MINUTES OF THE MEETING OF THE BOARD OF
TRUSTEES OF THE CITY UNIVERSITY OF NEW YORK

HELD

JUNE 22, 1992

AT THE BOARD HEADQUARTERS BUILDING
535 EAST 80TH STREET – BOROUGH OF MANHATTAN

The Chairperson called the meeting to order at 4:45 P.M.

There were present:

James P. Murphy, Chairperson
Edith B. Everett, Vice Chairperson

Blanche Bernstein
Sylvia Bloom
Gladys Carrion
Louis C. Cencl
Stanley Fink

Robert A. Picken, ex officio

Secretary Genevieve Mullin
Robert E. Diaz, General Counsel and Vice Chancellor for Legal Affairs
Lillian W. Phillips, Executive Assistant

Chancellor W. Ann Reynolds
Deputy Chancellor Laurence F. Muccillo
President Raymond C. Bowen
President Roscoe C. Brown, Jr.
President Ricardo R. Fernandez
President Matthew Goldstein
President Bernard W. Harleston
President Frances Degen Horowitz
President Augusta Souza Kappner
President Shirley Strum Kenny
President Paul LeClerc
Acting President James N. Loughran
President Charles E. Merideth

William R. Howard
Charles E. Inniss
Harold M. Jacobs
Susan Moore Mouner
Thomas Tam

The absence of Mr. Badillo, Mr. Del Guidice, Rev. Pressley, and Mr. LaMarre, was excused.
A. CHAIRMAN MURPHY’S STATEMENT: Chairman Murphy stated that he found it hard to believe that this long, arduous academic year, which has been an eventful one in so many ways, is coming to a close. Everyone present, constituents, administrators of the various units of the University, the presidents, the Trustees, the vice chancellors, the Secretary, and, of course, Chancellor Reynolds, has been part of a team effort during this year with no end of major challenges. The University has been tested and once again it has responded very strongly, very positively, and very constructively for the benefit of the students and the people of the City of New York. He observed that Chancellor Reynolds has led the University, for the most part in a crisis atmosphere, very ably and very courageously for the last two years and that it has been a pleasure to work with her. On behalf of the Board, Chairman Murphy acknowledged the very great work not only of the Chancellor and her staff, but particularly that of the presidents. He noted that when the budget cuts had to be rationalized and made sensible in terms of the well-being of the institution, it was the presidents and their staffs who made it happen. The presidents also have the difficult task of representing their individual colleges and serving their students, faculty, and administrators. The Board wishes to express its very strong appreciation to the presidents for the extraordinarily good work they are doing for the University.

B. PRESIDENTIAL HONORS: The Chairperson reported that Dean Stanford A. Roman has been elected a Chapter Member of the 16-member Board of Trustees of Dartmouth College in Hanover, New Hampshire. The Chairman remarked that this honor reflects favorably on the CUNY Medical School, The City College, and the University.

C. STUDENT HONORS: The Chairperson reported the following honors accorded University students:

1) Ms. Iralda Norlega, a music major at The City College and a professional singer, will sing with the World Youth Choir at the opening of the 25th Olympiad in Barcelona, Spain.

2) East River Savings Bank Scholarships - CUNY GED Graduates: In recognition of their superior academic achievement, ten extraordinary graduates of the CUNY GED Program, which is now in its 11th year, won East River Savings Bank Scholarships for their college education. Chairman Murphy acknowledged East River Savings Bank for its continuing involvement in the GED program over the many years.

    a) Marie Albert
    b) Shawn Boyd
    c) Christopher W. Brown
    d) Soraya Amanda DeCoteau
    e) Marie Claude C. Florival
    f) Jerry Greenblatt
    g) Donnamarie Melendez
    h) Stephen J. Melnisyn
    i) Ernesto Perez
    j) Miguel Rios

D. SALK SCHOLARSHIPS: RESOLVED, That the Board approve the award of the Jonas E. Salk Scholarships to the following graduates who have been recommended by the Chancellor:

WITH STIPEND:

Martha Aiello
Mohamed Al-Bashir
Maria Arcila
Je'Anne Beaufort
Emily Fontane
Ninette Prina Marciano
Vishwamintra Persuad
Vincent Reid

HONORARY (In Order Selected)

Anne Li
Michael C. Dyce
Vijaya I. Pandy
Jeffrey Donohoe
Adam Rubenstein
Simone P. Elvey
Monica Panzer

Hunter College
The College of Staten Island
Queens College
York College
Lehman College
Hunter College
York College
The City College

Hunter College
Queens College
Queens College
Queens College
Brooklyn College
Hunter College
Queens College
At the request of Chairman Murphy, Vice Chairperson Edith Everett acknowledged the eight (8) recipients of CUNY's Jonas E. Salk Awards and the seven (7) runners-ups who were honored at the awards ceremony. Ms. Everett remarked that seeing the fine people that the University was able to produce was the highlight of any Board member's participation. She said she and Trustee Bloom had enjoyed the awards ceremony and urged other Trustees to attend and share the excitement next year.

E. GRANTS: Chairman Murphy presented for inclusion in the record the following report of Grants $100,000 or above received by the University since the last Board meeting.

BROOKLYN COLLEGE:

a $129,000   National Science Foundation to Professors Carl Shakin and Louis Celenza, Physics Department, for "Theoretical Nuclear Physics."

b $110,400   National Endowment for the Humanities to Professor Angel Alcala, Modern Languages and Literatures Department, for "The Jews and Judeoconverts of Spain at the Time of the Expulsion in 1492."

THE CITY COLLEGE:

a $198,545   NIH to D. Deacon, Psychology, for "Brain Potentials, Semantic Processing and Attention."

b $197,561   AFOSR to M. Sarachik, Physics, for "Quantum Tunneling of Magnetization."

c $280,841   NIH to J. Wallman, Psychology, for "Role of Vision in Etiology of Axial Myopia."

d $123,562   NIH to A. Kierszenbaum, Cell Biology/ANA, for "Function of a Galactose-Blind Receptor in Reproduction."

e $100,000   Citizens Committee to M. Slater, Med School-Admin., for "Gateway to Higher Education Program."

THE GRADUATE SCHOOL AND UNIVERSITY CENTER

a $150,000   W.K. Kellogg Foundation to Professor Frank Riessman for "A New Peer Tutoring Design."

b $111,600   The Pew Charitable Trusts to Professor Anthony Stevens-Arroyo for "Program for the Analysis of Religion Among Latinos."

c $316,000   Dewitt Wallace-Reader's Digest Fund to Professor Joan Schine for the Center for Learning in Early Adolescence.

d $199,808   John D. and Catherine T. MacArthur Foundation to Professor Benjamin Rivlin for Minority Student Fellowships in International Affairs.

HOSTOS COMMUNITY COLLEGE

a $485,416   U.S. Department of Education - Title III for first year of five-year College-wide initiative to strengthen the College's bilingual curriculum through the integration of language and content area instruction.

b $116,000   NYS Education Department to Division for Planning, Research and Development's Center for Pre-College Initiatives to provide academic enrichment and cultural awareness activities for Bronx at-risk high school students.

c $540,566   NYS Department of Social Services to the Division of Student Services for the continuation of the PACE Program.

d $598,854   NYS Education Department to Provide College-wide academic and support services to students enrolled in vocational and occupational education programs.
JOHN JAY COLLEGE

a $147,706  U.S. Department of Education to Roberta Blotner, CUNY Substance Abuse Prevention Center, for project "Drug Free Schools and Communities Program Training of Teachers, Counselors and School Personnel."

b $161,150  NYS Education Department to Louis Guinta, Communication Skills Department, for VATEA Program to provide academic skills, counseling, and support services for associate degree students and adult, non-credit, in-service population.

c $249,743  US Department of Education to Marie Conti for Talent Search Program to provide supportive services to 800 junior high and high school students.

LAGUARDIA COMMUNITY COLLEGE

a $429,906  NYC Department of Employment to Sandra Watson, Continuing Education Division, for Dislocated Workers Assistance Training Program.

NEW YORK CITY TECHNICAL COLLEGE

a $111,097  US Department of Health and Human Services to Professor Shirley Tyson for "Gerontological Nursing Curriculum and Faculty Development."

QUEENS COLLEGE

a $137,225  Salaman/Lampert Corp. to Dr. William Berkowitz, Chemistry Department, for "The Total Synthesis of Taxol and an Archaeobacterial Lipid Diol."

b $180,000  National Science Foundation to Drs. Andrew Beveridge, Joanne Miller, Dean Savage, and Lauren Seiler, Sociology Department, for "The Introductory Sociology Curriculum Initiative: an Empirical Scientific Approach."

c $180,000  National Endowment for the Humanities to Dr. Elizabeth Nuxoll, History Department, for "The Papers of Robert Morris 1781-1784."

COLLEGE OF STATEN ISLAND

a $100,823  NYC Board of Education to Jeffrey Rothman for Tech. Prep.

F. ORAL REPORT OF THE CHANCELLOR: Chancellor Reynolds reported that once again student applications are up significantly over last year - an 8% increase University-wide, a 15% increase at the community colleges, and a 5% increase at the senior colleges. The presidents and their staffs will work hard to accommodate as many students as possible. However, the fiscal shortfall makes it difficult for the University to accommodate these enrollment increases.

Chancellor Reynolds stated that the University is now focused on the early retirement incentive plan. The Administration is monitoring this closely, and Acting Vice Chancellor Judith Bronstein is in constant contact with people in Albany on this matter. Chancellor Reynolds commended Acting Vice Chancellor Bronstein and her staff, and Mr. Bulgario of the Department of the Budget for working out a very fair and equitable early retirement plan that will be a great benefit to faculty who elect it. In the days ahead the thrust will be towards getting the bill through the Legislature. The Administration is proceeding with financial plans for 1992-93, working closely with the presidents at the senior colleges that have retrenchment planning needs. If the early retirement incentive plan does not pass, additional layoffs will be required. This would be absolutely devastating, most critically for all of those students who wish to come to CUNY this fall, because the University is already facing several hundred layoffs. Chancellor Reynolds reported that she spoke on this issue very strongly last week before the State Senate Democratic Conference in Albany. Staff is in constant touch with all key legislators and the Governor's Office to keep this issue at the top of their agenda.
Chancellor Reynolds stated that the University received $1 million from the City Council in additional operating support for the community colleges. Staff is continuing to press for critical funding to operate and maintain facilities, with special concern for the new Hostos Community College and LaGuardia Community College buildings, and for other facility needs. Chancellor Reynolds has spoken with Budget Director Philip Michael, City Council Finance Committee Chair Herbert Berman, and others who are trying to figure out a way to provide additional dollars for the University's critical capital needs. Staff will continue to press on the City side.

Chancellor Reynolds noted that the University is pleased that the less-than-half-time Pell Grants are still in the budget. Secretary of Education Lamar Alexander is now struggling with a billion dollar budget problem because a miscalculation of the number of students eligible resulted in an underestimation of a billion dollars for Pell Grant recipients this year. This data will impact on the Department of Education's budget for next year. Title XI funding of about $100 million over the next five years has been appropriated for urban university grants. Staff is already moving quickly, working with the campuses on plans for proposals that would allow CUNY to utilize these funds.

Chancellor Reynolds joined with Chairman Murphy in wishing all of the Trustees and all University constituents a happy and productive summer.

In response to Mr. Howard's question, Chancellor Reynolds advised that the State has not offered an alternative to the University's early retirement incentive plan other than additional budget cuts. The State has proposed a 1% set-aside as a cushion to possible shortfall revenue problems this fall. The University has protested, indicating that it is not a State agency, and that further cuts would be devastating in light of a large enrollment increase. In response to concerns that theoretically the University could be facing two additional cuts which could increase the workload of faculty and negatively impact upon the education of the students, Chancellor Reynolds indicated that she recognized the depth of the problem and was focused on doing everything possible to get the funding to which the University is entitled. She observed that staff was having incremental levels of success, especially with regard to the community colleges. Staff is working very hard in Albany to help achieve what is needed.

Chairman Murphy commented that the Board, in conjunction with the Chancellory and the presidents will have to do what has to be done in terms of governance requirements and decisions. Now, in this penultimate part of the legislative session, everything possible is being done to get the best results for the University so that it can go forward as anticipated, without any further contraction of programs, etc.

Dr. Jacobs suggested that efficiency experts be called in to review the many areas in which savings can be made in lieu of turning away students and cutting faculty and programs. Chancellor Reynolds thanked Dr. Jacobs for his suggestion, noting that over the last couple of years, his comments on this subject had been helpful to staff in making considerable cuts. She stressed that this Institution has been trimmed enormously. The focus has been on keeping faculty in the classroom, although the sustaining and recruitment of new faculty has suffered. Vice Chancellor Rothbard reported that the Governor's annual report on productivity for the State cites CUNY each year for three or four initiatives pursuant to the Board's interest in University-wide contracting which uses the purchasing power of the University. Systems development as a University, such as the Systems and Telecommunications Initiative the Board will be considering later today, will provide greater economies. More will be done over the next several years to reduce expenditures at the administration level and more put into classroom instruction and library support.

Upon motions duly made, seconded and carried, the following resolutions were adopted: (Calendar Nos. 1 through 9)

NO. 1. UNIVERSITY REPORT: RESOLVED, That the University Report for June 22, 1992 (including Addendum Items) be approved, as revised as follows:
(a) ADDENDUM: Revise the following:

1. THE CENTRAL OFFICE

P 8 D 17 ADMINISTRATIVE DESIGNATION: The functional title for Yaakov Shechter is revised to read Acting University Assistant Dean for Research and Science Education. The "SW" is deleted. The effective date of the appointment is revised to read 8/1/92.

P 9 D 20 ADMINISTRATIVE DESIGNATION: The effective date of the appointment for Mark Spranger is revised to read 7/6/92.

2. THE CITY COLLEGE

P 4 D 6 The entry for Venus Green is revised to read THE CITY COLLEGE - APPOINTMENT OF PROFESSORIATE STAFF WITH EARLY PAYMENT OF NEW STEPS (AFFIRMATIVE ACTION REPORT ON FILE EXCEPT ACTING, VISITING AND SUBSTITUTE APPOINTMENTS) (SW INDICATES WAIVER OF SEARCH)

(b) ADDENDUM: Add the following:

D 33 THE CENTRAL OFFICE - NAMING OF COMMISSIONER OF THE CITY UNIVERSITY OF NEW YORK CIVIL SERVICE COMMISSION

RESOLVED, that the Board of Trustees of The City University of New York hereby authorizes and consents to the naming by the Chancellor of Ms. Liliam Barrios-Paoli as Commissioner of The City University of New York Civil Service Commission for a term ending May 31, 1998.

EXPLANATION: On June 27, 1988 (Calendar No. 6H), the Board of Trustees of The City University of New York authorized the naming of three Civil Service Commissioners to six-year staggered terms. The term of Ms. Iris Morales ended on May 31, 1992. This resolution names Ms. Barrios-Paoli as a Commissioner to succeed Ms. Iris Morales. Ms. Barrios-Paoli holds degrees from Universidad Iberoamericano (B.A.), and New School for Social Research (M.A. and Ph.D.). She is presently Executive Director for Literacy Volunteers of New York City. She has held positions with the New York City Partnership (Vice President for Education and Youth Employment), New York City Department of Employment (Commissioner) and New York City Health and Hospitals Corporation (Vice President, Human Services). Ms. Barrios-Paoli has also taught at Montclair State College, Rutgers University, Bank Street College of Education and Hunter College. She will make a valuable contribution to The City University of New York.

NOTE: This resolution was approved by the Board Committee on Faculty, Staff and Administration at its meeting of June 2, 1992.

D 34 THE CENTRAL OFFICE - APPOINTMENT OF HEO SERIES PERSONNEL WITH NO PRIOR SERVICE (AFFIRMATIVE ACTION REPORT ON FILE EXCEPT ACTING AND SUBSTITUTE APPOINTMENTS) (SW INDICATES WAIVER OF SEARCH)

DEPT/TITLE LAST NAME FIRST NAME SALARY RATE EFFEC. DATES FROM TO
Office of the Vice Chancellor for Academic Affairs Sub. HEO (Visiting Fellow in Academic Administration) Sussman George $66,310 7/1/92 - 1/31/93 2/1/93 - 6/30/93
D 35 THE CENTRAL OFFICE - ADMINISTRATIVE DESIGNATION COMMITTEE APPROVAL NOT REQUIRED (AFFIRMATIVE ACTION REPORT ON FILE EXCEPT ACTING APPOINTMENTS) (SW INDICATES WAIVER OF SEARCH)

DEPT/TITLE
Office of the Vice Chancellor for Academic Affairs
Chancellor for Academic Affairs
University Dean
(Univ. Dean for Research)

LAST NAME  FIRST NAME  EFFEC. DATE
Clark       Allan H.        9/1/92

NOTE: Dr. Allan H. Clark has been serving as Acting Vice Chancellor for Academic Affairs since August of 1991. Dr. Clark's position will be supported through non-tax levy funds.

DEPT/TITLE
Office of the Vice Chancellor for Academic Affairs
Chancellor for Academic Affairs
Acting University Dean
(Acting Univ. Dean for Undergraduate Studies and Deputy to the Vice Chancellor for Special Programs)

LAST NAME  FIRST NAME  SALARY RATE  EFFEC. DATE
Nunez-Wormack  Elsa  $94,000  9/15/92

NOTE: The position of University Dean for Undergraduate Studies and Deputy to the Vice Chancellor for Special Programs will consolidate responsibility for undergraduate program initiatives, including pre-college programs, summer institutes, and freshman programs, as well as the SEEK and College Discovery Programs.

D 36 LAGUARDIA COMMUNITY COLLEGE - RENEWAL OF CONTRACT FOR UNIFORMED GUARD SERVICES FOR FISCAL YEAR 1992-93

RESOLVED, that the Board of Trustees of The City University of New York authorize LaGuardia Community College to renew contract #9228281 with Bell Security for the purpose of providing Uniformed Guard services for the College for the period July 1, 1992 thru June 30, 1993 at a total cost of $957,000, chargeable to code 234801409.

EXPLANATION: This is the first of the four renewal options specified in the contract. Uniformed Guard services are essential to the protection and security of personnel, facilities, equipment and supplies. The original Calendar no. is 4f, dated April 29, 1991. The contract price for the year now ending was $870,673. The estimated cost for the renewal term is justified by an increase in the number of guards required as a result of the addition of new facilities.

D 37 LEHMAN COLLEGE - AGREEMENT WITH BRONXNET

RESOLVED, that the Board of Trustees of The City University of New York authorize the Secretary of the Board to execute an agreement between Lehman College and BRONXNET, the Bronx Community Cable Programming Corporation, to house the public access television programming and production facilities of the Lehman College campus at no cost to the College or University, the agreement to be subject to the review of the Office of the General Counsel and such other offices as may be appropriate.

EXPLANATION: BRONXNET, is the not-for-profit corporation which, pursuant to New York City contract with Cablevision, Inc., services the public access cable television requirements in the Bronx. BRONXNET, has indicated an interest in initiating a lease arrangement with Lehman College in order to utilize one of the two existing TV Studios on the Lehman College campus for public service cable television purposes. A joint program which will enhance the academic program of the College and provide community service public access television is contemplated. The College welcomes this no cost enhancement of its facilities and academic program.
D 38 BARUCH COLLEGE - ADMINISTRATIVE DESIGNATION COMMITTEE APPROVAL NOT REQUIRED (AFFIRMATIVE ACTION REPORT ON FILE EXCEPT ACTING APPOINTMENTS) (SW INDICATES WAIVER OF SEARCH)

DEPT/TITLE | LAST NAME | FIRST NAME | SALARY RATE | EFFEC. DATE
--- | --- | --- | --- | ---
Office of the Dean of Education and Educational services | To Dutka | Julia Yuen-Heung | $86,310 | 9/1/92

D 39 BARUCH COLLEGE - APPOINTMENT WITH TENURE (AFFIRMATIVE ACTION REPORT ON FILE) (SW INDICATES WAIVER OF SEARCH)

DEPT/TITLE | LAST NAME | FIRST NAME | SALARY RATE | EFFEC. DATE
--- | --- | --- | --- | ---
Education Professor | To Dutka | Julia Yuen-Heung | $66,310 | 9/1/92

NOTE: On leave from this position to serve in Executive Compensation Plan position.

D 40 THE GRADUATE SCHOOL AND UNIVERSITY CENTER - AMENDMENT OF RESOLUTION FOR PURCHASE OF CARPETING

RESOLVED, that the Board of Trustees of The City University of New York authorize the Secretary of the Board to execute a contract on behalf of The Graduate School and University Center to purchase carpeting for selected areas of the college. The contract shall be awarded to the lowest responsible bidder after public advertisement and sealed bidding by the College pursuant to law and University Regulations. Such purchase shall not exceed a total estimated cost of $45,000 to $61,000 chargeable to [FAS Code 218603200] Capital Project # GR027890. The contract shall be subject to approval as to form by the University Office of General Counsel.

EXPLANATION: New carpeting is needed for selected areas of the College to replace worn-out carpeting. The old carpeting presents a potential safety hazard to staff, faculty and students. The increased cost reflects an increase in the scope of the project making it necessary to change the complete charge to Capital Funds.

NOTE: Matter underlined is new; matter in brackets to be deleted.

(c) Items listed in PART E - ERRATA, to be withdrawn or changed as indicated.

ERRATA: Revise the following:

1. CITY COLLEGE

P.C001 SEC. CIV - OTHER FINANCIAL MATTERS: CIV 2.1 RENEWAL OF HAZARDOUS WASTE CONTRACT - The entry is withdrawn.

