

Dear Students

Each spring the Board of Election of Lehman College schedules and administers annual elections for the Campus Association for Student Activities (CASA) and the Student Conference of the Lehman College Senate (CONFERENCE). Election by your fellow students to CASA or to CONFERENCE provides a unique opportunity to serve the Lehman community. Members of CASA plan and organize a comprehensive program of social and co-curricular events that enrich the campus culture. Members of the Conference are Senators in the Lehman College Senate. The Senate reviews and approves all academic programs and policies for the College. Each body meets monthly and more often than not includes a subcommittee meeting. The Lehman College Association for Campus Activities awards stipends of varying amounts to CASA and Conference members on the condition that members attend regularly scheduled meetings.

In addition to CASA and Conference other boards exist that provide an opportunity to lead. The Judicial Board elects students every two years. The Board shall have jurisdiction to adjudicate students activities, including organizations, committees, independent boards, whether elected or appointed, and to reconcile disputes and/or problems arising. The board shall have the power to make recommendations governing the policies of all organizations.

You may also serve as an appointed member of various campus boards. The Board of Election, The Student Election Review Committee (SERC) and The Communication Facilities Board consist of appointed members.

In closing I invite you to review the attached materials and seriously consider either running for campus office or submitting your name as a candidate for an appointed position. Watch the campus bulletin boards for Notices of Regular or Special Elections.

Cordially,

Michael E. Sullivan  
Director of Campus Life

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# **CANDIDATE ELIGIBILITY GUIDELINES**

**THE CITY UNIVERSITY OF NEW YORK - PROPOSED GUIDELINES FOR ELIGIBILITY FOR SERVICE  
AS MEMBERS AND OFFICERS OF STUDENT GOVERNMENTS AND THE UNIVERSITY STUDENT  
SENATE:**

RESOLVED, That the Board Guidelines for Eligibility for Service as Senators and Officers of the University Student Senate of the City University of New York adopted by the Board of Trustees on March 24, 1986, Cal. No. 7.A. and amended on November 22, 1983, Cal. No. 7.B., be amended as follows:

#### GUIDELINES FOR ELIGIBILITY FOR SERVICE AS MEMBERS AND OFFICERS OF STUDENT GOVERNMENTS AND THE UNIVERSITY STUDENT SENATE

##### Preamble:

In accordance with its policy making authority and responsibilities, the University Trustees have determined that satisfactory academic achievement and progress as a degree-seeking student at a college of the University is an essential prerequisite to holding and adequately fulfilling the responsibilities of student office.

It is the responsibility of the University, and its Trustees as fiduciaries, to insure that the educational and extracurricular programs of the University are operated in the best interests of students and all other affected constituencies of the University. The academic standards hereby adopted are considered essential for the personal well-being and academic progress of students who seek to take on the additional responsibility of student leadership, as well as for the students and other members of the University community.

##### ELIGIBILITY GUIDELINES FOR THE UNIVERSITY STUDENT SENATE:

The following guidelines apply to each semester a student is running for and/or holding office, whether by election, appointment, or ex-officio status, in student governments and the University Student Senate. The positions subject to these guidelines are the members (senators, representatives, delegates, etc.) and officers of student governments and the chair, vice-chairs, the delegates, the alternates, and any other officers established by the University Student Senate. In these guidelines, credit hours refer to actual credit hours, and not equivalent or contact hours.

1. Students must be enrolled in a degree or credit-bearing certificate program at the college in which they serve on the student government.
  - a. Full-time undergraduate students must carry a minimum of 12 credit hours.
  - b. Part-time undergraduate students must carry a minimum of 6 credit hours except if the student has already accumulated 45 credit hours, in which case the student shall be allowed to carry a minimum of 3 credit hours.
  - c. Graduate students must carry a minimum of 3 credit hours.
  - d. In order to serve each semester, a student must have completed and earned passing grades in at least 50% of the credits for which they registered the prior semester, but in no event less than 3 credits.
  - e. Full-time doctoral students at Levels II or III shall be making satisfactory progress and shall not be subject to subdivisions c and d hereof.
2. Undergraduate and professional school students must have a minimum cumulative grade point average of 2.0 and be in good standing to participate in student government and the University Student Senate. Chief executive offices and the Chairperson of the University Student Senate must have a minimum GPA of 2.5. Colleges may continue to administer or adopt higher standards for service in their campus student governments.
3. Graduate students must have a minimum cumulative grade point average of 3.0.
4. Undergraduate students may not serve in student government for more than a total of five years, to include no more than three years at community colleges. Students may be permitted to serve in the same office in a student government or the University Student Senate for a maximum of

two years, except that co-chairs of the Doctoral Students Council shall be limited to a maximum of three years.

