



**CHARTER OF THE STUDENT GOVERNMENT  
of  
John Jay College of Criminal Justice  
The City University of New York**

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## **PREAMBLE**

We, the members of the Student Government of John Jay College of Criminal Justice, strive to broaden the educational opportunities available to John Jay students, develop the student body intellectually, culturally, and morally through the facilitation of voluntary activities on campus, represent student interest in designated college-wide decision-making bodies, and further the college's mission. All activities funded or otherwise supported will contribute in a direct and significant way to a realization of these objectives.

## **ARTICLE I: TITLE**

The title of the organization shall be the Student Government of John Jay College of Criminal Justice of the City University of New York.

## **ARTICLE II: CONSTITUENCY**

All students matriculated in undergraduate and graduate programs at John Jay College of Criminal Justice shall be constituents of the Student Government and shall have the right to participate in elections and referenda held under the provisions of this Charter.

## **ARTICLE III: ORGANIZATION**

### **Section 1 – Bodies of the Student Government**

The bodies of the Student Government shall consist of:

- A. A Student Council, which shall serve as the representative body within the Student Government, shall appoint members of college-wide decision-making bodies and student committees, and shall establish funding guidelines for the budgets of student organizations and clubs.
- B. Voluntary student organizations, hereafter designated as Clubs, which exist to further the purposes set forth in the Preamble of this Charter. Clubs shall be certified by the Club Planning Committee and officially recognized by the Center for Student Involvement and Leadership as meeting the standards specified in this Charter.
- C. Essential Service Organizations exist as ongoing activities vital to the educational or cultural life of the College. Essential Service Organizations carry out the administration and performance of the student newspaper, radio station, theatrical activities, Campus Activity Board, and Model United Nations, as well as other entities deemed as an Essential Service by the Student Activities Association, Inc. Board of Directors. Essential Service Organizations have a distinct earmark, separate from that of Student Clubs, from the student activity fee. Neither the Student Activities Board of Directors nor the Student Council shall intervene with the editorial freedom of these entities.
- D. A Judicial Committee, under the Office of the Dean of Students, that shall oversee and conduct impeachments by trial of a Student Council member, when petitioned

to do so. The Judicial Committee shall review the merits of impeachment petitions, request submissions of evidence in regard to impeachment claims, schedule dates for open hearings, deliberate on decisions of impeachments by trial, and create written decisions for impeachments by trial. The Judicial Committee shall follow guidelines outlined in the Student Council Bylaws.

## **Section 2 – Membership of the Student Council**

- A. The Student Council has thirty voting (30) positions for student representation. The Student Council shall consist of the following membership: President, Vice President, Treasurer, Secretary, four Freshman Representatives, four Sophomore Representatives, four Junior Representatives, four Senior Representatives, two Graduate Representatives, two International Representatives, two Transfer Representatives, two undergraduate University Student Senate (hereinafter, *USS*) Delegates, one graduate *USS* Delegate and one College Council-at-Large representative.
- B. In addition, Student Council has twelve (12) non-voting positions for student representation: five Chiefs of Staff, a Parliamentarian, an Executive Marketer, two undergraduate Alternate *USS* Delegates, one graduate Alternate *USS* Delegate, and two Alternate College Council-at-Large representatives. The Parliamentarian and Executive Marketer cannot be held in conjunction with any other position within Student Council.
- C. The four (4) executive officers of Student Council are the President, Vice President, Treasurer, and Secretary. Executive officers cannot simultaneously hold office as a class representative.
- D. The Student Government shall also consist of six (6) members of the University Student Senate. The undergraduate student division of the college will elect two (2) delegates and two (2) alternates, and the Graduate student division of the college will elect one (1) delegate and one (1) alternate. All *USS* Delegates and Alternate *USS* Delegates must be directly elected by the student body. *USS* Delegates are voting members of the Student Council. *USS* Delegates may not simultaneously hold another position within the Student Council. Alternate *USS* Delegates are non-voting members of the Student Council. Alternate *USS* Delegates may simultaneously hold another position on the Student Council. The *USS* Delegates and Alternate *USS* Delegates are bound by the University Student Senate Constitution and By-laws, in addition to the provisions set forth in this Charter.
- E. *According to the University Student Senate of the City University of New York Constitution and By-Laws, Article I. Section 1.7 and Section 1.8:*
  - a. *A Delegate to USS shall mean a student representative elected by a student government or directly elected by their division of any college*

*comprising the CUNY system. Senator shall be synonymous with Delegate.*

- b. *An Alternate shall mean a student representative elected by a student government or directly elected by their division of any college comprising the CUNY system. An Alternate is a non-voting ex-officio member of USS when the Delegate is present and becomes a voting member of USS in the absence of said Delegate.*
  - c. *The highest number of votes will determine the undergraduate and graduate delegates and alternates of the University Student Senate during the general elections. The delegates and alternates must be in good academic standing according to the guidelines specified in this Charter. The undergraduate delegates must maintain a GPA requirement of 2.5, during the time of general elections and throughout their term. Graduate delegates must maintain a GPA requirement of 3.0.*
- F. All members of the Student Council must be students in good academic standing at the time of their election or appointment and maintain such standing throughout their term of office. All undergraduate class representatives and executive officers who are undergraduate students must have grade-point averages of at least 2.5 at the time of their election and throughout their term of office. Graduate class representatives and executive officers that are graduate students must have grade-point averages of at least 3.0 at the time of their election. Graduate students without a grade-point average from John Jay college are eligible to serve as representatives if the transcript from their previous school demonstrates a final grade point average of at least 3.0. Graduate and undergraduate transfer students are also eligible to hold office, provided that their transcripts from their previous institutions may be verified and the above grade-point average requirements are satisfied. All grade-point average and transcript verifications shall be certified by the Vice President of Enrollment Management and Student Affairs or their designee.
- G. At the time of a student's election or appointment for the office of class representative, each student must have sufficient credits, including the credits registered for during the current semester (in progress credits) and excluding all other credits such as INC credits, to be a member of the class they will represent. A student's status shall be determined and certified by the Vice President of Enrollment Management and Student Affairs or their designee according to the following eligibility criteria:
- Freshman: 1.0 -- 29.9 Credits
  - Sophomore: 30.0 -- 59.9 Credits
  - Junior: 60.0 -- 89.9 Credits
  - Senior: 90 or more Credits
- H. Student candidates running for President must have served on John Jay College's Student Council for at least one semester prior to their election as either a

Representative, Executive Officer, Parliamentarian, Executive Marketer, USS Delegate, College-Council at Large Representative, or a Chief of Staff. Candidates who have at least 1.0 credit are eligible to run for an executive position. If a student candidate for an executive office is a senior, they may satisfy the enrollment requirement by providing proof of acceptance to a graduate program at John Jay College of Criminal Justice by the last business day prior to the ballot submission.

- I. International Student Representatives must be enrolled as international students of the college, irrespective of whether or not they completed high school in the United States. International Students must be enrolled with the International Students and Scholars Services Office.
- J. Transfer Student Representatives must have completed at least one semester at a different college or university prior to enrolling at John Jay. Transfer Student Representatives must have obtained at least 12 transfer credits at an institution other than John Jay. College Now, Advanced Placement Testing, and International Baccalaureate, do not qualify towards a Transfer Students Certification.
- K. The Student Council may select up to three non-voting advisor(s), who must be John Jay faculty, staff, and/or alumni, and must be confirmed by a majority vote of the Council at the beginning of each term. The advisors must also be confirmed by the Student Activities Association, Inc. Board of Directors. In addition to the advisors, the Student Council must have a liaison from the Center for Student Involvement and Leadership, designated by the Director of the Center for Student Involvement and Leadership. Student Council Advisors and Liaisons shall attend regular Student Council meetings and give guidance and advice on the execution of Student Council projects and events.