EXPLANATION: The University Report consists of the highlights of the personnel actions and other resolutions of a non-policy nature which require approval by the Board of Trustees.
Minutes of Proceedings, June 22, 1992

NO. 2. CHANCELLOR'S REPORT: RESOLVED, That the Chancellor's Report for June 22, 1992 (including Addendum Items) be approved, as revised as follows:

(a) ADDENDUM Add the following:

D 10 AMENDMENT OF RESOLUTION - NEW YORK CITY TECHNICAL COLLEGE—POLICY EXTENDING THE "F" GRADE RESOLUTION TO THE GRADE OF "D"

RESOLVED, that, for the computation of the cumulative grade point average of students enrolled at New York City Technical College, the University policy of April 1990 regarding computing "F" in the grade point average shall be amended as follows: in addition to "F" and administrative failing grades, the earned academic grade of "D" also may be deleted from the calculation of the cumulative grade point average if a student has retaken the same course and earned a grade of "C" of better. The combined number of credits of deleted grades of "D", "F" and administrative failing grades shall be limited to 16. This policy shall be effective for the Fall semester, 1990 for courses in which grades of "C" or better are earned to replace grades of "D" previously received for the same course.

EXPLANATION: In April 1990, the Board of Trustees passed a resolution enabling students to have their academic performance more accurately reflected in their cumulative grade point average by allowing a limited number of failing grades to be replaced in the GPA if the grade of "C" or better is earned in the same course. This policy was intended to recognize students' successful academic attainments, despite earlier setbacks. The College Council of New York City Technical College has asked that this policy be extended to the grade of "D", which represents minimal academic achievement and adversely affects the GPA. The Guidelines that have been issued with regard to the "F" grade policy will also be applicable to the deletion and replacement of the "D" grade at New York City Technical College.

D 11 HUNTER COLLEGE - ROOSEVELT HOUSE - INSURANCE - SECOND OF THREE RENEWALS

RESOLVED, that the Board of Trustees of The City University of New York authorize Hunter College to renew contract Number 2444173 with Ruth Kaminsky and Son, Inc., for the purchase of insurance coverage for the building and contents of Roosevelt House, 47-49 East 65th Street, New York, N.Y. 10021, for the period from July 1, 1992 to September 30, 1992 at the total cost of $16,000, chargeable to FAS code 235901701.

EXPLANATION: This is the second of three renewal options specified in the contract. The Roosevelt House is used by Hunter College to house campus organizations run by the college. Inasmuch as the House is not owned by the University, separate insurance is required. Original Calendar No. 2, dated February 26, 1990. The contract price for the year now ending was $29,609.07. The estimated cost is justified by an increase of 10% in industry costs.

D 12 HUNTER COLLEGE - INSURANCE COVERAGE - ROOSEVELT HOUSE

RESOLVED, that the Board of Trustees of The City University of New York authorize the Secretary of the Board to execute a contract on behalf of Hunter College for insurance to cover the building and contents of the Roosevelt House, 47-49 East 65th Street, New York, N.Y. 10021. The contract shall be awarded to the lowest responsible bidder after public advertisement and sealed bidding by the College pursuant to law and University regulations. Such purchase shall not exceed a total estimated cost of $30,000 for the period from October 1, 1992 to June 30, 1993, chargeable to FAS Code 235901701. The contract shall include up to four annual options for the college to renew in its best interest. The contract shall be subject to approval as to form by the University Office of General Counsel.

EXPLANATION: Roosevelt House will be closed for public events effective Fall, 1992. A master insurance policy is necessary to provide coverage for the building and contents of Roosevelt House. Inasmuch as the House is not owned by the University, separate insurance is required.
(b) Items listed in PART E - ERRATA, to be withdrawn or changed as indicated.

ERRATA: Revise the following:

1. THE CENTRAL OFFICE

P BOO3 REAPPOINTMENT WITHOUT TENURE, CCE, OR 13.3.B. (ANNUAL) - The functional title for Michael Puglisi is revised to read Acting Director of University Contracting.

P C–2 CI 1.4 COMPUTERIZED INVENTORY SYSTEM - In line 4 of the resolution, the FAS Code is revised to read 217001400.

EXPLANATION: The Chancellor's Report consists of standard resolutions and actions of a non-policy nature which require approval by the Board of Trustees.

NO. 3. APPROVAL OF MINUTES: RESOLVED, That the minutes of the regular Board meeting and executive session of May 26, 1992 be approved.

NO. 4. COMMITTEE ON FISCAL AFFAIRS, FACILITIES AND CONTRACT REVIEW: RESOLVED, That the following items be approved:

A. BARUCH COLLEGE - REHABILITATION OF AUDITORIUM:

RESOLVED, That the Board of Trustees of The City University of New York authorize the Secretary of the Board to execute a contract on behalf of Baruch College for the rehabilitation of the Auditorium at 17 Lexington Avenue, New York, NY 10010. The contract shall be awarded to the lowest responsible bidder after public advertisement and sealed bidding by the Office of Facilities Planning, Construction and Management pursuant to law and University Regulations. The contract shall not exceed a total estimated cost of $566,000 chargeable to the State Capital Construction Fund, Project No. BA001-087. The contract shall be subject to approval as to form by the University Office of General Counsel.

EXPLANATION: The Project consists of the renovation and upgrading of the existing auditorium and stage to meet the requirements for program and the New York Building Code. On September 28, 1987, Cal. No. 4.8.4, the Board of Trustees approved a service contract with the firm of David Paul Halpern, PC for the architectural and engineering services for the design and supervision of this project.

B. BROOKLYN COLLEGE - ROOF REHABILITATION:

RESOLVED, That the Board of Trustees of The City University of New York authorize the Secretary of the Board to execute a contract with the firm of Fuller and D'Angelo for architectural and engineering services for the design and supervision of construction for various roof rehabilitation projects at Brooklyn College, CUNY Project No. BY017-090. The total estimated cost shall not exceed $253,000 chargeable to the State Capital Construction Fund. The contract shall be subject to approval as to form by the University Office of General Counsel.

EXPLANATION: The work to be included in this project is for required roof rehabilitation and related work on five buildings - Boylan Hall, Gershwin/Whitman, Ingersoll, Roosevelt and Whitehead - at Brooklyn College. On May 27, 1992, six architectural consulting firms were interviewed. Based on these interviews and submissions by each architect, the Committee made their selection in accordance with approved procedures.
C. THE CITY COLLEGE - DEMOLITION OF EISNER HALL:

RESOLVED, That the Board of Trustees of The City University of New York authorize the Secretary of the Board to execute a contract on behalf of The City College of New York for the demolition of Eisner Hall. The contract for demolition shall be awarded to the lowest responsible bidder by the College pursuant to law and University regulations. The contract for demolition shall not exceed a total estimated cost of $853,000 chargeable to State Capital Construction, CU753-081, Project No. CC008-089. The contract shall be subject to approval as to form by the University Office of General Counsel.

EXPLANATION: Eisner Hall was built in 1941 and presently houses the Art Department. It is 23,580 gross square feet and was constructed of steel and masonry. The Art Department has moved into the newly renovated space in Compton/Goethals. In keeping with the Master Space Plan, Eisner Hall, as with all South Campus buildings other than the Park Building, is scheduled to be demolished. In addition, the demolition is necessary for the completion of phase two of the current Athletic Field Project.

On March 22, 1982 (Cal. No. 4.h.) The Board of Trustees adopted a resolution that approved the selection of the architectural firm of Stephen J. Kagel Associates, to prepare plans and specifications for this project. This project has been delayed pending completion of alterations of other buildings on the campus to provide space for the former occupants of Eisner Hall.

Dr. Elsner was president of the Board of Higher Education from 1932 to 1938 and the naming of the building for him was ceremonial.

D. LEHMAN COLLEGE - UPGRADING OF THE HEATING AND COOLING PLANT:

RESOLVED, That the Board of Trustees of The City University of New York approve the selection of the firm of Gibbs and Hill, Inc. to provide design and construction supervision services for upgrading the Heating and Cooling Plant at Herbert H. Lehman College, CUNY Project No. LM015-090; and be it further

RESOLVED, That The City University Construction Fund be requested to authorize the Dormitory Authority of the State of New York to enter into a contract for the design of the aforesaid construction project.

EXPLANATION: The scope of work, with an estimated cost of $18 million, shall include:

1. Refurbish three existing boilers and demolish Boiler No. 1.
2. Install a new 1000-ton electric centrifugal chiller for standby service and off-peak duty.
3. Demolish and replace the existing condensate return system.
4. Install a new boiler plant flue within the existing masonry and circular steel flue.
5. Upgrade the boiler/chiller plant primary electrical service for the existing and new electrical loads.
6. Upgrade the central boiler and chiller plant to improve general plant conditions, and operation and maintenance efficiency.
7. Study and investigate HVAC system operating problems for the Library Building, Fine Arts Building, I.D. Card Room in the Music Building, and Greenhouse in the Davis Hall Building. Recommend alternates to improve these systems for satisfactory operation.

The proposed firm was selected in accordance with the procedures established by The City University of New York and has been approved by Lehman College.

E. LEHMAN COLLEGE - REHABILITATION OF PARKING LOTS:

RESOLVED, That the Board of Trustees of The City University of New York authorize the Secretary of the Board to execute a contract with the firm of Vollmer Associates for architectural and engineering services for the design and supervision of rehabilitation of parking lots at Herbert H. Lehman College, CUNY Project No. LM35-091. The total estimated cost shall not exceed $146,000 chargeable to Capital Project No. HNX004. The contract shall be subject to approval as to form by the University Office of General Counsel; and be it further

RESOLVED, That the Director of the City Office of Management and Budget be requested to approve the funding necessary for said contract.
EXPLANATION: The College utilizes a 900-car parking area, half of which is unpaved. The paved portion of the lot is severely deteriorated. Potholes and broken paving are common, ponding occurs because of lack of drainage and the present inadequate lighting poses a severe security problem. This project will provide a modern, rehabilitated parking facility with proper drainage, lighting, fencing and security/control booths.

The consultant was chosen through approved procedures for City-funded projects. After public advertising, 12 proposals were received and reviewed by a selection committee. Based on the technical merit of the proposals, the committee selected first, second and third choices who were asked to submit sealed cost proposals. The committee then made a final selection, considering both the technical evaluation and the cost proposal.

F. QUEENSBOROUGH COMMUNITY COLLEGE - AMENDMENT OF RESOLUTION:

RESOLVED, That the Board of Trustees of The City University of New York amend the resolution adopted at the meeting of January 25, 1988 (Cal. No.4.A. (2)) for the design and supervision of construction of absorption chiller replacements for the Library and Cafeteria buildings at Queensborough Community College, Project No. QB002-066, to authorize an increase in the estimated cost from $217,200 to a new cost of $283,700 chargeable to City Capital Project No. HN206.

EXPLANATION: Kallen and Lemelson was originally hired in 1988 for the engineering services for the design and supervision of construction of various projects at the Hunter Campus School, Hostos, LaGuardia, Bronx, Borough of Manhattan Community Colleges and Medgar Evers College.

Subsequently, another engineering firm was hired to perform design services on rehabilitation work at several other campuses. As the result of a dispute with that consultant, the project to design replacement chillers at Queensborough Community College was removed from their contract. The amendment to this resolution would allow this work to be added to Kallen and Lemelson's contract and enable this necessary work to be completed expeditiously.

G. QUEENS COLLEGE - ASBESTOS ROOF REMOVAL AND REPLACEMENT:

RESOLVED, That the Board of Trustees of The City University of New York authorize the Secretary of the Board to execute a contract on behalf of Queens College for the "I" Building asbestos roof removal and replacement project. The contract shall be awarded to the lowest responsible bidder after public advertisement and sealed bidding by the College pursuant to law and University regulations. The contract shall not exceed a total estimated cost of $200,000 chargeable to the State Capital Construction Fund, Project No. QC426-085A. The contract shall be subject to approval as to form by the University Office of General Counsel.

EXPLANATION: An investigation of the existing roof by Testwell Craig Labs., Inc. revealed asbestos containing felts. Renovation of the interior of the building requires duct penetrations through the roof, requiring asbestos removal as mandated by Local Law 76/85.

At this point Mr. Fink joined the meeting.

H. CUNY SURVEYS:

RESOLVED, That the Board of Trustees of The City University of New York approve the selection of the firms of Burns & Roe Industrial Services Company, Stone & Webster Engineering Corp., Urbahn Associates, Inc. and URS Consultants, Inc. to prepare Condition Surveys at various Senior and Community Colleges, CUNY Project No. CA002-090; and be it further

RESOLVED, That The City University Construction Fund be requested to authorize the Dormitory Authority of the State of New York to enter into contracts for the aforesaid project.

EXPLANATION: The purpose of this project is to provide current information on the condition of existing CUNY buildings and to provide a database to support long and short term capital needs and priorities in standardized formats.
The four consultants were selected by a CUNY/DASNY committee after a review of the qualifications of 17 architectural and engineering firms that replied to a publicly-advertised request for qualifications and a subsequent request for proposals.

Sr. Vice Chancellor Donal Farley explained this was an effort to get a base-line condition survey of all of the facilities within the University. The Dormitory Authority buildings were similarly surveyed about eight years ago and the University has been embarking on a program of renovation in accordance with the recommendation of that study, which will be upgraded separately. This resolution provides for the survey of all of the CUNY-owned buildings, and a full assessment of the condition of every facility within the University, to form the basis for a five-year Capital Plan and an annual Capital Budget Request for priority maintenance work across college lines. The selected firms have done four pilot studies and have developed a consistent format which will provide the computer base from which staff will be able to extract information for the preparation of a coherent Capital Budget Request each year.

I. KINGSBOROUGH COMMUNITY COLLEGE - REHABILITATION OF MARINA BULKHEAD

RESOLVED, That the Board of Trustees of The City University of New York amend the resolution adopted at the meeting of September 19, 1985 (Cal. No.4.G.) for Olko Engineering Consultant Services at Kingsborough Community College, to authorize an increase in the estimated cost from $40,200 to a new cost of $125,000, chargeable to Capital Project No. HN-206.

EXPLANATION: The work of the project consists of the rehabilitation of an existing timber bulkhead, a portion of which is adjacent to the New Marina now in operation. This bulkhead is severely deteriorated and presents a safety and operational liability. The project includes ancillary walkways and railings.

Olko Engineering Corp. designed the New Marina which is now in operation. This work was performed under two contracts, one with CUNY for $40,200 (noted above), and another with the Dormitory Authority for approximately $151,600.

A request for proposals to rehabilitate the portion of the bulkhead adjacent to the new marina was sent to marine engineering firms. Several firms responded that they were unable to accommodate the additional work and only Olko Engineering submitted a proposal. Representatives of CUNY and the College reviewed the proposal and determined that Olko Engineering was qualified and the proposed fee reasonable. The decision to award the project to Olko as a change order to the original, new marina project, was reviewed and accepted by the New York City Comptrollers Office.

J. BRONX COMMUNITY COLLEGE - CONSTRUCTION OF NEW ATHLETIC FIELD HOUSE:

RESOLVED, That the Board of Trustees of The City University of New York authorize the Secretary of the Board to execute a contract on behalf of Bronx Community College for the construction of a new athletic Field House. The contract shall be awarded to the lowest responsible bidder after public advertisement and sealed bidding by the Department of Design, Construction and Management pursuant to law and University Regulations. The contract shall not exceed a total estimated cost of $385,000 chargeable to City Capital Budget, Project No. CU020-089/BX005-087; and be it further

RESOLVED, That the Director of the City Office of Management and Budget be requested to approve the funding necessary to award this contract.

EXPLANATION: This project consists of the construction of a new Field House adjacent to the playing field and abutting the Lowe Student Center. The Field House will be approximately 30ft. by 70ft. and will provide much needed bathroom and storage facilities for the Physical Education Department. Its location will allow easy movement of large pieces of sports equipment to and from the playing field. A resolution approving the design firm of Nobutaka Ashihara Associates for the preparation of plans and specifications for this project was approved January 28, 1991, Cal. No. 5.

K. HUNTER CAMPUS SCHOOL - WINDOW REPLACEMENT

RESOLVED, That the Board of Trustees of The City University of New York authorize the Secretary of the Board to execute a contract on behalf of Hunter Campus School for the replacement of windows. The contract shall be awarded to the lowest responsible bidder after public advertisement and sealed bidding by the Department of Design, Construction and Management
pursuant to law and University Regulations. The contract shall not exceed a total estimated cost of $120,000 chargeable to City capital Budget, Project No. CU020-089/HC003-089; and be it further

RESOLVED, That the Director of the City Office of Management and Budget be requested to approve the funding necessary to award this contract.

EXPLANATION: This project consists of the removal and replacement of the existing windows. It will resolve a number of existing window problems as follows:

1. The existing single glazed windows will be replaced with energy efficient double glazing which meets current New York State Energy Code.

2. The new windows will provide shatter-proof laminated glazing. The existing deteriorated lexan glazing is scratched and cloudy; current visibility is poor.

3. To insure student safety, new tamper-proof operating levers will be installed which will limit the amount the windows can open. Opening and closing of the windows will be by authorized personnel only.

A resolution approving the design firm of Nobutaka Ashihara Associates for the design of the project was approved January 28, 1991, Cal. No. 5.

L. HUNTER CAMPUS SCHOOL - REROOFING OF THE MADISON AVENUE SIDE ROOF:

RESOLVED, That the Board of Trustees of The City University of New York authorize the Secretary of the Board to execute a contract on behalf of Hunter Campus School for reroofing of the Madison Avenue side roof. The contract shall be awarded to the lowest responsible bidder after public advertisement and sealed bidding by the Department of Design, Construction and Management pursuant to law and University Regulations. The contract shall not exceed a total estimated cost of $228,300 chargeable to City Capital Budget, Project No. CU020/HC005-089; and be it further

RESOLVED, That the Director of the City Office of Management and Budget be requested to approve the funding necessary to award this contract.

EXPLANATION: This project consists of the removal and replacement of the existing roofing and roof drains on the Madison Avenue side of the building. The existing roof has been problematic; the school has experienced continuous and multiple leaks.

A resolution approving the design firm of Nobutaka Ashihara Associates for the design of the project was approved January 28, 1991, Cal. No. 5.

M. HUNTER CAMPUS SCHOOL - MASONRY RESTORATION:

RESOLVED, That the Board of Trustees of The City University of New York authorize the Secretary of the Board to execute a contract on behalf of Hunter Campus School for masonry restoration. The contract shall be awarded to the lowest responsible bidder after public advertisement and sealed bidding by the Department of Design, Construction and Management pursuant to law and University Regulations. The contract shall not exceed a total estimated cost of $162,000, chargeable to City Capital Budget, Project No. CU020-089/HC006-089; and be it further

RESOLVED, That the Director of the City Office of Management and Budget be requested to approve the funding necessary to award this contract.

EXPLANATION: This project consists of repointing the existing brickwork on both the school facades and the historic arched facades. The work also includes repairing and stabilizing the brick parapet walls to insure safety.

A resolution approving the design firm of Nobutaka Ashihara Associates for the design of the project was approved January 28, 1991, Cal. No. 5.
N. NEW YORK CITY TECHNICAL COLLEGE - PURCHASE OF EDUCATIONAL SUPPLIES:

RESOLVED, That the Board of Trustees of The City University of New York Authorize the expenditure of a sum not to exceed $600,000 of income from the Voorhees Endowment Fund, for the purchase of educational supplies and expenses; equipment and temporary services to support the technical and industrial education programs of the New York City Technical College during fiscal year 1992-93.

EXPLANATION: The 1992-93 Budget will not provide the required level of funding to support the academic programs of the College. It is, therefore, necessary to continue the use of the interest earned from the Voorhees Endowment Fund for this purpose. Under the terms of the court order which transferred the assets of the Voorhees Technical Institute to the Board of Higher Education, "...income from the endowment fund, ...shall be used by the Board of Higher Education to support the Technical and Industrial educational programs in such areas as library resources, educational equipment, supplies and material, student financial aid, facilities renovation and other such items that will improve technical educational programs." The Board has previously approved this type of expenditure to support the academic program of the College.

O. CENTRAL OFFICE - UNIVERSITY APPLICATION PROCESSING CENTER:

RESOLVED, That the Board of Trustees of The City University of New York authorize the Secretary of the Board to execute a contract on behalf of the University Application Processing Center (UAPC) to purchase multiple data-entry (MDE) services for the 120,000 students who apply for federal financial aid. The contract shall be awarded to one of the vendors who were selected by the Federal Government as qualified MDE processors. This selection shall be made from amongst these vendors in this group who are willing to serve CUNY, meet our technical requirements, and offer the lowest price, pursuant to law and University Regulations. Such purchase shall not exceed a total estimated cost of $450,000 for the annual period from July 1, 1992, to June 30, 1993, chargeable to FAS Code 325320400. The contract shall include up to four annual options for the University to renew in its best interest. The contract shall be subject to approval as to form by the University Office of General Counsel.

EXPLANATION: UAPC has bid on a federal contract to be a qualified multiple data-entry (MDE) processor. Until UAPC has been so approved, it is required by federal regulations to acquire financial aid information from a federally qualified MDE processor.

P. CUNY-WIDE - FIVE-YEAR SYSTEMS & TELECOMMUNICATIONS INITIATIVE (STI):

RESOLVED, That the Board of Trustees of The City University of New York authorizes University Management to implement a five-year Systems and Telecommunication Initiative. The Initiative will improve critical information and data management services throughout the University by standardizing and coordinating a wide variety of systems and telecommunications activities. The Initiative was included in the 1992-93 Chancellor's Budget Request. Under STI, CUNY will secure the necessary services, equipment and software through competitive bidding or through existing New York State, New York City or Board of Education contracts. The annual cost of the project is estimated at $920,000 for the period July 1, 1992 through June 30, 1993. The project will be renewed annually thereafter for a period of five years. New contracts associated with this project shall be subject to approval as to form by the University Office of General Counsel.

