

# Baruch College

## Undergraduate Student Government Constitution

### Adopted November 2009

#### **PREAMBLE**

We, the Undergraduate Students of Bernard M. Baruch College of The City University of New York establish the Undergraduate Student Government to broaden the educational opportunities available to Baruch Students, to facilitate extra – curricular activities and to represent, promote and protect the interests of the Undergraduate Students at Baruch College.

#### **Article I: Name**

The name of this organization shall be the Undergraduate Student Government (hereinafter referred to as “U.S.G.”) at Baruch College of The City University of New York.

#### **Article II: Constituency**

All Undergraduate Students shall be enfranchised as constituents of the U.S.G. shall have the right to participate in all elections and referenda held under the provisions of this constitution.

#### **Article III: Organization**

##### Section 1

All legislative powers, unless specifically stated in this constitution, shall be vested in the Senate of the U.S.G. The Senate shall consist of [Upper Senators] **Vice-Presidential Senators** and [Lower Senators] **Representative Senators**. [The Upper Senators shall be elected by all Undergraduate Students. They shall be four Upper Senators, two day session students and two evening session students. The lower Senators shall be elected by all Undergraduate Students at Baruch in the following manner: one member per every thousand day session students and one member per every thousand evening session students, to the nearest thousand in the semester ending at the time the election is held.]

**The Senate shall be elected by all Undergraduate Students. They shall be four Vice-Presidential Senators. The Representative Senators shall have a membership equal to one member per every thousand undergraduate students, to the nearest thousand, in the semester ending at the time the election is held.**

##### Section 2

The Executive Cabinet of the Undergraduate Student Government shall be composed of a President, Executive Vice President, Treasurer, and Executive Secretary and [a University Student Senate Delegate] **University Student Senate Delegates**, elected at – large by and from the undergraduate student body. The Executive Board shall nominate, with the consent of the senate, a Vice President [for] **of Academic Affairs**, a Vice President [for] **of Campus Affairs**, a Vice President [for] **of [Evening and Part – Time Student Affairs] Student Services** and a Vice President for **of Legislative Affairs**. These Vice – Presidents shall be selected from among the [Upper Senators] **Vice-Presidential Senators**.

#### **Article IV: Powers and Duties of the Executive Board**

##### Section 1

The Executive Board shall have the power to act on behalf of the Senate when Baruch College classes are not in session and shall have others power not already so designated to the Senate. The Executive Board shall represent the student body,

to the college administration, the faculty or the student body on issues, problems and recommendation made by the Senate.

#### Section 2

The President shall serve as the Chief Executive officer of the U.S.G. and shall chair meetings of the Executive Board. In addition to the power granted elsewhere in this constitution, the President shall have the responsibility for the management of Government affairs, and shall serve as an ex – officio member of all committees and/or task forces established by the Senate and this constitution. The President, with the Treasurer, shall have the power to authorize all fiscal expenditures approved by the U.S.G. In an event of a tie the President shall be entitled to a vote.

#### Section 3

The Executive Vice – President shall serve as the Chairperson of the Senate. The Executive Vice – President shall succeed and assume role of the President should a vacancy occur in that office and shall serve in the temporary absence of the President.

The Senate may provide for the case of removal, death, resignation, or inability of both the President and Executive Vice – President and such officer shall act accordingly.

#### Section 4

The Treasurer shall be responsible for the disbursement of funds and the maintenance of all financial records under the jurisdiction of the U.S.G. The treasurer should be a matriculated undergraduate student who has completed 3 credits in accounting. The Treasurer shall submit a written report to the Senate at the start of each semester, detailing all revenues and proposed expenditures of both the Government and the Student Club and Organization Fund. The treasurer shall serve as an ex – officio member of the standing Finance Committee and Appeals Committee without vote. The Treasurer, with the President, shall have the power to authorize all fiscal expenditures approved by the U.S.G.

