

Bylaws of the Student Legislative Assembly

Article 1: Chair

Section 1: The Vice-President of Academic Affairs of the Executive Board of SGA shall chair the Student Legislative Assembly. The Vice-President of Academic Affairs shall be a full voting member in the Lehman College Senate (Senate).

Article 2: Legislative Steering Council

Section 1: Structure

1. The Vice-President of Academic Affairs of the Executive Board of SGA shall head the Legislative Steering Council.

Section 2: Purpose

1. It shall be the responsibility of the Legislative Steering Council to direct the Student Legislative Assembly in fulfilling its goals and duties.
2. It shall be the responsibility of the Legislative Steering Council to continuously assess the progress of the Student Legislative Assembly in the fulfillment of its goals and duties, providing frequent updates to the Cabinet of SGA.
3. It shall be the responsibility of the Legislative Steering Council to ensure that the members of the Student Legislative Assembly fulfill their duties;
4. It shall be the responsibility of the Legislative Steering Council to meet with the chairs of the standing committees of the Student Legislative Assembly, assessing the overall productivity of each committee.
5. It shall be the responsibility of the Legislative Steering Council to meet frequently with the Cabinet of SGA, informing the Cabinet of the activities of the Student Legislative Assembly.

Article 3: Officers

Section 1: Chair:

1. Preside at meetings of the Student Legislative Assembly;
2. Be responsible for the administration of the Student Legislative Assembly;
3. Be the representative of the Student Legislative Assembly;
4. Head the Legislative Steering Council;
5. Shall have the power of the Student Legislative Assembly when it is unable to meet. This power shall be called a 'Legislative Order', and all decisions made under this clause shall be ratified at the first meeting of the Student Legislative Assembly after the action is taken. The Executive Committee shall have the Power to overturn a Legislative Order prior to its ratification.
6. Appoint (after consultation with the Legislative Steering Council) with the advice and consent of the Student Legislative Assembly the senators who will be the designated liaisons to the standing committees of the Senate.

Section 2: Vice-Chair:

1. Assist the Chair in the performance of the Chair's duties;
2. Perform all duties of the Chair in the absence of the Chair;
3. Become Acting Chair in the event that the Chair is removed from office, recalled or resigns.
4. Work with the Senior Senators-at-large to synchronize the activities of SGA in the Academic Departments and the standing committees of the Senate.

Section 3: Legislative Coordinator:

1. Chair the Liaisons Committee, coordinating the activities of SGA in the standing committees of the Senate;
2. Propose policies, which complement the actions of the Executive Board, to the Committee of Chairs that can be brought to the standing committees of the Senate.

Article 4: Members

Section 1: Senators-at-large:

1. There will be three Senators-at-large for the Division of Arts and Humanities, the Division of Natural and Social Sciences and the Division of Education. For each of the aforementioned Divisions, there will be a Senior Senator-at-large and two Junior Senators-at-large.
2. Senators-at-large will develop legislative policies and initiatives, including new courses, that can be brought to the Academic Departments that fall under the administration of the Senators-at-large' Division.
 - **Senior Senators-at-large:**
 - i. Before becoming a Senior Senator-at-large, a senator must have previously served on the Student Legislative Assembly for at least a semester (if necessary, the Student Legislative Assembly can suspend this provision by a simple majority vote);
 - ii. Coordinate the activities of all legislative policies and initiatives, including new courses, that can be brought to the Academic Departments of Lehman College;
 - iii. Meet with the Vice-Chair, synchronizing the legislative policies and activities of SGA in the Academic Departments and the standing committees of the Senate.
 - **Junior Senators-at-large:**
 - i. Recruit, in conjunction with the Communications Officer, students to serve on the various committees of Departments, excluding Departmental Personnel and Budget Committees, that fall under the administration of the two Senators-at-large' division, ensuring student participation in each Academic Department. After consultation with her/his Senior Senator-at-large, a Junior Senator-at-large may submit such names for the advice and consent of the Student Legislative Assembly;
 - ii. Coordinate the activities of students on the various committees of the Academic Departments that fall under the administration of the Junior Senators-at-large' Division.
 - **Secretary for the Student Legislative Assembly:**
 - i. Serve as the primary assistant to the Chair in all administrative and organizational matters, including drafting agendas for meetings, and as an advisor/assistant in all other areas deemed necessary by the Chair;
 - ii. Bring to all Student Legislative Assembly and Steering Committee meetings the minutes book, constitution, bylaws, rules, membership list, the agenda, records, ballots and any other supplies that are relevant to said meetings;
 - iii. Remind all members of the regularly scheduled Student Legislative Assembly and Steering Committee meetings;
 - iv. Keep an active roster of all Student Senators;
 - v. Keep permanent records of all documents and correspondence of the Steering Committee;
 - vi. Keep records of the attendance of all members at all meetings;

- vii. Publicize all correspondences between the Student Legislative Assembly and its constituencies for all members of the Student Legislative Assembly, and forward them to external bodies when requested.