EXPLANATION: The Systems and Telecommunications Initiative will enhance systems and communications capacities in a variety of areas. These include:

-- advancing the Student Information Management System (SIMS) currently operational at six campuses to the rest of the CUNY colleges. This system was cited as a model in the Governor's 1990 Report on Management and Productivity.

-- developing the next generation of communications linkages among the campuses and providing connections to a wide variety of external data and library resources.
-- implementing revisions to administrative systems made necessary by changing requirements for revenue collection, financial aid processing, and new federal and state requirements to report on student progress.

-- establishing automated linkages between existing central administrative systems to eliminate redundancies and increase efficiency.

-- developing a centralized database management system to provide timely information on key policy issues, such as the evaluation of the College Preparatory Initiative.

To meet these and related needs, the University will engage in a Request for Proposals (RFP) process, including one or more RFPs, that will permit advancement on these critical matters without making permanent additions to staff. Throughout implementation; redundancies will be eliminated and economies instituted to reduce long-term administrative costs. Recent experience with University-wide contracting indicates that significant economies can be achieved through greater coordination of administrative functions and in this sense a considerable portion of this activity will be self-funding through outright savings or cost avoidance.

The RFP (RFPs) will describe the changes and additions needed in each of the areas outlined in this explanation and allow bidders to respond to the RFP (RFPs) in whole or in part. Though most of the changes outlined are in the area of administrative systems, benefits will accrue to the University's academic programs in a number of ways. For example, by improving telecommunications within the system and to outside locations, faculty and students will enjoy better access to library, supercomputing, and other resources.

In addition, by making improvements through a focused, cost effective RFP process, permanent additions to administrative staff will be avoided. Significant long-term savings in administrative costs will be achieved by developing standard systems and implementing them throughout the University. These savings will be available to be re-allocated to the instructional effort.

Q. CUNY-WIDE MAINTENANCE OF TIMEPLEX MULTIPLEXORS EQUIPMENT:

RESOLVED, That the Board of Trustees of The City University of New York authorize the Secretary of the Board to execute a contract on behalf of all the Senior and Community Colleges to purchase maintenance for Timeplex multiplexors. The contract shall be awarded to the lowest responsible bidder after public advertisement and sealed bidding pursuant to law and University Regulations. Such purchase shall not exceed a total estimated cost of $110,600 for the annual period from July 1, 1992 to June 30, 1993, chargeable to their appropriate FAS codes. The contract shall include up to four annual options for the University to renew in its best interest. The contract shall be subject to approval to form by the University Office of General Counsel.

EXPLANATION: The Timeplex multiplexors are integral components of the data communication facilities between the campuses and the University Computer Center. The maintenance agreement will provide updates, faster response time, greater reliability, voice compatibility, and a 5% discount for streamlining and consolidating paper work.

R. JOHN JAY COLLEGE - NUCLEAR MAGNETIC RESONANCE SPECTROMETER:

RESOLVED, That the Board of Trustees of The City University of New York authorize John Jay College of Criminal Justice to purchase a Nuclear Magnetic Resonance Spectrometer under existing State Contract pursuant to law and University Regulations. Such purchase shall not exceed a total estimated cost of $200,000 chargeable to FAS Code 2-659-01-300.

EXPLANATION: The NMR Instrument permits the study of carbon and hydrogen. Organic compounds, the compounds of life, most commonly include these two elements. Training our students on this equipment will have special value for minority students who are underrepresented in the sciences by making the students more competitive in seeking science careers and in entering advanced science education programs. The National Science Foundation has formally awarded John Jay College $100,000 for the explicit purchase of a Nuclear Magnetic Resonance Spectrometer. CUNY has approved matching funds of another $100,000 for a total cost of $200,000 for this equipment.
Mr. Howard reported that the Committee had reviewed CUNY's Investment Portfolio and the various funds which continue to do well. The Committee has asked staff to continue to monitor the portfolio over the summer. The Committee has also asked staff to review and prepare for its September meeting reports on five areas of the institution, along with the Chancellor's report on the review of departments within the system to determine where adjustments can or should be made.

Vice Chairperson Everett spoke of complaints regarding air-tight buildings in the University system and the "sick building syndrome" resulting from the lack of windows that open and improper filtering of the air. She suggested that concerns about fresh air and the circulation of air inside buildings be included in the planning for future buildings, i.e., the inclusion of a window or two for emergency purposes. Sr. Vice Chancellor Farley explained that the windowless or air-tight building came about during the energy crises in the early 1970's and were an attempt to create efficient buildings. In practice, however, energy efficiency requires good design, and constant maintenance, which suffers when budgets get cut.

NO. 5. COMMITTEE ON ACADEMIC POLICY, PROGRAM AND RESEARCH: RESOLVED, That the following items be approved:

A. NEW YORK CITY TECHNICAL COLLEGE - TRANSFER OF THE BACHELOR OF TECHNOLOGY PROGRAM:

RESOLVED, That the transfer of the Bachelor of Technology program from City College to New York City Technical College be approved, effective July 1, 1992, subject to financial ability.

EXPLANATION: The transfer of the Bachelor of Technology program from City College to New York City Technical College is being proposed as a cost savings measure to insure the continuation of the program albeit at another college. At the same time of transfer of this program is expected to yield substantial cost savings to City College at a time of severe financial constraints, thus providing needed funds for the traditional engineering departments.

The Bachelor of Technology program is compatible with the undergraduate mission of New York City Technical College where natural linkages can be formed with many existing two year programs in fields such as: Architectural Technology, Chemical Technology, Electro-Mechanical Engineering Technology, Electrical Engineering Technology, Telecommunications Technology, and Mechanical Engineering Technology. The transfer of the program is also expected to be more advantageous to students by offering the entire program--two and four-year components--at the same campus. Currently almost one-half of students enrolled in the program at CCNY have transferred from New York City Technical College.

Support for the program will be provided through a transfer of faculty from City College to New York City Technical College. These actions have been reviewed and approved at City College by the relevant bodies. A separate resolution to approve these personnel actions will appear in the Addendum to the June 1992 University Report. New York City Technical College has in place additional appropriate staff and faculty.

Students currently enrolled in the program at City College receiving degrees in academic years 1992-93, 1993-94, and 1994-95 will be awarded City College degrees. All other degrees will be awarded by New York City Technical College.

The transfer of the Bachelor of Technology program is recommended by the Presidents of City College and New York City Technical College. Faculty were widely consulted. At City College discussions were held with the faculty in the program as well as the faculty of the School of Engineering, the latter body approving the transfer by Majority vote on May 7, 1992. At NYCTC the faculty in the Department of Electro Mechanical Engineering Technology were consulted and supported strongly the transfer of this program.

Dr. Bernstein emphasized that the transfer of this program would result in a cost-saving of over a quarter of a million dollars for The City College. Both Presidents Meredith and Harleston, who shared their views on the transfer at the meeting of the Committee on Academic Affairs, support the transfer. The transfer was approved by the Academic Affairs Committee.
Noting that space was at a premium at NVCTC, Dr. Jacobs asked how many students would be involved in the transfer. He was advised that there were 200 students in the program and that there was sufficient room to accommodate them at NVCTC.

Chairman Murphy advised the Board that a message had been received from Borough President Ruth Messinger. She asked that it be communicated to the Board that she views this particular approach, "the yanking of a professional program from City College," to represent a diminution of educational and economic development-related services in the Borough of Manhattan.

In response to Dr. Tam's inquiry about what support services NYCTC would give to the program, i.e., computer needs, library needs, and other equipment needs, President Meredith advised that part of the transfer arrangement provides that funds would be made available by City College to purchase equipment that City College would have purchased if the program had remained there. In addition, NVCTC will make funds available to renovate and design the laboratory to receive the equipment. President Harleston added that City College will also transfer all existing equipment currently involved in the program, and all library holdings specifically earmarked for the Technology Program.

B. GRADUATE SCHOOL AND UNIVERSITY CENTER - CERTIFICATE IN FILM STUDIES:

RESOLVED, That the program in Film Studies leading to a Certificate, to be offered at the Graduate School, be approved, effective September 1992, subject to financial ability.

EXPLANATION: The purpose of the proposed program is to offer students enrolled in a doctoral program the opportunity to complete a Certificate in Film Studies at the same time. The Certificate would be awarded on the date that the Ph.D. is conferred.

The proposed program is intended to provide students with the critical skills and knowledge needed to comprehend cinema as a discrete discipline with its own methodology. The program's principal purpose will be to stimulate exploration of the connections between film and traditional fields of inquiry such as theater, art history, sociology, political science, and languages and literatures. The interdisciplinary approach is expected to encourage students to integrate cinema studies scholarship with their doctoral studies and thereby to generate original research within their disciplines. It is also believed that successful completion of the Certificate program in Film Studies will help students gain employment graduation.

NO. 6. COMMITTEE ON STUDENT AFFAIRS AND SPECIAL PROGRAMS: The following items are placed on the Calendar subject to the approval of the Committee on Student Affairs and Special Programs:

A. BARUCH COLLEGE - STUDENT ACTIVITY FEE INCREASE - DAY SESSION:

RESOLVED, That the College student activity fee paid by Baruch College undergraduate day session students be increased by $5.00 per semester for full-time students and by $2.00 per semester for part-time students to be earmarked for the Early Learning Center (Child Care) and allocated by the College Association effective Fall 1992 in accordance with the following schedule:

<table>
<thead>
<tr>
<th>EARMARKING</th>
<th>ALLOCATING BODY</th>
<th>CURRENT FEE FT / PT</th>
<th>PROPOSED FEE FT / PT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Center</td>
<td>College Association</td>
<td>$22.65/10.50</td>
<td>$22.65/10.50</td>
</tr>
<tr>
<td>Athletics</td>
<td>College Association</td>
<td>8.00/3.80</td>
<td>8.00/3.80</td>
</tr>
<tr>
<td>Communications</td>
<td>College Association</td>
<td>4.50/2.10</td>
<td>4.50/2.10</td>
</tr>
<tr>
<td>Early Learning Center</td>
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<td>5.00/2.35</td>
<td>5.00/2.35</td>
</tr>
<tr>
<td>Clubs and Organizations</td>
<td>Student Government</td>
<td>9.00/4.25</td>
<td>9.00/4.25</td>
</tr>
<tr>
<td>Student Government</td>
<td>Student Government</td>
<td>5.00/2.35</td>
<td>5.00/2.35</td>
</tr>
<tr>
<td>Total College Student Activity Fee</td>
<td></td>
<td>$49.15/$23.00</td>
<td>$54.15/$25.00</td>
</tr>
</tbody>
</table>

Surpluses to the earmarked fees shall accrue to the respective earmarked purposes for which they were generated.
The Summer Session fee shall continue to be $3.00 to be earmarked to the College Association for the Student Center.

EXPLANATION: The new student activity fee schedule represents an increase of $5.00 in the full-time and $2.00 in the part-time undergraduate student activity fees, which will be earmarked for the Ross-Schoenberger Early Learning Center at Baruch College, a child care center for students who are parents and in need of child care, and allocated by the College Association.

A referendum was held in accordance with University Bylaw Section 16.12 in conjunction with student government elections held May 5, 6, and 7, 1992. The vote was 863 in favor and 347 opposed to the increase, with 14.5% of the eligible students voting. The College President supports this increase. The student activity fee was last increased in Spring 1988.

Earmarkings set forth in the Board resolution may only be changed by further Board action.

B. GRADUATE SCHOOL AND UNIVERSITY CENTER - STUDENT ACTIVITY FEE INCREASE:

RESOLVED, That the College student activity fee paid by students at the Graduate School and University Center be increased by $11.25 from $7.50 to $18.75 per semester for all students, effective the Fall 1992 semester and that the entire fee constitute the student government fee to be allocated by the student government.

There is no summer session fee.

EXPLANATION: The increase in the Graduate School and University Center student activity fee is the first since 1974. The amount of monies available from student activity fees will increase from about $60,000 to $150,000 per semester. The Doctoral Students' Council which is the student government, has proposed that the increased revenues be used for a nurse practitioner on campus, a legal consultation service, student travel for conferences and presentation of papers, and other programs and services to benefit students, including the student newspaper and a film series.

A referendum was held in accordance with University Bylaw Section 16.12, in conjunction with student government elections, by mail ballot from April 2-27, 1992. The vote was 218 in favor and 163 opposed to the increase, with 10% of the eligible students voting. The College President supports this increase.

C. NEW YORK CITY TECHNICAL COLLEGE - STUDENT ACTIVITY FEE RE-EARMARKING:

RESOLVED, That the portion of the total college student activity fee of $23.20 paid by full-time New York City Technical College students which is earmarked to and allocated by NYPIRG (New York Public Interest Research Group) be increased by $1.00 per semester to $3.00 per semester, effective the Fall 1992 semester, in accordance with the following schedule. There is no NYPIRG fee paid by part-time students.

<table>
<thead>
<tr>
<th>EARMARKED ALLOCATING BODY</th>
<th>CURRENT FEE</th>
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<tr>
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<tr>
<td>College Association</td>
<td>$21.20/3.60</td>
<td>$20.20/3.60</td>
</tr>
<tr>
<td>NYPIRG</td>
<td>$2.00/.0</td>
<td>$3.00/.0</td>
</tr>
<tr>
<td>Total College Student Activity Fee</td>
<td>$23.20/3.60</td>
<td>$23.20/3.60</td>
</tr>
</tbody>
</table>

There is no summer session fee collected.

EXPLANATION: The new student activity fee schedule represents an increase of $1.00 in the portion of the full-time student activity fee, which will be earmarked to and allocated by NYPIRG. There is no increase in the total student activity fee. With the increase, the total NYPIRG Fee will be $3.00. The NYPIRG fee is used to support the activities of the New York Public Interest Research Group, Inc. whose purpose is to investigate and research public policy issues of special interest to the student membership.

The student activity fee allocated by NYPIRG is refundable, in accordance with procedures subject to the approval of the College President.
A referendum was held in accordance with University Bylaw section 16.12, but not in conjunction with student government elections. The referendum was held on May 6, 7 and 8, 1992. The vote was 710 in favor and 94 opposed to the increase, with 12% of the eligible students voting. The referendum was not held in conjunction with student government elections, because the student government elections have been postponed to the Fall 1992. The total fee was last increased in the Fall 1982 semester, when the NYPIRG fee was established at $2.00 per semester.

The College President supports this increase.

Within the College Association Fee, the following local earmarking exist (full-time/part-time): $1.25/.25 for accident insurance, $3.50/.25 for athletics, $3.65/.35 for graduation, $3.50/1.00 for health information and activities programs, $1.25/.25 for the Tipster (student handbook), $1.00/.25 for theater, $.10/.0 for contingency and $.45/.05 for a corporation annual assessment. Local earmarkings at the College have been established and are subject to change at the College in accordance with the referendum process set forth in University Bylaw section 16.12, provided there is no change in the total fee. The earmarkings to the allocating bodies as set forth in the resolution may only be changed by further Board action and therefore the reearmarking of $1.00 of the existing fee to NYPIRG must be approved by the Board.

D. QUEENS COLLEGE - STUDENT ACTIVITY FEE RE-EARMARKING:

RESOLVED, That the College student activity fees paid by undergraduate day session students, undergraduate evening session students, and graduate students be re-earmarked effective with the summer session 1992, in accordance with the following schedules (The bracketed Student Activities Corporation fees are eliminated and re-earmarked to the student government and college association):

UNDERGRADUATE DAY SESSION STUDENTS

<table>
<thead>
<tr>
<th>EARMARKED ALLOCATION BODY</th>
<th>FULL-TIME</th>
<th>PART-TIME</th>
<th>INTERSESSION</th>
<th>SUMMER SESSION</th>
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</thead>
<tbody>
<tr>
<td>Student Government</td>
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<td>$1.05</td>
<td>$2.54</td>
</tr>
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<td>College Association</td>
<td>9.42</td>
<td>5.04</td>
<td>1.95</td>
<td>4.71</td>
</tr>
<tr>
<td>[Student Activities Corp.</td>
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<td>7.75</td>
<td>3.00</td>
<td>7.25</td>
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UNDERGRADUATE EVENING SESSION STUDENTS

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Minutes of Proceedings, June 22, 1992

GRADUATE STUDENTS

EARMARKED ALLOCATION BODY  FULL-TIME & PART-TIME  INTERSESSION  SUMMER SESSION

Student Government  $2.45  $1.05  $2.45
College Association  4.55  1.95  4.55
[Student Activities Corp.  7.00  3.00  7.00]
Student Services Corp.  40.00  20.00  30.00
Comm. for Disabled Students  1.25  1.25  1.25
NYPIRG  3.00  3.00  3.00

Total College Student Activity Fee  $51.25  $27.25  $41.25

EXPLANATION: The above resolution re-earmarks the portions of the student activity fees previously allocated by the Student Activities Corporation by dividing them between a college association fee and a student government fee. In accordance with the resolution of the Board of Trustees adopted on March 23, 1992, the contract with the Student Activities Corporation to allocate student activity fees has been terminated, which necessitates a re-earmarking of the Student Activities Corporation fees. While no student referendum has been held, the division of the fee by a formula which makes 35% the student government fee and 65% the college association fee is based on the past allocation of fees to the student governments by the Student Activities Corporation. The division of the fee has been recommended by the governing board of the Student Activities Corporation and is supported by the College President. In addition, the Student Activities Corporation has resolved that the administrative expenses of the new college association should be charged against the student government fee and the College association fee in accordance with the same percentages, and the College intends to implement this recommendation.

The governing boards of the allocation bodies for the Queens College student activity fees other than the student governments and the College association have the following voting compositions: (1) Student Services Corporation (student union board) - 11 faculty/administrators, 7 students and 1 alumnus; (2) Sports Allocation Board - 4 faculty/administrators, 6 students, and 1 alumnus; (3) Committee for Disabled Students - 5 students, 1 member-at-large and the Dean of Students; (4) Child Development Center Board - 6 faculty/administrators and 3 students.

The earmarkings to the allocating bodies as set forth in this resolution may only be changed by further Board action.

The student activity fees allocated by the Sports Allocation Board, the Child Care Board, and NYPIRG are refundable, in accordance with procedures subject to the approval of the College President.

Ms. Carrion advised the Board that the following fifteen (15) colleges have amended their College Association Bylaws (Calendar Items No. 6E-6S) to conform with recent Board Bylaw changes. All of the College Association Bylaws have been reviewed by the Office of Legal Affairs and the Committee on Student Affairs and Special Programs.

E. BOROUGH OF MANHATTAN COMMUNITY COLLEGE - COLLEGE ASSOCIATION BYLAW AMENDMENTS:

RESOLVED, That the Board of Trustees of The City University of New York approve the changes to the Bylaw provisions of the Borough of Manhattan Community College Association, Inc.

EXPLANATION: In accordance with the amendments to Bylaw Section 16.5 approved by the Board of Trustees on March 23, 1992, effective on July 1, 1992, the College has modified its college association Bylaws only to the extent necessary to conform to the March 23, 1992 revisions.

NOTE: See Appendix A for amended College Association Bylaws.
F. BRONX COMMUNITY COLLEGE - COLLEGE ASSOCIATION BYLAW AMENDMENTS:

RESOLVED, That the Board of Trustees of The City University of New York approve the changes to the Bylaws of the Bronx Community College Association, Inc.

EXPLANATION: In accordance with the amendments to Bylaw Section 16.5 approved by the Board of Trustees on March 23, 1992, effective on July 1, 1992, the College has modified its college association Bylaws only to the extent necessary to conform to the March 23, 1992 revisions.

NOTE: See Appendix B for amended College Association Bylaws.

G. HUNTER COLLEGE - COLLEGE ASSOCIATION BYLAW AMENDMENTS:

RESOLVED, That the Board of Trustees of The City University of New York approve the changes to the Bylaws of the Hunter College Association, Inc.

EXPLANATION: In accordance with the amendments to Bylaw Section 16.5 approved by the Board of Trustees on March 23, 1992, effective on July 1, 1992, the College has modified its college association Bylaws only to the extent necessary to conform to the March 23, 1992 revisions.

NOTE: See Appendix C for amended College Association Bylaws.

H. JOHN JAY COLLEGE OF CRIMINAL JUSTICE - COLLEGE ASSOCIATION BYLAW AMENDMENTS:

RESOLVED, That the Board of Trustees of The City University of New York approve the changes to the Bylaws of the John Jay College of Criminal Justice Student Activities Corporation, Inc.

EXPLANATION: In accordance with the amendments to Bylaw Section 16.5 approved by the Board of Trustees on March 23, 1992, effective on July 1, 1992, the College has modified its college association Bylaws only to the extent necessary to conform to the March 23, 1992 revisions.

NOTE: See Appendix D for amended College Association Bylaws.

I. THE COLLEGE OF STATEN ISLAND - COLLEGE ASSOCIATION BYLAW AMENDMENTS:

RESOLVED, That the Board of Trustees of The City University of New York approve the changes to the Bylaws of The College of Staten Island Association, Inc.

EXPLANATION: In accordance with the amendments to Bylaw Section 16.5 approved by the Board of Trustees on March 23, 1992, effective on July 1, 1992, the College has modified its college association Bylaws only to the extent necessary to conform to the March 23, 1992 revisions.

NOTE: See Appendix E for amended College Association Bylaws.

J. QUEENSBOROUGH COMMUNITY COLLEGE - COLLEGE ASSOCIATION BYLAW AMENDMENTS:

RESOLVED, That the Board of Trustees of The City University of New York approve the changes to the Bylaws of the Queensborough Community College Student Activities Association, Inc.

