

# BYLAWS OF THE STUDENT GOVERNMENT

## ARTICLE I – THE STUDENT ASSEMBLY

### Section 1 – Representatives

Subsection 1. Voting members of the Student Assembly, hereafter referred to as the Assembly, shall be as follows: The largest undergraduate school shall send 4 representatives to the Assembly; the smallest undergraduate school shall send 2 representatives to the Assembly; the remaining three undergraduate schools shall each send 3 representatives to the Assembly. The senior, junior, sophomore, and freshman classes shall each send 1 representative to the Assembly. The seat for the freshman class representative shall remain vacant until the freshman elections can fill the seat. The Executive Vice President, Vice President for Club Administration, Vice President for Communication, Vice President for Commuter Affairs, Vice President for Finance, Vice President for Resident Affairs, and Vice President for Social Life shall each have a seat and a vote on the Assembly.

Subsection 2. Non-voting members of the Assembly shall be as follows: The Assistant Vice President for Social Life, the Student Athletic Advisory Council's designee, the Editor-in-Chief of the Quadrangle or his/her designee, the General Manager of WRCM Radio Station or his/her designee, the President of MCTV television station or his/her designee and the Chief Justice of Student Court shall have an ex-officio voice but a non-voting seat on the Assembly. The purpose of these seats is to act as a reporter. These members are permitted to attend special, closed and emergency meetings of the Assembly.

Subsection 3. The first order of business for a new session of the Assembly shall be to fill the vacant seats from the schools and classes of the Assembly. Only those elected into a position may vote in this situation. This meeting is to be presided over by the newly elected President.

### Section 2 – Representation

Subsection 1. Each member of the Assembly is responsible for adequately representing their constituency at all times.

Subsection 2. Adequate representation shall be defined as the following: holding forums or town hall meetings at least once a semester with their respective constituency and random surveying.

### Section 3 – Attendance

Subsection 1 - Definitions. Attending any required meeting of the Assembly or Committees shall be defined as being present at a meeting if the Member is in attendance for at least two-thirds of the total time of the meeting. Members shall be allowed to have 3 absences from the Assembly and 2 from each committee on which that Member serves, per semester.

Subsection 2 –Suspension. Suspension from office shall mean that any vice president, school representative or class representative may not vote or speak at either Student Assembly or Committee meetings pending the outcome of a disciplinary hearing held by the Ad Hoc Committee consisting of the President, the Director of Student Development, and the Chief Justice of the Student Court. Members missing more meetings than allowed may be suspended from office automatically by the President. Additionally, suspended Members shall not be counted in figuring quorum or voting requirements nor shall suspended Members accrue additional absences from either the Assembly or Committee while suspended from office.

Subsection 3 - Committees. Committee Members missing more meetings than the committee absence limit permits can be automatically removed from the Committee by the President, subject to an appeal in the form of a disciplinary hearing before the Ad Hoc Committee consisting of the President, the Director of Student Development, and the Chief Justice of the Student Court. Committee Chair shall notify absences to the President, who may then act on the notification. Committee Chair may establish procedures for granting excused absences that would not count against the member.

### Section 4 – Powers of the President of the Assembly

Subsection 1. The President of the Assembly, hereafter referred to as the President, shall choose the meeting time and place of the Assembly.

Subsection 2. The President shall decide the order of Business of the Day. The format of the agenda shall be set by the President with the advice of the Executive Committee.

Subsection 3. The President shall appoint the Chair and members of the standing committees with the advice and consent of the Assembly.

Subsection 4. The President may convene meetings of standing committees of the Assembly.

Subsection 5. The President may create the ad hoc committees of the Assembly.

Subsection 6. The President shall appoint the Chair and members of said Ad-Hoc committees with the advice and consent of the Assembly.

Subsection 7. The President shall have the right to call special sessions of the Assembly, making every effort to contact each member.

Subsection 8. The President shall have the power to create those positions that they deem necessary for the efficient operation of the Assembly, with the advice and consent of the Assembly.

Subsection 9. The President shall have the power to refer a bill to the proper Committees. If the President does not exercise this power, a member of the proper Committee or the sponsor of the bill may make a motion for the bill to be referred to the proper committee(s).

Subsection 10. The President is empowered to pursue any actions necessary and proper for the effective running of the Assembly and the Student Government as a whole.

#### Section 5 – President’s Role in the Assembly

Subsection 1. The President may vote only in a tie.

Subsection 2. The President may sit as a non-voting, ex-officio member of all Student Assembly committees.

Subsection 3. The President shall be chair of the Executive Committee.

Subsection 4. The President shall authenticate by his or her signature, all acts, bills, orders, resolutions and proceedings that are approved by the Assembly and subsequently submit such materials to the Director of Student Development in a timely manner.

Subsection 5. The President shall serve with the consent of the Assembly and may be removed from office by a 2/3 vote of no confidence by the Assembly. The consideration of the motion of no confidence shall require one meeting’s notification and shall be presided over by the Chief Justice of Student Court. Once a vote of no confidence has been voted upon in the affirmative, the Executive Vice President/President Pro Tempore shall become the President.

#### Section 6 – Office of the President Pro Tempore

Subsection 1. The President Pro Tempore shall serve as the presiding officer of the Assembly in the absence of the President.

Subsection 2. The President Pro Tempore shall relinquish all privileges of a member while serving as presiding officer.

#### Section 7 – Office of the Clerk

Subsection 1. The President of the Assembly shall appoint a Clerk of the Assembly with the advice and consent of the Assembly.

Subsection 2. It shall be the responsibility of the Clerk to assure that correct and accurate records of all meetings of the Assembly are properly maintained so these records can be available for public inspection

Subsection 3. It shall be the responsibility of the Clerk to keep a record for their full term in which all approved legislation shall be filed in numeric order.

Subsection 4. The Clerk shall be responsible for the maintenance of the Student Government archives.

Subsection 5. The Clerk shall work closely with the President to ensure that electronic Student Government

records are available to the Assembly and the Executive Committee in a timely manner.

Subsection 6. The Clerk shall work closely with the President and the Executive Committee to ensure that the Student Government roster is updated and can be available for public inspection.

#### Section 8 – Office of the Parliamentarian

Subsection 1. The Parliamentarian shall be appointed by the President of the Assembly with the advice and consent of the Assembly.