### **Section 3 – Vacancies and Unfilled Positions on the Student Council**

- A. Any vacancy or unfilled position of the Student Council may be filled by a special election, or an open application process, should the Student Council so decide by a simple majority vote, provided that at least two months remain in the term of the vacated or unfilled position. Any special election shall be conducted according to the procedures governing elections and referenda found in Article VI of this Charter. Open application processes shall be conducted by a search committee of a minimum of five (5) students, one of who shall be an executive officer of the Student Council. The members of the search committee shall be voted on by the Student Council. Either the Student Council shall vote on who will Chair the search committee or the search committee shall internally decide who will Chair of the search committee. The search committee shall nominate members for the vacant or unfilled positions for Student Council approval by a simple majority vote.
- B. Should the Presidency of the Student Council become vacant or remain unfilled, the Vice President shall succeed to the office as Interim President and the Student Council shall decide whether to fill the Presidency by a special election or an open

application process conducted by a search committee. The Vice President shall succeed to the office as Interim President until Student Council or the student body votes the official President into office. Any special election shall be conducted according to the procedures governing elections and referenda found in Article VI of this Charter. Should the Student Council choose to conduct an open application process for the Presidency, the Student Council shall vote on who will Chair the search committee. The search committee shall have a minimum of five (5) students. At least one member of the search committee must be an executive officer of the Student Council and at least one member of the search committee must be a non-Student Council member.

- C. In the event that there are vacant or unfilled USS Delegate positions, the USS Alternate Delegates may assume the role as USS Delegate, if they do not hold any other voting position on the Student Council. In the event that there are no eligible USS Alternate Delegates to assume the role, the President of the Student Council may assume the USS Delegate role by a simple majority vote of the Student Council. In any other circumstance, the USS Delegate positions shall remain vacant or unfilled unless the Student Council decides to conduct a special election to fill the role. In the event that the USS Alternate Delegate positions are vacant or unfilled, the Student Council will appoint elected members of the Student Council to serve as USS Alternate Delegates by a simple majority vote.
- D. The Secretary of the Student Council shall administer the application and nomination process for the position of Executive Marketer of the Student Council. The Secretary shall publicly announce the position to the entire student body, gather a pool of interested candidates solicited from the student body, and conduct individual interviews for the position. After, they must nominate a candidate for the position and the Student Council must approve of the candidate by a simple majority vote.
- E. Should the Student Council impeach and remove a member of the Student Council, that position shall become vacant and shall be opened to be filled by either a special election or open application process, provided that at least two months remain in the term of that position.

#### **Section 4 – Duties and Powers of the Executive Officers and Committee Chairpersons of the Student Council**

- A. Executive officers are expected to devote at least ten hours per week to their official duties. The four executive officers shall possess all the powers, privileges, responsibilities and obligations of a class representative in addition to those specific to their position.
- B. Executive officers must chair monthly meetings of their respective Student Council permanent committees. Committees chaired by the executive officers of the Student Council may convene more than once a month, should the executive

officer decide to do so. Sustained failure to meet these obligations shall be considered valid grounds for impeachment and removal from office.

- C. The President shall serve as the Chief Executive Officer of the Student Government, and as the presiding officer of the Student Council. In addition to the powers granted to them in this Charter, they shall serve as chairperson of the Student Council's Steering Committee and permanent Committee on General Activities. The President shall provide recommendations to the Steering Committee for the suspension of a Student Council member. The President also must be kept informed on all committee decisions made by Student Council permanent committees. They shall be an ex-officio member of all committees of the Student Council. Also, as Chief Executive Officer, the President shall serve as the interim role of any other executive officer in the event of a vacancy or an unfilled position, or in the event that the executive officer is suspended.
- D. The President shall deliver the State of the Student Council within a month after the Fall and Spring semesters begin. The State of the Student Council shall be a semesterly speech that addresses the student body and informs them on the goals and plans as well as a financial summary of the Student Council for the semester. The speech should be delivered in a public setting and at least one weeks' notice shall be given to the student body prior to the delivery of the speech.
- E. The Vice President shall succeed to the office of the presidency as Interim President should the Presidency be unfilled or vacant and shall serve in the President's absence. They have the right to review the qualifications, with a designee from the Center for Student Involvement and Leadership, of the candidates of all Student Council, College Council, and college-wide committees. The Student Council shall confirm all committee candidates. The Vice President shall also serve as the chairperson of the Student Council's permanent Committee on Student Representation and shall nominate the members of this committee that must be confirmed by the Student Council by a simple majority vote. With the consultation of the other Student Council Executive Officers, the Vice President shall be the Chief Student Council Outreach Coordinator and determine how Student Council Representatives should conduct outreach with the student body and what outreach activities are permissible during the weekly outreach hour required by class representatives.
- F. The Treasurer shall serve as the Chief Financial Officer of the Student Government, the presiding financial officer of the Student Council, and as the chairperson of the Student Council's permanent Committee on the Budget. In addition, the Treasurer shall serve as an ex-officio member of all permanent Student Council committees. The Treasurer shall also disburse all properly appropriated funds and keep the books of account. At any time, the Student Activities Association, Inc. Board of Directors may direct that an audit be conducted of the books of the Student Council, which the Treasurer should provide the necessary documents for. The Treasurer shall present a proposed budget before the Student Council at the beginning of the Fall Semester for the

Student Council's approval by a simple majority vote. This presentation must take place prior to the approval of the budget by the Student Activities Association, Inc. Board of Directors. The Treasurer shall make bi-weekly reports to the Student Council on the state of the Student Council's finances.

- G. The Secretary shall serve as the chairperson of Student Council's permanent Committee on Commencement Activities, record and keep the minutes of all Student Council meetings and provide for the maintenance and security of all Student Council records. The Secretary is responsible for recording voting tallies for all motions made at official Student Council Meetings. Any John Jay student, faculty member, staff member, and members of the administration may request meeting minutes from the Secretary of the Student Council. The Secretary shall call the roll of members at the start of Student Council Meetings and shall keep record of the attendance of representatives. This attendance record shall be made readily available to the members of the Student Council. The Secretary, in conjunction with the President and the Executive Marketer, shall serve as the Chief Information Officers for the Student Council's social media platforms. The Secretary shall work in conjunction with the Treasurer to manage and coordinate the expenditure of the Committee on Commencement Activities Budget.
- H. The Executive Marketer of the Student Council shall be responsible for creating all marketing and promotional advertisements for the Student Council. The Executive Marketer shall not vote during Student Council meetings. The Executive Marketer shall also serve as a voting member and the Vice-Chair of the permanent Committee on Commencement Activities and serve as the graphic creator and design editor for Justitia, the annual college yearbook.
- I. Committee chairpersons of Student Council committees that are not chaired by the executive officers of the Student Council by structure, i.e. the Committee on Clubs, the Club Planning Committee, the Committee on Graduate Students, and the Committee of Charter Application and Interpretation, shall have the discretion on when their respective committees meet but must convene committee meetings at least twice a semester. Sustained failure of any non-Student Council executive committee chairperson to meet this obligation shall constitute sufficient grounds for suspension or impeachment by the Student Council by a majority vote.

### **Section 5—Duties of Student Council Members**

- A. All voting and non-voting members of the Student Council shall be required to attend all regular Student Council meetings, special meetings, and the committee meetings to which they are assigned. Repeated absence or lateness for meetings of members shall be considered valid grounds for impeachment and removal from the Student Council. Any member of the Student Council with more than two unexcused absences per semester from the regular bi-weekly Student Council meetings will be suspended from office automatically. An absence is excused if the representative sends an email notification to the President and Secretary of

Student Council at least 48 hours prior to the meeting, otherwise the absence will be unexcused.