EXPLANATION: In accordance with the amendments to Bylaw Section 16.5 approved by the Board of Trustees on March 23, 1992, effective on July 1, 1992, the College has modified its college association Bylaws only to the extent necessary to conform to the March 23, 1992 revisions.

NOTE: See Appendix F for amended College Association Bylaws.
K. BARUCH COLLEGE - COLLEGE ASSOCIATION BYLAW AMENDMENTS:

RESOLVED, That the Board of Trustees of The City University of New York approve the changes to the Bylaws of The Bernard M. Baruch College Association, Inc.

EXPLANATION: In accordance with the amendments to Bylaw Section 16.5 approved by the Board of Trustees on March 23, 1992, effective on July 1, 1992, the College has modified its college association Bylaws only to the extent necessary to conform to the March 23, 1992 revisions.

NOTE: See Appendix G for amended College Association Bylaws.

L. THE CITY COLLEGE - COLLEGE ASSOCIATION BYLAW AMENDMENTS:

RESOLVED, That the Board of Trustees of The City University of New York approve the changes to the Bylaws of The City College Student Services Corporation, Inc.

EXPLANATION: In accordance with the amendments to Bylaw Section 16.5 approved by the Board of Trustees on March 23, 1992, effective on July 1, 1992, the College has modified its college association Bylaws only to the extent necessary to conform to the March 23, 1992 revisions.

NOTE: See Appendix H for amended College Association Bylaws.

M. HOSTOS COMMUNITY COLLEGE - COLLEGE ASSOCIATION BYLAW AMENDMENTS:

RESOLVED, That the Board of Trustees of The City University of New York approve the changes to the Bylaws of The Eugenio Maria de Hostos Community College Association, Inc.

EXPLANATION: In accordance with the amendments to Bylaw Section 16.5 approved by the Board of Trustees on March 23, 1992, effective on July 1, 1992, the College has modified its college association Bylaws only to the extent necessary to conform to the March 23, 1992 revisions.

NOTE: See Appendix I for amended College Association Bylaws.

N. KINGSBOROUGH COMMUNITY COLLEGE - COLLEGE ASSOCIATION BYLAW AMENDMENTS:

RESOLVED, That the Board of Trustees of The City University of New York approve the changes to the Bylaws of Kingsborough Community College Association, Inc.

EXPLANATION: In accordance with the amendments to Bylaw Section 16.5 approved by the Board of Trustees on March 23, 1992, effective on July 1, 1992, the College has modified its college association Bylaws only to the extent necessary to conform to the March 23, 1992 revisions.

NOTE: See Appendix J for amended College Association Bylaws.

O. LAGUARDIA COMMUNITY COLLEGE - COLLEGE ASSOCIATION BYLAW AMENDMENTS:

RESOLVED, That the Board of Trustees of The City University of New York approve the changes to the Bylaws of The Fiorello H. LaGuardia Community College Association, Inc.

EXPLANATION: In accordance with the amendments to Bylaw Section 16.5 approved by the Board of Trustees on March 23, 1992, effective on July 1, 1992, the College has modified its college association Bylaws only to the extent necessary to conform to the March 23, 1992 revisions.

NOTE: See Appendix K for amended College Association Bylaws.
P. LEHMAN COLLEGE - COLLEGE ASSOCIATION BYLAW AMENDMENTS:

RESOLVED, That the Board of Trustees of The City University of New York approve the changes to the Bylaws of The Herbert H. Lehman College Association for Campus Activities, Inc.

EXPLANATION: In accordance with the amendments to Bylaw Section 16.5 approved by the Board of Trustees on March 23, 1992, effective on July 1, 1992, the College has modified its college association Bylaws only to the extent necessary to conform to the March 23, 1992 revisions.

NOTE: See Appendix L for amended College Association Bylaws.

Q. MEDGAR EVERS COLLEGE - COLLEGE ASSOCIATION BYLAW AMENDMENTS:

RESOLVED, That the Board of Trustees of The City University of New York approve the changes to the Bylaws of The Medgar Evers College Student Faculty Association, Inc.

EXPLANATION: In accordance with the amendments to Bylaw Section 16.5 approved by the Board of Trustees on March 23, 1992, effective on July 1, 1992, the College has modified its college association Bylaws only to the extent necessary to conform to the March 23, 1992 revisions.

NOTE: See Appendix M for amended College Association Bylaws.

R. NEW YORK CITY TECHNICAL COLLEGE - COLLEGE ASSOCIATION BYLAW AMENDMENTS:

RESOLVED, That the Board of Trustees of The City University of New York approve the changes to the Bylaws of The New York City Technical College Association, Inc.

EXPLANATION: In accordance with the amendments to Bylaw Section 16.5 approved by the Board of Trustees on March 23, 1992, effective on July 1, 1992, the College has modified its college association Bylaws only to the extent necessary to conform to the March 23, 1992 revisions.

NOTE: See Appendix N for amended College Association Bylaws.

S. YORK COLLEGE - COLLEGE ASSOCIATION BYLAW AMENDMENTS:

RESOLVED, That the Board of Trustees of The City University of New York approve the changes to the Bylaws of York College Association, Inc.

EXPLANATION: In accordance with the amendments to Bylaw Section 16.5 approved by the Board of Trustees on March 23, 1992, effective on July 1, 1992, the College has modified its college association Bylaws only to the extent necessary to conform to the March 23, 1992 revisions.

NOTE: See Appendix O for amended College Association Bylaws.

Ms. carrion noted that Calendar Items No. 6T, 6U, and 6V, were proposals for new governing documents for College Associations, and Item No. 6W was a proposal for the reorganization of a College Association, to conform with Board Bylaws. These proposals have been approved by the Committee. In response to Mr. Howard's request that Counsel's concurrence be reflected in the minutes, Vice Chancellor Diaz verified that his Office has reviewed and approved all of the documents for conformance with the Board Bylaws.

T. GRADUATE SCHOOL AND UNIVERSITY CENTER - GOVERNING DOCUMENTS OF THE COLLEGE ASSOCIATION:

RESOLVED, That the Board of Trustees of The City University of New York approve the establishment of The Graduate School and University Center College Association, and the proposed Bylaws for the college association.
EXPLANATION: The establishment of a new college association at the Graduate School and University Center is required by the repeal of a Bylaw waiver by the Board at its March 23, 1992 meeting. In accordance with Board Bylaw section 16.5, the Bylaws of the college association have been approved by the College President and reviewed by the Board's general counsel. The name of the college association is The College Association of the Graduate School and University Center. The college association will be responsible for student activity fees and its governing board will be composed of the College President or his/her designee as chair, six students, three administrators and three faculty members.

NOTE: See Appendix P for governing documents of the College Association.

U. QUEENS COLLEGE - GOVERNING DOCUMENTS OF THE COLLEGE ASSOCIATION AND AUXILIARY ENTERPRISE BOARD:

RESOLVED, That the Board of Trustees of The City University of New York approve the establishment of the Queens College college association and the Queens College auxiliary enterprise board, and the proposed Bylaws for the college association and auxiliary enterprise board.

EXPLANATION: The establishment of a college association and auxiliary enterprise board is required by the repeal of a Bylaw waiver by the Board at its March 23, 1992 meeting. In accordance with Board Bylaw sections 16.5 and 16.10 respectively, the Bylaws of the college association and auxiliary enterprise board have been approved by the College President and reviewed by the Board's general counsel. The name of the college association is The Queens College Association and the name of the auxiliary enterprise board is The Queens College Auxiliary Enterprise Association. The college association will be responsible for student activity fees and its governing board will be composed of the College President or his/her designee as chair, six students, three administrators and three faculty members. The auxiliary enterprise board will be responsible for auxiliary enterprises including food services, bookstore operations, and a game room and its governing board will be composed of the College President or his/her designee as chair, four administrators, two faculty members and six students.

NOTE: See Appendix Q for governing documents of the College Association and Auxiliary Enterprise Board.

V. CITY UNIVERSITY LAW SCHOOL AT QUEENS COLLEGE - GOVERNING DOCUMENTS OF THE COLLEGE ASSOCIATION

RESOLVED, That the Board of Trustees of The City University of New York approve the establishment of the City University Law School at Queens College Association, and the proposed Bylaws for the college association.

EXPLANATION: The establishment of a new college association at the Law School is required by the repeal of a Bylaw waiver by the Board at its March 23, 1992 meeting. In accordance with Board Bylaw section 16.5, the Bylaws of the college association have been approved by the Dean of the Law School and reviewed by the Board's general counsel. The name of the college association is the City University School of Law at Queens College Association. The college association will be responsible for student activity fees and its governing board will be composed of the Dean or his/her designee as chair, six students, three administrators and three faculty members.

NOTE: See Appendix R for governing documents of the College Association.

W. BROOKLYN COLLEGE - REORGANIZATION OF COLLEGE ASSOCIATION:

RESOLVED, That the college association at Brooklyn College be restructured to provide for a governing board consisting of 13 members composed of the College President or his/her designee as chair, three administrative members appointed by the College President, three faculty members appointed by the College President from a panel of six elected by the Faculty Council, and six student members comprised of the three student government presidents and three additional students elected by the student governments from their elected members with the student seats allocated on a basis which will provide representation to each government as nearly as practicable in proportion to the student activity fees provided by the students from the respective constituencies; and be it further
RESOLVED, That the budget committee of the college association shall consist of five members composed of the three student
government presidents and two governing board members appointed by the College President, at least one of whom shall be a
member of the faculty, and the budget committee will elect its own chair; and be it further

RESOLVED, That the Brooklyn College Governance Plan to the extent it conflicts with this reorganization of the college association
is waived, and the College President shall have the authority to implement this reorganization until such time as the Brooklyn
College Governance Plan is revised in conformity with City University Bylaw Section 16.5, as amended by the Board on March 23,
1992, and is proposed to and adopted by the Board; and be it further

RESOLVED, That this resolution be effective July 1, 1992.

EXPLANATION: The establishment of a new college association at Brooklyn College is required by the repeal of a Bylaw waiver by
the Board at its March 23, 1992 meeting. This resolution will bring the College into compliance with Board Bylaw section 16.5.
Article IX(A) of the Governance Plan of Brooklyn College provides for a five member college association consisting of three students
and two faculty/administrative members, which membership will now comprise the budget committee, as set forth in the second
resolved. The governing board will consist of thirteen members in conformance with University Bylaw Section 16.5.

ADDED ITEMS

X. QUEENS COLLEGE - DISTRIBUTION OF ASSETS OF STUDENT ACTIVITIES CORPORATION:

RESOLVED, That the Board authorize the President of Queens College, on its behalf, to accept the assets of the Student Activities
Corporation, at Queens College, and to transfer those assets to the Queens College Association and Queens College Auxiliary
Enterprises Association in accordance with the distribution plan proposed by the outside auditors, subject to review, ratification and
modification by the Board at its September 1992 meeting.

EXPLANATION: At its March 23, 1992 meeting, the Board terminated the authority of the Student Activities Corporation
(Corporation) at Queens College, effective June 30, 1992. The Corporation has been responsible for allocating student activity fees
and administration of food and book store operations at Queens College. The Certification of Incorporation of the Corporation and
the Agreement with the Corporation provide that upon dissolution of the Corporation, after making provision for its liabilities, the
assets of the Corporation shall be transferred to the Board. An audit is now in progress of the finances of the Corporation. The
above resolution, pending the next meeting of the Board, will enable the College President to transfer assets to the bodies
assuming the functions of allocating student activity fees and operating the food and book store operations so that student activities
and auxiliary enterprises may continue without interruption.

Y. AMENDMENT TO BOARD POLICY ON THE SCHEDULING OF STUDENT GOVERNMENT ELECTIONS AND THE ELECTION
OF DELEGATES AND OFFICERS OF THE UNIVERSITY STUDENT SENATE:

RESOLVED, that the Board Policy on the Scheduling of Student Government Elections and the Election of Delegates and Officers
of the University Student Senate adopted by the Board of Trustees on March 30, 1987, Cal. No. 8.B, be amended to add a new
Section IX, as follows:

IX. The election of officers of the University Student Senate shall be managed by a non-partisan agency or organization, such as
the League of Women Voters or the Honest Ballot Association, approved by the Vice Chancellor for Student Affairs and Special
Programs and the selection of the Parliamentarian for the elections shall be effected by the University Student Senate after
consultation with the Vice Chancellor for Student Affairs and Special Programs. The cost will be assumed by the USS and in the
event that the USS does not have sufficient funds, will be paid for by the administration.
EXPLANATION: During the academic year 1991-1992, the University Student Senate Elections Review Committee found that the University Student Senate failed to adhere to its own election guidelines, and failed to assure the neutrality, objectivity, and integrity of the overall election. The University Student Senate Elections Review Committee has recommended the adoption of these measures to improve the University Student Senate process for the election of officers.

NO. 7. COMMITTEE ON FACULTY, STAFF, AND ADMINISTRATION: RESOLVED, That the following items be approved:

A. BARUCH COLLEGE – ESTABLISHMENT OF THE ELI AND CLAIRE MASON PROFESSORSHIP IN ACCOUNTANCY:

WHEREAS, Eli and Claire Mason have been alumni, friends and supporters of Baruch College; and

WHEREAS, Eli Mason (Class of 1940) has served the College with distinction as the Founder and first President of the Baruch College Fund, 1969-1974; and

WHEREAS, He has a distinguished professional career in accountancy which includes the presidency of the New York Society of Certified Public Accountants and the Foundation for Accounting Education; and

WHEREAS, In 1987, gifts generated by the Eli Mason Distinguished Alumnus Tribute Dinner and a personal contribution from Eli and Claire Mason established a $100,000 fund to support young faculty members in the field of accountancy who demonstrate scholarly promise and ability; and therefore

BE IT RESOLVED, That the Board of Trustees of The City University of New York authorize the establishment of The Eli and Claire Mason Professorship in Accountancy in the School of Business and Public Administration at Bernard M. Baruch College of The City University of New York.

EXPLANATION: The purpose of this professorship is to attract or retain superior faculty in the highly competitive disciplines of the School of Business and Public Administration.

Criteria or selection, in addition to the appropriate academic credentials will include a significant scholarly publication record in business administration.

After appointment through normal Personnel and Budget Committee procedures, the recipient shall be designated by the President of the College, upon recommendation of the Dean of the School of Business and Public Administration. The Professorship will be awarded for a one-year term and the incumbent may be a candidate for renewal.

The income from the endowment shall be used at the discretion of the President to provide an annual salary and/or funds for research support, equipment, or supplies.

At this point Mr. Howard left the meeting.

B. QUEENS COLLEGE – NAMING OF THE "D" BUILDING:

RESOLVED, That the Board of Trustees of The City University of New York approve the naming of the "D" Building at Queens College, the Lloyd T. Delany Hall.

EXPLANATION: The "D" Building is one of the original Spanish tile-roofed buildings left over from the days when the Queens College campus was a Catholic Boys Protectory. It has recently been renovated and the College's SEEK Program is the occupant.

This year the SEEK Program is celebrating its 25th Anniversary at Queens College. The College wishes to memorialize the 25th Anniversary by renaming "D" Building after Dr. Lloyd T. Delany, who was most instrumental in shaping and assisting the program through its early stages.
Dr. Lloyd T. Delany was an Associate Professor (1964–1969) in the Education Department at Queens College. He was the first African American faculty member to obtain the rank of Associate Professor at Queens College. He was a bright, charismatic scholar who brought prestige to the Education Department and to the College. Dr. Delany is widely published and was influential in assisting in the formulation of The City University of New York open enrollment program.

At this point Mr. Howard rejoined the meeting.

C. QUEENS COLLEGE – NAMING OF THE "E" BUILDING:

RESOLVED, That the Board of Trustees of The City University of New York approve the naming of the "E" Building at Queens College, the Laura and Arthur L. Colwin Hall.

EXPLANATION: Professor Arthur L. Colwin was a member of the Biology Department at Queens College for 33 years (1940–73), and Professor Laura Colwin was a member of the Biology Department at Queens College for 25 years (1948–1973). The Colwins were distinguished research scientists in the areas of marine embryology and gametogenesis, spending their time during the academic year in their laboratories in "E" Building and their summers at the internationally-acclaimed Marine Biological Laboratory at Woods Hole. These joint research efforts, funded largely by the National Institutes of Health, have relevance for the study of basic reproductive physiology, conception and development. They co-authored over 50 articles in some of the most prestigious scientific journals. Both were instrumental in the development of the Biology Department, where they are fondly remembered as excellent teachers and colleagues. Upon their retirement, the Department honored the Colwins with the establishment of the Colwin Prize, given each year to a graduating senior who has excelled in research.

It is altogether fitting that the "E" Building, which remains as a facility for the Biology Department, containing both teaching and research laboratory, be named the Laura and Arthur L. Colwin Hall.

Dr. Jacobs noted that he valued President Shirley Strum Kenny's knowledge of the background of the individuals named and her assurance to the Committee that the distinguished persons for whom the buildings are being named were most deserving. Chairman Murphy added his support.

D. JOHN JAY COLLEGE OF CRIMINAL JUSTICE – AMENDMENTS TO THE GOVERNANCE PLAN:

RESOLVED, That the proposed amendments to the Governance Plan of John Jay College be approved.

EXPLANATION: The following six amendments to the John Jay College Governance Plan have been approved by the College Council and are recommended by the College President.

1. Ex-Officio Non-Voting Members on the College Council (Article I, Section 3 (f)). Four non-voting ex-officio members are added.

2. Non-Members Speaking at College Council Meetings (Article I, Section 9(a)). This amendment will permit persons eligible to vote for Council members to speak at Council meetings.

3. Executive Committee (Article I, Section 10(a)). This amendment increases the Executive Committee membership from 12 to 14, with four administrators, six faculty members, one non-teaching instructional staff members, and three students.

4. Committee on Faculty Personnel and Budget (Article I, Section 10(f)). The amendment restricts membership on the Committee to chairpersons of academic departments and faculty because non-teaching instructional staff members are not considered by the Committee.

5. Committee on Student Retention and Undergraduate Standards (Article I, Section 10(j)). The amendment redefines the committee to remove student retention from its jurisdiction. The College President will appoint a task force to develop a committee to deal with student retention.

6. Committee on Cultural Pluralism and Diversity (Article I, Section 10(l)). This committee is established as a College Council Committee, with two administrators, eight faculty members, three students, and two non-teaching instructional staff members.

NOTE: The revised governance plan is at the end of the June 22, 1992 minutes.
NO. 8. COMMITTEE ON PUBLIC AFFAIRS: RESOLVED, That the following item be approved and report noted.

A. RESOLUTION REGARDING FUNDING FOR PELL GRANT SHORTFALL:

WHEREAS, Both the House and Senate versions of the Higher Education Act reauthorization include significant increases in the maximum Pell Grant award; and

WHEREAS, The President's FY 1993 budget proposal includes an increase in the maximum Pell award to $3,700; and

WHEREAS, Due to an incorrect estimate of the number of students eligible to receive Pell Grants this year by the U.S. Office of Education, $1.1 billion will be needed to ensure that this year's Pell recipients do not lose all or part of their grants; and

WHEREAS, The Bush Administration proposes to use most of the $1.2 billion designated for increasing the size of next year's Pell awards for the shortfall, thereby forcing the retaining of the current $2,400 cap on Pell Grants for another year; and therefore

BE IT RESOLVED, That CUNY urge all members of the NY Congressional Delegation to take all steps necessary to ensure that current shortfalls not be paid for at the expense of next year's needy students by providing sufficient funding to take care of the shortfall, and to allow for the scheduled increase in Pell Grant award levels; and

BE IT FURTHER RESOLVED, That a copy of this resolution be distributed to all offices of the NY delegation.

B. REPORT: Mrs. Bloom presented the following report:

Mrs. Bloom reported that the federal government faces a $1.1 billion shortfall in Pell Grant funding due to an incorrect estimate of the number of students eligible. The President's administration miscalculated by 300,000 students. It is vitally important that the current shortfall not be paid for at the expense of next year's needy students by providing sufficient funding to take care of the shortfall, and to allow for the scheduled increase in Pell Grant award levels.

Mrs. Bloom reported that the recent Salk Awards ceremony was a beautiful event. Earl Ubell, City College alumnus and television reporter, gave an eloquent testimonial to the education he received at City College. She congratulated Vice Chairperson Edith Everett, Chancellor W. Ann Reynolds, and all those who worked on the Salk Scholars Program.

ADDED ITEM

NO. 9. HONORARY DEGREES: RESOLVED, That the following honorary degree, approved by the appropriate faculty body and recommended by the Chancellor, be presented on the occasion of the convocation at Queens's College new music building as specified:

QUEENS COLLEGE

Frank Lopardo

Doctor of Musical Arts

Upon motions duly made, seconded and carried, the Board went into executive session to consider personnel matters. The public meeting was adjourned at 5:40 P.M.

SECRETARY GENEVIEVE MULLIN
Minutes of Proceedings, June 22, 1992

MINUTES OF THE EXECUTIVE SESSION OF THE BOARD OF TRUSTEES OF THE CITY UNIVERSITY OF NEW YORK

HELD

JUNE 22, 1992

AT THE BOARD HEADQUARTERS BUILDING
535 EAST 80TH STREET – BOROUGH OF MANHATTAN

The Chairperson called the Executive Session to order at 5:45 P.M.

There were present:

James P. Murphy, Chairperson
Edith B. Everett, Vice Chairperson

Blanche Bernsteln
Sylvia Bloom
Gladys Carrlon
Louls C. Cencl
Stanley Fink

Willam R. Howard
Charles E. Innlss
Harold M. Jacobs
Susan Moore Mouner
Thomas Tan

Robert A. Picken, ex officio

Secretary Genevieve Mullin
Lillian W. Phillips, Executive Assistant

Chancellor W. Ann Reynolds
Deputy Chancellor Laurence F. Mucciolo
Dean Brenda Spatt

The absence of Mr. Badillo, Mr. Del Guidice, Rev. Pressley, and Mr. LaMarre, was excused.

