaws;
2.2 Review these bylaws from time to time to ensure that they reflect current and best practices, and make recommendations for changes to the Senate;
2.3 Adjudicate disputes between registered undergraduate clubs, among club members, upon the request of the Vice President of Campus Affairs, and between registered undergraduate clubs and any Senate committee;
2.4 Embody its own procedures in bylaws, which shall not be inconsistent with these bylaws or any bylaws established by the Senate.

**ARTICLE V – TENURE & STIPENDS**

**Section 1 – Tenure**
The tenure of office shall be one (1) term. The new elected officials shall take office the day following commencement. The general election will be held in the spring semester of each academic year in accordance to the rules and procedures established by SERC.

**Section 2 – Stipends**
A stipend shall be awarded to all executive officers in accordance with the policies and procedures of CUNY Board of Trustees. No more than fifteen percent (15%) of the annual budget shall be designated for stipends unless the Senate increases the percentage by two-thirds (2/3) vote.

**ARTICLE VI – MEETINGS**

**Section 1 – General Meetings**
1.1 The Senate shall meet at least once a month at a time to be determined by the Speaker and the Cabinet shall meet at least twice a month at a time to be determined by the President. These meetings shall be open to all students except where there is a majority vote to go into closed session.
1.2 Notification of date, time, place, and agenda of all meetings must be sent out to undergraduate students by viable modes of communication at least twenty-four (24) hours prior to that meeting.
1.3 The first general meeting of the academic year shall take place no later than September 15th.

**Section 2 – Special Meetings**
2.1 Special meetings of the Senate may be called by the Speaker by a majority vote of the Senate, by a written request of one-third (1/3) of the members of the Senate, or by the President.
2.2 Special meetings of the Cabinet shall be called by a written request from at least two (2) Executive Officers or by the President.

**Section 3 – Quorum**
3.1 A simple majority of elected Senate members shall be sufficient to transact business at all meetings of the Senate.
3.2 A simple majority of the Cabinet shall be sufficient to transact business at all meetings of the Cabinet.
3.3 No official business shall be transacted by the Senate, its Cabinet and committees in the absence of quorum.
3.4 Before each vote, a quorum count shall be made by the Parliamentarian.

**Section 4 – Parliamentary Procedure**
Robert’s Rule of Order, Revised, shall govern all meetings of the Senate, Cabinet, Council and Senate committees when applicable and not inconsistent with these bylaws or any other established procedures of the Senate.

**ARTICLE VII – OFFICE OF THE STUDENT OMBUDSPERSON**

**Section 1 – Election and Nomination**
1.1 The Student Ombudsperson shall be elected in a campus-wide election at the time of the general election in the spring semester.
1.2 Nominations for the position of the Student Ombudsperson should be submitted, in writing, by the candidate or his/her sponsor (with his/her approval) to SERC, consistent with SERC calendar.

Section 2 – Duties and Responsibilities
The Student Ombudsperson shall be a non-voting ex-officio member of the Senate who responds to students’ complaints. In this capacity he/she shall:

2.1 Protect the welfare of any and all students whenever he/she determines that their legitimate rights, privileges, and prerequisites may have been denied or abused;

2.2 Work with appropriate bodies to make necessary recommendations when he/she determines that existing policies, procedures, or structures could be improved to the advantage of students;

2.3 Maintain a confidential space to discuss concerns and complaints and share information concerning City College policies.

Section 3 – Eligibility
Any full-time or part-time undergraduate or graduate student registered in a degree-granting program and in good academic standing is eligible to run for the Office of the Student Ombudsperson.

ARTICLE VIII – IMPEACHMENT PROCEDURES

Section 1 – Grounds for Impeachment
Any of the following shall be considered grounds for impeachment of the Student Ombudsperson, provided that he/she is an undergraduate student, Senate members:

1.1 Serious misconduct, negligence, or repeated inattention in carrying out official duties;

1.2 Excessive absences, which shall be defined as more than two (2) unexcused absences at a scheduled meeting;

1.3 Misappropriation of funds;

1.4 Inappropriate and indecent acts;

1.5 Willful violation of any provision of these bylaws.

Section 2 – Impeachment Process

2.1 Any Senate member or Student Ombudsperson shall be considered impeached upon the lodging of a petition, signed by five percent (5%) of the undergraduate student body with the Council specifying charges or the presentation of a bill of impeachment (hereinafter, the “bill”) by any elected Senate member at any Senate meeting, signed by at least one-third (1/3) of the elected Senate members, and adopted by the Senate by a simple majority vote of a quorum.

2.2 Any elected Senate member of the Council who signs a petition or (co)sponsors the bill shall recuse him/herself from the hearings, and should any member of the Council be impeached, his/her trial shall be conducted before the Senate.

Section 3 – The Trial of an Impeached Official

3.1 Within one week after the receipt of a petition or duly passed bill, the Council shall provide the accused with a copy of the charges, and after full consultation with all interested parties, set a date for hearing, which shall be made public. This date shall be no later than two weeks after receipt of petition or bill.