- B. All elected or appointed members of the Student Council, unless suspended or impeached, are expected to serve for the entirety of their terms which expire at midnight on May 31<sup>st</sup> of the respective academic year.
- C. Each class representative on the Student Council shall devote at least four hours per week to their official responsibilities during the fall and spring semesters, inclusive of their duties with the College Council and/or other committees to which they are assigned. All hours of service as a representative must be documented and a breakdown of activities conducted to serve the student body should be reported to the Student Council executive officers. The Student Council executive officers must collectively decide on how representatives shall report office hours. Class representatives shall designate at least one hour per week when they shall be available at the Student Council offices for consultations with their student constituents and an additional hour per week designated to conduct outreach, as set forth by the Vice President of the Student Council, with the student body of the college. Each class representative must serve on a minimum of two committees, one of which must be a permanent Student Council Committee and one College-Council or College-Wide committee. Failure to carry out the duties and/or responsibilities of a class representative shall be considered valid grounds for impeachment and removal from the Student Council.
- D. Representatives of the same class-standing, as well as International and Transfer Representatives, are collectively responsible for collaborating with their fellow representatives to coordinate at least one event, program, or project per semester that will address the needs and concerns of their constituents. Representatives are responsible for volunteering at different events of the college, conducting outreach with the student body, reaching out to their constituents to determine what their needs are, and developing programs, policies, initiatives, and/or capital projects to improve student life conditions at the college. Student Council executive officers are required to facilitate these processes and must track the representatives' progress via their representative reports. Failure of any representative to complete their office hours shall be considered valid grounds for suspension from their elected duties.
- E. The College Council-at-Large Representative and the two Alternate College Council-at-Large Representatives are responsible for addressing college-wide policies and will be expected to devote at least four hours per week to their official responsibilities during the fall and spring semesters, inclusive of their duties with the College Council. These representatives shall be responsible for volunteering at different events of the college, reaching out to their constituents to determine what their needs are, and developing programs, policies, initiatives, and/or capital projects to improve student life conditions at the college, in a similar fashion to class representatives. Alternate College Council-at-Large representatives can only vote during College Council Meetings in the event that

any permanent student member on College Council is absent from a College Council meeting. Alternate College Council-at-Large Representatives do not have voting power during Student Council Meetings but are required to be present in order to reflect the needs of the students. The College Council-at-Large Representative must serve as a member of the College-Wide Campus Safety Security Advisory Committee, Executive College Council Committee, and serve on the permanent Student Council Committee on General Activities. Failure to carry out the duties and/or responsibilities of a College Council-at-Large Representative or Alternate College Council-at-Large Representative shall be considered valid grounds for impeachment and removal from the Student Council.

- F. USS Delegates must fulfill the duties and responsibilities set forth in this Charter in addition to those set forth in the Constitution and By-laws of the University Student Senate of the City University of New York. Article II. Section 2.3 and Section 2.4 of the Constitution and By-laws of the University Student Senate of the City University of New York puts forth the official duties of Delegates and Alternates to that governing body. Those duties have been reproduced here in compacted form and written with specific regards to John Jay College. Please refer back to the aforementioned sections of the USS Constitution and By-laws if in need of further clarification.

Duties of Delegates:

1. Each Delegate shall represent the interests of the students of John Jay to USS.
2. Each Delegate shall attend all regularly scheduled and/or unscheduled meetings of USS, or in the alternative shall designate their Alternate to attend such regularly scheduled and/or unscheduled meetings of USS in their stead.
3. Each Delegate shall serve on at least one USS Standing Committee other than the Steering Committee and shall attend all meetings of their Committee(s) and shall accept and execute the tasks assigned to them by their Committee(s).

Duties of Alternates:

1. Each Alternate shall represent the interests of the students of John Jay to USS.
2. Each Alternate shall attend all regularly scheduled and/or unscheduled meetings of USS, especially in such cases as having been designated to attend such regularly scheduled and/or unscheduled meetings of USS in their respective Delegate's stead.
3. An Alternate shall be an ex-officio, non-voting member of USS, except in the absence of their respective Delegate from John Jay, at which time(s) such Alternate shall exercise the duties of said Delegate.
4. Each Alternate shall serve on at least one USS Standing Committee other than the Steering Committee and shall attend all meetings of

their Committee(s) and shall accept and execute the tasks assigned to them by their Committee(s).

G. In addition to their duties to the University Student Senate, the USS Delegation shall also carry out the following duties to the John Jay Student Council:

1. All USS Delegates and Alternates shall be required to attend all meetings of the Student Council and of the committees to which they are assigned.
2. USS Delegates and Alternates shall serve on at least one permanent Student Council committee.
3. USS Delegates and Alternates shall inform Student Council about upcoming USS Plenary Meetings, USS Initiatives, and the ongoing work of USS through both written and verbal communication. USS Delegates and Alternates shall promote and advertise all USS events and initiatives to Student Council and the larger John Jay community.
4. The undergraduate and graduate Delegates shall collectively write and submit a report on each monthly USS Plenary Meeting to Student Council, which shall be distributed to the members of Student Council five (5) business days after the month's USS Plenary Meeting. If an Alternate is tasked with exercising the duties of their designated undergraduate or graduate Delegate at a USS Plenary Meeting due to said Delegate's absence from the meeting, they shall collectively write and submit the monthly report with the meeting's attendees in their designated Delegate's stead.
5. The USS Delegation shall give a verbal report to Student Council at each Student Council meeting which shall provide updates or answer any questions about what individual USS Delegates or Alternates have been working on, what the organization as a whole has been working on, or what was written in the reports on the monthly USS Plenary Meetings. There shall be a section designated for such discussion in each Student Council meeting agenda.
6. The John Jay USS Delegation shall provide the Student Council permanent Committee on Student Representation with a list and description of each USS Committee that John Jay students are eligible to serve on for the academic year. This list must be submitted to the permanent Committee on Student Representation prior to the Committee's first scheduled meeting after having been sworn into Student Council. The John Jay USS Delegation will then guide students who express interest in joining any such committee through the procedures put forth by the USS Constitution and by-laws with regards

to becoming part of any such committee. The Committee on Student Representation has the power to make recommendations to the USS Delegation for consideration in this process.

- H. The Parliamentarian of the Student Council must have sufficient knowledge of Robert's Rules of Order, newly revised. They shall attend all Student Council meetings and Steering Committee meetings to oversee the training and implementation of Robert's Rules, newly revised, and parliamentary procedure for all members of the Student Council.
- I. Each executive officer of the Student Council, as well as the Executive Marketer, may nominate a Chief of Staff to support them in carrying out their executive duties. Chief of Staff nominees must be confirmed by a majority vote of the Student Council. Chiefs of Staff do not have voting power during Student Council meetings.
- J. Student Council Advisors and Liaisons shall attend regular Student Council meetings and give guidance and advice on the execution of Student Council projects and events.
- K. The Student Council shall collectively create an Annual Report at the end of each academic year which shall include a written transcript of the State of the Student Council speeches, a report for on each executive's obligations and efforts for the year, any significant projects that the Student Council implemented or initiated, as well as any policy changes and projects that the Student Council undertook during its term.

### **Section 6 – Powers of the Student Council**

- A. The Student Council shall appropriate funds raised by student activity fees in accordance with the purposes set forth in this Charter. All appropriations and expenditures must be in line with Student Activities Association, Inc. Board of Directors Bylaws and decisions as well as CUNY Board of Trustees Bylaws.
- B. The Student Council may authorize programs and activities for the general benefit of the student body in accordance with the purposes of the Student Government defined in this Charter.
- C. The Student Council shall appoint by a simple majority vote the student members of all John Jay College bodies containing student representation. Undergraduate and Graduate students in good academic standing as defined in Article III, Section 2, and Paragraph F shall be eligible for these positions. All appointments for student representation on John Jay College bodies containing student representation shall be nominated by the Committee on Student Representation. The terms of these representatives shall expire with those of the members of the Student Council, and the Student Council shall be empowered to fill any vacancies or unfilled positions that occur during its respective term. All student

representatives on these bodies shall be required to report back to the Student Council and to the permanent Committee on Student Representation regarding the fulfillment of their duties.