Upon motions duly made, seconded and carried, the following resolutions were unanimously adopted:

E1. CONSOLIDATION OF VICE CHANCELLORSHIPS OF STUDENT AFFAIRS AND URBAN AFFAIRS AND DESIGNATION OF VICE CHANCELLOR: RESOLVED, That the Board of Trustees of The City University of New York approve the appointment of Dr. Joyce F. Brown as Vice Chancellor for Student Affairs and Urban Affairs, effective September 1, 1992, at the established salary level for a Vice Chancellor.

EXPLANATION: The Chancellor is advancing a reorganization of the Chancellory that will eliminate one vice chancellor's position and will redistribute functional and administrative responsibilities among the Offices of Academic Affairs, Student Affairs, and Urban Affairs. Dr. Brown has held the position of Vice Chancellor for Urban Affairs since December of 1989. She served previously in several senior administrative posts, including Acting Vice Chancellor for Student Affairs during 1987-88.

E2. QUEENSBOURGH COMMUNITY COLLEGE – ADMINISTRATION DESIGNATION: RESOLVED, That the Board of Trustees of The City University of New York approve the appointment of Dr. Marcia V. Keizs as Vice President for Student Affairs, effective September 1, 1992, at an annual salary of $96,031, subject to financial ability.

EXPLANATION: Dr. Marcia V. Keizs has served in a number of executive positions at LaGuardia Community College and Queensborough Community College during the past decade. Dr. Keizs has been serving as Acting Vice Chancellor for Student Affairs since September of 1991. She will return to her position as chief student affairs officer at Queensborough in the rank of Vice President.
E3. APPOINTMENT OF VICE CHANCELLOR FOR ACADEMIC AFFAIRS: RESOLVED, That the Board of Trustees of The City University of New York approve the appointment of Dr. Richard M. Freeland as Vice Chancellor for Academic Affairs, effective September 1, 1992, at the established salary level for a Vice Chancellor, subject to financial ability, and that he be appointed Professor of History with tenure in the Ph.D. Program in History at the Graduate School and University Center.

EXPLANATION: Dr. Richard M. Freeland is recommended for appointment as Vice Chancellor for Academic Affairs following a national search. Dr. Freeland holds a doctorate in American Civilization from the University of Pennsylvania and has served in a variety of senior administrative posts at the University of Massachusetts during the past twenty-two years. He has been serving as Dean of the College of Arts and Sciences at the University of Massachusetts at Boston, where he is a tenured Professor of History. Dr. Freeland is the author of two major books and is the recipient of various research grants and post-doctoral appointments.

E4. THE CITY COLLEGE - PERSONNEL ACTION: RESOLVED, That the Board of Trustees accept with regret the resignation of Dr. Bernard W. Harleston as President of The City College, effective August 31, 1992; and be it further

RESOLVED, That Dr. Bernard W. Harleston be granted a study leave for the period September 1, 1992 to November 30, 1992; and be it further

RESOLVED, That Dr. Bernard W. Harleston be appointed University Professor of Psychology at The City College and The Graduate School and University Center, effective February 1, 1993, at the applicable salary level, subject to financial ability.

E5. THE CITY COLLEGE - DESIGNATION OF ACTING PRESIDENT: RESOLVED, That Dr. Augusta Souza Kappner be appointed Acting President of The City College, effective September 1, 1992, with an annual salary at the applicable presidential level, subject to financial ability, and that during the period of her service as Acting President, Dr. Kappner be granted a leave from her position as President of Borough of Manhattan Community College.

EXPLANATION: Dr. Bernard W. Harleston, the President of The City College, has resigned, effective September 1, 1992. Dr. Kappner, who is currently the President of Borough of Manhattan Community College, has many years of service at the City University, including service as University Dean in the Office of Academic Affairs.

E6. BOROUGH OF MANHATTAN COMMUNITY COLLEGE - DESIGNATION OF ACTING PRESIDENT: RESOLVED, That the Board of Trustees of The City University of New York approve the appointment of Dr. Stephen M. Curtis as Acting President of Borough of Manhattan Community College, effective September 1, 1992, with a salary at the applicable college presidential level, subject to financial ability.

EXPLANATION: Dr. Augusta Souza Kappner will become Acting President of The City College, effective September 1, 1992. Dr. Stephen M. Curtis has served as Dean of Academic Affairs at Borough of Manhattan Community College since January of 1998. He brings to the position more than two decades of experience as a faculty member and administrator.

E7. BROOKLYN COLLEGE - DESIGNATION OF PRESIDENT: RESOLVED, That Dr. Vernon Lattin be designated President of Brooklyn College, effective September 1, 1992, with a salary at the applicable college presidential level, subject to financial ability, and that he be appointed Professor with tenure in the Department of English at Brooklyn College.

EXPLANATION: Dr. Lattin is being recommended by the Chancellor to the Board of Trustees for appointment as President of Brooklyn College following the conclusion of an extensive national search. Dr. Lattin, who holds a doctorate in English Literature, has extensive experience as a faculty member, scholar, and academic administrator. Dr. Lattin presently serves as Provost and Vice President at Arizona State University and is chief operating officer of the ASU campus in Phoenix.

Chancellor Reynolds announced with regret that President Roscoe C. Brown, Jr. will be retiring at the end of the 1992-93 academic year.

Upon motions duly made, seconded and carried, the Executive Session was adjourned at 6:38 P.M.

SECRETARY GENEVIEVE MULLIN
JOHN JAY COLLEGE OF CRIMINAL JUSTICE
CHARTER OF GOVERNANCE

ARTICLE I

Section 1. Powers

The College Council shall be the primary governing body of the John Jay College of Criminal Justice. It shall have authority to establish College policy on all matters except those specifically reserved by the Education Law or by the Bylaws of the Board of Trustees of The City University of New York to the President or to other officials of the John Jay College or of The City University of New York, or to the Board of Trustees.

Section 2. Representation

The College Council of the John Jay College of Criminal Justice shall be a representative body with members selected by the instructional staff, students, administration, non-instructional staff and alumni.

Section 3. Allocation of Members

Membership in the Council is fixed at 56 and shall be allocated as follows:

a. Instructional Staff

The instructional staff is allotted 33 representatives.

1) Faculty

The faculty is allotted 28 representatives.

The "faculty" consists of all members of the instructional staff in the full time and part time (adjunct) titles of: Professor, Associate Professor, Assistant Professor, Instructor, Lecturer; and, for the purposes of representation on the College Council, College Laboratory Technician. Full time faculty in the aforementioned titles are subject to the actions of the College Personnel and Budget Committee. "Academic departments" are those departments whose full time faculty members are subject to the actions of the College Personnel and Budget Committee.

The basis of representation for academic departments shall be the number of full time faculty in each academic department plus one half the number of part time faculty in each academic department as of the first of September preceding an election. Members of the administration and members of the non-teaching instructional staff are not included in this basis since they are represented on the Council separately. Each academic department shall have at least one elected representative, who shall be a full time member of the faculty. The 28 representatives of the academic departments shall be reapportioned among the academic departments as of the first of September of the year preceding that in which the election is held, at which time the academic departments shall be rank-ordered based on the number of faculty of each department. Each academic department shall be allocated one seat and the remaining seats shall be allocated according to any method duly adopted by the Faculty Senate. Other members shall be elected as prescribed in Article I, Section 6.

2) Non-Teaching Instructional Staff

The non-teaching instructional staff is allotted 5 representatives.
Non-teaching instructional staff (excluding those designated as "faculty in Section 3.a.1., and those in titles excluded from the PSC/CUNY bargaining unit) shall be elected at large.

Total Instructional Staff Seats

b. Students

Executive Officers of the Student Council
Graduate Students
Senior Class
Junior Class
Sophomore Class
Freshman Class
At Large
Total Student Seats

c. Administration

The President
The Provost and Vice President for Academic Affairs
The Vice President for Administrative Affairs
The Vice President for Student Development
Dean of Graduate Studies
Dean for Admissions and Registration
Total Administration Seats

d. Non-Instructional Staff

e. Alumni

Total Voting Council Membership

f. Ex-Officio Members

Ex-officio membership is extended to those serving in the following capacities, who do not already hold membership on the College Council by virtue of their election or appointment. Ex-officio members have all the rights and privileges of Council membership, except the right to vote. They are not included in the Council quorum. The term of office for the representatives of the Faculty Senate and the Council of HEOs will coincide with that of the voting members of the College Council. Names of these representatives will be forwarded to the College Council by their respective bodies in the spring preceding their College Council term.

1) One officer or designee of the Executive Committee of the Faculty Senate
2) One officer or designee of the Executive Committee of the Council of HEOs
3) Dean of Undergraduate Studies
4) Director of Financial Affairs and Planning
Section 4. Qualifications for Council Membership

a. Instructional Staff

Any member of the instructional staff of the College is eligible for election to the College Council.

b. Students

Any student, whether part time or full time, who is in good standing is eligible for election to the Council. Any student member of the Council placed on academic probation during his or her term of office must resign his or her seat and may stand for re-election only on being returned to good standing.

c. Non-Instructional Staff

Any full time member of the permanent non-instructional staff as defined in Article XIV, Section 14.1 of the Board of Trustees Bylaws is eligible for election to the Council.

d. Alumni

Any recipient of a John Jay College degree not enrolled in the College is eligible for election to the Council as an alumni representative.

e. General

Each election unit shall be the judge of the qualification of candidates from its constituency. The Judicial Committee shall arbitrate disputes.

f. Dual Membership

No person shall simultaneously hold more than one membership on the Council.

Section 5. Qualifications for Voting

a. Instructional Staff

Each full time member of the instructional staff shall be allowed one vote in an election of Council members and each part time member, one-half vote.

b. Students

Any student, full time or part time, matriculant or qualifying non-matriculant, who is registered for study in the College at the time of an election of Council members may vote in such an election. The class with which a qualifying non-matriculant will vote shall be determined by the number of credit hours he or she will have completed at the end of the semester in which the election is held.

c. Non-Instructional Staff

Any full time member of the permanent non-instructional Staff may vote in an election for Council members.

d. Alumni

Any recipient of a John Jay College degree not enrolled in the College may vote as an alumnus, alumna in an election for Council members.
Section 6. Elections

a. Time and Place

The initial elections of members of the Council shall be at a time and place designated by the president except that the time shall be not more than 30 days after this Charter is approved by the Board of Trustees. Thereafter elections to the Council and to all Council committees shall be held annually in the spring semester, the time and place to be designated by the Executive Committee.

b. Nominations

Each constituency eligible to elect members to the Council shall determine its own method of nominating candidates, subject to approval of the Council. Should a constituency fail to nominate candidates, the Executive Committee of the College Council shall serve as the nominating committee for such constituency.

Nominations for elective instructional staff committee members-at-large shall be made by the instructional staff members of the Executive Committee.

Nominations for elective student committee members shall be made by the student delegation to the College Council.

c. Voting

No representative except the alumni representative shall be entitled to a seat on the Council unless at least 30 percent of his or her constituency votes in the election. When the number of participants in an election falls short of the required percentage, further elections may be scheduled until a representative is elected in an election in which one-fourth of the electorate participates. The percentage of his or her constituency required to vote shall be determined by an alumni organization recognized by the College Council. Elections shall be decided by plurality vote.

d. Vacancies

When a vacancy on the Council or on a Council Committee occurs, as determined by the Council, the Executive Committee may appoint an interim representative from the constituency affected if the unexpired term is for less than four months. Otherwise, a vacancy shall be filled by a special election of the constituency affected, the time and place of which shall be designated by the Executive Committee. A member serving to fill a vacancy shall serve only to complete the regular term of the member he has replaced.

e. Absentee Ballots

Absentee ballots may be used under such conditions as the Executive Committee may prescribe.

f. Recall

A recall vote shall be held upon petition signed by 25 members or one-fourth of a Council member's electing constituency, whichever is smaller. A majority of the votes cast for recall shall cause the recall of the representative and his or her seat shall thereby become vacant. Recall votes shall be subject to the same minimum participation requirements as votes in representative elections.
Section 7. Term of Office

Each elected representative to the Council or to a Council Committee shall serve for a term of one year, except in the cases of the Committee on Student Evaluation of the Faculty and the Committee on Curriculum, for which the term shall be two years, or until a successor shall have qualified, but in no case shall serve for more than an additional six month unless re-elected by his or her constituency. The regular term of office shall begin on July 1st following the spring elections except for that of the Executive Committee which shall begin immediately following the September meeting of the Council succeeding the Spring elections. No representative may be elected for more than three consecutive terms except in the case of 1) the members of the Committee on the Protection of Human Subjects, the length of whose term of office shall be determined by the president in consultation with the Director of Sponsored Programs and 2) members of the Committee on Curriculum who are department chairpersons or have been elected, who may serve an indefinite number of consecutive terms.

Section 8. Officers of the Council

The President of the College, or in his or her absence the Provost and Vice President for Academic Affairs, shall be the presiding officer of the College Council. The Council shall appoint a Secretary. Other officers may be selected by the Council at its discretion.

Section 9. Meetings

a. Regular and Special Meetings

The College Council shall hold regular meetings at least once a month during the academic year. More frequent meetings may be called by decision of a majority of Council members present and voting, at the call of the President, at the call of the Executive Committee, or at the call of one-third or more of all its members. All persons entitled to vote for Council members may attend Council meetings and may speak on any issue before the Council. Unless otherwise indicated in this Charter, Robert's Rules of Order shall govern the conduct of Council meetings.

b. Agenda

Any member of the college community may propose items for the Council agenda which shall be prepared by the Executive Committee. Important proposals shall be delivered in writing to the Secretary of the Council not less than seven work days preceding the meeting at which they are to be introduced. The Secretary shall make the agenda available to members of the Council at least two work days in advance of each meeting and shall make the agenda available to all members of the college community in advance of each meeting, except that upon a two-thirds vote of members present and voting, agenda items may be introduced at any Council meeting without prior notice.

c. Quorum

A quorum of the Council and its committees shall consist of a majority of their voting members unless otherwise prescribed in this Charter. No business at a College Council meeting may take place absent a quorum (beginning or end).

Section 10. Council Committees

The College Council may establish committees at its discretion. Committee members need not be members of the Council unless so stipulated and, in fact, designation of non-Council members is to be desired. No person may serve on more than two committees unless he or she serves by virtue of his or her office.

Rotation of departmental membership on the Committees on Undergraduate Admissions and the Library shall be monitored by the Social Sciences, Humanities and Professional Studies Faculties which shall establish a rotation system for each committee which shall provide so far as possible for a balance in disciplines as well as in the size of the departments represented, and for a reasonable committee load for each department in any given year. Vacancies on committees shall be filled by the department to which the retiring member belongs.
The following standing committees are created:

a. Executive Committee

An Executive Committee shall consist of the following members: the President, Chairperson; the Provost and Vice President for Academic Affairs; the Vice President for Administrative Affairs; the Vice President for Student Development; six members of the faculty elected by the College Council from among the faculty representatives on the College Council and one member of the non-teaching instructional staff elected by the College Council from among the non-teaching instructional staff representatives on the College Council and three students, all of whom shall be members of the Council nominated by the Student Council and elected by the College Council.

The Executive Committee shall be the Council's Agenda Committee as well as the Committee on Committees. It shall have the power to call the Council into extraordinary session, and shall have only such powers, functions, and duties as the Council may delegate to it to exercise during periods when the Council is not in session. The Executive Committee shall serve as the continuing liaison between the Council and the Administration.

b. Committee on Curriculum

A Committee on Curriculum shall consist of the following members: the Provost and Vice President for Academic Affairs, chairperson; the Dean of Undergraduate Studies, the chairperson of each of the teaching departments, the Chief Librarian and the Dean for Admissions and Registration, or his or her regularly assigned (elected or appointed) designee, to be chosen from among the members of that department or office to serve as the voting member for two academic years or for the remainder of an unexpired term; and five students, nominated by the Student Council and elected by the College Council. Other administrative officers, faculty and students may, at their pleasure, meet with the Committee, without vote. The Committee shall elect a vice chairperson from among its faculty members. The Provost and Vice President for Academic Affairs shall provide a secretary to the Committee.

The Committee on Curriculum shall consider all matters relating to the undergraduate curriculum of the College and make recommendations to the Council on such matters as additions, deletions and modifications of courses, proposed programs, existing programs, distribution and core requirements, and basic skills.

c. Committee on the Library

A Committee on the Library shall consist of the following members: the Librarian, chairperson; nine representatives of nine teaching departments, three to be chosen by each of the academic faculties and confirmed by the College Council; and three students nominated by the Student Council and elected by the College Council.

The committee shall review and recommend college policies relating to the Library that will advance the role of the Library in the achievement of the educational purposes of the College.

d. Committee on Student Interests

A Committee on Student Interests shall consist of the following members: the Dean of Students; the Director of Athletics; the Director of Student Activities; six students nominated by the Student Council and elected by the College Council; and two members of the instructional staff nominated by the Executive Committee and elected by the College Council. The committee shall select its own chairperson.

The committee shall be concerned with matters of student life including but not limited to student organizations, student housing, extracurricular activities, and student concerns in the community.
e. Judicial Committee

A Judicial Committee shall consist of the following members: two members of the instructional staff nominated by the Executive Committee and elected by the College Council; two students nominated by the Student Council and elected by the College Council, and a law member who shall be a qualified attorney and who may or may not be a member of the faculty, chosen by the other four members. The committee shall select its own chairperson.

The Judicial Committee shall have primary jurisdiction in all matters of student discipline not handled administratively. Matters of discipline may be handled administratively only with the consent of the person involved. The committee shall use the procedures required by the Bylaws of the Board of Trustees.

f. Committee on Faculty Personnel and Budget

Personnel

A Committee on Faculty Personnel and Budget shall consist of the following members: the President, chairperson; the Provost and Vice President for Academic Affairs; the Dean for Graduate Studies; the Dean of Undergraduate Studies; the chairpersons of the academic departments; three members of the faculty elected by those members of the faculty who are subject to the review of the Committee on Faculty Personnel and two students nominated by the Student Council and elected by the College Council. The chairperson of the Interdepartment of Thematic Studies shall be a voting member of the Committee. The Director of Financial Affairs and Planning and the Vice-President for Administrative Affairs shall sit with the committee at the invitation of the President.

Policy recommendations of the committee shall be made to the College Council for action. Recommendations and actions with respect to appointments, promotions, and other matters specified in paragraphs (1) and (2) below shall be reported to the President and shall not be considered by the Council except at the discretion of the President.

(1) The committee shall receive from the departments and other appropriate units of the College all recommendations for appointments to the instructional staff in the following ranks: Professor, Associate Professor, Assistant Professor, Instructor, Lecturer, Senior Laboratory Technician, and College Laboratory Technician. It shall also receive recommendations for promotions and reappointments with or without tenure, together with compensation, in the aforementioned ranks of the instructional staff and shall recommend to the President actions on these matters. It may also recommend to the President special salary increments. The President shall consider such recommendations in making his or her recommendations on such matters to the Board of Trustees.

(2) The Committee shall receive and consider petitions and appeals from appropriate members of the instructional staff with respect to matters of status and compensation, and shall present its recommendations to the President. Further appeals will follow University procedures.

Budget

The President shall, within the period prescribed by the Chancellor, prepare the annual tentative budget and submit it to the committee for recommendations. The committee shall make its recommendations within the period prescribed by the Chancellor. The President shall submit to the Chancellor such tentative annual budget together with comments and recommendations. Upon failure of the committee to act upon the budget within the period prescribed by the Chancellor, the President shall submit to the Chancellor his or her own recommendations, together with a statement of explanation.

g. Committee on Graduate Studies

A Committee on Graduate Studies shall consist of the following members: the Dean of Graduate Studies, chairperson; the Dean of Students; the Dean for Admissions and Registration; a member of the Library faculty without vote; the Graduate Program Coordinators; the BA/MA Coordinator and two graduate students nominated by the Student Council and elected by the College Council.
The committee shall be responsible for establishing general policy for the graduate programs, subject to review by the College Council. It shall have primary responsibility for admission, curriculum, degree requirements, course and standing matters, periodic evaluation of the graduate programs and for other areas of immediate and long-range importance to the quality and growth of graduate study. The committee shall also be responsible for advising on all matters relating to graduate student honors, prizes, scholarships and awards.

h. Committee for the Protection of Human Subjects

A Committee for the Protection of Human Subjects shall consist of the following members: seven to nine members, including members of the instructional staff; the Director of Sponsored Programs; a student, a lawyer, and, a person who is not otherwise affiliated with the College or University and who is not part of the immediate family of a person affiliated with the College or University, to be appointed by the President. The terms of office of committee members shall be determined by the President in consultation with the Director of Sponsored Programs.

The Committee shall have responsibility for assuring the exercise of appropriate concern and protection for individual human subjects who may be exposed to risks as a consequence of their participation in activities administered by the College, The City University of New York and the Research Foundation of the City University of New York. The Committee shall follow the joint policy on the Protection of Human Subjects established by The City University of New York and the Research Foundation, which was adopted by the University’s Board of Trustees on June 28, 1982, and which is consistent with regulations of the United States Department of Health and Human Services and applicable state and federal law.

i. Committee on Student Evaluation of the Faculty

A Committee on Student Evaluation of the Faculty shall consist of the following members: two teaching faculty members elected by the teaching faculty, two students elected by the Student Council and two teaching faculty members designated by the Professional Staff Congress. Members shall serve for a term of two years.