5. In order to participate in campus student governments, students must be certified as being in compliance with these Guidelines by the college's chief student affairs officer, to the college president.
6. In order to participate in the University Student Senate, students must be certified as being in compliance with these Guidelines by the college president, or his/her designee, to the Vice Chancellor for Student Developments and Enrollment Management.

And it be further

RESOLVED, That these amendments shall be effective January 1, 2002, except that students then holding office may continue to serve until the end of the term of office. Furthermore, graduate students currently holding office shall be subject to any term limits established at the local campus; and it be further

RESOLVED, That this policy be reviewed by the Council of Presidents one year after implementation.

EXPLANATION: These eligibility guidelines establish University-wide standards for participation in campus student government which parallel requirements previously established by the Board for the University Student Senate. This policy also establishes term limits of two years for most student government officer positions and a requirement of satisfactory progress each semester a student is running for or holding office.

# **ELECTION BOARD CODE**

LEHMAN COLLEGE  
City University of New York

THE BOARD OF ELECTION

Code of the Board of Elections  
Revised March, 1993

The following procedure shall be followed by CASA and the Student Conference in appointing the Election Board.

1. At its second regular meeting of the new school year each body shall appoint three members to serve on a six person "search committee".
2. This committee shall be responsible for finding students to fill any vacancies that exist on the Election Board due to graduation, termination or resignation. Termination shall be majority vote amongst the whole board only.
3. This committee shall present a list of nominees with qualifications of the individuals to CASA and the Student Conference for ratification no later than the last meeting in the month of October. The nominees are to be voted on individually and must receive a majority "yes" vote from both bodies.
4. When this process has been completed and a full Election Board of five members has been appointed, the "search committee" shall be considered disbanded.

I. **THE NAME OF THE BOARD SHALL BE THE BOARD OF ELECTIONS**

The functions of this Board shall be:

- A. The responsibility for all matters related to elections.
  1. Keeping the minutes/agenda/attendance record.
  2. To keep financial records.
  3. Keeping copies of all documents from all candidates.
  4. The reviewing of referendums.
  5. The purchasing of equipment.
  6. The hiring of staff.
- B. To examine the Election Code at least once a year.
- C. To distribute the Election Code to candidates.

II. **SERC**

- A. Pursuant to section 15.2 (d) of the University Bylaws, the College establishes a Student Elections Review Committee (SERC) to approve election procedures and certify the results of student government elections. Bylaw section 15.2 (d) provides that:
  1. Each college shall establish a student elections review committee in consultation with the various student governments. The student election review committee shall approve the election procedures and certify the results of elections for student governments and student body referenda.

III. **MEMBERSHIP**

- A. This Board shall consist of five members.
- B. These members shall be appointed according to the procedure stated at the beginning of this code.

- C. The official position of Chairman, Vice-Chairman, Administrator, Co-Administrator, and Secretary shall be decided upon by the Election Board members at their first meeting.

IV. **ADMINISTRATION**

- A. The Search Committee shall have the power to appoint any members they deem necessary to an Election Board. Part of this board shall consist of secretaries paid by CASA and chosen by the Office of Student Affairs who shall sit at the polls and participate in the tallying of the vote.
- B. This Election Board shall be responsible only to the SERC

V. **DUTIES OF THE BOARD**

A. **Chairman**

1. Shall formulate the time schedule of the elections and make all changes, with the approval of the Board of Elections, which the Chairman at his/her discretion may feel necessary.
2. Shall call a meeting of the Board whenever necessary prior to an election to familiarize the members with the code.
3. Shall along with the other members of the Board supervise the voting tabulations.
4. All powers and duties not delegated to the Board and not in conflict with this code shall reserved to the Chairman.
5. Shall call a meeting for the candidates to inform them of:
  - a. official election procedures
  - b. the Election Code
  - c. The poll boundaries for prohibiting campaigning of and distribute the Election Code. Any candidate unable to attend this meeting shall be responsible for obtaining a copy of the code and will be expected to abide by the code.
6. Shall be the official spokesman for the Board of Elections with the power to release official information to SERC and the press about Election Board policy or official election result and procedures, after SERC has reviewed all information relative to the Election.
7. Shall see that Freshman are informed of the Election procedure during the orientation and through Freshman colloquiums.

