

# DOCUMENTS OF GOVERNANCE

LEHMAN COLLEGE  
OF THE CITY UNIVERSITY OF NEW YORK



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## TABLE OF CONTENTS

Governance Structure of Lehman College Approved by the Board of Higher Education, February 22, 1971 and amended by the Board of Trustees on June 24, 2002 and September 29, 2003.....	3
Bylaws of the Lehman College Senate Adopted December 22, 1971 Last Amended May 20, 1999 .....	12
Bylaws of the Faculty Adopted February 9, 1972 Last Amended May 25, 1988 .....	23
Constitution of the Campus Association for Student Activities (CASA) Adopted March 25, 1970 Last Amended May 25, 1988 .....	35
Bylaws of the Student Conference of Lehman College Senate Adopted March 16, 1971 Last Amended October 23, 1974 .....	46

## **INTRODUCTION**

This booklet contains the basic governance documents of Lehman College as of May 2004. These documents are subject to amendment as provided for separately and thus at any subsequent date the material contain herein may be incomplete.

The Bylaws of the Board of Trustees of the City University of New York (BOT) provide the continuing framework for governance within the City University of New York. When initially approved by the Board of Higher Education, (the predecessor to the BOT), the Governance Charter of Lehman College was effective wherever it was in conflict with the Board's Bylaws. In subsequently arising conflicts, the Board's Bylaws prevail.

## **GOVERNANCE STRUCTURE OF LEHMAN COLLEGE**

Approved by the Board of Higher Education, February 22, 1971

And amended by the Board of Trustees on June 24, 2002 and September 29, 2003

### **I. The Lehman College Senate**

#### **A. General Statement**

The Lehman College Senate shall replace the existing Faculty Council. The Senate shall be a unicameral body, representing the faculty, students, and administration of the College, presided over by the President of the College.

#### **B. Functions of the Senate**

Subject to the authority and the Bylaws of the Board of Trustees, the College Senate shall be responsible for the formulation of academic policy and for legislative and advisory functions related to the programs, standards, and goals of the College.

##### **1. Policy Functions**

It shall have the power to formulate policy, to make policy recommendations, and to review the implementation of policy concerning

- a) Academic affairs, including the development of curricula; degree requirements; inter-disciplinary programs; admission and grading practices and standards; and the awarding of credits, degrees and honors;
- b) Long-range planning to achieve the overall goals of the College, within The City University and the College community, including responsibility for the continued development of the College;
- c) Campus life and activities which promote the total educational program, including ancillary services within the College; student organizations; alumni and community relations;
- d) Practices and procedures for protection of academic freedom, the rights and liberties of each member of the Lehman College community, and the equitable settlement of internal campus problems.

## 2. Advisory Functions

It shall have the following advisory functions:

- a) To advise on the appointment of the President of the College and all Full Deans;
- b) To propose amendments to, and revisions of, the Bylaws of the Board of Trustees, and to recommend action to other bodies with jurisdiction over The City University;
- c) To assist the College Personnel and Budget Committee in the determination of budgetary priorities within the College;
- d) To advise the President, Deans, and Department Chairs concerning the procedures for faculty appointments, reappointments, promotions, tenure awards, and dismissal.

## 3. Legislative Functions

It shall have the following legislative responsibilities:

- a) To carry out by legislation the aforesated policy functions;
- b) To take such other recommending actions as the Senate may wish.

## C. Composition of the Senate

The Senate shall consist of representatives of the faculty, the students, and the administration of the College. Faculty shall comprise one-half, students shall comprise one-third, and administrators shall comprise one-sixth of the Senate membership.

### 1. Representation of Faculty

- a) Department Representation.  
One representative shall be elected from each department by and from those members eligible to vote in that department.
- b) At-Large Representation.  
The number of faculty elected at-large shall be adjusted to maintain the percentage of faculty members at one-half the Senate membership.
- c) Apportionment of Faculty Elected At-Large.  
Faculty Senators elected at-large shall be elected by and from the full-time

members of the instructional staff acting as a single electorate. At-large Senators shall be apportioned in the following manner: Group A, consisting of all full professors, all associate professors, and all assistant professors with tenure; and Group B, consisting of all assistant professors without tenure, all instructors, and all lecturers full-time. At least one-third of the at-large seats shall be assigned to Group A faculty, and at least one-third to Group B faculty.

d) Representation of Part-Time Faculty

Three part-time faculty Senators with full voting rights shall be elected from those part-time members of the instructional staff who teach at least six semester hours per week. They shall be elected by all part-time members of the instructional staff.

2. Administration Representatives

a) Ex-Officio Representation.

The President, Vice-Presidents, Assistant Vice-Presidents, Full Deans, and Associate Deans shall be members of the Senate with full voting and floor rights.

b) Elected Representatives.

There shall be five representatives, elected by and from those administrative officers who are not ex-officio members of the Senate, but who are members of the instructional staff. (Registrar and staff; Business Manager and staff; Higher Education Officers; College Technicians). They shall serve with full voting and floor rights.

c) Gittleston Employees.

One elected representative of the Gittleston Employees shall be a member of the Senate with full floor rights and voting rights.

3. Student Representatives

For purposes of Senate composition "student" shall be defined as matriculated students.

a) Number of Students.

Students shall comprise a permanent one-third of the total membership of the Senate, based upon combining the total number of voting faculty and voting administration representatives.

b) Election of Students.

Student Senators shall be elected at-large. Graduate students shall receive at least one guaranteed seat.

#### 4. Additional Representatives

The Senate may include in its membership with floor rights but not voting rights those other members of the Lehman College community it deems desirable.

#### D. Length of Service in the Senate

##### 1. Elected at-large Full-time Faculty and Administration Representatives.

All at-large elected full-time faculty representatives to the Senate, and all elected administration representatives to the Senate, shall serve two-year terms and shall be eligible for re-election.

##### 2. Departmental Representatives.

Departmental Representatives shall be elected at times coinciding with regular departmental elections for Chair and departmental Personnel & Budget committees, shall serve for a term of three years, and shall be eligible for re-election.

##### 3. Part-Time Faculty.

Part-time faculty representatives shall be elected annually and shall serve two-year terms and shall be eligible for re-election.

##### 4. Ex-Officio Representatives.

Ex-Officio representatives shall serve in the Senate coincident with their tenure in their offices.

##### 5. Student Representatives.

Students shall be elected annually and shall serve for a term of one year and shall be eligible for re-election.

##### 6. Method of Filling Vacancies.

Vacancies shall be determined and a procedure for filling vacancies shall be established by a joint faculty/student/ administration committee which shall be selected by the Senate.

#### E. Organization of the Senate

The Senate shall establish the necessary offices, committees, and procedures to carry out its responsibilities, and take other necessary actions for the implementation of its aforestated powers, with the following qualifications:

1. A joint faculty/student/administration committee shall establish procedures and mechanisms for the first election of the Senate, in conformity with the provisions stated under "Composition of the Senate." The faculty and administration members of the committee shall be chosen by Faculty Council. Student members shall be chosen by the student legislature. The committee shall provide for election of at-large student members proportional to the full-time equivalent registration of the Undergraduate and

Graduate sessions. Thereafter the Senate itself shall establish procedures and mechanisms for its own elections.

2. As a general policy, membership in committees of the Senate shall include faculty, students, and administrators, and shall be open to nonmembers of the Senate.

3. Meetings of the Lehman College Senate shall be open to all members of the Lehman College community. Floor rights may be granted to nonmembers by vote of the Senate at the request of a member of the Senate.

## II. Nullification of Senate Action

### Enactment of Legislation By Referendum

#### A. Nullification of Senate Action

The General Faculty and the Student Body shall have the power to nullify any Senate decision or action in the following manner:

1. Initiation of an action to nullify a Senate decision or action shall be by petition of 20 percent of the faculty or 10 percent of the student body. The petition shall be directed to the Senate.

2. The Senate shall conduct separate referenda of the General Faculty and the Student Body within 20 class days of submission of a petition to nullify a decision or action, except that when the summer interim intervenes, the referenda shall be conducted within 20 class days of the commencement of the fall semester. Such actions to nullify must be completed by the conclusion of the first full semester following the Senate decision or action in question.

3. Nullification of a Senate decision or action shall require a two-thirds majority vote of both the General Faculty and the Student Body in the separate referenda, provided that 60 percent of the faculty and 30 percent of the student body vote in such referenda.

4. In any action to nullify, should a simple majority of either 60 percent of the faculty or 30 percent of the student body approve the proposal to nullify, the Senate will automatically reconsider the decision or action in question.