- D. The Student Council shall have the power to confirm the nomination of any student to represent the John Jay College student body at college, university or intercollegiate meetings and events, including nationally recognized student organization functions. These representatives shall be required to report back to the Student Council on the fulfillment of their duties.
- E. The Student Council may study and debate any issue or problem pertaining to campus life and student activities. On the basis of such studying or debate, it may adopt such resolutions or make such recommendations to the administration of the College, the faculty, or the student body as it sees fit; provided that it shall not endorse any candidates for positions on the Student Council.
- F. Within the procedures and requirements established by this Charter, the Student Council may adopt such bylaws, rules, and regulations, create such temporary committees, or empower such agents as the Student Council deems fit to carry out its duties.

### **Section 7 – Internal Structure and Meetings of the Student Council**

- A. By 30<sup>th</sup> of June of the calendar year, the Office of Enrollment Management and Student Affairs shall convene an organizational meeting. At this meeting, the elected members of the Student Council shall be officially sworn into their positions. As soon thereafter as it is convenient, the Student Council shall meet to decide on the process of filling any vacant or unfilled position within the Student Council, confirm the appointment of the members to committees, and to schedule the remainder of the Student Council's regular bi-weekly meetings. Student Council shall hold a minimum of two summer meetings to conduct any official Student Council business.
- B. Candidates for Student Council, College Council committees, and College-Wide committees must submit a cover letter and resume to the permanent Student Representation Committee of Student Council. The Vice President of Enrollment Management and Student Affairs or their designee must certify the student appointments for the College Council, College Council committees, and college-wide committees. In the absence of the Vice President, the President must take the responsibility and supply a completed list of all approved committee members to the Dean of Students with the meeting minutes attached.
- C. The Student Council shall hold at least two regular meetings every month until the expiration of its term. These regular bi-weekly meetings must be held during community hour or any other time convenient to the voting membership of the Student Council. A schedule of these bi-weekly meetings shall be made public to the entire college community within the first month of each semester. The times and dates of the regular bi-weekly meetings may be changed by a vote of the

permanent Steering Committee of the Student Council, provided that at least two weeks' notice is given of such changes. The Steering Committee shall create and prepare the agenda for Student Council meetings and hear committee chair reports. The President must circulate this agenda and its supporting documents to the Student Council at least five (5) days prior to the Student Council meeting.

- D. Special meetings of the Student Council may be held upon written notification from the Student Council President. All special meeting notifications must be sent at least 48 hours in advance with an agenda to Student Council. They shall also be convened upon a documented petition of a majority of the members of the Student Council.
- E. During its meetings, the Student Council shall strictly adhere to its agenda unless otherwise amended by a simple majority vote of the Student Council. In the case of the regular bi-weekly meetings, the agenda shall be established by the Student Council's Steering Committee. Whenever possible, the Steering Committee shall also establish the agenda for any special meetings called by the Student Council President. If the Steering Committee does not establish an agenda, the President may establish the agenda. Special meetings convened as the result of a petition with signatures of the majority (half plus one) of the total membership of the Student Council, shall be governed by the agenda contained in the petition.
- F. Meetings of the Student Council shall be open in their entirety to all students, members of the faculty, administration, and staff of John Jay College. The advisors shall have the right to attend and address all meetings of the Student Council and its committees.
- G. The date, time, and place of all regular Student Council meetings shall be conspicuously advertised through the College media at least two weeks before the meeting takes place and a schedule of all regular meetings shall be available to students at the Student Council's office. Due notice of special meetings shall be given whenever possible.
- H. Every individual serving on the Student Council, with the exception of the President, shall be qualified to cast one vote at Student Council meetings. Members of the Student Council under suspension shall not be considered qualified to vote. The Student Council President shall only vote in the event of a tie.
- I. A quorum of the Student Council shall consist of one-half of the certified membership plus one additional member of Student Council. A quorum shall be required for the Student Council to decide on all official business matters. No official business shall take place in the absence of a quorum.
- J. No resolution shall be passed by the Student Council unless it receives at least a simple majority of the votes of the voting members present. The Student Council

President may veto a resolution or an amendment to a resolution. In the event that the Student Council President vetoes a resolution or an amendment to a resolution, the resolution or amendment can only pass if two thirds of the Student Council votes to override the veto. Procedural motions, however, shall never require more than a simple majority to pass.

- K. The Student Council President, whenever present, shall preside over Student Council meetings. In their absence, the Vice President, Treasurer, or Secretary of the Student Council shall preside over Student Council meetings in that order of precedence. Should there be no executive officer present, the Student Council may designate one of its other members to preside. The presiding officer shall not be allowed to vote at meetings of the Student Council except to break ties, provided that the presiding officer shall always be free to cast their veto. The presiding officers of all committees of the Student Council, however, shall have the right to vote.
- L. Subject to the provisions of this Charter and such rules as the Student Council may provide for itself, Robert's Rules of Order, newly revised, shall govern parliamentary procedure at Student Council meetings.

### **Section 8 – Composition of Student Council Committees and the Student Delegation of the College Council**

- A. The permanent committees of the Student Council are as follows: the Steering Committee, the Committee on Student Representation, the Committee on Clubs, the Committee on General Activities, the Committee on Graduate Students, the Committee on Commencement Activities, the Committee on the Budget, the Club Planning Committee, and the Committee on Charter Application and Interpretation.
- B. The Student Council may also create special temporary committees, known as ad-hoc committees, by a simple majority vote. The Student Council must also adopt guidelines and appoint a chairperson for an ad-hoc committee, by a simple majority vote. Ad-hoc committees shall expire whenever the Student Council shall so prescribe or at the installation of a new Student Council.
- C. Once appointed and confirmed, the Chairpersons of all permanent committees will serve throughout the full term of the Student Council to which they were elected or appointed. The Chairpersons of all permanent committees shall be responsible for adopting guidelines in the Student Council Bylaws for their respective committees that outline how business is conducted within the committee. Chairs shall have the right to propose guideline amendments. No guidelines shall conflict with any provisions of this charter.
- D. Non-Student Council members may also serve on Student Council committees, should they be nominated by the Committee on Student Representation and confirmed by the Student Council by a simple majority vote. Each member of the

committee, including the chairperson, shall have one vote. Repeated failure to attend committee meetings without email notification prior to meetings shall constitute sufficient grounds for impeachment and/or removal from the committee.

- E. A quorum of a Student Council committee shall consist of half of the total committee membership plus one additional member. A quorum shall be required for a Student Council committee to decide on an official business matter. Each member of the committee, including the chairperson, shall have one vote. The Student Council President may grant written permission to any chairperson of a Student Council committee to transact the business of a committee in the absence of a quorum. Meetings of the Steering Committee, however, shall always require the presence of a quorum.
- F. The Steering Committee is the highest-ranking permanent committee of the Student Council and is comprised of the President, Vice President, Treasurer, Secretary, chairperson of the permanent Committee on Clubs, chairperson of the permanent Committee on Graduate Services, chairperson of the permanent Club Planning Committee, and the chairperson of the Committee on Charter Application and Interpretation. In addition, the Parliamentarian shall serve as a non-voting member of this committee to assist the Chairperson in appropriately creating the agendas. The Steering Committee shall create the agenda for Student Council meetings and hear committee chair reports. A quorum shall consist of (5) members of the committee. A simple majority of all committee members shall be sufficient to pass any motion or resolution. In formulating the agenda of the Student Council, the Steering Committee may vote on which items to prioritize among the resolutions considered by and reported out of the committees of the Student Council.

After the members of the Student Council shall have been sworn in, a regular schedule of bi-weekly Steering Committee meetings shall be established. These meetings shall precede the regular bi-weekly meetings of the Student Council by at least five business days. They shall be held at times convenient to the executive officers and chairpersons of the Student Council's permanent committees. In addition, they are to collectively communicate on shared governance with the President of the Student Council.