B. **Vice Chairman**

1. Shall assist the chairman carry out the above duties.
2. Shall act as chairman in the event that the chairman is unable to attend meetings or to hold office; and until the Board can elect a new chairman.
3. Shall be responsible for providing voting machinery, which includes voting machines, computer printouts and locked ballot boxes, if necessary.
4. Shall see that Freshman are informed of the Election procedure during the orientation period and through Freshman colloquiums.

C. **Secretary**

1. Shall keep minutes of the Board of Election meetings.
2. Shall contact of the Board to announce meetings.
3. A written statement that the above has done shall be given to the Chairman and field with the Election Board Advisor and SER
4. Shall perform any other duties deemed necessary by the Election Board.
5. Shall supervise the tabulation of the voting.

6. Shall see that Freshman are informed of the Election procedure during the orientation period and through Freshman colloquiums.

D. Administrator

1. Shall, along with the other members of the Board, supervise the tabulation of the vote.
2. Shall see that Freshman are informed to the Election procedure during the orientation period and through Freshman colloquiums.
3. Shall be in charge of the publicity of the Election, through the utilization of Lehman publications.
4. Shall insure that publicity includes:
  - Polling time
  - Location
  - Voter Eligibility (I.D. Cards only)
5. Shall publicize any official debated to be held.

E. Co-Administrator

1. Shall, along with the other members of the Board, supervise the tabulation of the vote.
2. If voting machines are not provided, shall have paper ballots printed.
3. Shall see that Freshman are informed of the Election procedure during the orientation period and through Freshman colloquiums.
4. Shall ascertain from CASA what the budget of the Election Board is for that school year.
5. Shall order supplies, be in charge of financial matters and file a financial report to CASA which shall have been approved by the Chairman.

F. Election Board

1. Shall vote and determine actions to be taken on all claims of voting irregularities and campaign violations of the Election Code. Each member of the Board shall have 1(one) vote. Any written complaints that are received before the close of the polls.
2. Quorum shall consist of three (3) Election Board members.
3. Shall approve all platforms and campaign literature submitted to the Board.
4. May establish such programs of information to the voters as it deems necessary.
5. Shall have the power to replace any board members who resign, cannot or will not perform his or her duties.
6. Shall designate the time when campaigning and publicity shall begin.
7. No member of the Election Board shall:
  - a. As of September 1975 no member of the Election Board shall be elected, nominated or appointed to any office in the senate or CASA.
  - b. Campaign for any candidate.
  - c. Express verbally or written any opinion of any candidate.
  - d. Reveal whom they are voting for.

VI. **PROCEDURES FOR CANDIDATES**

A. Intention Forms must be filled out in triplicate.

1. The Election Board shall formulate an intention form which shall ask for the candidates:
  - a) Name
  - b) Address
  - c) Phone Number(s)
  - d) Class Schedule
  - e) Day, Evening or Grad.
  - f) Freshman, Sophomore, Junior or Senior
  - g) Statement that he or she will abide by all rules and regulations and understands the duties of the office he or she is running for.
  - h) Signature
2. No Intention form will be accepted by the Election Board that does not have three copies of the intention forms attached.
3. A copy of each candidate's platform shall be submitted by the Board to the Administrator to Lehman Publications and Election Board Advisor, once student status is confirmed by the College.
4. The Office of Student Activities shall clock and sign each intention form and platform and be submitted thereafter to the Election Board.
5. No student may run for more than one office of either CASA or Student Conference during any election.
6. No intention form will be accepted after the filing date, unless an extension is approved by the Board for all candidates.
7. In case of a student who is unopposed, the name of the candidate shall appear on the ballot with provision for a "yes"- "no" vote. A candidate must receive more "yes" votes than "no" votes to be elected.
8. Any referendums that are to be considered in the Election must be submitted by the intention form deadline date.

B. **PLATFORMS**

1. Shall be submitted in triplicate by the platform deadline date.
2. A specific reason in writing shall be given at the candidate's meeting for a platform that is not approved, by the Election Board.
3. Once a platform is approved, it may not be altered in any manner without the knowledge and/or written consent of the Board.
4. All platforms should include party and organization endorsements, if applicable.