Section 2: Liaisons to Senate Committees:

1. Serve on the respective Senate committee that he/she is a liaison to;
2. Deliver monthly reports to the Student Legislative Assembly of the activities of the respective standing committee of the Senate that he/she chairs;
3. Develop policies and initiatives that can be brought to the respective standing committee of the Senate that he/she chairs;
4. Work with students to develop their initiatives; consequently, bringing them to the respective standing committee of the Senate that he/she chairs;
5. Coordinate the activities of the students that serve on the respective standing committee that he/she chairs, ensuring, amongst other things, that they stay well-informed of the activities of the committee;
6. Serve as the official representative of SGA to the Chair of the Senate Committee that he/she is a Liaison to.

Section 3: After the elections and appointments for these positions, unless there are vacant positions within the Senators-at-large or on the Legislative Steering Council or the Student Legislative Assembly's standing committees, no Senator may serve in more than one of these positions, except for the Legislative Coordinator, who is an Officer and chairs the Committee of Liaisons. If a Senator is not an Officer, a Senator-at-large nor one of the Student Legislative Assembly's standing committees, than that senator must serve on a Departmental committee or a standing committee of the Senate.

Article 5: Meetings

- Section 1:** Throughout the year, the Student Legislative Assembly shall attend all meetings of the Senate.
- Section 2:** Throughout the year, the Student Legislative Assembly shall hold 10 monthly meetings. The Legislative Steering Council of the Student Legislative Assembly, after consultation with the Cabinet, will decide the dates of the 10 monthly meetings of the Student Legislative Assembly. In the months that SGA meets as a whole, the Executive Board will not hold one of its monthly meetings.
- Section 3:** At least 1 week's written notice must be given to all members of SGA and the Lehman College community of the monthly meetings of the Student Legislative Assembly. Throughout both the fall and spring academic semesters, the Student Legislative Assembly shall hold at least 3 monthly meetings, and all of these meetings must be held during one of Lehman College's designated free hours.
- Section 4:** A special meeting of the Student Legislative Assembly shall be defined as a meeting that is neither scheduled as one of the Student Legislative Assembly's 10 monthly meetings nor is a continuation of one of its monthly meetings.
- Section 5:** The Chair, after consultation with the Vice-Chair and Legislative Coordinator, may call for a special meeting of the Student Legislative Assembly. At the written request of 10 members of the Student Legislative Assembly, including the reason(s) for calling the meeting, the Chair will call for a special meeting of the Student Legislative Assembly.

Section 6: At least 24 hours written notice must be given to all members of SGA and the Lehman College community of a special meeting of the Student Legislative Assembly. All discussion and voting at a special meeting will be limited to the reason(s) that the meeting was called.

Section 7: Electronic meetings are prohibited; however, members of the Student Legislative Assembly attending meetings via video conferencing will be considered present at meetings, provided that they submit a statement to the Chair and Secretary, stating why they will be unable to attend the meeting in person, at least three days in advance of the meeting in which the member plans to attend via video conference.

Article 6: Committees

Section 1: Lehman College Senate

The Committee on Governance:

1. Serves as the Executive Committee of the Senate;
2. Sets the agenda, prepares the calendar of the Senate meetings and consults with the President concerning Senate business;
3. Reviews the operation of and recommends changes to the Senate committee system;
4. Reviews and makes recommendations on all proposed changes to the Senate Bylaws;
5. Resolves questions of committee jurisdiction;
6. Nominates candidates to committees, soliciting nominations in the Fall semester and presenting slates of nominations to the Senate at the April Senate meeting;
7. Administers the election of the at-large faculty representatives to the Senate.

The Committee on Admissions, Evaluation and Academic Standards:

1. Reviews and recommends policies and procedures regarding undergraduate admission, readmission, and retention;
2. Reviews and recommends policies and procedures regarding the evaluation of transfer credits, academic advisement, course equivalencies, waivers, and grade appeals, degree requirements, certification, and academic requirements;
3. Hears appeals from individual students, taking care to safeguard the confidentiality of individual cases.

The Undergraduate Curriculum Committee:

1. Resolves questions of curricular responsibility among departments of the College;
2. Reviews existing curricular organization at the undergraduate level;
3. Considers proposed changes in the existing undergraduate curriculum and programs;
4. Reviews, on an annual basis, the General Education requirements of the College;
5. 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.

The Committee on Graduate Studies:

1. Evaluates and reviews graduate programs and recommends additions, revisions, terminations, and/or modifications as required;
2. Considers proposed changes in the existing graduate curriculum and programs;
3. Reviews and recommends policies and procedures regarding graduate admission, readmission, and retention;

4. 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 Board of Trustees.