- G. The permanent Committee on Student Representation (SRC) shall study the qualifications of all students proposed for positions on the College Council Committees prescribed in the College's Charter of Governance and its Bylaws as well as Student Council and College-wide Committees. The Committee on Student Representation shall keep and track records of all committee positions filled and create a monthly report that shall be available to Student Council and the student body. Due notice shall be given to the student body of the availability of such positions, together with a description of their obligations and responsibilities. Only students in good academic standing that have been

nominated by the permanent Committee on Student Representation may be approved by the Student Council. Moreover, no student may be selected to serve on more than two College Council Committees. The seat of any student member of a College Council Committee shall be declared vacated whenever that student shall have been absent for more than two of its meetings, or for inactivity deemed as such by the Student Council. The terms of students holding these positions shall terminate with those of the members of the Student Council.

The permanent Committee on Student Representation shall monitor the attendance of students on the College Council Committees and college-wide decision-making bodies and shall nominate students to fill vacancies as they occur. The Committee shall also require student members on college-wide decision-making bodies to report bi-weekly, in writing, on their work, and to appear before the Student Council to explain their actions. The Committee may make recommendations to the student members of college-wide decision-making bodies, provided that it is always understood that such students remain free to make their own judgments. The Committee may also request that the Student Council take advisory positions on questions before college-wide decision-making bodies, or that the student body be polled on such matters. The permanent Committee on Student Representation shall consist of the Vice President, who shall chair, and a minimum of four other members of the Student Council.

The permanent Committee on Student Representation shall assist the Vice President in the facilitation of outreach events and initiatives for the Student Council representatives as stated in Article III, Section 4, Paragraph D.

- H. The permanent Committee on Clubs (COC) shall review the budgetary requests of all certified Clubs for student activity funding and shall recommend to the Student Council whether such funds shall be approved. The Committee shall ensure that all such requests are in accordance with the educational and cultural purposes of the College, benefit a significant number of students, are cost-effective, and are in conformance with the overall budgetary guidelines and ceilings approved by the Student Council, as specified in the Committee on Clubs' guidelines. The Committee may also examine the constitutions of any Clubs requesting funds from the Student Council for the purpose of establishing the club's conformance to the purposes of the College. The committee shall have a minimum of five members, including the Chairperson of the committee. Members of this Committee shall not simultaneously serve as executive officers of any Club. The President shall nominate the chairperson and members of this Committee, subject to confirmation by the Student Council.

The permanent Committee on General Activities (CGA) shall aid in the coordination of Student Council events and programs. Each member shall be trained on how to administer event planning aspects such as space requests, acquiring supplemental documents for giveaways, hiring outside vendors, and advertisement and promotion. Any financial-related aspects of event proposals will be handled by the permanent Committee on Budget and the Treasurer of

Student Council. The Committee on General Activities shall be chaired by the President of Student Council and shall include a minimum of four other student members, two of which must be members of the Student Council. The committee shall be trained on the administration of event planning by the Center for Student Involvement and Leadership Student Council Liaison.

- I. The permanent Committee on Graduate Students (CGS) shall study and advise the Student Council on all proposals of primary benefit to students in the graduate programs of the College. The chairperson of this committee shall be the President's designee and the committee shall be comprised of a minimum of four (4) other graduate students or students enrolled in BA/MA programs.
- J. The permanent Committee on Commencement Activities (CCA) shall coordinate the publication of *Justitia*, the annual college yearbook, and the commencement Cruise event, or any other major event suggested and approved by the CCA. The committee shall be chaired by the Secretary of Student Council and shall be comprised of a minimum of eleven voting members, including the Executive Marketer and the Secretary of the Student Council. In the absence of the Secretary, the Executive Marketer, who shall serve as Vice-Chair of the committee, will chair the meetings of the Committee on Commencement Activities.
- K. The permanent Committee on the Budget (COB) shall administer all budgetary matters of Student Council, as per Article III, Section 9 of this Charter. The Committee shall be comprised of the Treasurer, chairperson, and a minimum of four other members. The committee is required to discuss and allocate funds for Student Council events and programs each semester. The committee shall also receive and review budgetary proposals from Clubs for major events or programs.
- L. The permanent Club Planning Committee is comprised of exactly eight (7) members: a Chairperson, who shall not be a member of the Student Council, a club executive officer, or an executive officer of an essential service organization, four (4) students who are not Student Council members, club executive officers, or executive officers of essential service organizations, and two (2) students who are Student Council members. The chairperson of the Club Planning Committee shall be appointed by Student Council President and confirmed by a majority vote of the Student Council. The Center for Student Involvement and Leadership Liaison will assist the chair of the Club Planning Committee. The Club Planning Committee will ensure communication between Student Council and recognized clubs.

In addition to the certification of new student clubs, the Club Planning Committee shall oversee the impeachments of executive officers of student clubs and essential service organizations as outlined in Article IV of this Charter. The Club Planning Committee shall also work with student clubs and essential service organizations to schedule major events, distribute information about club events, and discuss any club matters that may need the assistance of Student Council.

- M. The permanent Committee on Charter Application and Interpretation (CCAI) shall ensure that the Student Council follows the provisions and procedures outlined in this Charter and the Student Council Bylaws. The Committee on Charter Application and Interpretation shall decide on the interpretation of the Charter in the event that a provision of the Charter requires clarification. The Committee on Charter Application and Interpretation may review the guidelines of all Student Council committees and of the Student Council Bylaws to ensure that they do not conflict with the provisions set forth in the Charter. The Committee on Charter Application and Interpretation may make recommendations for Charter revisions and amendments. The chairperson of this committee shall be a non-Student Council member and the committee shall be comprised of a minimum of four (4) additional student members, two (2) of which must be non-Student Council members.
- N. The student delegation of the College Council shall consist of the four executive officers of the Student Council, one student representative from the graduate class, one student representative from the senior class, one student representative from the junior class, one student representative from the sophomore class, and the College Council-at-Large representative. Selection of the above student representatives and the College Council-at-Large representative shall be based on those who received the highest number of popular student votes in the annual elections as stipulated in Article V of this Charter. The delegation shall also consist of one representative from the freshman class nominated by the President from among the freshman class representatives. If any of the elected student representatives are unable to serve on the College Council, the President shall nominate student replacements from that particular vacated class, as well as nominate the replacement of the College Council-at-Large representative delegate. The two Alternate College Council-at-Large representatives shall be elected during the general election cycle or appointed by the Student Council by a simple majority vote. Alternate College Council-at-Large representatives vote in place of any of the above representatives not in attendance.

### **Section 9 – The Budgetary Process**

- A. The Student Council shall oversee and coordinate three budgets as earmarked by the Student Activities Association, Inc. Board of Directors: the Student Council budget, the Yearbook (Commencement Activities) Budget, and the Graduate Students Budget. All appropriations and expenditures of each budget must follow Student Activities Association, Inc. Board of Directors Bylaws and decisions, as well as CUNY Board of Trustees Bylaws.
- B. The Treasurer of the Student Council shall oversee the entire Student Council budgetary process. The Treasurer shall work with the Student Activities Association, Inc. Board of Directors, Student Activities Association, Inc. Business Office, and the Committee on Budget to discuss anticipated revenues, projected

expenditures, and other minimum or maximum allocations for spending categories.