The committee shall be responsible for a continuous review of faculty evaluation procedures; for the terms under which they are used; and for the development of guidelines, as may be necessary, for interpretation of the results of these procedures.

j. Committee on Undergraduate Academic Standards

A Committee on Undergraduate Academic Standards shall consist of the following members: the Dean of Undergraduate Studies, chairperson; the Dean of Students; the Dean for Admissions and Registration; the chairperson of the Council of Chairs; the President of the Faculty Senate; at least one fulltime member of the faculty from each academic department, elected by the department; five students, each of whom have a cumulative grade point average of at least 3.2, nominated by the Student Council and elected by the College Council.

The committee shall review academic standards and policies and make appropriate recommendations to the College Council.

k. Special Committees

All special committees existing at the time of ratification of these Articles of Governance shall continue in being, subject to modification of membership and function as determined by the College Council. The creation of additional special committees may be recommended to the College Council by the Executive Committee.

l. Committee on Cultural Pluralism and Diversity

A Committee on Cultural Pluralism and Diversity shall consist of the following members: the Vice-President for Student Development; the Dean of Undergraduate Studies; eight members of the full time faculty, six elected by the Faculty Senate, and two appointed by the President of the College; three students, two elected by the Student Council, and one appointed by the President of the College; and two members of the non-teaching instructional staff, one elected by their constituent assembly, and one appointed by the President of the College. The Committee shall elect its own chairperson. The President of the College shall provide a secretary to the Committee.
The Committee on Cultural Pluralism and Diversity shall organize and promote programs that recognize the contributions of the diverse peoples who together comprise the academic community. The Committee may also develop positions, proposals, and programs to address problems of prejudice, insensitivity, and bigotry at the College. The Committee shall each spring present an annual plan to the College Council for the ensuing academic year. Upon approval, it will proceed to implement the particulars of that plan.

ARTICLE II - DEPARTMENTS

Section 1. Departments

Each department, subject to approval of the College Council and to the provisions of the Bylaws of the Board of Trustees, shall have control of its own educational policies. Each full time member of the instructional staff shall be allowed one-half vote in all elections, except in elections for Department Chair, Personnel & Budget Committee and any other committee assignment for which they are not themselves eligible to serve. Except as specified in this Charter, the organization and functioning of the department shall be determined by its members.

Full time faculty members who retire and subsequently become adjuncts will be eligible to vote in the first semester in which they become members of the part time faculty.

In order to exist as a departmental entity, a discipline is required to have a minimum of seven full time members and be approved by the College Council except that the disciplines of African American Studies, Physical Education and Puerto Rican Studies shall be exempt from this requirement and shall be established as departments. Any discipline not exempt from this requirement which has less than the required number of faculty members may petition the College Council to establish a separate department and may do so upon a two-thirds affirmative vote of Council members present and voting at a regular Council meeting. If one or more disciplines choose to be combined into a single department, such combination may be effected by a two-thirds affirmative vote of the total membership of the disciplines affected and the approval of the College Council. If at any time subsequent to such a merger a discipline wishes to be separated from the combined department, a two-thirds affirmative vote of the total membership of the discipline can effect such a separation and the discipline can become a separate department provided it meets the minimum requirement of seven full time faculty members and has the approval of the College Council.

Section 2. Departmental Chairpersons

The chairperson of each department shall be the chief executive officer. He or she must hold professorial rank, and shall be elected by secret ballot for a term of three years by a majority of all voting members of the department, subject to the approval of the President of the College and the Board of Trustees. Elections shall be held in May of the year in which the chairperson's term expires. The new chairperson shall take office as of July 1 of the year in which he or she is elected.

Section 3. Departmental Committee on Faculty Personnel and Budget

Each department shall establish a Committee on Faculty Personnel and Budget which shall consist of the chairperson of the department who shall serve as committee chairperson and four (when possible) full time faculty members, each of whom shall serve for one year, but who may be re-elected. A majority of the members, when possible, must be tenured.

Section 4. Students

Each department is instructed to provide for systematic student input on curricular and personnel matters and to report to the College Council its arrangements for such input.
ARTICLE III - THE INSTRUCTIONAL STAFF

Section 1. Meetings

The entire membership of the instructional staff shall be convened at least once each semester during the regular academic year by the President of the College to hear and discuss important issues affecting the College. Other meetings of the instructional staff may be called by the President of the College or by petition of any ten members of the instructional staff.

Section 2. The Faculty Senate

The Faculty Senate shall meet at least once each semester during the regular academic year with the President of the College to discuss matters of particular concern to the teaching faculty.

ARTICLE IV - THE STUDENT BODY

The student body shall be kept informed of important issues affecting the College and the College Council by the administration through the student newspaper and through other channels of communication that the students may organize.

ARTICLE V - BYLAWS AND AMENDMENTS

Section 1. Bylaws

The College Council shall adopt bylaws to define and regulate the details of its organization and procedures.

Section 2. Amendments

This Charter may be amended by a 75 percent vote of members of the College Council present and voting at a regular meeting of the Council; or by a referendum of no less than 75 percent full time members of the instructional staff who shall vote in such referendum. A proposal to amend the Charter may be initiated by a petition containing the signatures of 50 members or ten percent of the qualified voters of either the instructional staff or the student body, whichever number is smaller. Any amendment to the Charter shall be proposed and discussed at a regular meeting of the College Council and shall be voted on at the next regular meeting of the Council. An amendment shall become effective upon approval by the Board of Trustees.

ARTICLE VI - RATIFICATION

This Charter shall become effective when it is:

(1) approved by referendum by no less than 75 percent of the student body who shall vote in such referendum;

(2) approved by referendum by no less than 75 percent of those individuals who are full-time members of the instructional staff who shall vote in such referendum;

(3) recommended to the Board of Trustees by the President of the College; and

(4) approved by the Board of Trustees.*

* The Charter was approved by the Board of Higher Education on April 29, 1970, following approval by referenda by the student body and the instructional staff. Approved by the Board of Trustees on June 22, 1992.
APPENDIX A

BYLAWS OF THE BOROUGH OF MANHATTAN COMMUNITY COLLEGE COLLEGE ASSOCIATION

Governance Structure - Corporation

Name - Borough of Manhattan Community College Association, Inc.

Governing Documents - Bylaws

Certificate of Incorporation

Governing Board - 13 members composed of:

1 Chair (The Chair of the Association is the College President or his/her designee).

3 administrative members appointed by the College President.

3 faculty members appointed by the College President from a panel whose size is twice the number of seats to be filled and the panel is elected by the appropriate faculty governance body.

6 student members comprised of the Student Government President and other elected Student Government Senators elected by the student body and selected by the Student Government.

Budget Committee - 5 board members composed of:

3 students, including the Student Government President
1 administrator
1 faculty member

Executive Committee - 5 board members consisting of the 4 officers, 2 of whom must be students, and one additional non-student board member.

Officers - Chair, Vice-Chair, Treasurer and Secretary. The Chair of the Association shall be the President of the College or his/her designee. 2 officers shall be students, 1 an administrator and 1 a faculty member

Checks - At least two signatures required including the College President or his/her designee.

Approvals - Proposed Bylaws and Certificate of Incorporation have been approved by the College President and reviewed by the Board's general counsel for conformance with the Board's Bylaws

Attachments - Proposed Bylaws and Certificate of Incorporation.

ARTICLE I - NAME AND PURPOSES

Section 1 - Name

This corporation shall be known as the BOROUGH OF MANHATTAN COMMUNITY COLLEGE ASSOCIATION, INC. (BMCC ASSOCIATION) and will hereinafter be referred to as the Association.

Section 2 - Purposes

The principal objectives and purposes of the Association are as follows:
1. To plan, develop, promote, and cultivate educational and social relations among the students and faculty of Borough of Manhattan Community College, an educational unit of The City University of New York.

2. To aid the students and faculty of the Borough of Manhattan Community College by assisting them in their study, work, curricular, and college-related activities, and to provide a vehicle for the orderly administration of student fees and activities. Any facilities provided for students, faculty, or staff shall be available to all members of the Borough of Manhattan Community College without regard to membership in any organization.

3. To receive, maintain and dispose of a fund or funds of real or personal property, or both, and to apply the income and principal thereof, in whole or in part, to the various objectives herein set forth.

4. Without profit and solely as an incident to the foregoing purposes, to acquire, print, publish, manufacture, operate, conduct, engage in, circulate, distribute, deliver and otherwise deal in and with any periodicals, magazines, journals, newspapers, circulars, pamphlets, books, music, photographs, blueprints and any other printed or duplicated matter in connection with any of the above mentioned objectives.

5. To acquire by purchase, gift, grant, devise and/or bequest real and personal property and to accept such property for use, in fee or in trust, for the purposes of effecting any or all of its objectives.

6. To sell, mortgage, exchange, lease, convey, transfer of otherwise dispose of or encumber any such property, both real and personal, as the objects and purposes of the Association may require, subject to such limitations as may be provided by law and by the regulations of the Board of Trustees of The City University of New York.

7. To administer, invest and reinvest any and all monies, securities or property received by it and to apply and expend the income and principal of the Association in carrying out its purposes.

8. To borrow money and to make, accept endorse, execute and issue promissory notes and other obligations or evidences of indebtedness in payment for property acquired or money borrowed.

9. To make such rules, regulations and bylaws and to hire clerical and other staff and such employees as may be necessary and advisable to carry out the purposes of the Association.

10. In general, to exercise such powers as are incidental and conducive to the attainment of the objectives and purposes of the Association, provided that the Association shall not operate for profit and further provided that no part of the net earnings of the Association shall inure to the benefit of any member thereof.

ARTICLE II - DIRECTORS

Section 1. Number - The property, affairs, and concerns of the Association shall be viewed in a Board of Directors consisting of thirteen (13) Directors.

1. The President of the College or his/her designee, shall be Chair of the Board of Directors.

2. The President of the College shall appoint three (3) Directors from amongst the administrators of the College.

3. The President of the College shall appoint three (3) faculty members from a panel of at least six (6) teaching faculty elected by the College's Faculty Council.

4. The President of the Student Government Association shall be a Director of the Board of Directors by virtue of the office held.

5. Five (5) Student Directors of the Board of Directors shall be elected by the Student Senate from amongst the students duly elected by the general student body. Where practical, these students shall be representative of the different constituent student groups (i.e. full-time, part-time, day students, evening students).
Section 2 - Term of Office

Directors shall be elected or appointed annually. A Director's term of office shall commence with the Association's fiscal year.

Section 3 - Qualifications

The faculty/administration component of the Board of Directors shall be full-time employees of the Borough of Manhattan Community College. The Student component of the Board of Directors shall be students in good standing enrolled at the Borough of Manhattan Community College. (The President of the Student Government Association shall maintain at least a 2.5 cumulative index; all other Student Directors shall maintain at least 2.0 cumulative index.)

Section 4 - Duties and Meetings

The first meeting of a new Board of Directors shall be held during the first week in July. The Board of Directors shall have power to hold meetings at such times and places as it deems advisable, to appoint committees, to employ necessary employees, to authorize proper expenditures and to take such other measures as may be necessary or proper to carry out the purposes of the Association. Meetings of the Board of Directors may be called by the Chair whenever he/she deems advisable. The President of the College may also call meetings of the Board of Directors whenever deemed advisable.

Section 5 - Quorum

The presence of seven (7) Directors shall constitute a quorum for the transaction of any business and, unless otherwise specified in these bylaws, the act of a majority at any meeting of the Board of Directors shall be the act of the Board. Each Director shall be entitled to one vote. Directors shall vote in person and not by proxy.

Section 6 - Vacancies

Whenever a vacancy shall occur in the Board of Directors, said vacancy shall be filled in accordance with the provisions set forth in Section 1 of Article II hereof.

Section 7 - Compensation

No Director shall receive any compensation from the Association for services performed in his official capacity, but Directors shall be reimbursed for reasonable expenses incurred in the performance of official duties. The payment of stipends to student leaders is permitted only within those time limits and amounts authorized by the Board of Trustees of The City University of New York.

Section 8 - Assessments

The Board of Directors shall have no power to impose any liability or assessment upon any member or members of the Association, except that, a member of the Association may be required to reimburse the Association for personal use of Association services.

ARTICLE III - OFFICERS AND EXECUTIVE COMMITTEE

Section 1 - Chair

The Chair of the Board of Directors shall preside over meetings of the Board and shall vote only in case of a tie. He/she shall sign and execute, in the name and on behalf of the Association, all documents required to be executed by the Association and shall perform such other duties as requested by the Board of Directors or as are reasonable incidental to his/her office. The Chair of the Board of Directors shall be the President of the College or his/her designee.
Section 2 - Vice-Chair

The Board of Directors shall elect one of the members of the Board as Vice-Chair of the Board of Directors. He/she shall preside over meetings of the Board in the absence of the Chair. He/she shall perform such other duties as requested by the Chair or Board of Directors.

Section 3 - Treasurer

The Board of Directors shall elect one of the members of the Board as Treasurer of the Board of Directors. The Treasurer shall be the titular business and fiscal officer of the Association. He/she shall perform such other duties as requested by the Chair or Board of Directors.

Section 4 - Secretary

The Board of Directors shall elect one of the members of the Board as Secretary of the Board of Directors. The Secretary shall oversee the taking and recording of minutes of all meetings of the Association's Board of Directors, shall keep the seal of the Association and shall, when necessary, attest to the official acts of the Chair and Board of Directors. The Secretary shall supervise the distribution of minutes of all Association meetings; said distribution shall take place no more than seven (7) days after a meeting. Whenever a person is elected or appointed to one of the positions specified in Section 1 of Article II hereof, the Secretary shall immediately notify such person, in writing, of his/her membership in the Association. The Secretary shall perform such other duties as requested by the Chair or Board of Directors.

Section 5 - Composition of Officers

Two (2) of the officers of the Board of Directors shall be students, one (1) shall be an administrator and one (1) shall be a member of the faculty.

Section 6 - Executive Committee

The officers of the Board of Directors of the Association and one (1) additional non-student Board member shall constitute the Executive Committee of the Board with power to act for the full Board when classes at the Borough of Manhattan Community College are not in session. The Executive Committee of the Board shall also have the power to act for the Board of Directors when circumstances make it unfeasible to call for a meeting of the full Board of Directors. An action of the Executive Committee shall be reviewed and voted upon at the next regularly scheduled meeting of the full Board of Directors of the Association.

ARTICLE IV - BUDGETS AND PROCEDURES

Section 1 - Fiscal Year

The fiscal year for the Association shall begin July 1st.

Section 2 - Budget Procedures

The budget of the Association shall consist of at least two (2) principal sub-budgets: The operating budget for College Purposes and Activities and the operating budget for the Student Government Association. All accounting procedures shall be in accordance with the provisions set forth in Article XVI of the Bylaws of the Board of Trustees of The City University of New York, and consistent with such other policies and procedures followed by the Borough of Manhattan Community College.

Section 3 - Budget Committee

The Budget Committee shall be empowered to receive and review student activity fee budget requests and, after notice and hearing, to develop and allocate a budget subject to the review and approval of the Board of Directors of the Association. Five (5) Directors of the Board shall comprise the membership of the Budget Committee including the Student Government Association President. A majority of members of the committee shall be students. One (1) Administrator and one (1) faculty member shall also be members of the Budget Committee.
APPENDIX A

Section 4 - Student Government Association

The operating budget for the Student Government Association shall be prepared by the Budget Committee of the BMCC Association, Inc. after notice and hearing and approval by the full Board of Directors.

Section 5 - College Purposes Fund

The College Purposes Fund shall be allocated by the President of the College. The College Purposes Fund may have up to 25% (twenty-five percent) of the unearmarked portion of the student activity fee earmarked to it by resolution of the Board of Trustees of The City University of New York, upon the presentation to the Board of Trustees of a list of activities that may be properly funded by student activity fees that are deemed essential by the College President.

Section 6 - Notification for Action

The minutes of the Board of Directors or the Executive Committee, as submitted by the Secretary and approved by the Board of Directors or the Executive Committee, shall be deemed to be the official notification for the Executive Office of the BMCC Association, Inc. authorizing it and other related college offices to take the necessary actions relating to appropriations and expenditures.

Section 7 - Audit

The accounts of the Association shall be audited annually by outside certified public accountants engaged by the Board of Directors for that purpose.

ARTICLE V - REVIEW AUTHORITY OF THE COLLEGE PRESIDENT AND GOVERNANCE

Section 1 - Authority

The President of the Borough of Manhattan Community College, shall have review authority over all actions taken by the Association’s Board of Directors. Said review authority shall be exercised in the manner prescribed under Article XVI of the Bylaws of the Board of Trustees of The City University of New York.

Section 2 - Governance

The Association shall operate consistent with the Bylaws, policies and regulations of The City University of New York, and any policies, regulations and orders of the Borough of Manhattan Community College.

ARTICLE VI ASSETS AND FUNDS

Section 1 - Owners

No member, Director, officer or employee of the Association shall have any right, title or interest in the assets and funds of the Association; all assets and funds of the Association shall be owned exclusively by the Association.

Section 2 - Disposition

All funds of the Association shall be deposited in an account or accounts in the name of the Association in a bank or banks designated by the President of the College and shall be used solely to pay the proper expenses of the Association. Funds shall be withdrawn from such bank account or accounts only upon the written authorization and signatures of the Treasurer of the Association and President of the College or his/her designee or upon the written authorization and signature of such other person or persons as the Board of Directors shall designate by resolution. The College President or his/her designee must be a signatory on all checks. Any funds or other assets of the Association which, in the judgment of the Board of Directors, shall not immediately be required to effect the purposes of the Association may be invested, reinvested, and administered by the Board of Directors in such securities, real estate or other investment as in the judgment of the Board of Directors is sound and proper.
APPENDIX A

Section 3 - Dissolution

In case of dissolution of the Association, surplus assets, if any, shall pass to the Board of Trustees of The City University of New York for the purposes of the Borough of Manhattan Community College, pursuant to approval and order of a justice of the Supreme Court of the State of New York.

ARTICLE VII - AMENDMENTS TO BYLAWS

Section 1 - Amendments

These bylaws may be amended by a two-thirds vote of the total membership of the Board of Directors. Said two-thirds vote shall be cast during two consecutive meetings of the total membership of the Board of Directors of the Association. Amendments shall be subject to the approval of the President of the College and the Board of Trustees of The City University of New York.

Section 2 - Effective Date of Amendment

The effective date of amendments to these bylaws shall be as stated by the Board of Trustees of The City University of New York.

Section 3 - Conflicts

The Board of Directors of the Association shall not adopt any new or amended Bylaws, policies, or resolutions which conflict with the terms of the Bylaws of the Board of Trustees of The City University of New York. Nothing contained in the Bylaws of the BMCC Association, Inc. shall be construed as diminishing the rights, duties and intentions as defined in Article XVI of the Bylaws of the Board of Trustees of The City University of New York.

Section 4 - Resolution of Conflicts

Should a conflict exist between the Bylaws of the BMCC Association, Inc. and the Bylaws of the Board of Trustees of The City University of New York, governing policy shall be that established by The City University of New York and the Board of Trustees of The City University of New York. Conflicts may be submitted to the Office of the Vice-Chancellor for Legal Affairs of The City University of New York for resolution.
THE COLLEGE ASSOCIATION OF BRONX COMMUNITY COLLEGE

GOVERNANCE STRUCTURE: Corporation

NAME: Bronx Community College Association, Inc.

GOVERNING DOCUMENTS: Bylaws

GOVERNING BOARD: Thirteen (13) Members composed of:

The college president or his/her designee who will serve as chairperson.

Three (3) administrative members appointed by the college president.

Three (3) faculty members appointed by the college president from a panel of six (6) elected by the College Senate Executive Committee.

Six (6) student members comprised of the student government president and treasurer, and four (4) other student government members selected by the student government from among the members elected by the student body.

BUDGET COMMITTEE: Seven (7) board members composed of:

Four (4) students comprised of the student government president and treasurer, and two (2) other students selected by the student government from among the student board members.

One (1) faculty member to be appointed by the college president from among the faculty board members.

One (1) administrative member to be appointed by the college president from among the administrative board members.

One (1) Treasurer to be appointed by the college president.

EXECUTIVE COMMITTEE: Five (5) members composed of:

The four (4) board officers and one (1) additional member to be elected by the Board from its membership.

OFFICERS: Four (4) officers composed of:

A Chairperson to be the college president or his/her designee.

A Vice Chairperson to be elected by the board from among the members of the board.

A Secretary to be designated by the college president.

A Treasurer to be designated by the college president.

ARTICLE I - NAMES AND OBJECTIVES

Section 1. Name:

This corporation will be known as THE BRONX COMMUNITY COLLEGE ASSOCIATION, INC., and, hereinafter, will be referred to as "The Association".
Section 2. Certification of Incorporation:

The Association, organized originally on February 16, 1959, has been incorporated under the Not for Profit Corporation Law of the State of New York, and said certificate was revised on November 30, 1976. This certificate is filed in the office of the college president.

Section 3. General Purpose:

The principal purpose for which this Association has been created is to concern itself with the welfare of students of the Bronx Community College and with the funding of the student activities which are dependent upon funds derived from fees other than tuition, generally referred to as Student Activity Fees and other authorized sources of income. The Association is subject to such limitation and guidelines as may be provided by law (Non-Profit Corporation Law--Section 201 and 202) and must be in accord with the bylaws, policies and regulations of the Board of Trustees of The City University of New York and the Policies and Regulations and Orders of the college.

Section 4. Specific Student Activity Fee Use - Expenditure Categories:

Student activity fee funds shall be allocated and expended only for the following purposes:

1. Extracurricular educational programs;
2. cultural and social activities;
3. recreational and athletic programs;
4. student government;
5. publications and other media;
6. assistance to registered student organizations;
7. community service programs;
8. enhancement of the college and university environment;
9. student services to supplement or add to those provided by the university;
10. transportation, administration and insurance related to the implementation of these activities;
11. stipends for student leaders.