#### B. Enactment of Legislation By Referendum

The General Faculty and the Student Body shall have the power to enact legislation in the following manner:

1. Initiation of legislation shall be by petition of 20 percent of the faculty or 10 percent



of the student body. The petition, stating the proposed legislation, shall be directed to the President of Lehman College.

2. The President shall submit the proposed legislation to separate referenda of the General Faculty and the Student Body within 20 class days of submission of petition to enact legislation, except that when the summer interim intervenes, the referenda shall be conducted within 20 class days of the commencement of the fall semester.

3. Enactment of legislation shall require a 75 percent majority vote of both the General Faculty and the Student Body in the separate referenda, provided that 60 percent of the faculty and 30 percent of the student body shall vote in such referenda.

### III. Departments

Department functions and structures shall be retained with the following qualifications:

A. The Department Chair shall be elected except as otherwise specified in the Bylaws of the Board of Trustees, for a period of three years by members of the instructional staff of the department who hold faculty rank or faculty status.

B. Student participation on department committees shall be as follows:

1. Personnel and Budget Committees.

Subject to the authority of the Professional Staff Congress/CUNY contract with the Board of Trustees: Students shall serve the departmental Personnel and Budget Committees in advisory capacity, with the method of service and number of students to be determined by the respective departments.

2. Other Standing Committees.

Students shall have full voting rights on all departmental standing committees, other than Personnel and Budget Committees, with the number of students and the method of election to be determined by the respective departments.

### IV. Personnel and Budget

The current Personnel and Budget Committee structures and functions on both the department and college-wide levels shall be retained, with the following qualifications:

A. Departments

1. Eligibility to Serve

Members of the instructional staff with full-time appointments in titles of Professor, Associate Professor and Assistant Professor may serve as members of the Personnel and Budget Committees of their departments: a majority of the committee must be

tenured.

2. Eligibility to Vote

All full-time members of the instructional staff may vote for members of the Personnel and Budget Committees of their departments.

3. Promotion to Full Professor

Nominations for promotion to full professor shall be forwarded to the College Committee on Faculty Personnel and Budget by the chairperson of the department when there is a positive recommendation of the departmental Committee on Personnel and Budget.

B. College-wide Personnel and Budget Committee

1. Student Representation

Subject to the authority of the Professional Staff Congress/CUNY contract with the Board of Trustees: Students shall serve the College-wide Personnel and Budget Committee in an advisory capacity, with the method of service and number of students to be determined by the Committee.

V. General Faculty

A. Composition of the General Faculty

The General Faculty of Lehman College shall be composed of all full-time members of the instructional staff, and all others who teach at least six semester hours per week. All such members shall be entitled to full voting and floor rights at any meeting of the General Faculty, and may vote in any election or referendum in which the General Faculty participates. Other members of the instructional staff shall have full floor rights in meetings of the General Faculty.

B. Functions of the General Faculty

The General Faculty may:

1. consider any matter related to the interests or welfare of Lehman College;
2. take positions on College issues;
3. deal with any matter related exclusively to faculty interests or welfare, not specifically assigned to another body;
4. make recommendations to the Lehman College Senate and to any agent, department, committee, or organization of the College, and review actions taken in pursuance to its recommendations;

5. elect at-large Senators to the Lehman College Senate, as provided in appropriate sections of Article I;
6. elect by secret ballot faculty representatives to the University Faculty Senate, and other bodies or committees as requested;
7. and shall act through referendum in the process of Nullification of Senate Actions, in the procedure for Enactment of Legislation By Referendum.

## VI. Student Body

### A. Composition

The Student Body of Lehman College shall consist of all matriculated students, and all non-matriculated students

### B. Functions

The Student Body shall:

1. elect student representatives to the Lehman College Senate and, upon request, to other bodies and committees;
2. act through referendum in the process of Nullification of Senate Actions and in the procedure for Enactment of Legislation By Referendum.
3. Any student or group of students may make recommendations to the Senate and to any agent, department, committee, or organization of the College.

### C. Student Conference

#### 1. Composition

The student members of the Senate shall constitute the Student Conference.

#### 2. Functions

- a) Shall provide a forum for discussion of, and taking positions on, College issues;
- b) Shall hold monthly meetings, open to the Lehman College community, to ascertain opinion on matters which are the concern of the Senate.

c) After consideration by the Student Conference, any item may be placed on the Agenda of the Senate.

#### D. Student Governance

An organization to administer student affairs shall be established by student referendum.

### VII. Amendment Procedure

This document may be amended in the following manner:

#### A. Proposal of an Amendment

1. Proposal of an amendment to this document shall be in the following method:

A written proposal signed by 25 faculty and students, including at least 10 from each group, shall be considered as a proposed amendment to this governance document. All such proposed amendments shall be referred to the Senate Governance Committee. The Governance Committee will review the proposed amendment and recommend an appropriate course of action to the Senate.

#### B. Adoption of an Amendment

1. Procedure for adoption of amendments to this document shall be as follows:

A 75% affirmative vote of Senators present shall be required to adopt an amendment to this governance document, provided that at least 2/3 of all Senators are present for such vote.

2. Amendments adopted by the procedure above shall be presented for approval to the Board of Trustees.

Adopted by the Board of Higher Education on February 22, 1971, Cal. No. 20, and February 28, 1972, Cal. No. 2.B; and amended by the Board of Trustees on June 24, 2002, Cal. No. 6.E.; and September 29, 2003, Cal. No. 5.A.

## **BYLAWS OF THE LEHMAN COLLEGE SENATE**

Adopted December 22, 1971

Last Amended May 20, 1999

### **Article I. Functions of the Senate**

(As established in the "Governance Structure of Lehman College," approved by the CUNY Board of Trustees)

Subject to the authority and the Bylaws of the CUNY Board of Trustees, the College Senate shall be responsible for the formulation of academic policy and for legislative and advisory functions related to the programs, standards, and goals of the College.

#### **Policy Functions**

##### **Section 1. Policy Functions**

It shall have the power to formulate policy, to make policy recommendations, and to review the implementation of policy concerning:

- a) Academic affairs, including the development of curricula; degree requirements; interdisciplinary programs; admission and grading practices and standards; and the awarding of credits, degrees and honors;
- b) Long-range planning to achieve the overall goals of the College, within The City University and the College community, including responsibility for the continued development of the College;
- c) Campus life and activities which promote the total educational program, including ancillary services within the College, student organizations; alumni and community relations; without regard to race, ethnicity, religion, gender, sexual orientation, age, physical impairment, political and economic differentiations;
- d) Practices and procedures for protection of academic freedom, the rights and liberties of each member of the Lehman College community, and the equitable settlement of internal campus problems.

#### **Advisory**

##### **Section 2. Advisory Functions**

It shall have the following advisory functions:

- a) To advise on the appointment of the President of the College and all full Deans;

- b) To propose amendments to, and revisions of, the Bylaws of the CUNY Board of Trustees and to recommend action to other bodies with jurisdiction over The City University;
- c) To assist the College Personnel and Budget Committee in the determination of budgetary priorities within the College;
- d) To advise the President, Deans, and Department Chairmen concerning the procedures for faculty appointments, reappointments, promotions, tenure awards, and dismissal.

## **Legislative Functions**

### **Section 3. Legislative Functions**

It shall have the following legislative responsibilities:

- a) To carry out by legislation the aforesated policy functions;
- b) To take such other recommending actions as the Senate may wish.

## **Article II. Organization of the Senate**

### **Composition**

#### **Section 1. Composition**

The Senate shall be constituted as provided for in the "Governance Structure of Lehman College."

### **Elections**

#### **Section 2. Elections**

### **Faculty Elections**

#### **a) Faculty Elections**

The election of at-large representatives to the Senate shall be by procedures established with the advice and consent of the Senate.

### **Student Elections**

#### **b) Student Elections**

Election of student representatives shall be by procedures established with the advice and consent of the Senate.

### **Administration Representatives Elections**

#### **c) Administration Representative Elections**

Election of Administration Elected Representatives shall be by procedures established with the advice and consent of the Senate on recommendations of a special caucus of all said employees called by the President of the Senate.

**Gittleson  
Employees  
Elections**

d) Gittleson Employees Elections

Election of Gittleson Employees Representative(s) shall be by procedures established with the advice and consent of the Senate on recommendation of a special caucus of all said employees called by the President of the Senate.

**Part-time  
Faculty  
Elections**

e) Part-time Faculty Elections

Election of Part-time Faculty Representatives shall be by procedures established with the advice and consent of the Senate on recommendation of a special caucus of all said employees called by the President of the Senate.

