

PREAMBLE

Lehman College Student Conference has been established to promote the interests of the students while upholding the Lehman College Mission of being an “intellectual, economic, and cultural center.” We, the Lehman College Student Conference, affirm that by providing an essential agency and promoting and cultivating the needs of Lehman College students, the mission of being an “intellectual, economic, and cultural center,” can be realized. The Lehman College Student Conference shall provide accountability for school policy in the best interest of all students. The Lehman College Student Conference shall advocate the interests of the students assiduously to Administration and Faculty in prior, present and future College policies. The Lehman College Student Conference shall work to coalesce the Lehman College student body in order to safeguard the interests and resources of students. We, the Lehman College Student Conference, to endorse the highest integrity of ethical standards in order to promote the student life and academic standards of Lehman College, do hereby adopt these bylaws.

Article I: General Provisions

- I. The organization shall be known as the Student Conference and hereafter will be referred to as Conference.
- II. The membership of the Conference shall be open to all matriculated students of Lehman College according to the election/appointments processes outlined in the bylaws.
- III. Conference members are representatives of the student body in the Lehman College Full Senate; its actions, not otherwise limited by these bylaws, supersede those of all other students and student organizations regarding Lehman College policy.
- IV. These bylaws are the supreme governing document in regards to the rules, regulations, and procedures of Student Conference. In addition to the bylaws, the Student Conference Handbook of Code shall also facilitate the actions of Conference. The rules contained in the current edition of Robert’s Rules of Order shall govern the Conference in all cases to which they are applicable and in which they are not inconsistent with these bylaws or the Student Conference Handbook of Code.
- V. Student Conference shall not discriminate on the basis of race, ethnicity, creed, sex, gender, sexual orientation, national origin, age, religion, disability, or any other classification.
- VI. Each newly elected Conference member shall pledge committal duty by signature upon induction.

Article II: Functions of Conference

Section 1. Role of Conference

Student Conference's first and foremost duty encompasses representing the student body of Lehman College. This body's business may be conducted as follows:

- a. by means of conversing with our constituents to gather data that will culminate into the potential policies that the Conference will act upon in the Full Senate.
- b. while simultaneously conveying students' concerns regarding certain issues with Lehman College to the Lehman College Full Senate.

Section 2. Senate Committees

All Conference members should serve on at least one of the following Senate Committees (as stated in the Bylaws of the Lehman College Senate on April 4, 2008.):
(Senate Committees' duties are subject to change and will be revised if necessary)

- a. The Committee on Governance:
 - 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.
- b. The Committee on Admissions, Evaluation and Academic Standards:
 - 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, and academic requirements.
 - iii. hears appeals from individual students, taking care to safeguard the confidentiality of individual cases.
- c. The Undergraduate Curriculum Committee:
 - 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.
- d. The Committee on Graduate Studies:
- 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.
- e. The Library, Technology, and Telecommunications Committee:
- 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.
- f. Budget and Long Range Planning Committee:
- 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.
- g. The Committee on Campus Life Facilities:
- i. advises the Senate on issues regarding the delivery of services to

- students, including financial aid, personal counseling, registration, food service, and the 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.
- h. The Committee on Academic Freedom:
- 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.

Section 3. Conference Committees

- a. A CASA Committee composed of four representatives of the Conference shall
 - i. sit on CASA's plenary board and work on a joint effort to resolve issues concerning the student body.
 - ii. provide CASA with feedback regarding current Conference initiatives.
- b. A Publicity Committee composed of five members of the Conference shall
 - i. assist the Publicity Officer in planning and in facilitating all events.
 - ii. create and distribute information materials for all events.
- c. A Committee on Faculty Personnel composed of five members of the Conference shall
 - i. effectively participate in the process of the hiring, firing and promoting of faculty members.
 - ii. work in conjunction with the Committee on Academic Departments on findings related to faculty status.
- d. A Committee on Academic Departments shall
 - i. have two student representatives from each academic department, out of which Conference shall nominate one member, and the respective Department Chair

shall nominate the other. In the situation in which the Department Chair cannot fill the vacancy, Conference shall reserve the right to appoint.

- ii. serve as a liaison between the Senate committees' open meetings and the Academic departments.
- iii. allow Conference members to consult with the members of the committee regarding the respective academic policy.
- e. As it deems necessary, standing or special committees shall be created by Conference with a majority vote.