Section 5. Non-Profit Organization:

The Association will not operate for profit and no revenues of the corporation will inure to the benefit of any member of the Association or Board of Directors, but will be used solely to support and promote the purposes stated above with the exception of stipends to students contained in Article VI, Fiscal Policy.

Section 6. Liability: The Board of Directors will provide liability insurance for its members.

ARTICLE II - BOARD OF DIRECTORS

Section 1. Management:

The Association will be administered and managed by a Board of Directors who will represent the various major constituencies of the College as described and prescribed in this article. The general management and administration of the affairs of the Association will be vested in the Board of Directors who will be elected or designated as provided by these Bylaws.

Section 2. Functions:

The Board of Directors will (a) meet regularly throughout the academic year in order to conduct all necessary business for the Association; and (b) be responsible for adherence to the purposes of the Association as described in Article I, and (c) be responsible for the implementation and enforcement of the rules and regulations, fiscal or otherwise, established and adopted by the Association.
Section 3. Membership:

The Board of Directors of the Association shall have 13 members, of whom three (3) shall be members of the College administration, three (3) shall be members of the College faculty, six (6) shall be College students, and one (1) shall be College President or his/her designee.

Section 4. Budget Review:

The Association Board of Directors shall have responsibility for the supervision and review over college student activity fee-supported budgets. All budgets of college student activity fees, except where earmarked by the Board to be allocated by another body, shall be developed and allocated by the Board of Directors Budget Committee and recommended to the Board of Directors for review prior to expenditure. The Board of Directors shall review all college student activity fees, including student government fee allocations and expenditures, for conformance with the expenditure categories defined in Article I, Section 4 and the Board of Directors shall disapprove any allocation or expenditure it finds does not so conform, or is inappropriate, improper, or inequitable. If the Board of Directors does not approve the budget or portions of the budget, the whole budget shall be returned to the Budget Committee with the specific concerns of the Board of Directors noted for further deliberation by the Budget Committee and subsequent resubmittal to the Board of Directors. If the budget is not approved within 30 days, those portions of the budget voted upon and approved by the Board of Directors shall be allocated. The unapproved portions of the budget remain unallocated until the Board of Directors and the Budget Committee agree upon and approve allocations.

Section 5. Selection of Directors: The Board of Directors will be selected in the following manner:

5.1 The College President will appoint the three (3) College Administrators.

5.2 The three (3) faculty members will be appointed by the College President from a panel of six (6) candidates. The panel will be selected by the College Senate Executive Committee.

5.3 The six (6) students will be duly elected members of the student government as determined by the College Governance Plan. The student government president and treasurer shall sit as full members along with four (4) additional members elected from the student governing board.

5.4 Date of Elections and Terms of Office: Elections of the officers of the new Board of Directors will be held during the first week of June. The term of office for all directors will be for one year, June 1 through May 31.

Section 6. Vacancies:

A vacancy will be declared by the Chairperson of the Board of Directors when a Board member has three consecutive unexcused absences from regular meetings of the Board. Vacancies will be filled according to the following procedures:

6.1 Vacancies on the Board of Directors from among the six student governing board members will be filled by other members on the student governing board.

6.2 The President of the College will fill College faculty vacancies by selecting another faculty member from the list described in Section 5.2 to fill the vacancy.

ARTICLE III - OFFICERS OF THE BOARD OF DIRECTORS

Section 1. Officers:

The officers of the Board of Directors of the Association (hereafter referred to as the Board) will be the following: Chairperson, Vice Chairperson, Secretary and Treasurer.

1.1 Chairperson of the Board: The Chairperson of the Board of the College Association will be the College President or his/her designee.
1.2 Vice Chairperson: The Vice Chairperson of the Board of the College Association will be elected by the Board.

1.3 Secretary: The Secretary must be a person possessing the necessary skills for secretarial matters. He/she will be designated by the College President from among the members of the Board.

1.4 Treasurer: The Treasurer must be a person possessing the necessary skills for fiscal matters. He/she will be designated by the College President from among the members of the Board.

Section 2. Qualifications:

The officers of the Board shall be designated for their special abilities and skills enabling them to serve in their particular positions.

Section 3. Term of Office:

The term of office for officers will be from the date of designation (first week of June) through May 31 of the following year.

Section 4. Duties and Responsibilities of Officers:

Officers of the Board will be expected to fulfill their duties responsibly in accordance with the guidelines provided in these bylaws.

4.1 Chairperson of the Board: The Chairperson shall preside at all meetings of the Board of Directors, and of the Executive Committee; and shall appoint such committees as are required for the execution of Association business; and he/she shall be an ex-officio member of all committees. The Chairperson shall be responsible for the smooth operation of the corporation; and shall report regularly to the Board of Directors any information that may be needed for the efficient and effective operation of the Board’s business; and shall communicate to the Board of Directors such matters and suggestions as may in his/her opinion tend to promote the prosperity and welfare of the Association, and increase its usefulness to this College. The Chairperson of the Board shall perform all duties that are necessarily incident to this office.

4.2 Vice Chairperson: In case of the absence, retirement, resignation, or death of the Chairperson of the Board, or any other cause which renders the Chairperson unable to perform his/her duties, the Vice Chairperson will undertake the duties of the Chairperson.

4.3 Secretary: The Secretary will keep a complete and accurate record of all proceedings and attendance at Board meetings. Minutes of each meeting will be prepared, duplicated, and sent to all Board members no later than ten (10) business days after each meeting. The Secretary will give notice of all meetings of the Board, conduct correspondence, and carry into execution all orders, votes, and resolutions not otherwise committed. Further, the Secretary will keep an up-to-date list of names, addresses, and telephone numbers of Board members. The Secretary will receive all annual reports, in written form, from the Standing Committees as well as Special (ad hoc) Committees, and he/she will maintain a permanent file thereof. The Secretary will be the keeper of the Seal of the Association. The Secretary will send copies of all minutes to the Library.

4.4 Treasurer: The Treasurer will keep a complete and accurate account of all monies received and disbursed for the use of the Association. He/she will act as Chairperson of the Budget Committee of the Association. He/she will be responsible for conducting the Association’s business in accord with the policies and procedures prescribed by the Budget Committee. The Treasurer will report to the Board at each regular meeting. The Treasurer will submit an annual report in writing to each member of the Board of Directors no later than May 15 of each year.

Section 5. Other Duties:

Duties and responsibilities not specifically described in these bylaws will be derived from the parliamentary authority used by this Board.

5.1 Management and Disbursement of Funds: The college and all student activity fee allocating bodies shall employ generally-accepted accounting and investment procedures in the management of all funds. All funds for the support of student activities are to be disbursed only in accordance with approved budgets and be based on written documentation. A requisition for disbursement
of funds must contain two signatures; one, the signature of a person with responsibility for the program; the other the signature of an approved representative of the allocating body.

5.2 College Purposes Fund A college purposes fund may be established at the college and shall be allocated by the College President. This fund may have up to twenty-five (25) percent of the unearmarked portion of the student activity fee earmarked to it by resolution of the Board of Trustees, upon the presentation to the Board of Trustees of a list of activities that may be properly funded by student activity fees that are deemed essential by the College President.

5.3 The Review Authority of the College President over Student Activity Fee Allocating Bodies

5.3.1. The President of the College shall have the authority to disapprove any student activity fee, including student government fee allocation or expenditure, which in his/her opinion contravenes the laws of the city, state, or nation or any bylaw or policy of the university or any policy, regulation, or order of the college. If the college president chooses to disapprove an allocation or expenditure, he/she shall consult with the General Counsel and Vice Chancellor for Legal Affairs and thereafter communicate his/her decision to the allocating body.

5.3.2. The President of the college shall have the authority to suspend and send back for further review any student activity fee, including student government fee, allocation or expenditure which in his/her opinion is not within the expenditure categories defined in Article I Section 4 of this article. The college association shall, within ten (10) days of receiving a proposed allocation or expenditure for further review, study it and make a recommendation to the President with respect to it. The college President shall thereafter consider the recommendation, shall consult with the General Counsel and Vice Chancellor for Legal Affairs, and thereafter communicate his/her final decision to the allocating body as to whether the allocation or expenditure is disapproved.

5.3.3. All disapprovals exercised under this section shall be filed with the General Counsel and Vice Chancellor for Legal Affairs.

ARTICLE IV - MEETINGS OF THE BOARD OF DIRECTORS

Section 1. Regular Meetings:

The Board of Directors will meet regularly throughout the academic year in accordance with a schedule which it will establish. Members shall have at least ten (10) days advance notice of changes in meeting times.

Section 2. Special Meetings:

Special meetings of the Board may be called at any time deemed necessary by the Chairperson of the Board of Directors, or by one-third (1/3) of the total membership of the Board who make such a request of the Chairperson in writing.

2.1 Notification: Notice of a special meeting will be sent in writing or by telephone by the Secretary of the Board. Such notice must be at least 24 hours in advance of meeting time.

2.2 Agenda: Only the business specified in the notification will be considered at such a meeting.

Section 3. Annual Meeting:

The annual meeting of the Board of Directors will be held during the month of June of the new fiscal year.

3.1 Notification: Notice of the date, time and place of this meeting will be announced and mailed to each Board member at least ten (10) days in advance.

3.2 Agenda: The business to be conducted at the annual meeting will include (a) annual reports; (b) election of members to the Board of Directors.

Section 4. Quorum:

4.1 A quorum will be constituted when one more than half the full number of Board members are present.
4.2 Absence of a Quorum: No meeting will be conducted without a quorum. If a quorum is not present, the presiding officer will adjourn the meeting to a day and time fixed by him/her.

Section 5. Visitors and Guests:

Visitors and guests are welcome to attend meetings of the Board of Directors, as long as the following policies and procedures are observed:

5.1 College Personnel: Bona fide members of the College (students, faculty, and administrators and staff) are welcome to attend meetings of the Association. They may not participate in the deliberations unless they have requested, and have been granted, permission to do so by the Board. If granted permission, they may speak to the Board, answer questions that might be asked of them, but they may not participate in the discussions of the Board of Directors. They do not have the right or privilege of voting.

5.2 Outside Visitors: Persons who are not members of this College may not attend a Board meeting unless they have been specifically invited by a member of the Board to attend and the Board has been duly notified that such a guest (or guests) will be, or is, present. A person from outside the college community (not a student, not a faculty member, not a member of the administration or staff) may request an invitation to attend a Board meeting by specifying his/her reason for attendance.

5.3 Seating: Visitors and guests will be seated separately from the Board of Directors, and they must maintain proper decorum while in attendance.

Section 6. Decorum:

It is expected that proper decorum will be maintained throughout the course of a meeting. Board members or visitors and guests who in any way violate courtesy and minimum standards of orderliness will be asked to leave the room. Should the need arise, the Chairperson may appoint a Sergeant-at-arms for the purpose of maintaining order.

Section 7. Procedure:

Meetings will be conducted with the appropriate and necessary degree of parliamentary procedure. The parliamentary authority will be indicated in Article VIII of these bylaws. Standing Rules of Order of the Board will be prescribed and attached hereto.

ARTICLE V - COMMITTEES OF THE BOARD OF DIRECTORS

Section 1. Committees:

Standing Committees and Special (ad hoc) Committees will be appointed as prescribed by these bylaws:

1.1 The Chairperson will have the authority to appoint standing committees and establish and appoint special (ad hoc) committees in accordance with these bylaws and the needs of the Association.

1.2 At the discretion and request of the Board of Directors, committee members may be elected if it is deemed appropriate. The Chairperson will, however, invite recommendations from appropriate sources before appointing committee members.

1.3 Committee Chairpersons will be named by the Chairperson of the Board or they may be elected by the committee members themselves.

1.4 Standing Committees will serve for one year, June 1 through May 31.

1.5 All committees will report at regular meetings of the Board, and will submit a written annual report or a written report at the conclusion of their work.

1.6 Annual reports of Standing Committees must be prepared and circulated to Board members no later than May 15.
1.7 Committee designations and appointments are subject to the approval of the Board of Directors.

1.8 A quorum for the transaction of business in a committee will be the majority of its members, unless the committee decides upon another quorum upon its formation.

Section 2. Standing Committees:

The following will be the Standing Committees of the Association: The Executive Committee; the Budget Committee; the Rules and Procedures Committee; and the Personnel Committee.

2.1 The Executive Committee: This committee will consist of the Chairperson, the Vice Chairperson, the Secretary, the Treasurer, and one (1) additional member elected by the Board from its membership. If necessary to constitute a faculty/administrator majority of one on the Executive Committee, the Board shall elect additional committee members from the Board. The Executive Committee may act on behalf of the Board in any matter when the Board is not in session, and must report its actions to the Board at each regular meeting or special meeting called for that purpose.

The Executive Committee will appoint such employees as may be needed to conduct the business of the Board.

2.2 The Budget Committee: This committee will consist of seven (7) Board members: the Treasurer of the Association, the Treasurer of the Student Government, the President of the Student Government, two (2) student members selected by the Student Government, one (1) administrative member and one (1) faculty member selected by the President of the College.

The Treasurer of the Board of Directors will be the Chairperson of the Budget Committee.

The Budget Committee will meet regularly to conduct its business and will submit a detailed annual report as prescribed by these bylaws.

This committee will be responsible for formulating the fiscal policy of the Association and for submitting such recommendations to the Board for approval, as prescribed in Article VI of these bylaws.

2.3 Rules and Procedures Committee: The Chairperson of the Board will appoint a committee of five (two student members and three faculty/administrators), who will maintain a continual check on the use of and adherence to the bylaws, their practicality, and possible areas which may need examination, revision, or amendments. This committee should meet periodically to review the bylaws, report periodically to the Board if errors, violations or problems occur, and make necessary recommendations for amendments or revisions. An annual report will be prepared in accordance with these bylaws.

2.4 The Personnel Committee: The Chairperson of the Board will appoint a committee of five members (two student members and three faculty/administrator members), who will comprise the Personnel Committee. This committee will be responsible for making recommendations to the Chairperson of the Board of Directors with regard to all actions concerning the hiring, retention, or promotion of employees of the Association.

Further, this committee will be responsible for reviewing and amending the Personnel Practices Policy of the Association as the need(s) for such amendments arise, and for submitting such amendments to the Board of Directors for approval. The Personnel Committee will meet regularly to conduct its business.

No person may be employed by the Board whose application has not been reviewed by this committee. The committee will submit a recommendation to the Chairperson of the Board relative to the application.

In cases of urgency, the Chairperson of the Board may make a temporary appointment of an employee pending a meeting of the Committee. Such meeting should be held no later than four weeks from the date of temporary appointment.
Section 3. Special Committees (ad hoc committees):

As each need arises, the Chairperson will appoint, with the approval of the Board, special committees to perform specific duties. These committees may be established upon the initiative of the Chairperson or Vice Chairperson at the request and/or recommendation of the Board. Special committees exist so long as there is a need for them or until their special task has been completed. They will submit a written report to the Board upon the completion of their work.

ARTICLE VI - FISCAL POLICY

Section 1. Formulation of Fiscal Policy:

1.1 The Budget Committee shall be responsible for formulating the fiscal policy and regulations of the Association (ref. Article V, Section 2).

1.2 The rules and regulations as well as the procedures of the fiscal activity of the Board must be available in written form and duplicated so that all members of the Board have a copy.

1.3 The fiscal policies and procedures formulated by the Budget Committee must be presented to the Board of Directors for its approval.

1.4 An up-to-date copy of the fiscal policy must be attached to each copy of the bylaws.

Section 2. Stipends:

The student leaders who qualify for stipends are the President, the Vice President, the Secretary, the Treasurer and the Executive Officer for Legal and Legislative Affairs of the student governing board.

Section 3. Signatories:

All checks must contain at least two signatures designated by the Board of Directors, including the Treasurer of the Association or his/her designee.

ARTICLE VII - SEAL

The Seal of the Association shall be the one adopted by the corporation, containing the legend "Bronx Community College Association, Inc., New York, New York, February 16, 1959", more particularly as shown in the following impression: Note: The seal should be kept in the office of the President of the College.

ARTICLE VIII - PARLIAMENTARY AUTHORITY

Section 1

The Board of Directors and Committees of the Board will use ROBERT'S RULES OF ORDER, Newly Revised, current edition, as its parliamentary authority, except in such instances when the bylaws or standing rules of the Board provide specific information and guidance.

Section 2

The Chairperson of the Board of Directors will appoint a parliamentarian to serve for one year.
ARTICLE IX - AMENDMENTS

These bylaws may be amended, repealed, revised in whole or in part by a two-thirds vote of the Board of Directors at any duly constituted meeting of the Board. All amendments are subject to the approval of the college President and the Board of Trustees of The City University of New York. The proposed change must be submitted to the Rules and Procedures Committee for review prior to consideration by the full Board. The amendment should be presented to the Board as a report from the Rules and Procedures Committee.

ARTICLE X - REFERENDA

A referendum proposing changes in the student activity fee may be conducted pursuant to Section 16.12 ("Referenda") of Article 16 of the Bylaws of the Board of Trustees.
CHARTER OF THE HUNTER COLLEGE ASSOCIATION

INTRODUCTION

The Hunter College Association shall have the obligations and responsibilities as set forth in Article XVI of the By-laws of the Board of Trustees.

I. Purpose

The College Association shall have responsibility for the supervision and review over college student activity fee supported budgets. All budgets of college student activity fees, except where earmarked by the Board of Trustees to be allocated by another body, shall be developed and allocated by the College Association Budget Committee and recommended to the College Association for review prior to expenditure.

The College Association shall review student activity fees, including student government fee allocations and expenditures, only for conformance with the expenditure categories defined in section III B and the College Association shall disapprove any allocation or expenditure it finds does not so conform or is inappropriate, improper or inequitable.

II. Membership

The College Association will consist of a thirteen (13) member governing board and its composition will be as follows:

A. The College President or his/her designee as chair.

B. Three administrative members appointed by the College President.

C. Three faculty members appointed by the College President from a panel whose size is twice the number of seats to be filled and the panel is elected by the Faculty Delegate Assembly.

D. Six student members comprised of the three student government presidents and other elected students with the student seats allocated on a basis which will provide representation to each government, as nearly as practicable, in proportion to the student activity fees provided by the students from the respective constituencies. Therefore, based upon 1991–1992, in addition to the three student government presidents, three day session students elected at large will also serve on the College Association.

E. College Association Budget Committee

1. The College Association Budget Committee will consist of eleven members and its composition will be as follows:

   1. Three student government presidents
   2. Three day session student members of the College Association
   3. Five faculty/administrative members of the College Association elected by the governing board.

2. The Budget Committee shall be empowered to receive and review student activity fee budget requests and to develop a budget subject to the review of the College Association for conformance with the expenditure categories as set forth in Section III (B) below. If the College Association governing board does not approve the budget or portions of the budget the whole budget shall be returned to the budget committee with the specific concerns of the College Association noted for further deliberation by the Budget Committee and subsequent resubmittal to the College Association. If the budget is not approved within thirty (30) days, those portions of the budget voted upon and approved by the College Association Board will be allocated. The remainder shall be held until the College Association and Budget Committee agree.

F. For the purpose of convening the first meeting of the College Association for each academic year, the Dean of Students (or designee) shall act as chair.
III. Definition of Terms

A. Student Activity Fee. The student activity fee is the total of the fees for student government and other student activities. Student activity fees, including student government fees collected by the college, shall be deposited in a college central depository and, except where earmarked by the Board of Trustees allocated by the College Association Budget Committee subject to review by the College Association as required in these bylaws.

B. Student Activity Fees Use. Expenditure Categories—Student Activity Fee funds shall be allocated and expended only for the following purposes:

1. Extracurricular educational programs;
2. Cultural and social activities;
3. Recreational and athletic programs;
4. Student governments;
5. Publications and other media;
6. Assistance to registered student organizations;
7. Community service programs;
8. Enhancement of the college and university environment;
9. Transportation, administration and insurance related to the implementation of these activities;
10. Student services to supplement or add to those provided by the university;
11. Stipends to student leaders.

C. Student Government Fee. The student government fee is that portion of the student activity fee levied by resolution of The Board of Trustees which has been established for the support of student government activities. The existing student government fees now in effect shall continue until changed. Student government fees shall be allocated by the respective duly elected student governments for its own use and for the use of student organizations, as specified in section III B of this charter, provided, however, that the allocation is based on a budget approved by the duly elected student government after notice and hearing, subject to the review of the College Association. The College Association shall apportion the student government fees to each student government in direct proportion to the amount collected from members of each student government.

D. Student Government Activity Defined. A student government activity is any activity operated by and for the student enrolled at the college provided,

(1) such activity is for the direct benefit of the students enrolled at the college,
(2) that participation in the activity and the benefit thereof is available to all students enrolled in the unit or student government thereof, and
(3) that the activity does not contravene the laws of the city, state or nation, or the published rules, regulations, and orders of The City University of New York or the duly established college authorities.

IV. Management and Disbursement of Funds

The College Association and all student activity fee allocating bodies shall employ generally accepted accounting and investment procedures in the management of all funds. All funds for the support of student activities are to be disbursed only in accordance with approved budgets and be based on written documentation. A request for disbursement of funds must contain two signatures; one, the signature of a person with responsibility for the program; the other, the signature of an approved representative of the allocating body. All checks must be signed by the Hunter College President or designee. Checks over $2,000 must also have a second signatory designated by the College President.

V. Revenues

All revenues generated by the student activities funded through student activity fees shall be placed in a college central depository subject to the control of the allocating body. The application of such revenues to the account of the income generating organization shall require the specific authorization of the allocating body.
APPENDIX C

VI. Fiscal Accountability Handbook

The chancellor or his/her designee shall promulgate regulations in a fiscal accountability handbook, to regulate all aspects of the collection, deposit, financial disclosure, accounting procedures, financial payments, documentation, contracts, travel vouchers, investments and surpluses of student activity fees and all other procedural and documentary aspects necessary, as determined by the chancellor or his/her designee to protect the integrity and accountability of all student activity fee funds.