Subsection 2. The Parliamentarian shall be the primary advisor to the Assembly concerning the rules of procedure, rules of order and the governing instruments.

Subsection 3. The outgoing Parliamentarian shall serve until the new elected President appoints a new Parliamentarian. This time period shall not exceed 3 weeks after the first meeting of the new session.

#### Section 9 – Meeting Requirements

Subsection 1. Regular meetings of the Assembly shall be held in a suitable location approved by the President and announced at least 3 days in advance of each meeting unless the Assembly shall otherwise direct.

Subsection 2. A quorum shall be defined as fifty percent plus one (50% + 1) of the voting members of the Assembly. Business may not be conducted without a quorum.

Subsection 3. Special sessions of the Assembly may be called by the President or by a petition of fifty percent plus one (50% + 1) of the Assembly at any time provided forty-eight hours notice from the time that the decision is made.

Subsection 4. During special sessions no other business may be conducted outside of that specified in the meeting's call. Business may not be conducted without a quorum.

#### Section 10 – Rules of Debate

Subsection 1. All rules of debate other than listed below shall be those found in the most recent edition of *Robert's Rules of Order*.

Subsection 2. Should the rules not be suitable for a particular piece of legislation, a motion may be moved to change the rules of debate for that piece of legislation only. This shall take place during the approval of the agenda and require a majority vote.

#### Section 11 – Legislation

Subsection 1. The following shall be the types of legislation to be considered by the Assembly and the rules regarding each:

1. An Amendment to the Constitution, which shall be used only to amend the Constitution in accordance with the governing documents of Student Government; an amendment shall require a 2/3 vote of the entire legislative membership at 2 consecutive votes.
2. An Amendment to the Bylaws, which shall be used to amend and adopt governing documents found in these Bylaws; an amendment to the Bylaws shall require a 2/3 vote of the present members, if quorum has been met, and requires one meeting prior notice.
3. A Resolution, which shall be used to pass items of business relating solely to the operations of the Assembly, including but not limited to allocations from the Student Activities Fee, matters pertaining to the regulations of clubs and organizations, and elections; a resolution shall require a majority vote of the present and voting members of the Assembly.
4. A Sense Resolution of the Assembly, shall state the opinion of the Assembly on any matter. A sense of the Assembly shall require a majority vote of the present and voting members of the Assembly.

Subsection 2. All Amendments shall be presented to the Assembly with one meeting prior notice. All Amendments will be committed after the first reading unless blocked by a (2/3) vote of the Assembly.

Subsection 3. All Resolutions and Sense of the Assembly Resolutions need not be committed but shall be

referred to the appropriate committee if requested.

Subsection 4. All legislation that is presented to the Assembly from non-members shall require the sponsorship of a member in order to be brought to the floor.

Subsection 5. All legislation shall be typed, titled, and given to the President no less than 1 week before the beginning of a Student Assembly meeting or later if the President deems necessary.

#### Section 12 – Closed Meetings

Subsection 1. All closed meetings of the Assembly or any of its standing committees shall exclude non-members and shall be confidential.

#### Section 13 – Dissemination of General Student Assembly Public Information

Subsection 1. When a member requests a Division of the House, the minutes shall report the names of Student Assembly members who vote in favor or against the piece of legislation.

#### Section 14 – General Duties

Subsection 1. The standing committees of the Assembly shall normally meet in regular session.

Subsection 2. Standing committees shall convene in order to take up matter by orders of the Assembly or by the President.

#### Section 15 – Removal of Chairs

Subsection 1. The Chair of any standing committee that has knowingly failed to meet when business is pending may be removed from the position. The President may remove that person from the Chair by a majority vote of the Assembly.

#### Section 16 – Legislative Duties

Subsection 1. All legislation, except Sense of the Assembly Resolutions, which falls within the jurisdiction of any standing committee, shall be referred to that committee for review upon request.

Subsection 2. Standing committees shall also be empowered to table resolutions in order to allow further research on the issue, thereby preventing the Assembly's action on the resolution, unless removed from the committee's table by a 2/3 vote of the Assembly.

Subsection 3. The standing committees shall be empowered to originate legislation and send it forth from the committee with recommendation.

Subsection 4. Committees may keep legislation from floor debate by voting down that legislation at the committee level. The only way to bring a piece of legislation failed by a committee to the floor is by a 2/3 vote of the Assembly.

#### Section 17 – Ad Hoc Committee

Subsection 1. Ad-Hoc Committees of the Assembly may only be established by order of the President of the Assembly.

Subsection 2. The purpose, membership, and jurisdiction of said committee shall be delineated in the establishing orders of the committee.

#### Section 18 – Committee Bylaws

Subsection 1. Committees shall operate according to their bylaws. Bylaws must be approved by the Assembly prior to conducting business using the Bylaws.

#### Section 19 – Parliamentary Authority

Subsection 1. The Parliamentary rules as set out in the most recent edition of *Robert's Rules of Order* shall govern the conduct of all meetings of student government organizations except as may otherwise be directed in the governing instruments.

## Section 20 – Vacancies in Committees

Subsection 1. A Vacancy of any Student Assembly committee seat may be filled by the President of the Assembly, with the advice and consent of the Assembly.

## Section 21 – Education Clause

Subsection 1. The members of the assembly are required to meet before Student Leadership Day with the Director of Student Development to review the duties and responsibilities of their office.

## **ARTICLE II – THE EXECUTIVE OFFICES**

### Section 1 – Powers of the President

Subsection 1. The Student Body President, hereafter referred to as the President, shall be the Chief Executive Officer of Student Government and shall be responsible for the execution of the provisions of the Constitution and the policies and programs concerning the interests of the Student Government and their constituents.

Subsection 2. The President shall appoint students to the Board of Trustees committees, Senate commissions, vacant seats in the Senate, and to any other Joint Faculty-Student committees, in accordance with the rules and regulations governing said committees.

Subsection 3. The President shall appoint Court Justices whenever a vacancy in the Court occurs with the advice of the Chief Justice and the Dean of Students. The appointment is subject to a 2/3 vote of approval from the Assembly.