#### Section 5

The Secretary shall keep the minutes and records of all meetings of the Senate, the Executive Board, and all government standing and ad – hoc committees and provide for the maintenance and security of all such records. The Secretary shall also maintain attendance records of Senate meetings and handle all correspondence on behalf of the Senate and the Executive Board. **The Secretary shall also be responsible for the acquisition and maintenance of all supplies and materials as needed or requested by U.S.G.**

#### Section 6

The Vice President [for] **of** Academic Affairs, together with the Academic Affairs Committee, shall inform both the Senate and the Executive Board on Academic matters and promote student interest in curriculum modifications and development, evaluation of teaching effectiveness, faculty appointment and tenure considerations, etc.

#### Section 7

The Vice President [for] **of** Campus Affairs, together with the Campus Affairs Committee, shall inform both the Senate and the Executive Board of college space, facilities, and services issues that may affect student life on campus. The Vice President for Campus Affairs shall coordinate U.S.G.'s efforts to promote the efficient use of existing space, facilities and services, as well as their improvement.

[Section 8

The Vice President for Evening & Part – Time Student Affairs, together with the Evening & Part – Time Student Affairs Committee, shall inform both the Senate and the Executive Board on matters and concerns which effect part – time and evening students.]

### **Section 8**

**The Vice–President of Student Services, together with the Student Services Committee, shall be responsible for advocating the concerns and interests of the undergraduate population and shall inform the senate and the executive board on matters that deal with entities that serve the student body. They will deal with any new additional student services needed on campus and change any current inefficient entities that affect the undergraduate population.**

Section 9

The Vice – President of Legislative Affairs shall coordinate the U.S.G. lobbying efforts for the benefit of Baruch College undergraduate students. The Vice – President [for] of Legislative Affairs shall inform both the Senate and the Executive Board of Developments in city, state, or federal legislatures that may affect students.

## **Article V: Powers and Duties of the Undergraduate Student Senate**

Section 1

The Executive Board with the advice and consent of the Academic Affairs committee shall have the power to appoint nominees to represent the student body at meetings of College or University committees and task forces. These representatives shall be required to report to the Senate on the fulfillment of their duties on a regular basis.

Section 2

The Senate may authorize programs and activities for the general benefit of the student body in accordance with the purposes of this constitution.

Section 3

The Senate shall appropriate all funds raised by the Student Government Activity Fee and the Student Club and Organization Fee in accordance with the purposes set forth in this constitution and the Financial Guidelines and By – Laws of the Baruch College Association, Inc., the Fiscal Guidelines for the Expenditure of Student Activity Fees promulgated by The City University of New York and the By – Laws of The City University of New York. The Senate shall establish such procedures and criteria as it may deem necessary to fulfill this obligation in a timely manner.

Section 4

The Senate shall have the power to confirm the nomination by the Executive Board of the position of Vice President for Academic Affairs, Vice President for Campus Affairs, Vice President of [for Evening and Part – Time Student Affairs] **Student Services** and Vice President [for] of Legislative Affairs. [In the event that a University Student Delegate from among those Senate members or officers who stood for election in the Spring election.]

Section 5

The Senate may adopt such By – Laws, rules and regulations, create temporary committees and task forces, or empower such agents as it deems fit to fulfill its purposes and duties as set forth in this constitution.

## **Section 6**

**The Executive Board shall have the power to nominate candidates for specially-appointed positions within USG, in addition to the elected members of USG. These appointee nominees shall be confirmed by the senate via majority vote.**

## **Article VI: Meetings**

### Section 1

The Senate shall meet weekly during the academic year from September through May, each Tuesday at 5:30 PM. Meetings of the Senate shall be open to all members of the Baruch Community.

### Section 2

Subject to such procedural rules as the Senate may adopt for itself, meetings shall be conducted according to the rules of parliamentary procedures as set forth in Robert's Rules Order (Newly Revised).

### Section 3

A quorum of the Senate shall consist of one half plus one of its eligible voting members. [If the Senate fails to attain a quorum, for the purposes of conducting business at its next scheduled meeting, the quorum shall be set as the number present at the previous meeting.]

**In the event that the Senate fails to attain a quorum, then voting shall not take place for that given meeting and will resume only when quorum is met.**

### Section 4

Each Senate member shall be entitled to one vote. Proxy voting will not be allowed.

## **Article VII: Committees**

### Section 1

The Senate and the Executive Board may create such ad – hoc and special committees as it deems necessary. The Senate may expand any committee beyond the minimum as it deems necessary with the appointment of non – Senate members in good standing selected by majority vote of the Senate.