- C. The Treasurer shall distribute guidelines for fiscal expenditures to all members of the Student Council and other interested parties and shall similarly make available a bi-weekly list of all Student Council revenues, appropriations, obligations and expenditures that are overseen by the Committee on Budget. All appropriations and expenditures must be in line with Student Activities Association, Inc. Board of Directors Bylaws and decisions, as well as CUNY Board of Trustees Bylaws.
- D. At a time no later than the Student Council's regular September meeting, the Student Council shall receive and consider a budget proposal for the Student Council budget with general budgetary recommendations and guidelines from the Treasurer and the Committee on the Budget based on anticipated revenues and projected expenditures. These recommendations shall include maximum allocations for the general categories of spending within the jurisdictions of the various spending categories set forward by the Student Activities Association, Inc. The Committee on the Budget may also recommend the establishment of reserve or contingency funds to be allocated later during the term of the Student Council among the various spending categories.
- E. The Student Council must accept or reject these recommendations before the end of the September regular bi-weekly Student Council Meeting in which the Treasurer presents the Student Council budget proposal. Thereafter, the Committee on the Budget, through the Treasurer, shall monitor the flow of funds collected, appropriated, and expended by the Student Council.
- F. At each Student Council meeting, the Treasurer shall provide a report of current expenditures, and at any time, Student Council representatives shall have access to viewing the current budget.
- G. The Secretary of the Student Council shall oversee the entire Yearbook (Commencement Activities) budgetary process. The Secretary shall work with the Student Activities Association, Inc. Board of Directors, Student Activities Association, Inc. Business Office, and the Committee on Commencement Activities to discuss anticipated revenues, projected expenditures, and other minimum or maximum allocations for spending categories.
- H. At a time no later than the Student Council's regular October meeting, the Student Council shall receive and consider a budget proposal for the Yearbook (Commencement Activities) budget with general budgetary recommendations and guidelines from the Secretary based on anticipated revenues and projected expenditures. These recommendations shall include maximum allocations for the general categories of spending within the jurisdictions of the various spending categories set forward by the Student Activities Association, Inc. The Student Council must accept or reject these recommendations before the end of October

regular bi-weekly Student Council Meeting, in which the Secretary presents the Yearbook (Commencement Activities) budget proposal. Thereafter, the Secretary shall monitor the flow of funds collected, appropriated, and expended by the Student Council.

- I. The Chair of the Committee on Graduate Students of the Student Council shall oversee the entire Graduate Students budgetary process. The Chair of the Committee on Graduate Students shall work with the Student Activities Association, Inc. Board of Directors, Student Activities Association, Inc. Business Office, and the Committee on Graduate Students to discuss anticipated revenues, projected expenditures, and other minimum or maximum allocations for spending categories.
- J. At a time no later than the Student Council's regular October meeting, the Student Council shall receive and consider a budget proposal for the Graduate Students budget with general budgetary recommendations and guidelines from the Chair of the Committee on Graduate Students based on anticipated revenues and projected expenditures. These recommendations shall include maximum allocations for the general categories of spending within the jurisdictions of the various spending categories set forward by the Student Activities Association, Inc. The Student Council must accept or reject these recommendations before the end of December regular bi-weekly Student Council Meeting, in which the Chair of the Committee on Graduate Students presents the Graduate Students budget proposal. Thereafter, the Chair of the Committee on Graduate Students shall monitor the flow of funds collected, appropriated, and expended by the Student Council.

#### **ARTICLE IV: STUDENT CLUBS AND ESSENTIAL SERVICE ORGANIZATIONS**

##### **Section 1 – Certification of Eligibility for Clubs by the Club Planning Committee**

- A. Any new Club wishing to be certified as an official student organization that is eligible for funding must first submit the following documentation to the Club Planning Committee to be considered for certification:
  1. A statement of its purpose, said purpose being in accord with the mission of the College and the purposes of the Student Government as defined in this Charter.
  2. A constitution providing the governance of the Club in an open and democratic manner.
  3. A membership list containing the names of at least fifteen members of the student body, four of whom must be executive officers of the Club, all of whom have grade-point averages of at least 2.5 as undergraduate students and/or grade-point averages of at least 3.0 as graduate students.

4. A Club must have an Advisor, who is a faculty or staff employed by the college.
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- B. All clubs must also meet the requirements established by the Center for Student Involvement and Leadership to be certified. Following the submission of the required materials, the Club Planning Committee shall determine whether a given Club is to be certified by using the guidelines established in the Bylaws of this Charter. Should a Club be granted certification, the Club Planning Committee shall so inform the Center for Student Involvement and Leadership, as well as the Steering Committee of the Student Council.
  - C. The Club Planning Committee and/or the Center for Student Involvement and Leadership shall oversee elections for student clubs. The Club Planning Committee shall oversee club executive impeachments. It may require the executive officers or the advisor of any Club to appear before it for the purpose of gathering additional information.
  - D. Should the Club Planning Committee deny the certification of any student club, it shall provide the reasons for such in writing to the Club Executives. The executive officers of the proposed student club may resubmit an application for certification to the Club Planning Committee at any time thereafter. If such a resubmission is received, the Club Planning Committee must reassess the certification of the Student Club and shall provide their decision and reasons for their decision in writing to the Club Executives.
  - E. If a Club has been denied certification both upon its original submission and upon a resubmitted application, it may lodge an appeal with the Student Council, by a written request to the President of the Student Council. The President must present the appeal before the Student Council and shall request the executive officers of the Club in question and representatives of the Club Planning Committee to appear before the Student Council at its next meeting to give testimony in regard to the appeal. The Student Council may reverse a certification denial of the Club Planning Committee, provided that two thirds of the qualified attending membership of the Student Council so agree. No other appeal for Club Certification is available after the Student Council considers the appeal of the club.
  - F. A newly established Club may be reviewed at any time by the Club Planning Committee, upon the request of the Center for Student Involvement and Leadership, or the petition of any executive officer of the Student Council, any five members of the Student Council, or twenty-five concerned students. Any existing Club must submit a compliance packet that outlines the regulations that must be filed with the Center for Student Involvement and Leadership to remain a recognized Club on campus.
  - G. At any time during the course of the academic year, any ten members of the Student Council or twenty-five (25) members of the student body may request

that the Club Planning Committee investigate the standing of any Club. Any Club found failing to conform to the requirements set forth in this Article may, after an open hearing overseen by the Club Planning Committee, have its certification revoked. Clubs losing their certification may neither receive any further appropriations from the Student Council, nor draw upon any funds already appropriated. A Club, however, may appeal the loss of certification in the same manner as it might appeal an initial denial of certification. No Club may have its certification reexamined more than once during an academic year.

## **Section 2 – Election of Essential Service Organizations**

- A. Essential Service Organizations include the student newspaper, radio station, theatrical activities, and Model United Nations, as well as other entities deemed by the Student Activities Association Board of Directors as an Essential Service, as they have a distinct earmark, separate from that of Student Clubs, from the student activity fee. Neither the Student Activities Board of Directors nor the Student Council shall intervene with the editorial freedom of these entities.
- B. All essential service organizations must meet the requirements established by the Center for Student Involvement and Leadership to remain certified.
- C. The Club Planning Committee and/or the Center for Student Involvement and Leadership shall oversee elections for student clubs and essential service organizations. The Club Planning Committee shall oversee club executive impeachments. It may require the executive officers or the advisor of any Club to appear before it for the purpose of gathering additional information.

## **Section 3 – Duties and Rights of Student Clubs and Essential Service Organizations**

- A. All Clubs and Essential Service Organizations must hold at least two general meetings and one event per semester to remain active organizations. At least one week's notice shall be provided for all Club meetings, and attendance shall be open to all interested members of the student body. It shall be the responsibility of the executive officers of each Club to keep minutes of each meeting, indicating the members of the Club in attendance and all business transacted. The Center for Student Involvement and Leadership shall verify the active club organizations and shall submit an updated list of active student club organizations and club executives to the Club Planning Committee.
- B. Any student Club or Essential Service Organization is eligible for funding by the Student Council if its activities further the purposes stated in the Preamble of this Charter and if the Club Planning Committee and the Center for Student Involvement and Leadership certifies it as meeting the requirements established in this Charter.
- C. No executive officer of any student Club or Essential Service Organization may simultaneously serve as the executive officer of any other student Club. No

executive officer of any student Club or Essential Service Organization may simultaneously serve as an executive officer of the Student Council.