Section 4. Initiative

- a. In the second week of each semester, Conference members must submit a written abstract of their proposal.
- b. A proposal is the generation of a course of action to resolve a difficulty or improve a situation that relates to Lehman College.
 - i. Each proposal is voted on in a Conference meeting in the third week of each semester.
 - ii. Proposals that receive a majority from Conference become initiatives.
 - iii. Initiatives will be prioritized according to the number of votes received.
- c. Initiatives are proposals Conference has decided to engage in for the semester.
 - i. Every initiative must be pursued by at least one member of Conference (See Article III Section 2, Clause 2).
 - ii. The culmination of each initiative is a report prepared by the members working on each initiative.
- d. Reports are to be presented to all members of the Conference at least a week before the Full Senate Meeting in which they are to be presented. Conference members shall read and make recommendations on each report.

Article III: Membership

Section 1. Qualifications

Candidates or nominees for any Student Conference voting or non-voting position must meet the following criteria at the time of her/his candidacy or nomination and for the duration of her/his term of office:

- i. recognized by Lehman College as a matriculated student in the constituency for which he/she is running or to which he/she seeks appointment.
- ii. hold a cumulative G.P.A of 2.0 for all general positions; a G.P.A of 3.0 is required for all executive positions.
- iii. agree to, and be responsible for adhering to, the Student Conference attendance policy as expressed within these bylaws and enforced by the Steering Committee.

Section 2. Responsibilities

- a. All members must attend at least one regular Conference meeting every week.
- b. All members must pursue at least one Conference initiative; duties include

- i. meeting with administration and/or faculty members who are related to their particular initiative.
 - ii. contriving surveys and petitions to gather students' opinions on their initiative.
 - iii. preparing biweekly summaries for the Conference and drafting at least one report to be presented in the Full Senate.
 - iv. submitting biweekly summaries of meetings and information stemming from their initiative to the Research Coordinator.
 - v. upon completion of research, gathering feedback from fellow Conference members to compose a report for the Full Academic Senate.
- c. All members are obligated to enlist in at least one Senate committee.
 - i. Members of a Senate committee must prepare a brief summary of each Senate committee meeting to submit to the Vice-chair.
 - d. Each member of the Steering Committee is held accountable to all the responsibilities of regular Conference members. In addition, members of the Steering Committee must perform the duties assigned to their respective positions.

Section 3. The Steering Committee

The Steering Committee shall consist of the Chair, Vice-chair, Secretary, Research Coordinator, Parliamentarian, Publicity Officer, Treasurer and Office Manager. The requirements of each position are as follows:

a. The Chair

Candidates for Chair must meet the following requirements:

- i. have spent at least one full semester as a Conference member.
- ii. have completed at least two semesters at Lehman College.
- iii. be enrolled as a full- or part-time student for the tenure of Chair.

The Chair's duties are as follows:

- i. be the chief executive officer of Conference.
- ii. be the official representative of Conference.
- iii. preside over all meetings of Conference.
- iv. delegate the agendas for and chair all the meetings of the Conference.
- v. present to Lehman College each semester a State of the Campus Address.
- vi. have oversight of the content on the Conference Website.
- vii. oversee the strategy and structure of any external communication.

b. The Vice-Chair

Candidates for vice-chair must meet the following requirements:

- i. have spent at least one full semester as a Conference member.
- ii. have completed at least two semesters at Lehman College.
- iii. be enrolled as a full- or part-time student for the tenure of Vice-Chair.

The Vice-Chair's duties are as follows:

- i. serve as an advisor and assistant to the Chair in the fulfillment of all duties and responsibilities.
- ii. be first in line to conduct the affairs of the Chairperson in his/her absence from a meeting.
- iii. coordinate the Conference members on the Senate committees.