### Section 2

The standing committees shall have the responsibilities specified in this constitution and such other responsibilities as they may be assigned by the Senate. Each standing committee shall have a minimum membership of 3 Senate members. A simple majority of a committee's qualified members shall constitute a quorum. Standing committees shall establish a minimum schedule of regular meetings.

### Section 3

The Academic Affairs Committee working with the Vice – President of Academic Affairs, shall be responsible for all academic matters concerning curriculum modification and development, academic standing, course and teacher evaluation and faculty appointment and tenure considerations. The Academic Affairs Committee with the advice and/or consent of the Executive Board shall recommend student appointments to all student faculty academic and/or department, school committees.

### Section 4

The Campus Affairs Committee working with Vice – President [for] of Campus Affairs, shall promote student interest in regard to physical facilities (including bookstore, cafeteria, lounges,

library, elevators, classrooms, etc.) as well as campus – wide student services. This committee shall also coordinate a diversified schedule of social, culture and recreational programs in accordance with the purposes set forth in this constitution.

#### Section 5

[The Club Constitution Sub – Committee shall be made up of Campus Affairs committee and Finance Committee. The chair shall be elected from the committee members. This committee shall be responsible for the review and the approval of constitutions for new clubs and/or organizations. Purposes of new organizations must be in accord with the mission of the college and the By – Laws of the Board of Trustees of the The City University of New York.]

**The Club Constitution Sub-Committee shall consist of the Campus Affairs and Finance Committees, with a chair selected from the committee members, via majority vote of the committee. This committee shall be responsible for the review and approval of constitutions for new clubs and/or organizations, and must ensure that the purpose of these clubs and/or organizations are in accord with the mission of the college and the By – Laws of the Board of Trustees of the The City University of New York.**

#### Section 6

The Finance Committee working with the Treasurer, shall review [the request of all clubs] **all requests made by clubs** for funds raised by the Student Club and Organization Fee and shall recommend to the Senate appropriations in accordance with the educational, cultural and recreational purposes of the college which are of [the] benefit to students, which are cost effective and **which** are in conformance with budget guidelines approved by the Senate, the By – Laws of Baruch College Association, Inc. and the By – Laws of The City University of New York. [The chair shall be elected by the committee members. ]**The Chair of Finance shall be a lower senator, nominated by the executive board. The Chair of Finance nominee shall be confirmed by the senate by a majority vote.**

#### Section 7

The Appeals Committee working with the Treasurer, shall review any request by a student club or organization which feels that it was allocated an insufficient budget and requests additional funds from the reserve allocated to Appeals. [The chair shall be elected by committee members.] **The Chair of Appeals shall be a lower senator, nominated by the executive board. The Chair of Appeals nominee shall be confirmed by the senate by a majority vote.**

#### [Section 8

The Evening & Part – Time Student Affairs Committee working with the Vice – President for Evening & Part –Time Student Affairs shall be responsible for ascertaining issues and concerns of undergraduate students who attend Baruch part – time and during the evening. The committee will be responsible for communication these concerns to the Senate and appropriate college officials.]

#### Section 8

**The Student Services Committee, working with the Vice – President of Student Services shall be responsible for ascertaining issues and representing the concerns of the undergraduate students and shall inform the senate and the executive board on matters that deal with entities that serve the student body.**

#### Section 9

**The Legislative Committee, working with the Vice – President of Legislative Affairs, shall be responsible for coordinating the U.S.G. lobbying efforts for the benefit of Baruch College undergraduate students. The Committee shall also inform both the Senate and the**

**Executive Board of Developments in city, state, or federal legislatures that may affect students.**

Section [9] 10

The Executive Board shall compose and recommend to the Senate a budget for the expenditure of the Student Government Activity Fees by U.S.G. in accordance with the purposes of this constitution and the Financial Guidelines of the Baruch College Association, Inc. and the By – Laws of The City University of New York.

**Article [VII]VIII: Elections**

**Section 1 – Eligibility**

A. The Executive Board members shall be currently enrolled undergraduate students in good standing, registered for a minimum of 9 credits with a minimum GPA of 2.5 to be eligible to seek or hold any executive position.