C. **CAMPAIGNING**

1. All campaigning literature shall be stamped by Student Activities and forwarded to the Election Board it is distributed.
2. Publicity shall begin at a time designated by the Election Board.
3. Candidates may begin to campaign from the time so designated by the Board until the end of the voting period.
4. The platform of each candidate may be on display prior to and until the end of the voting period at the discretion of the Election Board and shall be published in Lehman Publications.

5. In accordance with college regulations, candidates are prohibited from rallying or demonstrating in the bookstore, library, All lounges and classrooms.
6. A candidate may address a class only with the permission of the instructor if the class is in session. In this case, the candidate may only state his or her name, the position the candidate is running for and the platform.
7. A candidate may campaign without the instructor's permission if the instructor is not present before a class begins (signaled by the bell) or after the class has ended (signaled by the bell).
8. During the voting period, no campaigning shall take place in the restricted area near the polling place specified at the candidate's meeting.
9. In the spring Elections a debate or forum may be held among the candidates under the auspices of the Election Board.
10. At the candidate's meeting a candidate shall submit a request to use the fences on and off campus. No candidate may put up signs or literature on any fences or trees without the expressed written consent of the Election Board.
11. No candidate shall deface college property at any time.
12. The polls Watcher's only concern should be whether eligible students vote and those ineligible students do not vote. Poll Watchers are to be selected with this in mind. Their responsibility is to insure a fair election.
13. There will be a mandatory debate of all parties, slates or individuals running for CASA and student conference. Each slate/individual is required to send at least one representative to participate in each scheduled debate. In the event of only one party/candidate, a mandatory open forum will be held at the same time at which time the candidate will be required to state their platform and entertain questions from the student body.

## VII. **VOTING BY MACHINES**

Voting machines may be procured by contacting the appropriate providers of machines well in advance of the election. When making the request for the machines, the names of the candidates and positions they are running for should be available. Any referendum must also be available.

### Procedure

1. In an attempt to prevent plural voting the Election Board shall designate one central voting area which shall be accessible to all students and electrical power.
2. Voting for major spring elections shall take place over a period designated by the Election Board for three (3) days and two (2) nights except in the case of official closing. The first two (2) days and two (2) nights poll shall be open from 9 A.M to 9P.M. The last day polls shall be open from 9 A.M. to 3 P.M.
  - a. Voting in any other election shall take place over a period designated by the Election board.
3. One (1) computer printout containing the names and Social Security Numbers of all Lehman Students shall be requisitioned through the Dean of Student's Data Processing Representative. This list must be divided up into plastic binders with names in alphabetical order.
4. For every voting machine that has been procured, two secretaries (who can be hires through the Dean of Students) are needed at the discretion of the Board. One will operate the machine and the other will be responsible for the computer printouts. It is suggested that a day shift and a night shift be hired. A direction list for these secretaries must be formulated.

5. The voting Procedure at the polls is as follows:
  - a. A student shall present his/her validated Lehman College ID card to the secretaries handling the computer printouts. No other form of identification is permissible. Students are responsible for having in their possession at all times official Lehman I.D. Cards. In the event that a student's name does not appear on the computer list, the student must go to the Registered and obtain proof with seal that he/she is currently a registered student at Lehman College.
  - b. The secretary at the desk shall ascertain whether or not the student is said person by checking the photo, the signature and number on the I.D. card with the name and social security number on the computer list.
  - c. The secretary while retaining the I.D. card shall cross the student's name and social security off the list.
  - d. After completing this procedure the secretary at the desk shall hand the I.D. card to the secretary operating the machine.
  - e. The voting machine operator will then be responsible for calling out the student's name, allowing the student to vote and after the student has voted, to return the ID card to the student. (THE ORDER OF THESE PROCEDURES SHALL BE STRICTLY ADHERED TO.)
  - f. On the first day before the polls open a Board shall test all machines by registering their own vote and making sure they are tabulated, and the machines are working properly.
  - g. At the end of each day the Election Board, Dean of Students Designee and (1) representative from each slate will close the polls and keep a record of daily tallies. They shall keep a record of this tally and contact the secretaries who open the polls in the morning to disclose the tally.
  - h. A detail from security shall be responsible for securing the voting machinery at the end of each day and opening the machinery at the beginning of each day.
  - i. If the tally check in the morning is not the same as the tally made at the close of the polls the night before, voting shall be terminated immediately and the election invalidated.
  - j. The tabulation of the final results shall be made by the secretaries under the supervision of the Election Board. One (1) representative from each slate and the press may be present.
  - k. The Election Board and their advisor shall oversee this entire voting machine procedure.