3.2 The case against the impeached official shall be made either by the sponsor of the petition or by the sponsor of the bill, as the case may be or by such agents as these parties may designate. The accused may defend him/herself or may designate an agent to conduct his/her defense.

3.3 Both the accuser and the accused shall have the right to call witnesses, none of whom shall be members of the Council, and cross-examine witnesses called by the other party. This process shall not last more than two consecutive meetings.

3.4 If the accused cannot attend the scheduled hearings, he/she shall inform the chairperson in writing no later than twenty-four (24) hours prior to the hearing in question or else the hearing will commence as scheduled.
Section 4 – Conviction and Penalties

4.1 Should the majority of the Council finds an impeached official guilty of charges brought against him/her, he/she shall be considered convicted. Upon conviction, the Council shall approve of one of the following penalties:
(A) Censure
(B) Permanent removal from office

4.2 The impeached official shall be considered acquitted should the Council find that the charges unsubstantiated.

4.3 Should an impeached official be convicted, he/she may appeal conviction by submitting a petition to the Senate forty eight (48) hours before the next scheduled Senate meeting specifying reasons for appeal; and should two-third (2/3) of the Senate approves the appeal, the conviction shall be overturned.

4.4 A second conviction will result in automatic removal from office.

ARTICLE IX – THE SENATE STANDING COMMITTEES

Section 1 – Committee Structures
All committees shall (1) meet at least once a month, prior to the Senate meetings, and submit written reports to the Senate upon request, and (2) assume all other responsibilities as the Senate and President may direct.

Section 2 – Committee on Finance
The Committee on Finance shall be composed of at most four (4) Senators and two (2) Representatives, and the Vice President of Finance, who shall be the chairperson. Each member is entitled to a vote. The committee shall:
2.1 Keep under review the operational budget and make appropriate recommendation for changes to the Senate;
2.2 Review and approve all applications for funding in accordance with funding policies prescribed by the Senate;
2.3 Review all appropriation bills and make appropriate recommendations to the Senate;
2.4 Make recommendations to the Senate regarding the status of the Student Activity Fee and Student Government Fee and investigate other sources of funds to be channeled into student activities;

Section 3 – Committee on Campus Affairs
The Committee on Campus Affairs shall be composed of at most six (6) Senators, the Vice President of Campus Affairs, who shall be the chairperson, and as many Representatives as the Speaker may choose. Each member is entitled to a vote. The committee shall:
3.1 Oversee all undergraduate organizations and organization partnerships;
3.2 Consider all application for certification;
3.3 Keep under review club certification, funding and space allotment policies and make appropriate recommendation for changes to the Senate;
3.4 Consider and recommend to the Senate all disciplinary action relating to student organizations;
3.5 Coordinate campus activities and events that benefit the undergraduate student body;
3.6 Confer with and receive reports from senior administrators on campus planning and development, and review plans for changes in structure, space allotment, space assignment, and other changes in the physical plant;
3.7 Coordinate meetings with all student organizations each semester to inform them about policies, activities, and programs of the Senate, and develop programs and initiatives that benefit student organizations.

Section 4 – Committee on Academic Affairs
The Committee on Academic Affairs shall be composed of at most four (4) Senators, the Vice President of Academic Affairs, who shall be the chairperson, and as many Representatives as the Speaker may choose. Each member is entitled to a vote. The committee shall:
4.1 Confer with and receive reports from senior administrators on academic advisement services, curriculum modifications and development, evaluation of teaching effectiveness, and library
services, keeping under review plans for changes, and make appropriate recommendations to the Senate;

4.2 Develop educational and scholarship programs that benefit undergraduate student body;

4.3 Investigate academic-related issues on its own initiative or those brought by any undergraduate student and make appropriate recommendations to the Senate.

Section 5 – Committee on Student Affairs
The Committee on Student Affairs shall be composed of at most four (4) Senators, the Vice President of Student Affairs, who shall be the chairperson, and as many Representatives as the Speaker may choose. Each member shall be entitled to a vote. The committee shall:

5.1 Confer with and receive reports from senior administrators concerning student health services, and the operation of the cafeteria and the bookstore, and keep under review plans for changes, and make appropriate policy recommendations to the Senate;

5.2 Investigate issues related to public safety and student services on its own initiative or those brought by any undergraduate student and make appropriate recommendations to the Senate;

5.3 Develop programs and promote initiatives that are sensitive to the needs and issues of disabled, international, and evening students.

Section 6 – Committee on Public Affairs
The Committee on Public Affairs shall be composed of at most four (4) Senators, the Vice President of Public Affairs, who shall be the chairperson, and as many Representatives as the Speaker may choose. Each member shall be entitled to a vote. The Committee shall:

6.1 Develop community-related and service programs and activities that enhance the undergraduate student body and benefit the community;

6.2 Coordinate the lobbying and advocacy efforts of the Senate at the Local, State, and Federal level of governments.

ARTICLE X – AMENDMENTS

The Senate shall have the power to make amendments to these bylaws. The proposed amendments shall be debated immediately following the Senate meeting at which the proposed amendments were presented. The proposed amendments shall be adopted by two-thirds (2/3) votes of the elected Senate members. No proxy votes will be considered.