**Conduct  
of Elections**

Section 3. Conduct of Elections

All elections shall be conducted by special committees appointed by the Committee on Governance and approved by the Senate.

Election of at-large members shall be completed by April 15 and committee elections completed by the close of classes each Spring semester.

**Non-members  
at Meetings**

Section 4. Non-members

- a) There shall be no substitutes or proxies in place of absent members.
- b) Meetings of the Lehman College Senate shall be open to all members of the Lehman College community. Floor rights may be granted to non-members by majority vote of the Senate at the request of a member of the Senate.

**Officers**

Section 5. Officers

- a) Chairperson  
The Senate shall elect by majority vote from among its members a Chairperson who shall preside in the absence of the President. The Chairperson shall be elected for a one-year term at the first meeting of the Senate each academic year.
- b) Vice-Chairperson  
The Vice-Chairperson shall be the Chairperson of the Student Conference who shall preside in the absence of the President and Chairperson. In the absence of the President,

Chairperson and Vice Chairperson, the Chairperson of the Committee on Governance shall preside.

- c) Secretary  
A recording Secretary shall be appointed by the Chairperson of the Senate.
- d) Parliamentarian  
A Parliamentarian shall be appointed by the Chairperson of the Senate.

### **Article III. Meetings**

#### **Stated**

##### **Section 1. Stated Meetings**

Stated meetings of the Senate shall be held once a month during the academic year, the times and dates to be announced at the beginning of each academic year.

#### **Special**

##### **Section 2. Special Meetings**

Special meetings shall be held on the call of the President or Chairperson, on resolution of the Senate, or on the written request of fifteen members of the Senate. Such meetings shall be held within seven weekdays from the call for such meeting.

#### **Agendas**

##### **Section 3. Agendas and Calls to Meeting**

- a) Items for inclusion on the agenda of a stated meeting, including items for new business, shall be delivered in writing to the Chairperson of the Senate no less than eight calendar days before the meeting in order to appear on the published agenda. Items for new business shall be presented in the order received. For special meetings, the agenda shall accompany the call for a meeting.
- b) The full agenda (including all attachments) for each meeting shall be mailed to each member of the Senate at least one week before the meeting. Published agendas shall be posted on appropriately designated bulletin boards (with full agenda, including all attachments, available in the Lehman Library) at least one week before the meeting. Senators are to be privileged to pick up copies of the full agenda with attachments at designated campus offices.



**Rules of Order****Section 4. Rules of Order**

In all matters not covered by these Bylaws, the Senate shall be governed by parliamentary rules and usage as set forth in Robert's Rules of Order, latest edition, with the exceptions that the motion to lay on the table shall require a three fifths, rather than a simple majority for passage, and no motion "to reconsider and enter on the minutes" shall be entertained.

**Quorum****Section 5. Quorum**

A quorum for both stated and special meetings shall consist of a majority of the members of the Senate.

**Minutes****Section 6. Minutes**

Minutes of each meeting shall be distributed to the members of the Senate as soon as practicable after the meeting, but in no case later than seven calendar days following the meeting. Copies of the minutes shall be available to interested members of the Lehman College community at designated places.

**Article IV. Committees****Functions and Membership****Section 1. Functions and Membership**

- a) The primary function of a Senate Committee shall be to study the subjects referred to it by these bylaws or by the specific action of the Senate, to formulate appropriate policies thereon, and to propose such policies to the Senate for action. A standing committee shall maintain a continuing review of policies affecting its area of concern.
- b) Attendance at Committee Meetings: Any interested member of the Lehman College community has the right to be present at any meeting of any committee. Also, interested persons may request from the committee the right to speak to the order of business of the committee.
- c) As a general policy, membership in committees of the Senate shall include faculty (including part-time faculty), students, and administrators, and shall be open to non-members of the Senate. The membership of all standing and ad hoc committees shall have an equal number of faculty and students. Representatives of the administration serving on Senate committees shall serve ex-officio, shall be non-voting members and shall be appointed by the

President. As a general principle, individuals may serve on not more than one standing committee of the Senate.

All members of standing and ad hoc committees present shall participate fully in the deliberations and balloting procedures involved in discharging the duties assigned. Every reasonable effort shall be exerted to see that all committee members receive adequate notice of all meetings.

## **Standing Committees**

### **Section 2. Standing Committees**

Members of the Committee on Governance shall be elected at the first Senate meeting of the fall semester. Members of all other standing committees, as hereafter specified, shall be elected by the Senate from nominations received from the Committee on Governance and from the floor; such elections shall take place at the April meeting of the Spring semester with the term beginning at the start of the following Fall semester.

Faculty members shall be elected for staggered terms of two years. Student members shall be elected for a term of one year. Members of committees shall be eligible for re-election.

In the event more nominations are received than there are positions to be filled, election to standing committees shall be by majority vote. Each member of the Senate shall vote for a number of candidates up to the number of positions to be filled. In the case of ties, there shall be a runoff election.

## **Ad hoc Committees**

### **Section 3. Ad hoc Committees**

Ad hoc committees may be created by action of the Senate for specific purposes. Ad hoc committees shall be elected or appointed as the Senate may decide in each instance.

## **Officers**

### **Section 4. Officers**

Each committee shall elect its chair by secret ballot at its first meeting of the academic year. The chair of the previous year's committee is expected to convene the first meeting. If necessary, the Committee on Governance shall designate a convener to call the first meeting.

## **Sub-Committees**

### **Section 5. Sub-Committees**

Any committee of the Senate, standing or ad hoc, may establish sub-committees for specific purposes. Members of such a

sub-committee need not be members of the parent committee. The establishment and membership of each sub-committee shall be reported to the Senate.

## **Reports**

### **Section 6. Reports**

Each standing committee shall meet at least once each semester and shall report at least once during each academic year. Such reports may be presented to the Senate orally or in writing. Each special committee shall report at least once during its term of service. A standing committee may be required to report to the Senate at any time by the request of fifteen Senate members.

## **Committee on Governance**

### **Section 7. Committee on Governance**

- a. Membership:  
Eleven senators as follows: five elected faculty; five elected students; and one administrator.
- b. Functions:
  - i. Serves as the Executive Committee of the Senate;
  - ii. Sets the agenda, prepares the calendar of the Senate meetings and consults with the President concerning Senate business;
  - iii. Reviews the operation of and recommends changes to the Senate committee system;
  - iv. Reviews and makes recommendations on all proposed changes to Senate Bylaws;
  - v. Resolves questions of committee jurisdiction;
  - vi. Nominates candidates to committees, soliciting nominations in the Fall semester and presenting slates of nominations to the Senate at the April Senate meeting;
  - vii. Administers the election of the at-large faculty representatives to the Senate.

## **Committee on Admissions, Evaluation and Academic Standards**

### **Section 8. Committee on Admissions, Evaluation and Academic Standards**

- a) Membership:  
Thirteen members as follows: six elected faculty members, six elected students; and one administrator.
- b) Functions:
  - i. Reviews and recommends policies and procedures regarding: undergraduate admission, readmission, and retention;

- ii. Reviews and recommends policies and procedures regarding; the evaluation of undergraduate student academic progress including the evaluation of transfer credits; academic advisement; course equivalencies, waivers, and grade appeals; degree requirements, certification, academic requirements;
- iii. Hears appeals from individual students, taking care to safeguard the confidentiality of individual cases.

**Undergraduate Curriculum Committee**

Section 9. Undergraduate Curriculum Committee

a) Membership:

Thirteen members as follows; six elected faculty members, six elected students; and one administrator.

b) Functions:

- i. Resolves questions of curricular responsibility among departments of the College;
- ii. Reviews existing curricular organization at the undergraduate level;
- iii. Considers proposed changes in the existing undergraduate curriculum and programs;
- iv. Reviews, on an annual basis, the General Education requirements of the College;
- v. Maintains the stipulated principle that no undergraduate course shall be dropped from the curriculum of the College without prior reference to the Committee and the relevant department as required by the Bylaws of the CUNY Board of Trustees.

**Committee on Graduate Studies**

Section 10. Committee on Graduate Studies

a) Membership:

Thirteen members as follows: six elected faculty; six elected students (at least two of whom are graduate students); and one administrator.

b) Functions:

- i. Evaluates and reviews graduate programs and recommends additions, revisions, terminations, and/or other modifications as required;
- ii. Considers proposed changes in the existing graduate curriculum and programs;
- iii. Reviews and recommends policies and procedures regarding: graduate admission, readmission, and retention;
- iv. Maintains the stipulated principle that no graduate course shall be dropped from the curriculum of the College without prior

reference to the Committee and the relevant department as required by the Bylaws of the CUNY Board of Trustees.