VIII. **VOTING PROCEDURES FOR USE WITH PAPER BALLOTS**

1. This procedure shall be used only in the event that voting machines cannot be obtained and in the event of a run-off election.
2. The same procedure as in article VII, Sections 1-3 shall be followed.
3. Two (2) secretaries (which can be hired through the Dean of Students and paid by CASA) will be needed for the day shift and for the night shift, plus an Election Board member will be present.
  - a. For major spring elections two (2) secretaries (which can be hired through the Dean of Students and paid by CASA) will be needed for the day shift and for the night shift, plus an Election Board member will be present.
  - b. For any other election, the Board can hire the number of secretaries they deem necessary to carry out an efficient election.
4. A locked Ballot Box, chairs and tables shall be requisitioned through Buildings and Grounds.
5. The voting procedure is as follows:
  - a. A student shall present their validated official Lehman College I.D. cards to the secretary with the computer list containing the student's name. No Other Form of identification is permissible. All students are responsible for having in their possession their validated official Lehman College I.D. card.

- b. If the student's name does not appear on the list, the student must obtain from the registrar verification with seal, that he /she is an officially registered student at Lehman College.
- c. The secretary shall ascertain whether or not the student is said person by checking the photo and the signature on I.D. card against the name and social security number on the computer list.
- d. Next the secretary shall cross off the list the name of the student. The student may now fill out the ballot, fold it and hand it to the secretary who shall then return the student's I.D. card and deposit the ballot into the ballot box. This box shall be located in a position such that it is out of the reach of students. The order of this procedure must be strictly adhered to. No student may deposit ballots.
- e. At the beginning of each day the secretaries and security detail shall be responsible for delivering the ballots, ballot box and computer lists to the polls. At the end of each night the reverse procedure shall be followed.
- f. The tabulation of these ballots shall commence at the close of the polls on the final day of voting according to the following procedure and rules:
  1. A secluded room shall be requisitioned well in advance for the purpose of ballot counting.
  2. Only the members of the Election Board, Dean of Students Designee and Secretaries shall be permitted into the counting room. This is necessary to keep confusion at the minimum and to allow those involved to work quickly and efficiently without undue pressure. No poll watchers or press will be permitted.
  3. Count number of student's crossed off the list. This should match the number of ballots cast.
  4. Tally Ballots
    - a. In cases where more than the allowable number of candidates have been voted for in the Conference, count the first 42 votes only.
    - b. Any other technicalities and their procedures for being dealt with shall be decided and agreed upon by the Board.
    - c. In a case where two different candidates have received a vote for the same office in a CASA Election, the vote on that ballot for the office involved shall be disregarded.
  5. A letter stating the winner and the totals of each candidate's votes shall be signed by the members of the Election Board and the Dean of Students Designee that was present during the tabulating of the votes. The copies will then be clocked and sent to SERC, the Dean of Students, Lehman College Publications. A copy shall be kept on file with the Election Board and Office of Student Activities.

## IX. **VIOLATIONS**

All Candidates will be expected to know all the rules and regulations herein and will not be given any warnings.

1. Campaigning before the period so designated by the Board.
2. Harassment and intimidating of any member of the Election Board expressed or implied.
3. Failure to abide by any rule set forth in this code.
4. Electioneering within the restricted polling are specified by the Board.
5. Removal of a candidate's name from the ballot/machine other than an authorized person.
6. Using another student's I.D. card.
7. Candidates present during the counting of a paper ballot.

8. Rallying or demonstrating in a classroom, library or lounge.
9. Taking down or defacing another candidate's publicity or college property.
10. Use of unauthorized endorsements.
11. No public address system will be allowed for campaigning purposes during the election and campaign periods (including bullhorns).
12. No campaigning literature, etc., may be mailed to individual students' home address.
13. No campaigning of any kind is allowed near Shuster Hall, the days of voting.

All alleged violations shall be submitted in writing to the Election Board before the close of the polls on the final voting day. They shall include the following information:

- a. violator's name
- b. time, date, place of occurrence
- c. nature of violation with details pertinent to election code regulations.