## **ARTICLE V: SUSPENSION, IMPEACHMENT, and REMOVAL FROM OFFICE**

### **Section 1 - Scope of Article V**

- A. This Article governs all student members, both elected and appointed, of John Jay College Student Government, including Student Council executive officers and Representatives, Student Council Parliamentarian, Executive Marketer or Chiefs-of-Staff, Student Organization and Club Executives, executive officers of Essential Service Organizations, and student members on Student Council, College Council, and College-wide committees.
- B. The provisions of this Article shall be applied uniformly to all of the aforementioned members. The provisions and procedures in this article shall supersede any clauses regarding suspension, impeachment, and/or removal outlined in the constitutions of clubs, student organizations, or essential service organizations.

### **Section 2 – Grounds for Suspension and Impeachment of Student Council Members**

- A. Repeated absences shall be defined by (2) unexcused absences of Student Council members from regular biweekly Student Council meetings and shall be considered grounds for automatic suspension of any member of the Student Council. Suspension shall mean that a member of the Student Council is temporarily adjourned from carrying out their official duties and that their vote shall not be eligible towards quorum or any other motion while they are under suspension. No other grounds shall be deemed sufficient for the suspension of a Student Council Member.
- B. Any of the following shall be considered grounds for impeachment and removal of any Student Council member:
  - 1. **Failure to Reinstate** a Student Council Member after a Suspension
  - 2. **Serious Misconduct** shall mean failure to carry out or repeated inattention to the duties and responsibilities outlined in this Charter.
  - 3. **Misappropriation** of funds for reasons other than those set forth in this Charter
  - 4. **Excessive Absences** shall mean three (3) or more unexcused absences from Student Council, College-Council, and College-wide committee meetings
  - 5. **Chronic Lateness** shall mean four (4) consecutive latenesses, without due notice, to obligatory Student Council meetings, Student Council, College-Council, and College-wide committee meetings

6. **Violation of Charter Provisions** as outlined by this Charter.

**Section 3 – Suspension and Impeachment Procedures of Student Council Members**

- A. The Steering Committee of the Student Council shall verify whether a Student Council member meets the grounds for suspension. Within thirty days (30) days of suspension, the Student Council must vote to either reinstate or impeach the suspended member. If the Student Council votes to reinstate a suspended member, the member shall resume their official duties and regain their power to vote on all Student Council meeting items. If the Student Council votes to impeach a suspended member, the member has seven days after the decision to make an appeal about the impeachment to the Dean of Students in writing. The Dean of Students' jurisdiction shall be limited to affirm or overturn an impeachment decision within two weeks of receiving the appeal.
- B. The Student Council member in question for impeachment shall have the right to be present at the meeting in which their impeachment and shall have the right to present evidence or witnesses in regard to their impeachment.
- C. Members suspended more than once from Student Council are deemed automatically impeached and may never hold a position within the Student Government at John Jay College for the remainder of their enrollment at John Jay College.
- D. There shall be two processes to impeach a Student Council Member: impeachment by vote of the Student Council or an impeachment by trial, which shall be overseen by the Judicial Committee under the Office of the Dean of Students.
- E. Impeachment by vote of the Student Council shall require that a two-thirds majority of the Student Council members agree that sufficient grounds have been met for the impeachment of a member and a vote of a two-thirds majority of the Student Council members impeach that member from their duties.
- F. Should the Student Council cast a majority vote on the impeachment and removal of an elected member by resolution, the Student Council President must send a memorandum stating the details of said motion and attaching the minutes of the meeting at which the impeachment was voted on to its Liaison, its Advisor, the Director of Student Life, and the Dean of Students.
- G. Impeachment by trial of a Student Council member shall be overseen by the Judicial Committee under the Office of the Dean of Students. The committee shall be comprised of the Dean of Students, the Director of Student Affairs, as well as three student members who are not members of the Student Council or any other student-council committees.

- H. To initiate an impeachment by trial, a petition, specifying the grounds for impeachment as outlined in this charter and signed by the same number of signatures required for a student candidate to appear on the ballot of election, must be submitted to the Office of the Dean of Students and addressed to the Judicial Committee. EMPLIDs must be included in the submitted petition for verification purposes.
- I. The Office of the Dean of Students shall verify the signatures of the petitions and shall convene the Judicial Committee within two weeks of receiving the petition. The first signatory of the petition shall be the complainant for the petition. The Judicial Committee shall review the merits of the petition and request that both the complainant and the respondent submit evidence in regard to the impeachment claims brought against the respondent. There shall only be one period of evidence collection, decided on by the Judicial Committee. After full consultation with all involved parties, the Judicial Committee shall set a date for an open hearing, that shall be no later than three weeks of receiving the petition.
- J. The Judicial Committee must ensure that the student body is given at least one week's notice of an open hearing. The case against the impeached member shall be made either by the first signer 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 respondent may either make their own case or make no case during the open hearing.
- K. Following the conclusion of the open hearing, the Judicial Committee shall meet in closed session to consider the evidence and vote on the impeachment of the Student Council member by a simple majority vote. A written decision must be made regarding the impeachment of the Student Council member within one week after the conclusion of the open hearing and sent to the Student Council.
- L. In the event that the President is the subject of suspension or impeached, the Vice President shall serve as acting president until the disposition of the case.

#### **Section 4 – Impeachment of the University Student Senate Delegates**

- A. The University Student Senate of the City University of New York Constitution and By-laws, Article II. Section 2.1 puts forth the conditions under which the suspension and removal of USS Delegates and Alternates from that governing body shall take place. Those conditions have been reproduced here in compacted form and written with specific regards to John Jay College. According to the aforementioned Article and Section, if the John Jay USS Delegation is suspended by USS at any point within the academic year for failure to represent John Jay at two (2) regularly scheduled Plenary Sessions (unexcused absences), all John Jay Delegate and Alternate seats will at that point be considered vacant. Student Council shall have the power to replace the suspended positions. Suspended Delegates or Alternates have the right to appeal the suspension and must follow the procedures outlined in the University Student Senate of the City University of

New York Constitution and By-laws if they wish to do so. Please refer back to the aforementioned sections of the USS Constitution and By-laws if in need of further clarification.

- B. Additionally, in accordance with the procedures and requirements established in this section of the Charter, serious misconduct, negligence, or repeated inattention in carrying out official duties, as well as willful violation of the provisions of this charter, shall serve as sufficient grounds for suspension and impeachment of individual Delegates or Alternates from all Student Council and USS roles and responsibilities.

### **Section 5 - Impeachment Procedures for Club Executive Officers**

- A. The impeachment of Executive Members of Student Organizations and Clubs shall differ from Student Council. The Club Planning Committee shall exercise full jurisdiction over the matter and should refer to the Constitution of the Student Club to determine the impeachment procedures that should be applied. In addition, the following procedures may be initiated to impeach a club executive officer:
  - 1. Should a majority of the active members of a Student Organization deem that an Executive Officer has failed to act in accordance with the member's constitutional role, such member shall be suspended by a simple majority vote at a meeting of the club in question. The Executive Board of the Club or Student Organization shall not have the jurisdiction to overrule decisions made by the active members.
  - 2. Should the remainder of the club executives, with the advice of the Advisor or CSIL Coordinator, agree that sufficient grounds of impeachment have been met, they may vote to impeach that member from their respective club executive position.

## **ARTICLE VI: ELECTIONS**

### **Section 1 – Student Election Review Committee**

- A. General elections and special elections shall be under the direct supervision and control of the Student Election Review Committee and the Center for Student Involvement and Leadership. Elections shall be conducted in conformance to the provisions of this Charter, in a transparent, fair, open, and honest manner.
- B. All student, faculty, and staff members of the Student Election Review Committee must be voted on by the Student Council by a simple majority vote.
- C. The Student Election Review Committee shall approve the election procedures and certify the results of elections for student governments, and student body

referenda, in accordance with Article XV, Section II.D from the By-Laws of the City University of New York.