Subsection 4. The President shall be empowered to create any position aiding the execution of their responsibilities with the advice and consent of the Assembly. The President shall be empowered to appoint a qualified student to fill the position with the advice and consent of the Assembly.

Subsection 5. The President shall be empowered to evaluate the performance of duties and responsibilities of each member of Student Government with the advice of the Director of Student Development.

a) If a member of Student Government is found by the President with the advice of the Director of Student Development to not satisfactorily fulfill their duties and responsibilities as outlined in the Constitution and Bylaws, the President shall ask that member to resign from their position.

b) If that member does not willingly resign then the case shall be presented to the Student Court for adjudication. If that member is part of Student Court then the Executive Committee shall deliberate on the presented case and require a 2/3 vote for removal.

Subsection 6. The President shall be an ex-officio member of the Senate and ex-officio member of the Campus Life Commission of the Senate. The President is also an ex-officio member of the Judiciary Committee on Student Affairs.

Subsection 7. The President shall meet bi-weekly with the Dean of Students and the Director of Student Development.

### Section 2 – Powers of the Executive Vice President

Subsection 1. The Executive Vice President of the Student Government shall fulfill the responsibilities of the President should he/she be unable to do so. The Executive Vice President shall also assume the Office of the President should it become vacant for any reason.

Subsection 2. The Executive Vice President shall be responsible for maintaining the office for Student Government, keeping an inventory of supplies and requesting purchases.

Subsection 3. The Executive Vice President shall be acting President of the freshman class until one is elected.

Subsection 4. The Executive Vice President shall be responsible for coordinating Student Government leadership activities and conferences that occur outside of formal meetings while seeking advice from the Director of Student Development.

Subsection 5. The Executive Vice President shall be an ex-officio member of the Senate and ex-officio member

of the Educational Affairs Commission of the Senate.

Subsection 6. The Executive Vice President shall be responsible for managing logistics of all meetings of Student Government.

Subsection 7. The Executive Vice President shall perform all duties evolving from the President in accordance with the governing instruments and directives of the Assembly.

### Section 3 – Powers of the Vice President for Club Administration

Subsection 1. The Vice President for Club Administration shall be responsible for overseeing and regulating all student clubs and organizations, which are funded by the Student Activities Fee, excluding the communication groups.

Subsection 2. The Vice President for Club Administration shall meet on a weekly basis with the Activities Coordinator in the Office of Student Activities.

Subsection 3. The Vice President for Club Administration shall manage the club record system located in the Student Government Office.

Subsection 4. The Vice President for Club Administration shall have the power to impose an injunction on the account of any club or organization that has neglected to meet the standards set by the Club Oversight Committee, misused funds or any other matter deemed worthy and subsequently referred to the Club Oversight Committee.

Subsection 5. The Vice President for Club Administration shall have the power to enforce all College and governmental regulations on clubs.

Subsection 6. The Vice President for Club Administration shall be the ex officio Chair of the Club Oversight Committee.

Subsection 7. The Vice President for Club Administration shall be an ex-officio Speaker of the Club Council.

Subsection 8. The Vice President for Club Administration shall be an ex officio member of the Budget Allocations Committee.

Subsection 9. The Vice President for Club Administration shall perform all duties evolving from the President in accordance with the governing instruments and directives of the Assembly.

### Section 4 – Powers of the Vice President for Communication

Subsection 1. The Vice President for Communication shall act as the Public Relations Officer of Student Government and shall oversee and coordinate all student run communication groups and report to the Club Oversight Committee the of the groups.

Subsection 2. The Vice President for Communication shall hold meetings with the officers of the student-run newspaper, television station and radio station to ensure the proper operation of these organizations but shall not have oversight of the content produced or aired

Subsection 3. The Vice President for Communication shall inform the student-run newspaper, television station and radio station of events and programs sponsored by Student Government or any other club and organization so that they may appropriately advertise the events.

Subsection 4. The Vice President for Communication shall be responsible for distributing press releases to the College community that evolve from the Executive Committee.

Subsection 5. The Vice President for Communication shall also be responsible for facilitating mass e-mails to the College community informing them of upcoming events and programs.

Subsection 6. The Vice President for Communication shall approve all oversized posters and manage the oversize poster machine and the locations that the oversize posters may be placed.

Subsection 7. The Vice President for Communication shall manage and archive all student government, club, and organizations advertisements.

Subsection 8. The Vice President for Communication shall be an ex officio member of the Club Oversight Committee.

Subsection 9. The Vice President for Communication shall be an ex officio member of the Publications Board of the College.

Subsection 10. The Vice President for Communication shall manage and update the Student Government public calendar.

Subsection 11. The Vice President for Communication shall perform all duties evolving from the President in accordance with the governing instruments and directives of the Assembly.

#### Section 5 – Powers of the Vice President for Commuter Affairs

Subsection 1. The Vice President for Commuter Affairs shall be the primary advocate to and liaison between the commuter students, the Assembly and the College's Administration.

Subsection 2. The Vice President for Commuter Affairs shall hold bi-weekly meetings with the Director of Student Development.

Subsection 3. The Vice President for Commuter Affairs shall be the ex officio Chair of the Commuter Student Council.

Subsection 4. The Vice President for Commuter Affairs shall be empowered to appoint officers and members to the Commuter Student Council with the advice and consent of the Assembly.

Subsection 5. The Vice President for Commuter Affairs shall be an ex-officio member of the Social Life Commission.

Subsection 6. The Vice President for Commuter Affairs shall be an ex-officio member of the Campus Improvements Committee.

Subsection 7. The Vice President for Commuter Affairs shall be an ex-officio member of the Campus Life Commission of the Senate.

Subsection 8. The Vice President for Commuter Affairs shall compose a monthly commuter newsletter addressing concerns and comments of the Commuter Student Council along with a listing of events on campus to encourage commuter participation.

Subsection 9. The Vice President for Commuter Affairs shall be responsible for organizing and planning events emphasizing the commuter students on campus—events may be Latino Fest, Commuter Barbecues, et cetera. Furthermore, the Vice President for Commuter Affairs shall work with the Vice President for Resident Affairs to plan joint events, for example the Relaxation Stations.

Subsection 10. The Vice President for Commuter Affairs shall perform all duties evolving from the President in accordance with the governing instruments and directives of the Assembly.