**Library,  
Technology and  
Telecommuni-  
cations  
Committee**

**Section 11. Library, Technology and Telecommunications Committee**

**a) Membership:**

Fourteen members as follows: six elected faculty; six elected students; the Chief Librarian and the Director of the Information Technology Resources Department.

**b) Functions:**

- i. Reviews and recommends educational policies relating to the Library and Information Technology Center recognizing the Library and Information Technology Center as major educational resources of the College;
- ii. Advises the Chief Librarian regarding the administrative operation of the Library;
- iii. Advises the Director of the Information Technology Resources Department regarding the administrative operation of the Information Technology Center;
- iv. Advises the Senate on matters regarding the integration of technology including the development of computing and telecommunications services into the educational support service structure of the College.

**Budget and  
Long Range  
Planning  
Committee**

**Section 12. Budget and Long Range Planning Committee**

**a) Membership:**

Thirteen members as follows: six elected faculty; six elected students; and one administrator.

**b) Functions:**

- i. Receives complete and timely information from the College Administration regarding the college=s budget;
- ii. Advises the Senate and the College Administration regarding the College=s budgetary priorities and strategies;
- iii. Meets jointly with the P&B Subcommittee on the Budget for the purposes of exchange of information and joint deliberation;
- iv. Reviews, on an ongoing basis, the long range plans of the College.

**Committee on  
Campus Life  
and Facilities**

**Section 13. Committee on Campus Life and Facilities**

**a) Membership:**

Thirteen members as follows: six elected faculty; six students; and one administrator.

b) Functions:

- i. Advises the Senate on issues regarding the delivery of services to students, including financial aid, personal counseling, registration, food service, and bookstore;
- ii. Advises the Senate on issues regarding the delivery of services to faculty, including dining room, payroll services, use of facilities;
- iii. Reviews, recommends and reports to the Senate on the maintenance of offices, classrooms, sanitary facilities and common areas of the College;
- iv. Advises in the development of security policies for the College and recommends measures to ensure safety and well being on the campus community;
- v. Recommends a plan for the physical development of the College, including the identification of renovation needs, recommends the physical location of new structures and other physical enhancements of the campus;
- vi. Recommends parking and transportation policies;
- vii. Advises in the development of policies and issues related to insuring full and equal participation in College programs and activities.

**Committee on Academic Freedom**

Section 14. Committee on Academic Freedom

a) Membership:

Eleven members as follows: five elected faculty; five elected students; and one administrator.

b) Functions:

- i. Investigates allegations of infringement of academic freedom and makes recommendation(s) to the appropriate individuals;
- ii. May report to the Senate on such allegations, and may, with their consent, identify the parties involved;
- iii. Recommends procedures and guidelines for the settlement of internal campus problems and may, with Senate approval, establish review mechanisms appropriate to that responsibility.

**Ombudsman**

Section 15. Ombudsman

The Lehman College Ombudsman shall serve as a confidential investigator in cases of alleged unfairness or maladministration. The Ombudsman shall be the impartial spokesman for all parties involved in

such cases. The Office of Ombudsman shall be governed according to guidelines established in the Senate enabling resolution of November 1984. The Office of Ombudsman shall be headed by a member of the tenured faculty who shall serve as Ombudsman for a term of two years, and who shall be eligible for re-election. The Ombudsman shall be chosen by the President of the College from a panel of candidates nominated by the Senate. Nominations shall take place in the Spring semester by procedures regularly used in Senate elections. In case of a vacancy, the same procedures for submission to the President shall be used in choosing nominees for the unexpired term.

#### **Article V. Amendments**

An amendment to these Bylaws may be adopted at a stated or special meeting of the Senate provided that a copy of the proposed amendment is sent to each Senate member at least two weeks before it is to be voted upon. The vote required shall be a two-thirds affirmative vote of the members present.

## **BYLAWS OF THE FACULTY**

Adopted February 9, 1972

Last Amended May 25, 1988

### **Article I. Purpose and Functions**

#### **Purpose**

##### **A. Purpose**

The Faculty of Herbert H. Lehman College shall carry out the functions of a faculty as defined by the Bylaws of the Board of Higher Education. It shall uphold the interests of the members of the Lehman College Faculty.

#### **Functions**

##### **B. Functions**

The Faculty may:

1. Consider any matter related to the interests or welfare of Lehman College;
2. take positions on College issues;
3. deal with any matter related exclusively to faculty interests or welfare not specifically assigned to another body;
4. make recommendations to the Lehman College Senate, and to any agent, department, committee, or organization of the College, and review actions taken in pursuance of its recommendations;
5. elect Senators-at-Large to the Lehman College Senate, as provided by the appropriate sections of the document entitled, "Governance Structure of Lehman College;"
6. elect by secret ballot faculty representatives to the University Faculty Senate, and other bodies or committees as requested;
7. act through referendum in the process of Nullification of Senate Action, in the procedure for Enactment of Legislation by Referendum, and in the method of amendment entitled "Government Structure of Lehman College," as provided in the appropriate sections of that document.



## **Article II. Composition**

### **Composition**

The Faculty of Lehman College shall be composed of all full-time members of the instructional staff, and all others who teach at least six semester hours per week. All such persons shall be entitled to full voting and floor rights at any meeting of the Faculty, and may participate and vote in any election or referendum in which the Faculty participates. Other members of the instructional staff shall have full floor rights in meetings of the Faculty.

## **Article III. Dues and Contributions**

### **Dues and Contributions**

The Faculty may establish a system of dues and contributions to provide a fund for the incidental expenses of the various committees of the Faculty, and for carrying out of projects authorized by the Faculty. Disbursements from such fund shall be made by the Treasurer, in accordance with the appropriations made by the Executive committee of the Faculty, or by vote of the Faculty.

## **Article IV. Executive Officers**

### **Officers Chairman**

- A. Chairman  
The Chairman of the Faculty shall be the President of the College. He shall preside over the meetings of the Faculty and discharge the functions customarily performed by a chairman.

### **Vice-Chairman**

- B. Vice-Chairman  
The Vice-Chairman shall be the Dean of the Faculties of the College. He shall preside over the meetings of the Faculty and otherwise perform the duties of the Chairman.

### **Secretary**

- C. Secretary  
The Secretary shall keep the minutes of the meetings of the Faculty, and perform the customary duties of a recording and corresponding secretary. Within two weeks after each meeting of the Faculty, the Secretary shall transmit a copy of the minutes of that meeting to each member of the Faculty. The Secretary shall be appointed by the Chairman.

### **Treasurer**

- D. Treasurer  
The Treasurer shall be the custodian of all dues and contributions paid to the Faculty, and shall make

disbursements as may be authorized by the Executive Committee of the Faculty or by vote of the Faculty. He shall perform the customary duties of a treasurer and shall render an annual report to the Faculty. The Treasurer shall be appointed by the Chairman.

**Parliamentarian**

- E. Parliamentarian  
The Parliamentarian shall be appointed by the Chairman.

**Article V. Meetings**

**Regular Meetings**

- A. Regular Meetings

The Faculty shall hold at least two regular meetings each semester, excluding the summer session. The first meetings of each semester shall be held within four weeks of the beginning of the term. The final meeting of each semester must be held prior to the last full week of classes of that semester. Such meetings shall be called by the Chairman either on his own motion or at the request of the Executive Committee of the Faculty. The agenda for all regular meetings shall be distributed to each member of the Faculty at least seven calendar days in advance of the meeting.

**Order of Business**

- B. Order of Business for Regular Meetings

The order of business of the regular meetings of the Faculty shall be as follows:

1. Action on Minutes
2. Communications and announcements
3. Reports of Officers and Boards
4. Reports of Standing Committees
5. Reports of Special Committees
6. Special Orders
7. Unfinished Business
8. New Business

**Special Meetings**

- C. Special Meetings

Special meetings of the faculty may be held at the call of the Chairman, or at the request of the Executive Committee of the Faculty, or at the written request of twenty-five (25) members of the Faculty to the Chairman. Special meetings must be called within ten calendar days of the receipt of the

request. The agenda for such meetings shall be distributed to each member of the Faculty along with the notice of the meeting. Only the matter for which the meeting is called may be considered at that meeting, except by unanimous consent of the members present.

## **Quorum**

### **D. Quorum**

A quorum for regular and special meetings of the Faculty shall consist of 70 members of the Faculty. Only those members present can vote at a meeting.