This shall be submitted in duplicate by the complainant with the understanding that he/she may have to appear before the Election Board at an open hearing as a witness. The complainant shall print and sign the violations notice. Violation notices shall be acted upon before the tallying of final results, and shall be subject to the procedures that follow in this Election code.

The accused violation will be entitled to a rebuttal at a hearing before the Election Board.

#### X. **PENALTIES**

The following penalties may be implemented after the procedures that follow this code have been utilized.

1. Any candidate who fails to comply with the Election Code shall be subject to disqualification after the mechanism for alleged campaign campaigning violation has been followed, and a conclusion has been determined.
2. Any student other than a candidate shall be brought before the Election Board and the Board shall rule on the validity of the violation.

#### XI. **VOTING IRREGULARITIES**

1. Plural voting
2. Tampered voting machines.
3. Tampered paper ballots.

#### XI. **PROCEDURES FOR DEALING WITH VOTING IRREGULARITIES, CAMPAIGN VIOLATIONS AND DISQUALIFICATIONS OF CANDIDATES OR INVALIDATION OF AN ELECTION AND TIES**

1. In a case involving **ONLY** campaign violations.
  - a. Proper written allegations must be received, by the Board before counting ballots or tabulating voting machine results.
  - b. All candidates must be notified of an open hearing which shall include the members of the Election Board, the candidates, two counselors and the press.
  - c. Witnesses shall be allowed to participate.
  - d. If a member of the Board is a witness, or has pressed charges, he/she shall be disqualified from serving on the hearing panel.
  - e. The hearing shall be conducted in accordance with the BHE by - laws section 15.3a

- Section g as it appears in the 1973 – 1974 Student Handbook on pages 92-93.
- f. At the conclusion of the hearing the Election Board shall vote in closed session in closed session on the retention or disqualification of the candidate or candidates involved
  - g. The ballots and voting machine tallies may then be taken and a winner declared.
2. In a case involving ONLY voting irregularities:
    - a. If there are voting irregularities as specified in Article XI, Section, 1-3, and
    - b. If the result of the voting is close enough for the voting irregularities to possible make a change in the outcome of the election, then
    - c. The Election Board must investigate the Election, process from its beginning to determine its validity. Should no voting irregularities be found in accordance with Section XI, the election will be valid.
    - d. A decision of invalidation shall mean that a new election must be scheduled as soon as possible. No appointment by any governmental body may be made to fill the vacancies. This rule supersedes any by-laws of the Student Government.
    - e. No candidate's name will be stricken from the ballot however a candidate's may wish to make a statement to the press requesting the students to defer their votes to another candidate in the new election.
    - f. No new candidate will be accepted.
    - g. Campaigning may take place at a time designated by the Board.
  3. In a case where there are voting irregularities **AND** campaign violation:
    - a. If in some way it is determined before the poll close on the final voting day that there have been voting irregularities and /or campaign violations, the Board shall schedule a closed meeting with the candidates, the Election Board and the advisor to determine whether the Election Board should decide to take action on the irregularities or violations. This procedure would be followed only if the irregularities are crucial to the final day of voting. Otherwise the procedure in Article XII, Section should be followed.
    - b. After the advice at the candidates had been received, the action on the voting irregularities or the campaign violation. Whichever acting is decided, the procedures for that action shall be followed.
    - c. The chairman should conduct the closed meeting and present the specific voting irregularities and specific campaign violation; however, without mentioning candidate's names. He/she should then appraise the candidates of the two plans of action that the Board can take and solicit the candidate's advice. The Board adjourns and makes the decision to follow Article XII, Section 1 or 2.
  4.
    - a. In the event of a tie, all candidates involved shall participate in a run-off election.
    - b. After a tie has been determined, this election shall take place in two weeks immediately following the original election.
    - c. No campaigning may take place.
    - d. The only publicity shall be that of the Election Board to publicize the run-off procedure.

SAMPLE BALLOT

Official Election Ballot for CASA Election – circle the candidates for your choice. You may vote for two Vice Presidents.

Parties listed in alphabetical order then independents in alphabetical order.

<u>POSTION</u>	<u>AXION</u>		<u>PART</u>		
President	Mr. X	Mr. S	Mr. A	Mr. B	Mr. C
Vice-President	Mr. X	Mr. S	Mrs. L	Mrs. M	Mr. N
Vice President	Mr. Z	Ms. N	Mrs. P		
S.S Programmer					
Campus Fac. Off.					