#### Section 6 – Powers of the Vice President for Finance

Subsection 1. The Vice President for Finance shall keep a record of all income and expenditures of Student Government and all clubs and organizations under Student Government jurisdiction.

Subsection 2. The Vice President for Finance shall be responsible for the transactions of Student Government and its subsidiary clubs, in accordance with the established policies and procedures of the Controller's Office of Manhattan College and with the procedures of the individual commissions and/or committees.

Subsection 3. The Vice President for Finance must submit the budget allocation recommendation report endorsed by the Budget Allocations Committee to the Assembly 3 days prior to the Assembly's review and decision.

Subsection 4. The Vice President for Finance shall report periodically to the Assembly on the current financial standing and the expenditures made thus far in each semester.

Subsection 5. The Vice President for Finance shall submit a complete financial report at the end of each

semester in office.

Subsection 6. The Vice President for Finance shall be the ex-officio Chair of the Budget Allocations Committee.

Subsection 7. The Vice President for Finance shall be an ex-officio member of the Club Oversight Committee.

Subsection 8. The Vice President for Finance shall attend meetings of the Performing Arts Council as stipulated in the financial resolutions of the Budget Allocations Committee.

Subsection 9. The Vice President for Finance shall be an ex-officio member of the Senate and an ex-officio member of the Resources Commission of the Senate.

Subsection 10. The Vice President for Finance shall have office hours in the Office of Student Activities each week to review and authorize financial documents.

Subsection 11. The Vice President for Finance shall perform all duties evolving from the President in accordance with the governing instruments and directives of the Assembly.

#### Section 7 – Powers of the Vice President for Resident Affairs

Subsection 1. The Vice President for Resident Affairs shall be the primary advocate to and liaison between the resident students, the Assembly and the College's Administration.

Subsection 2. The Vice President for Resident Affairs shall hold bi-weekly meetings with the Director of Residence Life.

Subsection 3. The Vice President for Resident Affairs shall be the ex-officio Chair of the Resident Student Council.

Subsection 4. The Vice President for Resident Affairs shall regularly hold forums for resident students to attend and express their concerns.

Subsection 5. The Vice President for Resident Affairs shall be responsible for organizing and planning events emphasizing the resident students—events may be Freshman Move-In, Family Weekend, et cetera. Furthermore, the Vice President for Resident Affairs shall work with the Vice President for Commuter Affairs to plan joint events, for example the Relaxation Stations.

Subsection 6. The Vice President for Resident Affairs shall be empowered to appoint officers and members to the Resident Student Association, with the advice and consent of the Assembly, in accordance with its own governing documents, the Constitution and the Bylaws.

Subsection 7. The Vice President for Resident Affairs shall be an ex-officio member of the Social Life Commission.

Subsection 8. The Vice President for Resident Affairs shall be an ex-officio member of the Campus Improvements Committee.

Subsection 9. The Vice President for Resident Affairs shall be an ex-officio member of the Campus Life Commission of the Senate.

Subsection 10. The Vice President for Resident Affairs shall perform all duties evolving from the President in accordance with the governing instruments and directives of the Assembly.

#### Section 8 – Powers of the Vice President for Social Life

Subsection 1. The Vice President for Social Life shall be responsible for the programming of Student Government by funding and planning social and recreational events for the entire student body of Manhattan College. These include but are not limited to plays, operas, sporting events, concerts, comedians or other entertainers, planned excursions into New York City, planned events on campus and around the area.

Subsection 2. The Vice President for Social Life shall plan the large scale annual events. All events are held at the discretion of the Vice President for Social Life with the consultation of the Activities Coordinator and the Office of Student Activities.

Subsection 3. The Vice President for Social Life shall be the ex-officio Chair of the Social Life Commission,

hereafter referred to as the SLC.

Subsection 4. The Vice President for Social Life shall appoint the Assistant Vice President for Social Life and the directors of the SLC committees, with the advice and consent of the Assembly.

Subsection 5. The Vice President for Social Life must endorse all requests pertaining to the SLC subcommittees and set the SLC Calendar for the governmental year.

Subsection 6. The Vice President for Social Life shall meet on a weekly basis with the Activities Coordinator in the Office of Student Activities and shall be in communication with the Director of Recreation from the Office of Residence Life.

Subsection 7. The Vice President for Social Life shall work with the Assistant Vice President for Social Life on planning weekly on campus events and weekly off campus events.

Subsection 8. The Vice President for Social Life shall perform all duties evolving from the President that are in accord with the governing instruments and directives of the Assembly.

#### Section 9 – Powers of the Assistant Vice President for Social Life

Subsection 1. The Assistant Vice President for Social Life shall be responsible for assisting the Vice President for Social Life with all their duties outlined above.

Subsection 2. The Assistant Vice President for Social Life shall be the ex-officio Vice Chair of the Social Life Commission.

Subsection 3. The Assistant Vice President for Social Life shall coordinate and oversee events planned by the Class Officers.

Subsection 4. The Assistant Vice President for Social Life shall work with the Office of Student Activities to facilitate advertisement of SLC events.

Subsection 5. The Assistant Vice President for Social Life shall work with the Vice President for Social Life on planning weekly on campus events and weekly off campus events.

#### Section 10 – Executive Officer Orientation

Subsection 1. The newly elected Executive Officers are required to meet prior to Leadership Day with the Director of Student Development to review the duties and responsibilities of their respective positions as outlined in the Bylaws.

Subsection 2. The newly elected Executive Officers are required to meet with the outgoing Executive Officers to exchange records and to familiarize themselves with their new duties and responsibilities.

#### Section 11 – Presidential Succession

Subsection 1. If by any reason of resignation, removal from office, inability, or failure to qualify, there is neither a Student Body President nor Executive Vice President to discharge the powers and duties of the office of Student Body President, then the Assembly shall meet in an Emergency Session at the regularly scheduled meeting place and time on the first academic school day subsequent to the vacancy.

Subsection 2. The Chief Justice of the Student Court shall call the meeting to order, open nominations and call the vote for an acting President. The newly elected acting President shall ascertain that quorum has been met. The acting President shall then open nominations for Student Body President. Only voting members of the Assembly are eligible for nomination. Once nominations have been closed, the acting President shall call for a vote. The Student Body President shall be elected by a majority vote of the Assembly. If three or more individuals are nominated for Student Body President, a first round of voting shall occur in the Assembly and a second round of voting shall be held for the two nominees with the most votes from the first round. The newly elected Student Body President shall take office upon resignation of their previously held position.