## **Procedure**

### **E. Procedure**

In all matters not covered by these Bylaws, all meetings of the Faculty shall be governed by parliamentary rules and usages as set forth in Robert's Rules of Order, latest edition, with the exception that motions to table shall require a three-fifths (3/5s) majority vote of the members present.

## **Attendance of Non-Members**

### **F. Attendance of Non-Members**

Persons not members of the Faculty may be invited from time to time, at the discretion of the Chairman and/or the Executive Committee, and may have floor rights for specific purposes. Observers may be permitted at any meeting by vote of the members present.

## **Article VI. Written Referendum of the Faculty**

## **Referendum Procedures**

- A. A written referendum of the Faculty may be taken on any issue within the jurisdiction of the Faculty (as listed in Article I B). An item for referendum may be initiated by vote of a meeting of the Faculty', or by petition to the Executive committee of at least 25 members of the Faculty.
- B. A written ballot containing the proposition to be voted upon, with exposition of the issues involved, shall be written by the proposers of the referendum, and distributed by the Executive Committee of the Faculty to all members of the Faculty within 10 days of its initiation. The Committee on Elections shall thereupon administer the referendum, provide for the secrecy of the ballot, and certify the results. At

least five business days shall be allowed between the distribution of the ballot and expiration of the referendum.

- C. No items for referendum may be initiated unless it is first introduced at a meeting of the Faculty. No item is defeated in a referendum, or its substantive equivalent, may be initiated again in the same semester in which the original referendum was held. The Executive Committee shall determine any disputes arising under interpretation of this provision.
- D. A referendum held on any item not previously decided by a meeting of the faculty shall be deemed approved by a majority vote of 25% of the total membership of the Faculty. A referendum to reverse or substantively alter a decision previously made at a meeting of the Faculty shall be deemed approved by a majority vote of 2/3's of the total membership of the Faculty.

## **Article VII. Standing Committees**

### **Executive Committee**

#### **Composition**

#### **A. Executive Committee**

##### **1. Composition**

The Executive Committee of the Faculty shall consist of seven elected members of the Faculty. At least three of the members shall be from Group A (Professor, Associate Professor, Assistant Professor with tenure), at least one shall be from Group B (Assistant Professor without tenure, Instructor, Lecturer full-time), and at least one shall be from Group C (part-time faculty). The Committee shall elect its own chairman.

#### **Functions**

##### **2. Functions**

The Executive Committee of the Faculty shall:

- a. receive routinely, and upon request, from the President of the College and other administrative officials all information relating to the Faculty;

- b. plan the agenda for the regular meetings of the Faculty. Prior to distributing the agenda of a meeting, the Faculty shall be canvassed for proposed items to be included. Any written proposal of an item for inclusion must be submitted at least ten days before the date of the meeting. Items submitted for New Business must be circulated with the agenda for the meeting. Committee reports, except those of a very routine nature, should ordinarily accompany the agenda of the meeting at which they are to be considered;
- c. make appropriations from the fund in the hands of the Treasurer;
- d. consider proposals for action by the Lehman College Senate, present such proposals to the Faculty, together with its recommendations, and communicate to the Senate such proposals as the Faculty approves;
- e. review actions of any agent, department, committee, or organization of the College taken in pursuance to recommendations made by the Faculty, and report to the Faculty the results of its review, together with any recommendations for further Faculty action;
- f. recommend the creation of special committees to investigate and report to the Faculty on any matter of Faculty interest;
- g. act as a Committee on Committees to nominate for election by the Faculty members of the Faculty to serve on standing or Special Committees.

## **Term of Office**

### **3. Term of office**

Members of the Executive Committee shall serve two-year terms, and shall be eligible for re-election.

## **Elections**

### **4. Method of Election**

#### **a. Nomination**

In a secret written nominating ballot, each member of the Faculty may nominate from lists of eligible candidates, as many as seven members of the faculty, without regards to group. The twelve Faculty members from Group A with the highest number of nominating votes shall stand for election. The four Faculty members from Group B with the highest number of nominating votes shall stand for election. The four Faculty members from Group C with the highest number of nominating votes shall stand for election.

## **Election**

#### **b. Election**

The election of the Executive Committee shall be by secret written ballot using the weighted preferential vote system (i.e., a system of voting whereby the voter lists the names of seven candidates in preferential order, and the votes are counted as follows: the candidate in first place on a ballot is give seven points, the candidate in second place six points, etc.). The three candidates from Group A with the highest number of points shall be deemed elected. The one candidate from Group C with the highest number of points shall be deemed elected. After candidates from Groups A, B, and C have been determined, the additional two candidates with the highest number of points shall be deemed elected, without regard to group.

## **Vacancies**

### **c. Vacancies**

In the case of a vacancy on the Executive Committee of the Faculty, the candidate from the Group in which the vacancy occurs with the next highest number of points in the previous election, shall serve the unexpired term. This procedure shall continue as long as applicable, after which an interim election shall be held to fill the unexpired term(s) of office. Procedures for interim elections shall be determined by the Committee on Elections.

## **Time of Election**

### **5. Time of Election**

Nomination and election of members of the Executive Committee of the Faculty shall occur during the spring semester of the appropriate year, following the first meeting of the Faculty. They shall assume office upon certification of the election results.

## **Meetings**

### **6. Meetings**

The Executive Committee shall hold regular monthly meetings during the academic year. It shall render an annual report to the Faculty.

## **Standing Committees**

### **B. Other Standing Committees**

#### **1. Term of Office**

Election to all committee memberships shall be for a term of two years or to fill an unexpired term. Members shall be eligible for re-election. Unless otherwise provided by the Faculty, each standing committee shall elect its chairman from among its members.

## **Time of Election**

#### **2. Time of Election**

Members of standing committees other than the Executive Committee shall be elected in the spring semester, at a time following the election of the members of the Executive Committee.

## **Method of Election**

### **3. Method of Election**

Members of standing committees other than the Executive Committee shall be elected in the following manner:

- a. At a regular or special meeting of the faculty, the Executive Committee shall present its recommendations for members of the Faculty to serve on standing committees.
- b. Additional nominations shall then be accepted from the floor.
- c. Members of the Faculty present may vote for members of committees by secret written ballot.

## **Community Funds**

### **4. Committee on Community Funds**

- a. The Committee on Community Funds shall consist of four members of the instructional staff elected by the Faculty, together with one member of the administrative staff elected from among its members on permanent tenure. The Committee shall be authorized to co-opt a bonded member of the staff of the Business office.
- b. The function of the Committee on community Funds shall be to collect funds from among members of the college community for such organizations as it deems appropriate, and to distribute them to these organizations.

## **Social Affairs**

### **5. Committee on Social Affairs**

- a. The committee on Social Affairs shall consist of four members of the instructional staff together with one member of the administrative staff elected by the administrative staff from among its members on permanent tenure.



- b. The function of the Committee on Social Affairs shall be to plan and direct the management of such social affairs during the academic year as it deems advisable in consultation with the Executive Committee of the Faculty.

## **Library**

### **6. Committee on the Library**

- a. The Committee on the Library shall consist of four members of the instructional staff elected by the Faculty, together with the Librarian or his delegate.
- b. The Committee on the Library shall meet with the Library representatives from each department to ascertain and promote the needs of the respective departments. It shall recommend guidelines for Library priorities, acquisitions, and procedures.

## **Prizes and Awards**

### **7. Committee on Prize and Awards**

- a. The Committee on Prizes and Awards shall consist of four members of the instructional staff elected by the Faculty, together with the Business Manager or his delegate and the Dean of Students or his delegate.
- b. The Committee on Prizes and Awards shall prepare and distribute information concerning the availability of prizes, scholarships, awards, and other grants awarded by the College or the Faculty. It shall further recommend and supervise the awarding of prizes, scholarships, awards, and other grants which the Faculty may create.

## **Academic Freedom and Faculty Personnel**

### **8. Committee on Academic Freedom Faculty Personnel**

- a. The Committee on Academic Freedom shall consist of seven members of the

instructional staff elected by the Faculty.

- b. The Committee on Academic Freedom and Faculty Personnel shall study on a continuing basis the employment conditions and status of members of the instructional staff. It shall seek to uphold and safeguard the academic freedom of each member of the Faculty. It may recommend guidelines regarding procedures for personnel actions. It may investigate and report on faculty grievances.