- D. The guidelines and procedures governing regular Student Government Elections shall be established and announced by the Student Election Review Committee approximately six weeks before the first day of the election period.
- E. The Student Election Review Committee shall be responsible for informing the student body of the identities of candidates for positions within the Student Government. Student Government funds shall not be utilized to finance campaigns. Such use of funds shall disqualify such candidates.
- F. The Student Election Review Committee and the Center for Student Involvement and Leadership shall determine the design of the ballot and the nature of the information that candidates may choose to have placed on the ballot.
- G. Special elections for the Student Council, as well as any referenda that the Student Council may authorize, will be under the direct supervision of the Center for Student Involvement and Leadership, or the Advisor(s) of the Student Council, and/or a member of the Student Election Review Committee.

## **Section 2 – Eligibility for Student Office**

- A. Only currently enrolled John Jay College students who are in good academic standing are eligible to run for and hold office within the Student Government. Candidates for office must also meet the specific qualifications for the offices they seek as stipulated in Article III, Section 2, Paragraph F of this Charter.
- B. Any student wishing to be elected as a candidate for freshman, sophomore, junior, or senior, or graduate class representative on the Student Council must submit a nominating petition to the Center for Student Involvement and Leadership signed by at least twenty-five (25) members of the student body. The petition must be submitted no later than six weeks prior to the election period.
- C. Any student wishing to be elected as a delegate of the University Student Senate must submit a nominating petition to the Center for Student Involvement and Leadership signed by twenty-five (25) members of the student body. The petition must be submitted no later than six weeks prior to the election period.
- D. Any student wishing to be elected as the President, Vice President, Treasurer, or Secretary of the Student Council must submit a must present statement of support signed by at least (7) seven members of the Student Council or submit a nominating petition to the Center for Student Involvement and Leadership signed by at least one hundred fifty (150) members of the student body. No Student Council member may sign more than one (1) statement of support for

each of the elected Executive Board positions. Nominating petitions must be submitted no later than six weeks prior to the election period.

- E. Any student wishing to be elected as President must have served on the John Jay College Student Council as a voting or non-voting member for at least one semester prior to election time, in accordance with Article III, Section 2, Paragraph H.
- F. All nominating petitions shall be submitted to the Center for Student Involvement and Leadership for entry into the election process, and then reviewed and verified by the Student Election Review Committee. All currently enrolled students who qualify as candidates on the ballot shall be so informed by the Student Election Review Committee no later than four weeks prior to the beginning of the election period.
- G. The ballot shall only consist of the names of candidates who complete the petition process set forth by the Student Election Review committee.

### **Section 3 – Election Procedures for Student Council Members**

- A. The period of holding elections for all class representatives, executive officers of the Student Council, USS Delegates and Alternate USS Delegates, and College Council-at-Large, as well as Alternate College Council at Large representatives shall be during the two or three weeks prior to the spring recess. The exact date and times of the spring elections shall be determined and announced by the Student Election Review Committee or the Dean of Students no later than the end of February.
- B. After the election period ends, the ballots shall be tallied and counted to determine candidate that received the highest number of votes for each position.
- C. A newly elected member of the Student Council shall begin their term at midnight on June 1 of the respective year that they were elected, and complete their term, if not impeached or removed, at midnight on May 31 of the following year.

### **Section 4 – Decisions on Ties and Election Results**

- A. In the case of a tie between two or more candidates for a position that is only available to one candidate, a run-off election will be conducted for the candidates that tied.
- B. The Student Election Review Committee and the Dean of Students will confirm all general election voting results prior to public announcement.

## **ARTICLE VII: AMENDMENTS AND REFERENDA**

### **Section 1 – Amendments to the Charter of Student Governance**

- A. Any member of the Student Council or the student body may propose amendments to this Charter to the Committee on Charter Application and Interpretation for deliberation and review. Any proposed amendment or revision to the Charter should be submitted with a rationale for the amendment or revision must be introduced to a regular bi-weekly meeting of the Student Council. Both members and non-members of Student Council can introduce a proposed amendment to this Charter. Non-members of Student Council must present a petition with one hundred (100) signatures of student support, verified by the Center for Student Involvement and Leadership to the Student Council President in order to be added to the agenda of a regular Student Council meeting.
  
- B. The Student Council may vote upon the proposed amendment at its next regular bi-weekly meeting, provided that two weeks notice has been given to all members of the Student Council and the student body.
  
- C. If two-thirds of the qualified membership of the Student Council shall so agree, the amendment will be submitted to the Student Activities Association, Inc. Board of Directors for approval.

### **Section 2 – Changing the Student Activity Fee**

- A. According to the City University of New York Board of Trustees bylaws Article XVI, Section 16.2:

*A referendum proposing changes in the student activity fee shall be initiated by a petition of at least ten (10) percent of the appropriate student body and voted upon in conjunction with student government elections.*

- I. *Where a referendum seeks to earmark student activity fees for a specific purpose or organization without changing the total student activity fee, the results of the referendum shall be sent to the college association for implementation.*
  
- II. *Where a referendum seeks to earmark student activity fees for a specific purpose or organization by changing the total student activity fee, the results of such referendum shall be sent to the board by the president of the college together with his/her recommendation.*
  
- III. *At the initiation of a petition of at least ten (10) percent of the appropriate student body, the college president may schedule a student referendum at a convenient time other than in conjunction with student government elections.*
  
- IV. *Where the referendum seeks to affect the use or amount of student activity fees in the college purposes fund, the results of the referendum shall be sent to the board by the college president together with his/her recommendation.*

- B. The Financial Management Office of Student Activities Association, Inc. must first verify any proposed revenue and percentage breakdown adjustment that would change the total of the Student Activity Fee.
- C. If approved, a meeting should take place with the Center for Student Involvement and Leadership, the Vice President of Student Affairs or his/her designee, and any other affected designees of the proposed fee to discuss petitions, marketing plans, and or strategic plans that will be utilized for the proposed fee.
- D. All petitions must be developed in consultation with the Center for Student Involvement and Leadership containing date of birth or a portion of the social security number, first name, last name, and signature. Deadlines must be established to initiate petition distribution and collection. Petitions will need at least ten (10) percent of the student body enrolled at the time and will be collected by the Center for Student Involvement and Leadership and sent to the Office of Enrollment Management for written certification.
- E. If ten (10) percent of the student body enrolled at the time is certified on the petitions, then a proposition for the proposed fee must be developed for the ballot in consultation with the Center for Student Involvement and Leadership. Written language established in the petitions that were certified by the Office of Enrollment Management must be reflected on the ballot. Approval of a fee adjustment on a ballot will require a majority of the students voting in the referendum. Adopted fee changes will be sent to the President of the College for approval.

### **Section 3 – Creating a New Governing Body**

- A. Any proposed organization that would be similar in power to that of a Student Government would require a draft of a charter or constitution. Petitions will be required in the development of a new organization and such development needs the assistance of the Center for Student Involvement and Leadership. All petitions should contain date of birth or a portion of the social security number, first name, last name, signature, and be distributed to acquire ten (10) percent of the student body enrolled at the time and will be collected by the Center for Student Involvement and Leadership and sent to the Office of Enrollment Management for written certification. Deadlines must be established to initiate petition distribution and collection.
- B. If ten (10) percent of the student body enrolled at the time is certified on the petitions, then a question or proposition can be developed for the ballot in consultation with the Center for Student Involvement and Leadership. The written language established in the petitions certified by the Office of Enrollment Management must be reflected in the proposition on the ballot. Approval of an organization will require a majority of the students voting in the referendum. All

adopted ballot questions or propositions will be sent to the President of the College for approval.

**ARTICLE VIII: IMPLEMENTATION**

- A. Upon the institution of this Charter, all former constitutions, charters and bylaws governing the John Jay College Student Government are invalidated. The constitutions of all voluntary student organizations may be subject to review.

The Charter may be amended by an affirmative vote of a majority of the qualified members of the Student Council and the approval of the Student Activities Association, Inc. Board of Directors.