Subsection 3. If by any reason there is no clerk available to call the meeting to order, any member of the Assembly may call the meeting to order, open nominations and call the vote for the acting President.

Subsection 4. If for any reason no member accepts the nomination of Student Body President, the Elections

Committee will hold a special election within 10 academic days of the vacancy.

## **ARTICLE III – BUDGET ALLOCATIONS COMMITTEE**

### Section 1 – Membership

Subsection 1. The Budget Allocations Committee, hereafter referred to as BAC, shall be composed of 7 members of the Assembly. The Vice President for Finance shall be ex-officio chair of the committee. The Executive Vice President, Vice President for Club Administration, Chair of the Lasallian Action Committee and Chair of the Campus Improvements Committee shall be ex-officio members of the committee. The remaining 2 members of the committee shall be appointed by the President, with the advice and consent of the Assembly and shall not be any of the remaining vice presidents.

- a) Members of the BAC shall not bring personal bias into committee determination, and shall represent an independent voice for their constituency. A member of the committee, who is a member of a college club or organization, must state the organization's name and any position the member may hold at the beginning of the committee meetings. When reviewing a club budget with which a member of the BAC has close relations, the individual should abstain from discussion and voting.
- b) The BAC shall have non-voting members from outside of Student Government to sit in on allocation meetings to further ensure a fair and fiscally informative review of the budgets. Such membership shall be a representative of the Controller's Office Staff, a faculty member in the School of Business, a member of the Student Activities Staff, and a School of Business student who is not a member of Student Government.

### Section 2 – Duties

Subsection 1. It shall be the duty of the BAC to investigate and propose a budget for the upcoming fiscal year.

Subsection 2. It shall be the duty of the BAC to have a reallocation meeting for additional requests and new budgetary submissions midway through the semester.

Subsection 3. It shall also be the duty of the BAC to review and report on all requests for monetary allocations, excluding the Lasallian Action Committee and Campus Improvements Committee, to the Assembly.

### Section 3 – Financial Rules

Subsection 1. The BAC shall operate according to financial resolutions outlined in the Club Manual.

Subsection 2. The BAC shall automatically allot Monetary Independence Bills hereafter called MIBs, at the beginning of the fiscal year. The specific amounts are stipulated in the Club Manual. Each MIB shall be reviewed every two years for amendments or ratification, which requires a 2/3 vote of the Assembly.

Subsection 3. The BAC shall only recommend a proposed budget, which requires a 2/3 vote of the Assembly. .

## **ARTICLE VI – CAMPUS IMPROVEMENT COMMITTEE**

### Section 1 – Membership

Subsection 1. The Campus Improvement Committee, hereafter referred to as CIC, shall be composed of seven members of the Assembly. The Chair and 4 other members of the committee shall not be any of the vice presidents. The Vice President for Commuter Affairs and Vice President for Resident Affairs shall be ex-officio members of the committee and shall hold the two remaining seats. All non ex-officio seats shall be appointed by the President, with the advice and consent of the Assembly.

Subsection 2. The Chair of the CIC shall have an ex-officio seat on the BAC.

### Section 2 – Duties

Subsection 1. The CIC shall be empowered with a budget as stated by its MIB and shall use its budget to make campus improvements with the permission of the Vice President for Student Life and the Vice President for Facilities of the College.

Subsection 2. The purpose of CIC shall be to create and review legislation that deals with student issues

excluding programming issues, including but not limited to Housing, Safety, Commuter Concerns, and Facilities.

Subsection 3. The CIC shall make reports and findings to the Assembly and Executive Committee pertaining to the projects it undertakes.

### Section 3 – Operating Bylaws

Subsection 1. The Chair of CIC shall follow up with the approved resolutions and monitor the progress of funded projects.

Subsection 2. The Campus Improvements Committee shall operate in accordance with its own rules, approved by majority of the Assembly. The committee shall not conduct business until operating bylaws have been adopted.

## **ARTICLE V – CLUB ESTABLISHMENT COMMITTEE**

### Section 1 – Membership

Subsection 1. The Club Establishment Committee, hereafter referred to as CEC, shall be composed of 3 members of the Assembly, appointed by the President, with the advice and consent of the Assembly. All members of this committee shall not be any of the Vice Presidents.

### Section 2 – Duties

Subsection 1. The CEC shall review and endorse all requests for new clubs or organizations proposed by any undergraduate student of Manhattan College only after the Director of Student Development has reviewed such request.

Subsection 2. The Chair of the CEC shall meet on a regular basis with the Director of Student Development and shall report to the Executive Committee the status of new club submissions.

Subsection 3. The CEC shall present the endorsed club or organization to the Assembly for a 2/3 vote.

Subsection 4. The Club Establishment Committee shall meet one week subsequent to the new club or organization submission deadlines of November 1 of the fall semester and April 1 of the spring semester or at the discretion of the chair with the advice of the Director of Student Development.

## **ARTICLE VI – CLUB OVERSIGHT COMMITTEE**

### Section 1 – Membership

Subsection 1. The Club Oversight Committee, hereafter referred to as COC, shall be composed of 5 members of the Assembly. The Vice President for Club Administration shall be ex-officio Chair of the Committee. The Vice President for Communication and Vice President for Finance are ex-officio members of the committee. The remaining 2 members of the committee shall be appointed by the President, with the advice and consent of the Assembly and shall not be any of the remaining vice presidents.

### Section 2 – Duties

Subsection 1. The COC shall submit a semester report to the BAC and to the Assembly prior to the budget allocations meeting held by the BAC, regarding the status of all clubs and organizations regulated by Student Government with the exception of communication groups.

Subsection 2. The COC shall hold monthly Club Council meetings including a representative of every club and organization.

Subsection 3. The members of the COC shall have a seat but no vote in the Club Council.

Subsection 4. The COC shall advise those clubs with procedural concerns.

Subsection 5. The COC shall communicate the concerns of the Club Council to the Administration and the bodies of Student Government.