## **Educational Policy**

### **9. Committee on Educational Policy**

- a. The Committee on Educational Policy shall consist of seven members of the instructional staff elected by the Faculty.
- b. The Committee on Educational Policy shall study on a continuing basis and report to the Faculty its recommendations regarding development of curricula, degree requirements, interdisciplinary programs, admission and grading practices and standards, and the awarding of credits, degrees, and honors.

## **Elections**

### **10. Committee on Elections**

- a. The Committee on Elections shall consist of seven members of the instructional staff elected by the Faculty.
- b. The Committee on Elections shall administer and certify the results of elections of members of committees of the Faculty. It shall further administer and certify the results of any properly authorized written referendum of the Faculty. Members of the Committee shall serve as tellers for all votes taken at meetings of the Faculty.

- c. The Committee shall provide a method for staggering terms of office for all standing committees other than the Executive Committee of the Faculty.

## **Article VIII. Special Committees**

### **Special Committees**

The Faculty shall establish such special committees as it may from time to time deem necessary or advisable. Special committees shall be chosen by such method of election or appointment as the Faculty may in each case determine. Unless otherwise provided by the Faculty, each special committee shall elect its chairman from among its members. Special committees shall serve for a term requisite to the purpose for which they are created, and shall report to the faculty during their term of service.

## **Article IX. Amendments**

### **Amendments**

Amendment of these Bylaws may be effected at any regular or special meeting of the faculty or by a written referendum authorized by the Faculty, provided that copies of the proposed amendments shall have been distributed to each member of the Faculty at least seven calendar days before the date of the meeting or of the close of the written referendum. An amendment shall be deemed approved by a 2/3's majority vote of those voting, provided that no amendment shall be adopted at a meeting which lacks a quorum, or by a written referendum in which less than a majority of the Faculty participates.

## **Article X. Ratification**

### **Ratification**

Upon adoption by a majority of the Faculty present at a Special meeting of the Faculty called for this purpose, these Bylaws shall become the Bylaws of the Faculty of Herbert H. Lehman College.

# CONSTITUTION OF THE CAMPUS ASSOCIATION FOR STUDENT ACTIVITIES (CASA)

As adopted March 25, 1970

Last Amended May 25, 1988

## **Name**

### Article I. Name

The name of this organization shall be The Campus Association for Student Activities (CASA).

## **Purpose**

### Article II. Purpose

Section 1. It shall be the responsibility of organization to initiate, fund and administer programs and activities of benefit the students and faculty of Lehman College and the community at large.

Section 2. It shall be the responsibility of this organization to implement, where feasible, the policy directives of that legislative body legally mandated by the student body to establish policy.

Section 3. It shall be the responsibility of this organization to cooperate fully with any and all organizations in the advancement of the legitimate interests of the Lehman College community.

Section 4. It shall be the responsibility of this organization to insure that the interests of the students are protected in the development and operation of the physical plant and the supporting facilities of Lehman College.

## **Powers**

### Article III. Powers

Section 1. This organization shall have the power to initiate, fund and administer programs and activities and to allocate the funds formerly held by the Student Government Association.

Section 2. This organization shall have the power to make recommendations on matters concerning the physical plant and supporting facilities and shall have the power to utilize and distribute facilities under student control.

## **Proscribed Powers**

### Article IV. Proscribed Powers

Section 1. This organization shall not have the power to establish policy on matters of academic policy, that power being reserved for the mandated legislative body.

Section 2. This organization shall not have the power to establish policy on matters of non-academic power, except in areas concerning the physical plant and supporting facilities, that power being reserved for the mandated legislative body.

Section 3. This organization shall not fund or administer any program or activity in conflict with policy directives issued by the mandated legislative organization.

## **Organization**

### **Article V. Organization**

The powers of the organization shall be vested in the Executive Committee.

## **Executive Committee Membership**

### **Article VI. Executive Committee Membership**

Section 1. The members of the Executive Committee shall be the President, two Vice-Presidents, the Campus Facilities Officer, the Communications Officer, the Community Activities Programmer, the Financial Planner, the Research Planner, the SGS Student Activities Coordinator, and the Student Services Programmer. In addition to these elected officers, there shall be four representatives chosen by and from the mandated legislative body, as well as the chairman of the Athletic Board.

Section 2. The elected officers shall be chosen in general elections held in the Spring of each year. All students shall be eligible to vote and to hold office, except that the SGS Student Activities Coordinator must be an SGS student.

## **Term of Office**

Section 3. The term of office of these elected officers shall be from 1 June of the year of their election until the following 31 May.

## **Recall**

Section 4. Recall. Upon petition of at least 15% of the student body, any executive officer, elected or appointed, shall be recalled. In such case, an election shall be held within three weeks of the recall petition presentation. The officer in question may seek re-election. If re-elected, the officer shall not be subject to recall for the remainder of his term.

## **Impeachment**

Section 5. Impeachment. By written request of at least 12 members of the Executive Committee, any Executive officer may be impeached. The final decision on removal shall be made by the Judicial Board of this organization. If the Judicial Board orders the officer's removal, an election shall be held within three weeks of that order. The officer in question may seek re-election. If re-

elected, the officer shall not be subject to impeachment on the same violation. The grounds for impeachment and removal shall be: improper handling of funds, culpable violation of this Constitution, gross incompetence or infringement of the rights of any member of the Lehman College community.

## **Vacancies**

Section 6. If a vacancy is created within the first six months of the term of office of any executive officer, an election shall be held within three weeks. If a vacancy is created after the first six months, the Executive Committee shall elect a suitable successor.

Section 7. The method of selection, term of office, and procedures for filling vacancies among the four representatives from the legislative body shall be made by that body. However, the representatives chosen shall be subject to the recall and impeachment procedures enumerated in Sections 4 and 5 of this article.

Section 8. In the event that no one is elected to a given Executive position, the Executive Committee shall elect an individual to the position.

## **Executive Committee Meetings**

### **Article VII. Executive Committee Meetings**

## **Meeting Notice**

Section 1. The Executive Committee shall hold monthly meetings. At least one week's notice must be given all members of these meetings.

## **Open Meetings**

Section 2. All meetings of the Executive Committee shall be open to the entire community. Subject to the normal restrictions that can be placed on debate, each member of this community has the right to speak at meetings of the Executive Committee.

## **Special Meetings**

Section 3. The President may call special meetings provided 24 hours' notice is given to all members. Upon the request of at least five members of the Executive Committee, the President shall call a special meeting.

## **Presiding Officer**

Section 4. The President shall preside over all meetings. In his absence, the first vice-president shall preside. In his absence, the second vice-president shall preside. In the event that none is present, the committee shall select a temporary chairman.

## **Quorum**

Section 5. A simple majority of the membership shall constitute a quorum to transact business.

<b>Parliamentary Procedure</b>	Section 6. All meetings of the Executive Committee shall be held in accordance with the rules and regulations of parliamentary procedure as set down in the latest edition of <u>Robert's Rules of Order</u> , except as otherwise provided in this constitution.
<b>Secretary &amp; Parliamentarian</b>	The President shall appoint a Secretary and a Parliamentarian who shall be non-voting members.
<b>Referendum</b>	Article VIII. Referendum  Upon the presentation of a position within 5 school days of an Executive Committee action, signed by not less than 10% of the student body, any action by the Executive Committee shall be put to the students in referendum. Such referendum shall be held within 3 weeks of presentation. The presentation of the petition shall suspend action until a referendum is held.
<b>Budget</b>	Article IX. Budget  Section 1. It shall be the responsibility of the President and the Financial Planner to propose a budget to the Executive Committee at its first meeting.  Section 2. It shall be the responsibility of the President to give notice of the proposed budget to the members at least two weeks in advance of the meeting. He shall also be responsible to give notice of the proposed budget to the student body at large at least one week in advance of the meeting.  Section 3. A simple majority shall be sufficient to adopt the budget and make amendments to it.
<b>Executive Officers</b>	Article X. Executive Officers
<b>President</b>	Section 1. The President shall be the chief executive and administrative officer of this organization. He shall: <ul style="list-style-type: none"> <li>a. preside at meetings of the Executive Committee;</li> <li>b. have the power to call the Executive Committee into special session;</li> <li>c. be the official representative of this organization to all organizations and individuals with whom the organization may have contact, save as otherwise stipulated in this constitution;</li> <li>d. be finally responsible for the administration of this organization;</li> </ul>

- e. have the power of the Executive Committee when it is unable to meet. All decisions made under this clause must be ratified at the first meeting of the Executive Committee after the action is taken, which, when school is in session, shall be within one week of such action;
- f. appoint, with the advice and consent of the Executive Committee, all representatives to Student/Faculty Committees within the jurisdiction of this organization;
- g. appoint a secretary and a parliamentarian.