B. Senators shall be currently enrolled undergraduate students in good standing, registered for a minimum of 6 credits with a minimum GPA of 2.5 to be eligible to seek or hold a senate position.

C. Any student wishing to become a candidate must submit a declaration of candidacy form and a nominating petition signed by at least 20 undergraduate students.

D. A student may run for no more than one U.S.G. position in addition to the position of University Student Senate delegate.

E. For the position of Treasurer, the candidate must have completed three (3) credits in accounting.

[F. No student may hold both a position in the U.S.G. and an officer position in any club, organization or media.]

**F. No student may simultaneously hold a Senator or Executive Board position in the U.S.G. and an Executive Board position in any club, organization or media outlet.**

Section 2 – Procedures

A. Elections shall be held under the supervision and control of the Student Election Government Review Committee. Election shall be conducted in conformance with the provisions of this constitution, and the rules and regulations of the Board of Trustees of The City University of New York and Baruch College, in a fair, open and honest manner by independent agents.

B. Candidacy Declarations and Nominating Petitions must be made available two weeks prior to the close of nominations and five (5) weeks prior to balloting.

C. Elections must be completed no later than April 30 each year.

Section 3 – Term of Office

The term of office for all Senate and Executive Board positions shall be for one year beginning the day after commencement in June until Commencement Day of the following Spring.

Section 4 – Vacancies

Section 1 – Senate

[A. The candidate with the next highest total vote count from the appropriate constituency, if there be none then,]

**A. In the event that a vacancy in the Senate occurs, the Senate will hold an in-house election to elect an appropriate member to the vacant seat.**

[B. After two weeks of public notice, the Senate will receive open nominations to be approved by majority vote of the Senate at a regularly scheduled meeting following such nominations. ]

**B. There must be 2 weeks public notice of the vacancies of the Senate before an in-house election for aforementioned vacancy to be held.**

Section [2]5 – Executive Board

Except where already provided by this constitution, vacancies shall be filled after two weeks public notice, by nominations from the Executive Board and by subsequent appointment by a majority vote of the Senate at a regularly scheduled meeting.

#### **Article [VIII]IX: Removal from Office**

Section 1 – Grounds for Impeachment

Any of the following shall be considered grounds for the impeachment of any Executive Board or Student Senate member:

- A. Serious misconduct, negligence or repeated inattention in carrying out official duties;
- B. Misappropriation of funds;
- C. Willful violation of the provisions of this constitution.

Section 2 – The Impeachment Process

Any Executive or Senate member may be impeached either upon the lodging of a petition with the Senate of U.S.G. specifying charges and a 2/3 majority of the members of the Senate and the Executive Board.

Section 3 - The Trial of Impeached Official of the Student Senate

- A. The trial of any impeached officer or member of the Senate shall be conducted before the Senate.
- B. Within one week after the receipt of a petition or a duly passed Senate resolution, the Senate shall provide the accused with a copy of the charges, and after full consultation with all interested parties, set a date for hearing. This date shall be no later than two weeks after the receipt of the petition or resolution.
- C. The case against the impeached member shall be made either by the sponsor of the petition or by the sponsor of the resolution, as the case may be or by such agents as these parties may designate. The accused may defend him/herself or may designate an agent to conduct his/her defense.
- D. Both the accuser and the accused shall have the right to call witnesses and to cross-examine witnesses called by the other party. This process shall not last more than two consecutive meetings.

Section 4 - Conviction and Removal from Office

Should 2/3 of the members of the Senate find an impeached member guilty of any charges brought against him/her, she/he shall be considered convicted and removed from office.

Should none of the charges be sustained by the Senate, the impeached member shall be considered acquitted.

Section 5

Should a convicted impeached official wish to appeal his/her conviction, such an appeal must be led to the Senate with subsequent [submittance] **submission** to the Vice-President for Student Development within two weeks after notification of conviction.

**Article [IX]X: Amendments**

Section 1

Amendments to this Constitution must be proposed and adopted in accordance with referendum procedures prescribed by the By-Laws of the Board of Trustees of The City University of New York and the Governance Charter of Baruch College.

Section 2

An amendment shall be adopted if it is approved by a majority of those students voting in said referendum.