Subsection 6. The COC shall have the power to audit any Student Government funded club or organization. This shall be interpreted to mean the review of all financial and any other information deemed pertinent by the

committee. A majority vote of the committee shall initiate an audit.

Subsection 7. The COC has the power to freeze the account of any club or organization that fails to comply with the audit or fails to appear at a hearing upon request until the club complies.

Subsection 8. The COC shall issue a written report to the Student Assembly as to their findings after an audit. If the COC finds that a Student Government funded organization has misused, misappropriated, or conducted its budget in a poor manner, the committee may recommend to the Assembly that the organization's budget be frozen and refer the case to the Student Court for further discipline. If the COC finds that the any other information requested is not meeting the requirements stipulated by the committee, the committee may recommend to the Student Assembly that they freeze said organization's funds and refer the case to the Student Court.

Subsection 9. The COC shall review all club and organizations budget and BAC, and shall endorse or deny events requested, as per the respective club or organizations constitution or charter.

Subsection 10. The COC shall report the standings of clubs under their oversight to the Assembly each semester and to the Vice President for Finance.

Subsection 11. The COC shall evaluate the activities and effectiveness of the Club Council and report this on a semesterly basis to the Assembly and the Director of Student Development.

Subsection 12. The COC shall be responsible for reviewing the Club Manual before the start of each semester. This document shall act as a reference for club leaders and supplement some discussions of the Club Council.

Subsection 13. The COC shall be responsible for publishing the Club Manual both online and in print each academic year.

Subsection 14. The COC shall respond to the inquires and concerns of clubs.

### Section 3 – Hearing Board

Subsection 1. The COC shall serve as the formal hearing board concerning audits initiated by the committee and other disputes between student member clubs and organizations. The decision requires the approval of the Assembly to become binding. All parties may appeal to the Student Court.

### Section 4 – Powers

Subsection 1. The Activities Coordinator in the Office of Student Activities has the power to review and regulate the status of all clubs or organizations funded by the Student Activities Fee. The COC shall work in conjunction with the Activities Coordinator.

### Section 5 – Operating Bylaws

Subsection 1. The COC may also operate in accordance with its own rules, approved by majority of the Assembly. The committee shall not conduct business until operating bylaws have been adopted.

## **ARTICLE VII – ELECTIONS COMMITTEE**

### Section 1 – Membership

Subsection 1. The Elections Committee shall be composed of all senior members of the Assembly.

Subsection 2. The Chair shall be appointed by the President, with the advice and consent of the Assembly and 1 secretary to be appointed by the Elections Committee. Any senior member of the assembly may be appointed Chair of the committee.

Subsection 3. Should there not be more than 3 qualifying members on the Elections Committee. The Office of Student Activities shall run elections, following the Student Government Constitution and its Bylaws.

### Section 2 – Duties

Subsection 1. The Elections Committee shall conduct all Student Government elections in accordance with the the governing documents.

### Section 3 – Hearing Board

Subsection 1. The Election Committee shall serve as the hearing board for all elections complaints. The Hearing Board shall be empowered to rule on all complaints filed.

### Section 4 – Rules

Subsection 1. The Elections Committee shall act in accordance with its own rules which shall be subject to the approval of the Assembly.

## **ARTICLE VIII – EXECUTIVE COMMITTEE**

### Section 1 – Membership

Subsection 1. The Executive Committee shall be composed of the Student Body President, Executive Vice President, Vice President for Club Administration, Vice President for Communication, Vice President for Commuter Affairs, Vice President for Finance, Vice President for Resident Affairs, Vice President for Social Life, Chair of the Lasallian Action Committee and Chair of the Campus Improvements Committee.

Subsection 2. The Chair of the Executive Committee shall be the Student Body President.

Subsection 3. The Clerk of the Assembly shall have a seat but no vote nor voice and shall be responsible for recording the minutes of the Executive Committee.

### Section 2 – Duties

Subsection 1. The Executive Committee shall carry out any approved measure of the Assembly.

Subsection 2. The Executive Committee shall relate specific Student Body concerns and approved measures of the Assembly to the appropriate College Administrator.

Subsection 3. The Executive Committee shall meet bi-weekly to ensure the efficient operation of Student Government and its subsidiary commissions and committees.

Subsection 4. The Executive Committee shall fill a vacancy in any Vice Presidential office, excluding the Executive Vice President, with a 2/3 vote of approval from the Assembly.

### Section 3 – Role of the Executive Committee

Subsection 1. The Executive Committee shall propose, initiate, and carry out programs that have been approved by the Assembly. Any decision or recommendation made by the Executive Committee must be approved by the Assembly.

Subsection 2. The Executive Committee shall give advice in composing the Assembly agenda.

## **ARTICLE IX – LASALLIAN ACTION COMMITTEE**

### Section 1 – Membership

Subsection 1. The Lasallian Action Committee shall be composed of 5 members of the Assembly, appointed by the President, with the advice and consent of the Assembly. The Chair and 3 of the members of the committee shall not be any of the vice presidents. The remaining fifth seat is open to any member of the assembly.

Subsection 2. The Chair of the Lasallian Action Committee shall have an ex-officio seat on the Budget Allocations Committee.

### Section 2 – Duties

Subsection 1. The Lasallian Action Committee shall be empowered with a budget as referenced in legislation. This budget will be used to foster a Lasallian spirit on the Manhattan College campus that is true to the mission of the college and the Student Government.

Subsection 2. The Lasallian Action Committee shall review student applications for funding of community events that foster Lasallian ideals of faith, service and community. After applications have been reviewed the Committee shall determine the funding allotted for such events, and recommend college offices/organizations that may aid the applying organization.

Subsection 3. The Committee Chair shall meet with the Vice President for Mission twice a semester to ensure that communication of events and fostering of Lasallian values occur on all levels.

### Section 3 – Operating Bylaws

Subsection 1. The Lasallian Action Committee shall operate in accordance with its own rules, approved by majority of the Assembly. The committee shall not conduct business until operating bylaws have been adopted.

## **ARTICLE X – STUDENT COURT**

### Section 1 – Composition and Arrangement

Subsection 1. The Student Court of the Manhattan College Student Government shall consist of a Chief Justice, a senior, and six Associate Justices, either juniors or seniors.

Subsection 2. The Student Court shall schedule meetings at the beginning of the semester for one meeting at least once a month.