- iv. update and maintain the Conference Website.

c. The Secretary

The Secretary shall:

- i. serve as the primary assistant to the Chair in all administrative and organizational matters, and as an advisor/assistant in all other areas deemed necessary by the Chair.
- ii. file accordingly all information of Conference.
- iii. record minutes and keep permanent records of all Conference and Senate meetings.
- iv. keep permanent records of all documents and correspondence of the Steering Committee.
- v. keep records of the attendance of all members at all meetings.
- vi. publicize all correspondence between Conference and its constituencies for all members of Conference, and forward to external bodies when requested.
- vii. be second in line to conduct the affairs of the Chairperson in his/her absence from a meeting.

d. The Research Coordinator

The Research Coordinator shall:

- i. direct and monitor progress of members in pursuing each initiative.
- ii. ensure that members are following the appropriate procedures to fulfill each initiative.
- iii. advise the collaborative efforts between differing initiatives.
- iv. be third in line to conduct the affairs of the Chairperson in his/her absence from a meeting.

e. The Parliamentarian

The Parliamentarian shall:

- i. serve as a whip, who ensures that all members are present for a vote, and guides the vote according to Conference's expectation in Lehman College's Academic Full Senate.
- ii. have the authority to rule on matters of order and procedure during all Conference meetings.
- iii. maintain records of all constitutional amendments, resolutions, and other substantial actions taken by the Conference.
- iv. report to the Chair all abuses and violations of Conference's bylaws.
- v. in the absence of the parliamentary procedures, shall be monitored and controlled by the Chair.
- vi. be fourth in line to conduct the affairs of the Chairperson in his/her absence from a meeting.

f. The Publicity Officer

The Publicity Officer shall:

- i. be the head of the Conference Publicity Committee.
- ii. hold one event, by the fifth week of each semester, to present the initiatives Conference chooses to pursue during that semester.
- i. hold an event in each spring semester welcoming newly elected Conference members.
- iv. appraise Conference initiatives to gain feedback from the student body.

- v. organize the event in which the Chair makes the State of the Campus Address and aid the Chair in crafting the message.
- vi. hold at least two events each semester not previously mentioned in these bylaws.
- vii. be fifth in line to conduct the affairs of the Chairperson in his/her absence from a meeting.

g. The Treasurer

The Treasurer shall:

- i. serve as the Chair's primary monetary, financial, and budget advisor, and as an assistant in all other fields deemed necessary by the Chair.
- ii. report weekly to the Conference on all Conference related financial matters.
- iii. hold and verify all records of Conference related financial matters.
- iv. oversee and execute all financial transactions of Conference.
- v. be sixth in line to conduct the affairs of the Chairperson in his/her absence from a meeting.

h. The Office Manager

The Office Manager shall:

- i. maintain the Conference office.
- ii. provide a list of supplies to be purchased for the office.
- iii. report any malfunctioning equipment to the appropriate personnel.
- iv. assist the Publicity Officer in preparing venues for Conference events.
- v. assist the Secretary in preparing material for all meetings.

The Steering Committee is responsible for administering the policies and programs of the Conference with the assistance of all student senators.

No Conference member shall hold more than one position on the Steering Committee at a time.

Section 4. Voting

All voting in the Student Conference shall be done in an open and non-secretive manner by a roll call vote, except when electing members of the Steering Committee. All candidates for the Steering Committee must accept their nominations, in order to be placed on the ballot, in an open meeting. The candidates' names will be placed on a ballot during a regular Conference meeting. All votes must be displayed to the Conference.

Article IV: Meetings

Section 1. Description of meetings:

- a. The Student Conference shall hold regular weekly meetings called Conference Meetings throughout the academic semester, except during holidays and final exam periods. The day and time of Student Conference Meetings will be determined in the beginning of each semester by the Steering Committee. A quorum shall consist of a simple majority of the then elected Conference members, including at least four members of the Steering Committee. All members must attend these weekly Conference Meetings.
- b. All members must attend monthly Academic Full Senate Meetings, which consist of

- Conference members, faculty, and administration.
- c. All members should attend Senate Committee meetings, which have been specified in Article II Section 2.
 - d. The Chair or four Steering Committee members may call for a Special Meeting of Student Conference, so long as said request is provided in writing or by email from the Conference email to each member of Conference forty-eight (48) hours prior to the proposed time of the meeting. Any member of Conference may request a Special Meeting with the rest of the body in writing. The purpose must be submitted to the Chair of Student Conference seventy-two (72) hours prior to the proposed meeting.
 - e. Conference members must attend all meetings necessary to the pursuance of their initiative called Procedural meetings.

Section 2. The Conference Chair shall hold all meetings of the Student Conference. The Steering Committee shall assist the Chair.

Section 3. All Conference meetings shall be run according to Robert's Rules of Order in all cases which are not inconsistent with these bylaws. A copy of Robert's Rules of Order must be present at all meetings.