## **Vice-Presidents**

### **Section 2. Vice-Presidents**

Clause 1. Individuals shall seek election to the position of either Executive Vice-President or Board Vice-President.

#### **Clause 2. Executive Vice-President**

The Executive Vice-President shall:

- a. assist the President in the performance of his duties;
- b. perform all duties of the President when the President is not able to;
- c. succeed to the presidency in the event that the President resigns;
- d. become Acting President in the event that the President is removed from office or recalled;
- e. be manager of the office of this organization;
- f. be responsible for the management and supervision of the organization's Duplicating Service.

#### **Clause 3. Board Vice-President**

The Board Vice-President shall:

- a. assist the President in the performance of his duties;
- b. perform the duties of the Executive Vice-President when he is not able to;
- c. be responsible for the continuing evaluation of all programs and activities sponsored by this organization;
- d. be the official liaison of this organization to the independent boards;
- e. be the chairman of the Club Board.



**Campus Facilities  
Officer**

Section 3. Campus Facilities Officer

The Campus Facilities officer shall:

- a. be a member ex officio of the Campus Center Planning Board and ultimately to the body responsible for the supervision and maintenance of the Campus Center;
- b. be responsible for insuring that student interests are met in the operation of the bookstore, cafeteria, and library and shall be the official representative in the management of those services. He shall be an ex officio member of all regulatory committees for such campus services;
- c. be responsible for the allocation of space in student facilities;
- d. be responsible for student participation in the administration of Student Hall;
- e. be a member ex officio of all committees dealing with the physical Master Plan of the college;
- f. be responsible for insuring that student interests are adequately met in the development and maintenance of the physical plant of Lehman College;
- g. be responsible for student representation in matters concerning campus security.

**Communications  
Officer**

Section 4. Communications Officer

The Communications Officer shall:

- a. be responsible for all publicity of the activities and programs of this organization;
- b. be responsible for the administration of the Information Service of the organization;
- c. be the official representative of the organization to the Public Relations division of the college;
- d. insure that the student body is adequately informed of the activities and programs of the organization;
- e. be chairman of the Publications Board;
- f. be advisor to all campus organizations concerning publicity regulations.

**Community  
Activities  
Programmer**

Section 5. Community Activities Programmer

The Community Activities Programmer shall:

- a. advise student groups with respect to involvement in the community;

- b. initiate and administer programs of benefit to the members of the community and the students of Lehman College;
- c. be responsible for the administration of such programs as community tutorials, campus tours, benefit performances, workshops and lecture series, etc.;
- d. be official representative to all campus committees or organizations dealing with community work.

## **Entertainment Programmer**

### **Section 6. Entertainment Programmer**

The Entertainment Programmer shall:

- a. be responsible for the administration of all cultural and social activities sponsored by the organization;
- b. be responsible for the administration of the Cinema society;
- c. be responsible for the administration of the Travel Coordinating Board;
- d. prepare, in conjunction with the Communications Officer, a social calendar for the campus;
- e. coordinate student groups with respect to their social programs.

## **Financial Planner**

### **Section 7. Financial Planner**

The Financial Planner shall:

- a. draw up the budget of the organization in conjunction with the President;
- b. provide periodic reports on the financial status of the organization;
- c. be responsible for insuring that money is spent in accordance with the regulations established by the Executive Committee;
- d. investigate ways and means of increasing the funds of the organization.

## **Research Planner**

### **Section 8. Research Planner**

The Research Planner shall:

- a. be responsible for preparing quarterly reports of the activities of the organization in conjunction with the communications officer;
- b. investigate new ways and means of operating existing programs;

- c. assist all other executive officers in the planning of new programs and activities;
- d. keep records of value to the organization such as rules and regulations of the Board of Higher Education, relevant bills and proposals before the City Council, State Legislature, and the Congress;
- e. be the NSA coordinator for Lehman College;
- f. assist the members of the legislative body in research on matters of importance to them;
- g. be responsible for devising ways and means of ascertaining the opinions and desires of students and faculty in matters of relevance to this organization for the legislative body.

**SGS Student Activity Coordinator**

Section 9. SGS Student Activity Coordinator

The SGS Student Activity Coordinator shall:

- a. insure that where feasible, programs and activities sponsored by this organization are extended to students in SGS;
- b. initiate and administer programs of interest and value to SGS students;
- c. explore the possibility of establishing a separate activity association for evening session students;
- d. be the official representative to the Administration and Faculty of SGS.

**Student Services Programmer**

Section 10. Student Services Programmer

The Student Services Programmer shall:

- a. be responsible for the administration of the Freshman Orientation Program, Tutorial Program, Leadership Training, athletic affairs, draft counseling;
- b. be responsible for initiating and administering other programs of service to the students.

**Internal Organization**

Section 11. Internal organization

It shall be the responsibility of each of the officers to establish at the beginning of each year a committee system or other appropriate internal organization and submit such for the advice and consent of the Executive Committee. He shall submit names for various appointments subject to the advice and consent of the Executive Committee. In all matters in the jurisdiction of the Executive Officers, they shall have full authority unless otherwise restricted by the Executive Committee.

**SGS Student Activities****Article XI. SGS Student Activities**

The students of the School of General Studies reserve the right to establish an independent student activities association. A constitution of such an association must be approved by 2/3 of those SGS students voting on the referendum.

**Independent Boards****Article XII. Independent Boards****Section 1. Independent Boards**

The Boards and Organizations specified in this article shall be independent of the organization and of the legislative body as to organization and operation. They shall have the power to adopt their own constitutions and bylaws except that these shall not conflict with the Constitution of this organization or the legislative body. The Chairmen of these Boards shall have the right to place items before the Executive Committee and, when those rights are being discussed, shall have all floor rights except the vote, except when he is an Executive Committee member he is entitled to vote.

**Judicial Board****Section 2. Judicial Board**

Clause 1. As early in the first term after the adoption of this Constitution as possible, the Executive Committee shall work with the legislative body to establish the jurisdiction, selection of members, qualification for members and their term of office for the Judicial Board.

Clause 2. Until such is accomplished to the mutual agreement of both, the Judicial Board as established in Article VII, Section 2 of the Student Government Association Constitution (as revised March 1, 1970) shall continue in operation.

**Board of Elections****Section 3. Board of Elections**

Clause 1. As early in the first term after the adoption of this Constitution as possible, the Executive Committee shall work with the legislative body to establish the powers, selection and qualification of members, terms of office for a Board of Elections.

Clause 2. Until such is accomplished to the mutual agreement of both groups, the Board of Elections as established in Article VII, Section 3 of the Student Government Association Constitution (as revised March 1, 1970) shall continue in operation.

**Internship Union****Section 4. Internship Union**

Clause 1. The Internship Union shall be an organization open to all students except the members of the Executive

Committee and shall provide services that are meaningful to the organization and to the membership of the Union.

Clause 2. They shall have the power to establish their own internal organization, election and termination of officers, and shall supervise their own operation.

**Club Board/  
Committee  
on Clubs**

**Section 5. Club Board/Committee on Clubs**

- a. The Standing Committee on Clubs, also known as the Club Board, shall be responsible for the disbursement of funds to the duly registered clubs on campus, and shall establish the criteria and regulations it deems necessary to achieve that end;
- b. Its membership shall consist of the Board Vice-President who shall preside, the Financial Planner, Campus Facilities Officer, Student Services Programmer, and Research Planner. A quorum shall be a simple majority of the membership;
- c. The President of CASA may appoint members to fill vacancies on the Club Board, and may, with the advice and consent of the Club Board, appoint one or more Executive Board officers to bring the Club Board's membership to six;
- d. Decisions of the Club Board may be reversed by a 3/4 vote of the Executive Committee;
- e. The Board Vice-President may request Club Board matters to be voted upon by the Executive Committee when it is not otherwise possible for the Club Board to meet.

**Transition**

**Article XIII. Transition**

Section 1. This Constitution shall become operative upon the termination of the terms of those Student Government Executive Officers in office at the time of the adoption of this Constitution.

Section 2. This Constitution must be ratified by 2/3 of those voting in referendum.

Section 3. Once adopted and in operation, this Constitution shall replace the Constitution of the Student Government Association. The SGA shall be members of that legislature ex officio.

**Legislative  
Body**

**Article XIV. Legislative Body**

Section 1. Any proposal for a legislative body must receive 2/3 approval by the students.