Subsection 3. The Chief Justice and at least four Associate Justices shall be a quorum.

Subsection 4. The Chief Justice and the Associate Justices shall each have one vote for each case heard by the court. In the event an even number of Justices are hearing a case, the Chief Justice shall relinquish the power to cast a vote.

Subsection 5. The Chief Justice must have previously served as an Associate Justice on the Student Court for at least one academic semester. If the nominee for Chief Justice has not previously been a justice, the Chief Justice designate must be presented by the President of Student Government, in person, to undergo a confirmation hearing before the full Student Assembly prior to approval.

Subsection 6. All other Student Court nominees shall be nominated to the Assembly, by the President of the Student Government, and unless otherwise ordered by the Assembly, does not have to attend his/her confirmation vote. In the event of a vacancy on the court, the President, with all prudence, shall nominate a justice post-haste.

Subsection 7. There shall be a Clerk, who is a sophomore or freshman, of the Student Court appointed by the Chief Justice with the consultation of the Dean of Students. The Clerk will record the minutes of each hearing and submit them to the Chief Justice for approval.

Subsection 8. There shall be two Sergeants at Arms for the Student Court selected from either the sophomore or freshman class. Only one shall attend each hearing alternating their duties.

- a) The Sergeant at Arms shall keep order during hearings and perform all other matters as directed by the court those individual who enter and exit each hearing. The Sergeant at Arms may never proxy or replace a Justice in hearing a case heard by the court. The Sergeant at Arms shall be appointed by the Chief Justice with the consultation of the Dean of Students.

Subsection 9. The Chief Justice shall give the oath of office on Leadership Day.

## **ARTICLE XI – SOCIAL LIFE COMMISSION**

### Section 1 – Duties

Subsection 1. The Social Life Commission, hereafter referred to as SLC, shall be responsible for the programming of the Student Government.

Subsection 2. The Vice President for Social Life must submit a semester commission membership flow chart to the Director of Student Development and the Assembly. The membership flow chart must include but is not limited to ex-officio positions.

### Section 2 – Composition

Subsection 1. The SLC shall be chaired by the Vice President for Social Life. The Vice President for Social Life, once elected and installed in the aforementioned office, shall appoint an Assistant Vice President for Social Life, with the advice and consent of the Assembly, who shall be the ex-officio Vice Chair of the SLC The Vice Chair

shall perform all duties evolving from the Vice President for Social Life in accord with the governing instruments of student government.

Subsection 2. The Vice President for Resident Affairs and the Vice President for Commuter Affairs shall be ex-officio members of the SLC.

Subsection 3. There shall be planning committees for the following aspects of Social Life: Broadway Shows; Opera and other Performing Arts; Sporting Events; Day Trips; Mind, Body and Soul Programs; and any other planning committee deemed necessary by the Chair.

Subsection 4. The Vice President for Social Life shall create any planning committee of the SLC.

Subsection 5. All Class Officers are members of the SLC and are required to consult the Vice President for Social Life in regards to their programming. The classes, clubs and organizations will maintain their own budgets and control of their event planning.

Subsection 6. Any student of Manhattan College endeavoring to become more active or would like to run an event may become a member of the SLC.

### Section 3 – Role of the Vice President for Social Life

Subsection 1. The Vice President for Social Life shall supervise the actions of all planning committees under the Social Life Commission, and shall have the power, in consultation with the Office of Student Activities, to deny/suspend events and expenditures deemed inappropriate.

## **ARTICLE XII – RESIDENT STUDENT COUNCIL**

### Section 1 – Duties

Subsection 1. The Resident Student Council, hereafter referred to as RSC, shall be to act as the organized representative body of the resident students making their views known on matters directly affecting resident student affairs and to help organize, promote, and direct academic, social, cultural, and recreational activities for the general welfare of the resident students.

### Section 2 – Composition

Subsection 1. The RSC shall be chaired by the Vice President for Resident Affairs. The Vice President for Resident Affairs shall appoint officers to the RSC at his/her discretion with the advice and consent of the Assembly. All resident students are members of the RSC.

## **ARTICLE XIII – COMMUTER STUDENT COUNCIL**

### Section 1 – Duties

Subsection 1. The Commuter Student Council, hereafter referred to as CSC, shall be to act as the organized representative body of the commuter students making their views known on matters directly affecting commuter student affairs and to help organize, promote, and direct academic, social, cultural, and recreational activities for the general welfare of the commuter students.

### Section 2 – Composition

Subsection 1. The Commuter Student Council shall be chaired by the Vice President for Commuter Affairs. The Vice President for Commuter Affairs shall appoint officers to the CSC at his/her discretion with the advice and consent of the Assembly. All commuter students are members of the CSC.

## **ARTICLE XIV – CLUB COUNCIL**

### Section 1 – Purpose

Subsection 1. The Club Council shall exist to assemble club leaders on a monthly basis.

Subsection 2. The Club Council shall address the concerns and opinions of club leaders.

Subsection 3. The Club Council shall promote the welfare of the clubs through exchange of ideas.

Subsection 4. The Club Council shall report to their clubs on the decisions, announcements and events that the Club Oversight Committee has announced

Subsection 5. The Club Council shall hold meetings to serve as examples for how large clubs may hold their meetings.

## Section 2 – Composition

Subsection 1. At least one executive officer from each Co-Curricular, Extra-Curricular Club, Performing Arts clubs, Sororities and Fraternity, and Communications Clubs shall be designated by the club to consistently represent their respective club at meetings of the Club Council and report back.

Subsection 2. Members of the Club Oversight Committee shall be ex officio members of the Club Council and shall have a seat but no vote.

Subsection 3. The following people may have a seat but no vote on the Club Council: the Director of Student Development, the Activities Coordinator, other members, employees of the Office of Student Activities and members of the Assembly.

Subsection 4. If a member of a club is also a member of the COC, this shall not determine sufficient representation for that club.

Subsection 5. Each seat on the Club Council may represent for only one club.

Subsection 6. The number of members the club may send is not limited. However, only one person shall be designated by the President of the club to vote.

Subsection 7. In rare instances, a club may request exemption from the Club Council through the Speaker with the approval of the Director of Student Development.