Etc.

SAMPLE BALLOT FOR STUDENT CONFERENCE

Official Ballot for Student Conference. You may vote for up to 40. In the event that more than 40 are circled, the first 40 will be counted. Circle the candidates of your choice.

(Simply list names of candidates in alphabetical order regardless of party affiliation, although tis may be indicated next to name if requested.)

Mr. A	Party Y	Mr. H	
Mr. B		Mr. I	
Mr. C		Mr. M	Party N
Mr. D	Party L	Etc.	
Mr. E			
Mr. F			

REFERENDUM: (If needed)

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Check 1 (one)  
Yes \_\_\_\_\_ No \_\_\_\_\_

This code shall be approved by the Elections Board and shall not be subjected to alteration or approval by anyone or any government body other than the Election Board and review by the SERC.

LEHMAN COLLEGE/CUNY  
Division of Student Affairs  
Office of Campus Life

**INTENTION FORM**

Campus governance at Lehman is primarily responsible for recommending allocations of Student activity fees, shaping policies affection student life, coordinating extra curricular events and chartering new clubs and organizations.

**CANDIDATE PROFILE**

**DATE:** \_\_\_\_\_

Name: \_\_\_\_\_

Tel. (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Address: \_\_\_\_\_

**Candidate's Status**

Freshman \_\_\_\_\_ Sophomore \_\_\_\_\_ Junior \_\_\_\_\_ Senior \_\_\_\_\_

Day \_\_\_\_\_ Evening \_\_\_\_\_ Graduate \_\_\_\_\_

Grade Point Average \_\_\_\_\_ Total number of credits completed as of January 1<sup>st</sup> \_\_\_\_\_

TIME	MON.	TUES.	Wed.	Thurs.	Fri.

1. Specify the office for which you are a candidate. \_\_\_\_\_
2. Do you understand the duties of this office. \_\_\_\_\_
3. If you are affiliated with a slate, please specify. \_\_\_\_\_
4. What would you like to accomplish if elected. \_\_\_\_\_  
\_\_\_\_\_
5. What activities would you like to see on campus? \_\_\_\_\_
6. Are you willing to abide by the election code/rules and regulations? Yes No

Signature \_\_\_\_\_

Cc: Election Board  
Campus Life  
Registrar



# **CASA CONSTITUTION**

## CAMPUS ASSOCIATION FOR STUDENT ACTIVITIES (CASA)

### CONSTITUTION

(As adopted on March 25, 1970)

<b>Name</b>	<b>Article I. Name</b>  The name of this organization shall be the Campus Association for Student Activities (CASA).
<b>Purpose</b>	<b>Article II. Purposes</b>  Section 1. It shall be the responsibility of this organization to initiate, fund and administer programs and activities of benefit to 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 organization in the advancement of the legitimate interests of 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.
<b>Powers</b>	<b>Article III. Powers</b>  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.
<b>Proscribed Powers</b>	<b>Article IV. Proscribed Powers</b>  Section 1. This organization shall not have the power to establish policy on matters of academic policy, that power being reserved for 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 programs or activity in conflict with policy directives issued by the mandated legislative organization.
<b>Organization</b>	<b>Article V. Organization</b>  The powers of the organization shall be vested in the Executive Committee.
<b>Executive Committee Membership</b>	<b>Article VI. Executive Committee Membership</b>  Section 1. The members of the Executive Committee shall be President, two Vice-presidents, and the Campus Facilities Officer, the Communications Officer, the Community Activities Programmer, the Entertainment Programmer, the Financial Planner, the Research Planner, the SGS Student Activities Coordinator, 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 each year. All students shall be eligible to vote and to hold office, except that SGS Student Activities Coordinator must be an SGS student.

**Term of Office**

**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**

**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 remainder of his term.

**Impeachment**

**Impeachment**

Section 5. Impeachment. By written request of at least 12 members of the Executive Committee, any Executive Officer may be impeached. The Judicial Board of this organization shall make the Final decision on removal. 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**

**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 legislative bodies shall be made by that body.

However, the representatives chosen shall be subject to the recall and impeachment procedures enumerated in Section 4 and 5 of this article.

Section 8. In the event that no one is elected to a given the 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 Meeting**

Section 3. The President may call special meetings provided 24 hours' notice is given 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.