Section 2. In the event that this Constitution becomes operative before the students in referendum have adopted a proposal for a student legislature, 15 students elected at large by the student body shall constitute an interim legislature. The Executive Committee of this organization shall be members of that legislature ex officio.

## **Amendments**

### Article XV. Amendments

Section 1. Any amendment to this Constitution except amendments to Articles VII, X, XII, must be ratified by a 2/3 of those students voting in referendum.

Section 2. Any amendment to Articles VII, X, XII, must be ratified by 3/4 vote of the Executive Committee at two consecutive meetings or by 2/3 vote of the student body.

Section 3. By petition of 500 students, the Executive Committee shall place the amendment called for in that petition before the student for their approval.

# **BYLAWS OF THE STUDENT CONFERENCE OF LEHMAN COLLEGE SENATE**

Adopted March 16, 1971  
Last Amended October 23, 1974

## **Article I**

### **Name**

The name of this organization shall be The Student Conference of Lehman College Senate. It shall be referred to by the short title simply as the "Conference."

## **Article II**

### **Functions**

The functions of this organization shall be to:

- a. Provide a forum for discussion of, and taking positions on, college or public issues as the representative organization of the student body of Lehman College.
- b. Ascertain opinions on matters which are the concern of the Lehman College Senate.

## **Article III**

### **Members**

1. The student members of the Lehman College Senate shall constitute the membership of the Conference.
2. The Conference shall fill any vacancy among the student members of the Lehman College Senate by:
  - a. seating candidates for the Senate who did not obtain sufficient student votes in the last election;
  - b. the unsuccessful candidates shall be seated in the order in which they obtained votes in that election, and in case of tie votes, in alphabetical order.
3. The Conference shall serve as judge of the qualifications of its own members.

## **Article IV**

### **Officers**

1. The officers of the Conference shall be Chairman, Vice-Chairman, Secretary, Treasurer, Publicity Officer, and Office Manager. These five underlined shall compose the Steering Committee.
2. At the first regular meeting of the Conference held in June, a Steering Committee of five members shall be elected. The membership shall consist of the Chairman, Vice-Chairman, Treasurer, and two members who shall be chosen by the Conference through open nominations and election.
3. The Chairman and Vice-Chairman of the Conference shall be chosen at the first regular meeting held in June through open nominations and elections. The Conference shall also choose one additional member of the Conference to be its Secretary who will be a nonvoting member of the Steering Committee.
4. These officers shall perform the duties described by these Bylaws and by the parliamentary authority adopted by the organization.
5. The officers shall serve for the tenure of the particular Conference which has elected them or until their successors are chosen, and their term shall begin June 1.
6. No member shall hold more than one office at a time.
7. In the case that a vacancy exists on the Steering Committee, notice shall be given to all members and the vacancy filled at the next meeting. However, in the event of death, resignation, or removal from office, the Vice-Chairman shall succeed to the Chairmanship of the Conference. Should the Vice-Chairman be unable to serve as Chairman, the Treasurer shall serve in that office as Chairman Pro-tem. He shall then serve as Chairman Pro-tem until confirmed as Chairman or a new Chairman is selected by the Full Conference called together for specifically this purpose.

## **Article V**

### **The Steering Committee**

1. The officers of the Organization shall constitute the Steering Committee.
2. The Chairman of the Steering Committee shall have the power to act in behalf of the Conference on urgent matters when an emergency session of the Conference cannot be convened. All such decisions must be submitted for the approval or rejection by the Conference at the first meeting following the decision.
3. No member of the Steering Committee may serve also on the CASA Executive Committee.



## **Article VI**

### **Meetings**

1. The first meeting of the Organization shall be held on a day and time decided upon by the members of the Organization at its first regular meeting. The Conference shall meet at least once a month during the Academic Year.
2. Special meetings can be called by the Chairman or the Steering Committee and shall be called upon the written request of six (6) members of the Organization. The purpose of the meeting shall be stated in the call. Except in cases of emergency, at least two days notice shall be given.
3. Members present at any regular or special meeting for which at least two days prior written notice is given shall constitute a quorum.
4. All meetings of the Organization shall be open to all members of the Lehman College community who shall, subject to the will of the Organization, have full speaking rights.
5. Though no specific attendance requirement exists for the Conference meetings, the following was adopted by the Academic Senate on December 22, 1971:

WHEREAS: One of the principal duties of a student senator is to be present at meetings of the Academic Senate, and

WHEREAS: So far this year, we have had an unacceptable absentee rate at Senate and meetings, and

WHEREAS: The Student Conference has no mechanism at present to insure that the interests of the student body are fully represented by its elected representatives,

BE IT THEREFORE RESOLVED:

- 1) That any student senator who misses three or more regularly scheduled meetings of the Academic Senate during a term (September - May) of that Senate will be assumed to have resigned, and
- 2) further, that after a student has been absent for his third Senate meeting, he be informed in writing that the conference assumes him to have resigned.
- 3) In this case, the individual will have an opportunity to appeal his assumed resignation at the next meeting of the Student Conference, which body will then, by a majority vote, decide whether or not to accept his appeal.
- 4) This resolution shall become effective upon the date of its approval by the Academic Senate, and will not be construed to be retroactive. Senators are advised to take note of the necessity of regular attendance and the risks of what amounts to an impeachment for lack of attendance.

## **Article VII**

### **Committees**

1. A Committee on Committees composed of one student representative from each Student-Faculty Committee of the Senate shall prepare reports on the activity of the Senate Committees for the information of the members of the Conference. It shall be the duty of this committee to make recommendations for the coordination of the activities of the various Senate Committees.
2. A CASA Committee composed of four representatives of the Conference to CASA shall prepare reports on the activities of CASA for the information of the members of the Conference.
3. A Publicity Committee composed of five members shall be chosen by the Conference. It shall be the duty of this committee to keep the students of the College informed about the activities of the organization.
4. A Committee on Academic Departments composed of two representatives of each of the Academic Groups shall be chosen by the Conference. It shall be the duty of this committee to assist student organizers in the various Academic Departments in furthering the rights and power of the students in departmental decision making. This committee shall make recommendations to the Conference on matters pertaining to student rights and powers in the Academic Departments.
5. A Committee on Faculty Personnel composed of five members shall be chosen by the Conference. It shall be the duty of this committee to make specific proposals for obtaining effective student participation in matters relating to the hiring, firing, and promotion of faculty members.
6. Such other committees, standing or special, shall be appointed by the Conference from time to time as it deems necessary to carry on the work of the Organization.

## **Article VIII**

### **Elections**

1. The Conference shall request CASA to implement election by mail ballot, under guidelines established by the Conference, for elections to the Senate.
2. The Conference shall itself administer internal and committee elections, as well as all referenda.
3. The Conference reserves the right to proceed with elections to Senate memberships via the established Board of Elections procedures.

## **Article IX**

### **Parliamentary Authority**

The rules contained in the current edition of Robert's Rules of Order, Revised shall govern the Conference in all cases to which they are applicable and in which they are not inconsistent with these bylaws, any special rules of order the Organization may adopt, the Constitution of the Lehman College Academic Senate, or the Bylaws of the Board of Higher Education.

## **Article X**

### **Voting**

1. All voting in the Student Conference on main motions shall be done in an open and non-secretive manner by a roll call vote, except in those cases in which the majority of the members feel that a fair and unprejudiced vote cannot be held without a secret ballot.
2. All open balloting shall be recorded by the Secretary, with the name of each senator and the way that each senator votes (either pro, con, or abstention) being recorded into the official minutes.

## **Article XI**

### **Legislative Organization**

1. On call of the Chairman or the Student Conference, the Conference shall move into a Committee of the Whole, either during the course of regular or special Conference meetings, or during meetings of the Lehman College Senate.
2. The Committee of the Whole shall discuss, plan, and carry out, legislative policies of the committee and of the Conference. Individual members of the Conference are not bound to participate or follow the actions of the Committee with regard to their vote or stand on issues before them.
3. The Chairman of the Conference shall chair all meetings of the Committee, except during meetings of the Lehman College Senate.
4. The Chairman shall select two Floor Whips, with approval of the Conference, who may in turn appoint Majority and Minority Handlers for particular issues.
5. The Floor Whips are answerable, and subject to removal or suspension by the Chairman with approval of the full conference.

## **Article XII**

### **Amendment of Bylaws**

These Bylaws can be amended at any meeting of the Conference by a two-thirds vote, provided that the amendment has been submitted in writing at a previous regular meeting.

Adopted March 16, 1971.

Amended to November 16, 1972

and further amended to October 23, 1974.