Subsection 8. Representatives of the clubs shall be permitted to send a proxy to fill the club's seat.

## Section 3 – Powers of the Speaker

Subsection 1. The Vice President for Club Administration shall be the ex officio Speaker of the Club Council, hereafter referred to as the Speaker.

Subsection 2. The Speaker shall preside over meetings of the Club Council.

Subsection 3. The Speaker shall vote only in the case of a tie.

Subsection 4. The Speaker shall be responsible for the organization and operation of the Club Council.

Subsection 5. The Speaker shall be responsible and for communicating the activities of the Club Council to the Student Government and the Director of Student Development.

## Section 4 – Powers of the Deputy Speaker

Subsection 1. The Deputy Speaker of the Club Council, hereafter referred to as the Deputy Speaker, shall assume the duties of the Speaker in their absence.

Subsection 2. The Deputy Speaker may be any representative member of the Club Council.

Subsection 3. The Deputy Speaker shall be elected at the first meeting of the Club Council directly following the Student Government spring elections.

Subsection 4. The Deputy Speaker shall be a member of the Club Council Agenda Committee.

## Section 5 – Office of the Clerk

Subsection 1. The Speaker may appoint a person to serve as clerk with the advice and consent of the Club Council.

Subsection 2. It shall be the responsibility of the Clerk to assure that correct and accurate records of all meetings of the Assembly are properly maintained so these records can be available for public inspection.

## Section 6 – Duties

Subsection 1. The Club Council shall be empowered to originate statements and send it forth to the Assembly with a 2/3 vote.

Subsection 2. The Club Council shall discuss issues relating to club leadership by the discretion of the Agenda Committee, such as to effectively run meetings.

#### Section 7 – Meetings

Subsection 1. The Club Council shall normally hold meetings once per month that classes are in session during the Student Activities Period designated by the College.

Subsection 2. Attendance records shall serve as evidence as to representation of a student organization or club's presence at any given meeting.

Subsection 3. There shall exist an Agenda Committee for meetings consisting of the Speaker, Deputy Speaker, a member of the COC appointed by the Speaker, and a representative member of the Club Council appointed by the Deputy Speaker. The Agenda Committee shall be chaired by the Speaker and shall meet at least 3 days prior to the meeting.

#### Section 8 – Parliamentary Authority

Subsection 1. The official parliamentary authority by which meetings shall be conducted shall be the most recent version of *Robert's Rules of Order*.

#### Section 9 – Quorum

Subsection 1. Official business of the Club Council may only be conducted in the presence of a quorum.

Subsection 2. A quorum shall consist of 1/2 presence of the membership.

### **ARTICLE XV – CLASS OFFICERS**

#### Section 1 – Role of Class President

Subsection 1. The President of each class shall act as the spokesperson and the official representative of the class at campus-wide events and programs.

Subsection 2. The President shall have an ex-officio seat on the Social Life Commission and is required to consult with the Vice President for Social Life throughout his/her term as president.

Subsection 3. The President shall organize and plan events sponsored by his/her respective class.

#### Section 2 – Role of Class Treasurer

Subsection 1. The Treasurer of each class shall perform all duties evolving from the president that are in accord with the governing instruments of student government.

Subsection 2. The Treasurer shall have an ex-officio seat on the Social Life Commission and is required to consult with the Vice President for Social Life throughout his/her term as treasurer.

Subsection 3. The Treasurer shall be responsible for all financial transactions of the class and assist in writing the budget.

#### Section 3 – Role of Class Secretary

Subsection 1. The secretary of each class shall perform all duties evolving from the president that are in accord with the governing instruments of student government.

Subsection 2. The Secretary shall have an ex-officio seat on the Social Life Commission and is required to consult with the Vice President for Social Life throughout his/her term as secretary.

Subsection 3. The secretary shall record all minutes of the meetings and submit them to the Clerk of the Assembly.

#### Section 4 – Vacancy in Class Office

Subsection 1. In the event there is a vacancy in the office of Class President, Treasurer and/or Secretary, the Student Body President shall appoint a replacement with the approval of the Assembly.

#### Section 5 – Class Forums

Subsection 1. The three class officers and the class representative to the Assembly must convene at least 1 class forum each semester to discuss their respective class' attitudes and viewpoints. The minutes for these forums must be presented to the Assembly. No event planning shall occur at these class forums. These meetings shall be open and publicized to all members of their class and their fellow classmates should be encouraged to attend. All three class officers and the class representative are required to attend these meetings. The meetings must be called at least one academic week prior to the meeting date.

### **ARTICLE XVI – AMENDMENTS**

#### Section 1 – Amendments to the Bylaws

Subsection 1. Bylaws consistent with the Constitution shall be adopted and amended by a 2/3 majority vote of the Assembly. Standing committee bylaws shall be adopted and amended by a majority vote of the Assembly.

Subsection 2. The Bylaws shall be Subject to notification 1 meeting prior to their consideration.

### **ARTICLE XVII – PROTECTION OF STUDENT PRIVACY**

#### Section 1 – Definitions

For the purposes of this article, “personal student information” shall include: student identification numbers, social security numbers, student addresses (both local and permanent), student telephone numbers (both local and permanent), student educational information (including but not limited to credit hours completed), and similar types of information.

#### Section 2 – Protocol for Information Disclosure

Subsection 1. No Student Government organization, office, or member or director thereof shall use any personal student information for their records unless they have obtained express written consent to use such information by the student. Exemptions shall be made to organizations and/or clubs with safety or emergency functions.

Subsection 2. When a student has given an organization permission to use their personal student information for its own purposes, the organization shall not disclose such information to any other organization, office, or individual unless they have obtained further written consent from the student in question. Such consent must demonstrate that the student understands exactly what information shall be released and to whom it shall be released.

#### Section 3 – Enforcement and Violation

Subsection 1. No Student Government organization, office, or member or director thereof shall deny membership to any student for refusing to provide personal student information.

Subsection 2. Any student who feels that a member of the Student Government has violated the provisions of Subsection 1 of this Section may file a complaint with the Student Court, who shall hold a hearing to investigate any allegation of wrongdoing.

#### Section 4 – Student Government Archives

When a document is archived in the Student Government Archives, all personal student information that is not completely essential to the nature of the document shall be blacked-out before archival.