The Library, Technology and Telecommunications Committee:

1. Reviews and recommends educational policies relating to the Library and Information Technology Center as major educational resources of the College;
2. Advises the Chief Librarian regarding the administrative operation of the Library;
3. Advises the Director of the Information Technology Resources Department regarding the administrative operation of the Information Technology Center;
4. 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:

1. Receives complete and timely information from the College Administration regarding the College's budget;
2. Advises the Senate and the College Administration regarding the College's budgetary priorities and strategies;
3. Meets jointly with the P&B Subcommittee on the Budget for the purposes of exchange of information and joint deliberation;
4. Reviews, on an ongoing basis, the long range plans of the College.

The Committee on Campus Life and Facilities:

1. Advises the Senate on issues regarding the delivery of services to students, including financial aid, personal counseling, registration, food service, and the bookstore;
2. Advises the Senate on issues regarding the delivery of services to faculty, including dining room, payroll services, use of facilities;
3. Reviews, recommends and reports to the Senate on the maintenance of offices, classrooms, sanitary facilities and common areas of the College;
4. Advises in the development of security policies for the College and recommends measures to ensure safety and well being on the campus community;
5. 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;
6. Recommends parking and transportation policies;
7. Advises in the development of policies and issues related to insuring full and equal participation in College programs and activities.

The Committee on Academic Freedom:

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

Section 2: Standing Committees of the Student Legislative Assembly

The Committee of Liaisons:

Section 1: Structure

1. This committee will be composed of the Senators that have been designated as the Liaisons to the standing committees of the Lehman College Senate.
2. The Legislative Coordinator will chair this committee.

Section 2: Purpose

1. Propose, to the Student Legislative Assembly, issues that SGA will bring to the standing committees of the Senate.
2. Develop initiatives that, after being approved by the Student Legislative Assembly, SGA can bring to the standing committees of the Senate.
3. Work, in conjunction with the Communications Officer, to recruit students to the standing committees of the Senate.

The Committee on Personnel and Budget:**Section 1: Structure**

1. This committee will be composed of seven student Senators, elected by the Student Legislative Assembly, who shall be known as Delegates of Resources.
2. At its first meeting of the year, which shall be called by the Vice-Chair in June, the committee shall select a chair, who shall be known as the Director of Resources.

Section 2: Purpose

1. Recruit, in conjunction with the Communications Officer, students to serve on each academic department's Personnel and Budget Committee, forwarding the names of students to the department that contains their major.
2. Recruit, in conjunction with the Communications Officer, students to serve on the college-wide Personnel and Budget committee, presenting the names of students to the Lehman College Academic Senate for approval.
3. Develop ways in which students can participate in Personnel and Budget Committees, forwarding suggestions to the appropriate Department or the college-wide Personnel and Budget Committee.
4. Coordinate the efforts of all students on Personnel and Budget Committees.

Section 3: Ad-hoc

1. An ad-hoc committee is a committee created to perform a specific task; it will either carry out what the Student Legislative Assembly has adopted or investigate a situation, gathering information relevant to the assignment that the Student Legislative Assembly has given it.
2. An ad-hoc committee will be created by a majority vote of the Student Legislative Assembly.
3. After completing its task and submitting its final report to the Student Legislative Assembly, an ad-hoc committee will officially dissolve.

Article 7: Elections

Section 1: Notification for all internal elections must be given at least a week in advance of the meeting that they are to be held.

Section 2: All internal elections shall be done by ballot vote.

Section 3: The Parliamentarian shall be responsible for preparing and preserving all the materials necessary for internal elections and, in conjunction with the Secretary, will count the ballots.

Section 4: Appointments for Liaisons to Senate Committees and elections for the Vice-Chair, Legislative Coordinator, Senators-at-large and the Committee on Personnel and Budget shall take place during the Student Legislative Assembly's monthly meeting in June. In addition, at this meeting, elections to the Executive Board of SGA will be conducted.

Article 8: Parliamentary Authority

Section 1: The rules contained in the latest edition of Robert's Rules of Order shall govern the Student Legislative Assembly in all cases to which they are applicable and in which they are not inconsistent with the Constitution of SGA, these Bylaws or the Standing Rules of the Student Legislative Assembly.

Article 9: Amendments

Section 1: Amendments to these bylaws must be presented to the President, Vice-President of Academic Affairs and Parliamentarian of SGA a week before the meeting at which they are to be heard.

Section 2: The President will be responsible for disseminating proposed amendments to these Bylaws to the membership of SGA at least five days before the meeting in which they are to be heard.

Section 3: Any amendments to these Bylaws need to be approved by a simple majority of the total membership of the Student Legislative Assembly. Upon approval, amendments to these Bylaws may be ratified by a 11/20 vote of the Executive Board.