**Parliamentary Procedures**

Section 6. All meetings of the Executive Committee shall be held in accordance with the rules and in regulations of parliamentary procedure as set down in the latest Edition of Robert's Rules of Order, except as otherwise provided in this Constitution.

**Secretary & Parliamentarian**

The President shall appoint a Secretary and a Parliamentarian who shall be non-voting members.

**Referendum**

**Article VIII. Referendum**

Upon the presentation of a petition 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.

**Budget**

**Article IX. Budget**

Section 1. It shall be the responsibility of the President and the Financial Planner to proposed 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.

**Executive Officers**

**Article X. Executive Officers President**

**President**

Section 1. The President shall be the chief executive and administrative officer of this organization. He shall:

- a. preside at meetings of the Executive Committee.
- b. have the power to call the Executive Committee into special session.
- 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 the constitution.
- d. be finally responsible for the administration of this organization.
- 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 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. 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 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 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 ex officio a 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 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 student 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 the 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 matter 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 or the legislative body.

**SGS Student  
Activity Coordinator**

Section 9. SGS Activity Coordinator

The SGS 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 services 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.

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 constitution 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 items 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 is 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 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 know 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 simple majority of the membership;
- c. The President of CASA may appoint members to fill vacancies on the Club Board, and may with the consent of the Club Board, appoint one or more Club Board's membership to six;
- d. Decisions of the Club Board may be reversed by a  $\frac{3}{4}$  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  $\frac{2}{3}$  of those voting in referendum.

Section 3. Once adopted and in operation, this Constitution shall replace the Constitution of the student Government Association. The S.G.A. shall be dissolved at that point.

**Legislative Body**

Article XIV Legislative Body

Section 1. Any proposal for a legislative body must receive  $\frac{2}{3}$  approvals 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 Article VII, X, XII, must be ratified by  $\frac{2}{3}$  of those students voting in referendum.

Section 2. any amendment to Article VII, X, XII, must be ratified by  $\frac{3}{4}$  vote of the Executive Committee at two consecutive meetings or by  $\frac{2}{3}$  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 students for their approval.

[Last revision: 5/25/88]

# **STUDENT CONFERENCE BY LAWS**

# BYLAWS OF THE STUDENT CONFERENCE OF LEHMAN COLLEGE SENATE

## Article I. Name

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

## Article II. Functions

The function of this organization shall be to:

1. 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.
2. 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 candidate shall be seated in the order in which they obtain votes in that election; in the case of tie votes, they shall be seated 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. The 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 non-voting 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-term He shall then serve as Chairman Pro-term 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 approval or rejection by the Conference at the first meeting following the decision. Such meeting must be held within five school days of the day the decision was made.
3. No member of the Steering committee may serve also on the CASA. Executive Committee.

## **Article VI. Meeting**

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- (2) day's notice shall be given.
3. Members present at any regular or special meeting for which at least two (2) days prior written notice is given shall constitute a quorum.
4. All meetings of the organization shall be open to all members of Lehman College community who shall subject to the will of the Organization have full speaking rights.
5. Though no specific attendance requirements 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 shall 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 necessity of regular attendance and the risk of what amounts to an impeachment for lack of attendance.

## **Article VII. Committee**

- 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 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 recommendation 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 and 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 of the Organization shall 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 (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 subjected 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.

Further amended to October 23, 1974.

# APPENDIX

- **Stipend Amounts**
- **Student Elections Review Committee (SERC)**
- **Constitution of the Judicial Board**
- **Constitution of the Communications Facilities Board**

<p><b>CASA 2005-2006 STIPENDS</b></p>
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PRESIDENT

\$350

EXECUTIVE VICE PRESIDENT	\$350
BOARD VICE PRESIDENT	\$350
FINANCIAL PLANNER	\$300
CAMPUS FACILITITES OFFICER	\$275
COMMUNICATIONS OFFICER	\$275
ENTERTAINMENT PLANNER	\$275
RESEARCH PLANNER	\$275
COMMUNITY ACTIVITIES PROGRAMMER	\$275
STUDENT SERVICES PROGRAMMER	\$275
EVENING STUDENTS SERVICES COORDINTOR	\$275

<b>STUDENT CONFERENCE 2005-2006</b> <b>STIPENDS</b>
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CHAIR	\$150
VICE-CHAIR	\$150
PUBLICITY OFFICER	\$150
TREASURER	\$150
SENATORS	\$30