Section 4. All Student Conference votes described in these bylaws and conducted at either Conference or Full Academic Senate meetings shall include only the voting membership present at that meeting.

Section 5. Conference meetings shall accrue votes regarding Full Senate issues in order to inform members on those issues as well as allow the Parliamentarian to recognize the majority's stance.

Section 6. Every Conference member is expected to attend all meetings. Please refer to the Student Conference Handbook of Code in the case that a member cannot attend meetings.

Article V: Elections

Section 1. Regulations

Elections will be run according to Board of Election guidelines.

Section 2. Assumption of Office

Members elected in the general election shall take the oath and assume office at a Conference event, to be held no later than the 15th of May.

Section 3. Oath of Office

- a. All members of the Conference must, before the assumption of the duties and responsibilities of office:

- i. Read the Lehman College Senate Constitution and sign a contract.
- ii. Recite the following oath at a public ceremony:

“I do solemnly affirm that I, (state your name), will support the bylaws of the Lehman College Student Conference and that I will faithfully discharge the duties of (name of office) to the best of my ability.”

Section 4. Vacancy in Office

- a. A vacancy shall exist in the Conference:
 - i. when any member
 - I. ceases to be a full- or part-time student.
 - II. resigns.
 - III. is impeached and removed.
 - IV. is disqualified from holding office.
 - ii. when a position is not filled in the course of the Conference’s general elections.

Section 5. In the case of special elections please refer to the Board of Election guidelines.

Section 6. Elections for Steering committee members shall take place by the 15th of May.

Section 7. In the case that a member of the Steering Committee is relieved of office an internal special election will be held to fill that member’s position.

Article VI: Impeachment

Section 1. Steering Committee members of the Lehman College Student Conference are bound to the duties and responsibilities of the Conference Bylaws. If a Student Conference Steering Committee member fails to adhere to the Bylaws that person shall be brought up on impeachment charges.

Section 2. Only Steering Committee members may be impeached from their Steering Committee positions for exhibiting grievous and consistent discourtesy, malicious or disrespectful behavior with the aim of degrading a member of Conference or the organization.

Section 3. 1/3 of the Conference members of the then elected Conference may present, to the Parliamentarian, a resolution signed by 1/3 of the then elected members of the Conference requesting the impeachment of a Steering Committee member. The Parliamentarian will then present the resolution in a sealed envelope to the Student Conference Chair. In the case that the Student Conference Chair is the focus of impeachment charges, the parliamentarian shall deliver the envelope to the Vice Chair. If the Parliamentarian is the subject of impeachment charges then a student senator shall deliver the sealed envelope to the Vice Chair.

Section 4. A resolution for impeachment shall be distributed by the Parliamentarian to every member of the Conference at or before a special meeting called by the Conference Chair. Following this meeting an impeachment hearing will ensue.

Section 5. The members of the Student Conference shall hear the case brought for impeachment, and the Chair shall preside; if the Chair is the subject of impeachment then the Parliamentarian shall preside. A two-thirds (2/3) vote of the then elected Conference members shall be required for conviction.

Section 6. Any Steering Committee member on trial for impeachment shall be suspended from office until acquitted during the impeachment hearings.

Section 7. Convicted Steering Committee members shall be automatically expelled from office and may, at the discretion of the Conference, be banned from ever again running for, or serving in, a Lehman College Student Conference position. A two-thirds (2/3) vote of the then elected Lehman College Student Conference members shall be required to ban students from ever again serving in Conference.

Section 8. Honorable Discharge from duties can be given to any member of Conference who can not consummate the responsibilities of Conference for personal reasons, or because that person's grades are put in jeopardy. The Conference member must submit a letter of resignation stating the reason for resignation to the Parliamentarian, who will deliver the letter in a sealed envelope to the Chair. The Chair shall call a special meeting with the resigning member and one other member of the Steering Committee. If a person who receives Honorable Discharge wishes to return to Conference, that person must run for office at the following election. Any person who resigns from duty two times shall be prohibited from running for office a third time.

Article VII: Amendments

Section 1. One-third (1/3) of the members of the then elected Conference may present an amendment to these bylaws to the Conference.

Section 2. These bylaws can be amended at any meeting of the Conference by a two-thirds (2/3) vote of the then elected Lehman College Student Conference, provided that the amendment has been submitted in writing at a previous Conference meeting.