VII. Extramural Student Activity Fees

Recipients of extramural student activity fees shall present an annual report to the chancellor for the appropriate board committee detailing the activities, benefits and finances of the extramural body as they pertain to the colleges where students are paying an extramural fee.

VIII. Referenda

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.

A. 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.

B. Where a referendum seeks to earmark student activity fees for a specific purpose or organization by changing the total student activity fee, the result of such referendum shall be sent to the Board of Trustees by the President of the College together with his/her recommendation.

C. 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.

IX. Disclosure

A. The student activity fee allocating bodies shall be responsible for the full disclosure of all financial information to its membership, to the college and to the student governments with respect to all of its activities.

B. For purposes of the foregoing paragraphs, full disclosure shall mean the presentation each semester of written financial statements which shall include, but need not be limited to, the source of all fee income by constituency, income from other sources creditable to student activity fee accounts, disbursements, transfers, past reserves, surplus accounts, contingency and stabilization funds. Certified independent audits performed by a public auditing firm shall be conducted at least once each year.

X. Stipends

The payment of stipends to student leaders is permitted only within those time limits and amounts authorized by the Board of Trustees.

XI. Amendments

This charter may be amended by a 2/3’s vote of the members of the Association, but must always adhere to Article XVI of the Bylaws of the Board of Trustees. All amendments must be approved by the College President and by the Board of Trustees.

XII. Governance

The College Association shall operate consistent with the By-laws, policies, and regulations of the University and the policies, regulations, and orders of the College.
APPENDIX

The Review Authority of College Presidents Over Student Activity Fee Allocating Bodies

A. The President of the College shall have the authority to disapprove any student activity fee, including student government fee, allocation or expenditure, which in his or her opinion contravenes the laws of the city, state, or nation or any bylaw or policy of the university or any policy, regulation, or order of the College. If the College President chooses to disapprove an allocation or expenditure, he or she shall consult with the general counsel and vice chancellor for legal affairs and thereafter communicate his/her decision to the College Association.

B. The President of the College shall have the authority to suspend and send back for further review any student activity fee, including student government fee, allocation or expenditure which in his or her opinion is not within the expenditure categories defined in section III B. The College Association shall, within ten (10) days of receiving a proposed allocation or expenditure for further review, study it and make a recommendation to the President with respect to it. The College President shall thereafter consider the recommendation, shall consult with the general counsel and vice chancellor for legal affairs, and thereafter communicate his/her final decision to the allocating body as to whether the allocation or expenditure is disapproved.

C. All disapprovals exercised under this section shall be filed with the general counsel and vice chancellor for legal affairs.

Disclosure

The College President shall be responsible for the full disclosure to each of the student governments of the College of all financial information with respect to student activity fees.

The student governments shall be responsible for the full disclosure to their constituents of all financial information with respect to student government fees.
STUDENT ACTIVITIES ASSOCIATION BYLAWS
JOHN JAY COLLEGE OF CRIMINAL JUSTICE

ARTICLE I - Title

This document is the Bylaws of the John Jay College of Criminal Justice Student Activities Corporation, Inc., hereinafter referred to as the "Corporation."

ARTICLE II - Purpose

The Corporation shall have the responsibility for administration, management and supervision of the John Jay College Student Activity Fee.

ARTICLE III - Organization

The Corporation shall be administered by a Board of Directors, hereinafter referred to as the "Corporate Board". The Corporate Board shall consist of thirteen members:

- Chairperson appointed by the College President
- Vice President for Administration
- Director of Financial Affairs and Planning
- Associate Dean of Students
- Three faculty members
- President of the Student Government
- Vice-President of the Student Government
- Treasurer of the Student Government
- Secretary of the Student Government
- Senior Representative from the Student Council
- Junior Representative from the Student Council

The three faculty members shall be appointed by the College President from a panel of six elected by the College Council of John Jay College of Criminal Justice. The faculty members shall serve for a period of two years at the pleasure of the College President.

The senior and junior class representatives shall be the senior and junior representatives receiving the highest number of votes for representative to their respective classes. If no representative qualifies from a class, then the Student Council shall elect a Corporate Board member from among its members provided that all student members of the Corporate Board must be elected by the student body. If one of the administrative positions on the Corporate Board is vacant, the College President shall appoint another administrator to fill the position. The other officers of the Corporate Board shall be elected annually for a term coincident with the academic year.

The Corporate Board shall operate consistent with the Bylaws, policies and regulations of the City University of New York and any policies, regulations and orders of John Jay College of Criminal Justice. The Corporate Board shall review all college student activity fee, including student government fee allocations and expenditures for conformance with expenditure categories defined in the 16.2 of the Bylaws of the City University of New York and the Board of Directors shall disapprove any allocation or expenditure it finds does not so conform, or is inappropriate, improper or inequitable. The parliamentary procedures at the meetings of the Corporate Board and its Committees shall follow the most recent edition of Robert's Rules of Order.

ARTICLE IV - Budget Committee

The Budget Committee of the Corporate Board shall have the responsibility for developing and allocating a Student Activity Fee budget subject to review and approval by the Corporate Board. The Budget Committee shall consist of nine members.
Chairperson of the Board of Directors
Director of Financial Affairs and Planning
Two of the faculty board members designated by the College President
President of the Student Government Vice President of the Student Government
Treasurer of the Student Government
Secretary of the Student Government
Senior Class Representative from the Student Council
Associate Dean of Students

All actions of the Budget Committee require the approval of a simple majority of the membership voting.

The Chairperson of the Board shall be the chair and the Student Government Treasurer the Vice-Chair of the Budget Committee for the first two meetings. At the second meeting, the Budget Committee shall elect its officers, one of whom shall be a student, and one of whom shall be an administrator.

ARTICLE V - College Purposes Fund

The College, subject to the Bylaws of the City University of New York and the approval of the Board of Trustees of the City University of New York, may establish a College Purposes fund.

ARTICLE VI - Fee Allocation and Review Process

Each year in June, the Budget Committee shall develop an initial budget for the following academic year not to exceed an amount equal to ninety per cent of the previous year's budget. This budget shall be submitted to the Corporate Board for review for conformance with the Bylaws and policies of the City University of New York. The budget shall include the following:

Estimates of Revenue by Source Allocation of Revenue into appropriate funds, including:

- Earmarked Student Activity Fee Funds
- General Student Activity Fee Funds
- College Purposes Fund
- Total Allocations for Student Government and Committee Activities
- Review and supervision guidelines as provided in Article VII.

The Corporate Board shall not consider any budget, or budget revision, that has not been approved as an official action of the Budget Committee.

In the event a budget has not been approved by the Budget Committee at the start of the academic year, until such time as a budget has been passed, the following procedure shall apply. The Chairperson of the Board of Directors and the Chairperson of the Budget Committee may authorize emergency expenditures for specific activities from available funds. Such expenditures, however, shall not exceed a cumulative limit of one twelfth for each month in which the budget is not passed by the Budget Committee of the amount authorized in the previous year's budget for the specific activity. Such expenditures must be made from the fund that was the source of funding in the previous year.

ARTICLE VII - Review and Supervision

If the Corporate Board does not approve the budget or portions of the budget, the whole budget shall be returned to the budget committee with the specific concerns of the Corporate Board noted for further deliberation by the budget committee and subsequent resubmittal to the Corporate Board. If the budget is not approved within thirty days, those portions of the budget voted on by the Corporate Board shall be allocated. The unapproved portions of the budget remain unallocated until the Corporate Board and the Budget Committee agree upon and approve allocations.
ARTICLE VIII - Student Leaders

The Executive Board of the Student Government shall be designated as student leaders under the stipend policy as adopted by resolution of the Board of Trustees of the City University of New York on April 25, 1983. Stipends, as approved by the Corporate Board, will be distributed in nine equal installments beginning the first day of September and ending on the first day in May. Stipends will not be paid prior to the first working day of the month according to guidelines established by the Budget Committee and approved by the Corporate Board. The amount of each stipend shall be determined by the Budget Committee and shall not exceed the maxima established by the Board of Trustees of the City University of New York. The Judicial Board shall order the suspension or termination of the payment of a stipend upon suspension or impeachment of any student leader as provided for in the Charter of the Student Government of John Jay College of Criminal Justice. Any student paid a stipend shall submit monthly time and attendance statements, with the request for disbursement. These statements shall include, as attachments, the minutes of required official meetings chaired by the respective student leaders.

ARTICLE IX - Amendments

These bylaws may be amended by a two-thirds vote of the membership of the Corporate Board. The amendment must then be submitted to the President for approval. If the College President approves the amendment, it shall be forwarded to the Board of Trustees of the City University of New York for final approval.
APPENDIX E

BYLAWS
OF
THE COLLEGE OF STATEN ISLAND ASSOCIATION, INC.

ARTICLE I - NAME AND PURPOSES

Section 1. Name

This corporation shall be known as The College of Staten Island Association, Inc., hereinafter referred to as the Association.

Section 2. Purposes

a. To promote and cultivate educational and social relations among the students, the faculty, and the staff of The College of Staten Island, hereinafter referred to as the College, an educational unit of The City University of New York, hereinafter referred to as the University.

b. To aid the students, faculty, and staff of the College by assisting them in every way possible in their study, work, living and extra-curricular and curricular activities, and to assist the College financially in its student related operations as conditions and circumstances may require.

c. To receive, maintain and dispose of a fund or funds of real or personal property, and to apply the income and principal thereof, in whole or in part, to the various objectives herein set forth.

d. To acquire, print, publish, manufacture, operate, conduct, engage in, circulate, distribute, deliver and otherwise deal in, and with, any periodicals, magazines, journals, newspapers, circulars, pamphlets, books, music and any other printed matter in connection with any of the above mentioned objects; provided that any such undertaking be pursued not for profit but solely as an incident to the foregoing purposes.

e. To purchase or otherwise acquire, hold, sell and otherwise dispose of gifts, personal property, and real property; to lease necessary building or buildings, rooms or portions of buildings, and to assign, or transfer agreements or leases with respect thereto, subject to restrictions and regulations of law, and to purchase or to acquire by grant, gift, bequest or otherwise, and to hold any and all such furniture, fixtures, supplies or other articles and appliances as may be necessary and expedient for its purposes.

f. To sell, mortgage, exchange, lease, convey, transfer or otherwise dispose of any such property, both real and personal, as the objects and purposes of the corporation may require, subject to such limitations as may be provided by law.

g. To administer, invest and reinvest its property, and deal with and expend the income and principal of the Association in carrying out its purposes.

h. To borrow money and to make, accept, endorse, execute and issue promissory notes and other obligations in payment for property acquired and money borrowed.

i. To make such rules, regulations and bylaws, and to hire such staff and employees as may be necessary and advisable to carry out the purposes of the Association.

j. To expend and allocate student activity funds in accordance with the University bylaws.

k. To supervise and review all college student activity fee supported budgets.

l. In general, to exercise such powers as are incidental and conducive to the attainment of the objects and purposes of the Association, provided that the Association shall not operate for profit; and further provided that no part of the net earnings of the Association shall inure to the benefit of any member thereof.
m. The Association shall operate consistent with the Bylaws, policies and regulations of the University, and the policies, regulations of the College.

ARTICLE II - BOARD OF DIRECTORS

Section 1. Number and Composition

The general management of the property, affairs, business, and concerns of the Association shall be vested in a Board of Directors consisting of thirteen (13) voting members selected in accordance with the University Bylaws.

The composition of the Board of Directors shall be as follows:

a. The President of the College or his/her designee as chair.

b. Six students

Student membership of the Board of Directors shall be composed of the President of the Student Government or his/her designee selected from those elected to the Student Government, plus two upper division and three lower division students elected by and from the student body of the College.

c. Three Faculty

Faculty membership on the Board of Directors shall be composed of three members of the faculty who shall be selected by the President of the College from a panel of six faculty elected annually by the faculty.

d. Three Administrators

The administrator membership of the Board of Directors shall be three administrators appointed by the College President.

Section 2. Term of Office

Members of the Board of Directors shall be elected for a term of one year to coincide with the Corporation's fiscal year but shall each continue in office, if otherwise qualified, until his/her successor shall be duly elected and qualified.

Section 3. Duties

The Board of Directors shall have power to hold meetings at such times and places as it deems advisable, to appoint an executive committee, standing committees and other committees, to employ necessary employees, to authorize proper expenditures and to take such other measures as may be necessary and proper to carry out the purposes of the Association. If an executive committee is appointed by the Board of Directors, such executive committee may act on behalf of the Board of Directors in emergencies and at such times as summer vacations, when it may be impossible to convene the Board of Directors. An executive committee shall have the authority, responsibility, rights and privileges as those vested in it by the Board of Directors when acting on behalf of the Board; however, all actions of an executive committee must be ratified by the Board of Directors at its next meeting.

An executive committee appointed by action of the Board shall have five members, consisting of the President of The College or his/her designee, the President of the Student Government or his/her designee, one student and two administrators or faculty members elected by and from the Board.

The Board of Directors shall keep minutes of its meetings and all actions and send such to all members of the Board no later than ten (10) days after the meeting. A listing of all actions taken by the Board of Directors shall be posted monthly for the entire college community.
Directors and officers shall discharge the duties of their respective positions in good faith and with that degree of
diligence, care and skill which ordinarily prudent men and women would exercise under similar circumstances in like positions. In
the administration of the powers to make and retain investments pursuant to section 512 of the New York State Not-For-Profit
Corporation Law (Investment Authority), to appropriate appreciation pursuant to section 413 of the New York State Not-For-Profit
Corporation Law (Administration of assets received for specific purposes), and to delegate investment management of institutional
funds pursuant to section 514 of the New York State Not-For-Profit Corporation Law (Delegation of investment management), the
Board of Directors shall consider among other relevant considerations the long and short term needs of the corporation in carrying
out its purposes, its present and anticipated financial requirements, expected total return on its investments, price level trends, and
general economic conditions.

In discharging their duties, directors and officers, when acting in good faith, may rely upon financial statements of the
corporation represented to them to be correct by the individuals having charge of its books of accounts, or stated in a written
report by an independent public or certified accountant or firm of such accountants fairly to reflect the financial conditions of such
corporation.

Section 4. Action by the Board

A. Except as otherwise provided in these Bylaws, any reference to corporate action to be taken by the Board shall mean
such action at a meeting of the Board.

B. Except as otherwise provided in these Bylaws, the vote of a majority of the directors present at the time of the vote, if
a quorum is present at such time, shall be the act of the Board.

C. Except as otherwise provided in these Bylaws, directors shall only vote in person.

D. No portion of these Bylaws shall be construed to allow for the use of proxies.

Section 5. Quorum

Nine members of the Board shall constitute a quorum for the transaction of business or of any specified item of business.

Section 6. Meetings

a. Organizational

As soon as practicable and no later than the third week of the fall semester, the President of the College or his/her
designee shall convene an organizational meeting of the Board of Directors for the purpose of election of officers, for receiving and
ratifying financial reports and for the transaction of other business.

If the day designated for the organizational meeting falls on a legal holiday or on a day when the College is not in
session, the meeting shall be held on the next succeeding day that is not a legal holiday, when the College is in session. Written
notice of such meeting shall be sent by certified mail, return receipt requested, to each person who, at the time such notice is
given, appears to be a person who is a member of the Board of Directors and who will be entitled to vote at such meeting. Said
notice shall be sent at least ten (10) days prior to the scheduled meeting. It shall be directed to each member of the Board of
Directors of the Association at his/her address as it appears on the records of the Association. Such notices shall state the place,
date, time and purpose of the meeting.

If a quorum is not present at the scheduled time of the meeting, or if an emergency condition exists that makes it
inadvisable to conduct the meeting as planned, the meeting shall be rescheduled so that it will take place within a month of the
date previously stated.
b. Regular

The time and place for holding regular meetings of the Board of Directors shall be fixed by the Board of Directors.

c. Special

A special meeting may be called at any time by the President of the Association or by any director upon written demand of not less than four (4) members of the Board.

Section 7. Notice of meetings of the Board of Directors

Notice of regular meetings of the Board of Directors shall be sent to all members of the Board using any or all means available. Special meetings of the Board of Directors shall be held upon notice to the Board of Directors using any or all means available. The notice shall set forth the time and place of the meeting and matters for action.

A majority of the directors present, whether or not a quorum is present, may adjourn any meeting to another time and place. Notice of any adjournment of a meeting of the Board of Directors to another time or place shall be given to the directors who were not present at the time of the adjournment and, unless such time and place are announced at the meeting, to the other directors.

Section 8. Waiver of advance notice of meetings

Ten days notification for the organizational meeting of the Board or the meeting to amend Bylaws may be waived in writing by nine (9) directors; however, all directors must be notified of the time and place of said meeting.

Section 9. Action of the Board of Directors without a meeting

Any action required or permitted to be taken by the Board of Directors or any committee thereof with the exception of the Executive Committee may be taken without a meeting if all of the members of the Board or the committee consent in writing to the adoption of a resolution authorizing the action. The resolution and the written consents thereto by the members of the board or committee shall be filed with the minutes of the proceedings of the board or committee.

Section 10. Meeting of members of the Board of Directors by conference telephone

One or more members of the Board of Directors may participate in a meeting of the Board of Directors by means of a conference telephone or similar communications equipment allowing all persons participating in the meeting to hear each other at the same time. Participation by such means shall constitute presence in person at a meeting.

Section 11. Vacancies

In the event of death, resignation or other failure of a member to continue a membership as a faculty member, administrator or member of the student body of The College of Staten Island, the vacancy thereby created in a position on the Board of Directors shall be filled as follows:

a. Student members

The unexpired term of a student member of the Board of Directors shall be filled by alternates elected at regular and special student elections. Alternates are those individuals who run for but are not elected to positions on the Association during regular elections. They shall be eligible to fill vacancies by the number of votes received in descending order. In the absence of an alternate the remaining student members on the Association shall fill the vacancy after appropriate publicity.
b. Faculty members

The unexpired term of the position of a faculty member of the Board of Directors shall be filled by appointment by the President of The College from the original panel composed of six faculty elected by the faculty.

c. Administrators

The unexpired term of the position of an administrator member of the Board of Directors shall be filled by appointment by the President of The College.

Section 12. Reports

Pursuant to the University Bylaws, the Board of Directors of the Association shall be responsible for the disclosure of all financial information to the student body, to the College and to the Student Government with respect to all of its activities. Each semester a written financial statement shall be presented which shall include, but which shall not be limited to, the source of all fee income by constituency, income from other sources creditable to student activity fee accounts, disbursements, transfers, past revenues, surplus accounts, contingency and stabilization funds. Certified independent audits performed by a public auditing firm shall be conducted at least once each year.

The Board of Directors of the Association shall also comply with the requirements of section 519, or any successor provision of the New York State Not-For-Profit Corporation Law relating to the annual report of directors.

Section 13. Indemnification

In accordance with the provisions of section 723, and any successor provisions of the New York State Not-For-Profit Corporation Law, the Association shall indemnify any officer and/or director made, or threatened to be made, a party to an action or proceeding, with the exceptions provided by section 723 or any successor provisions of the Laws of New York, against judgments, fines, amounts paid in settlement and reasonable expenses, including attorneys' fees actually and necessarily incurred as a result of such action or proceeding, or any appeal therein, if such director or officer acted in good faith for a purpose which s/he reasonably believed to be in, or, in the case of service for any other corporation or any partnership, joint venture, trust, employee benefit plan or other enterprise, not opposed to, the best interests of the Association and, in criminal actions or proceedings, in addition, had no reasonable cause to believe that his/her conduct was unlawful.

Section 14. Insurance

In accordance with section 727 and any successor provisions of the New York State Not-For-Profit Corporation Law, the Association may secure and maintain insurance for but not limited to the following purposes:

1. To indemnify the Association for any obligation which it incurs as a result of the indemnification of directors and officers under the provisions of the Not-For-Profit Corporation Law; and

2. To indemnify directors and officers in instances in which they may be indemnified by the Association under the provisions of the New York State Not-For-Profit Corporation Law; and

3. To indemnify directors and officers in instances in which they may not otherwise be indemnified by the Association under the New York State Not-For-Profit Corporation Law provided, that the contract of insurance covering such directors and officers provides, in a manner acceptable to the Superintendent of Insurance, for a retention amount and for co-insurance.

The limits, retention amounts, and co-insurance provisions of such insurance coverage shall be determined by the Board of Directors, subject to such restrictions as may be imposed by the New York Superintendent of Insurance.
APPENDIX E

At the organizational meeting of the Board of Directors, a statement shall be distributed in respect to any insurance it has purchased or renewed, specifying the insurance carrier, date of the contract, cost of the insurance, corporate positions insured, and a statement explaining all sums, not previously reported, paid under any indemnification insurance contract.

Section 15. Recall

The Board may consider the removal of any member who has missed three (3) consecutive meetings or eight (8) meetings during their term of office. Such recall shall be imposed by the affirmative vote of a majority of the full membership of the Board with the exception of the vote of the person proposed for recall. The day after the person has missed three (3) consecutive meetings or eight (8) meetings, the President of the Association shall send a notice of the intent to consider recall to the person in question by registered mail to his/her last recorded address. Such member shall be given the opportunity to present a defense at the time and place mentioned in said notice. The vacancy thereby created shall be filled in accordance with Section II of Article II (Vacancies) of these Bylaws.

ARTICLE III - OFFICERS OF THE BOARD OF DIRECTORS OF THE ASSOCIATION

Section 1. President

The President of the College or his/her designee shall be President of the Association. The President shall be the chief executive officer of the Association and shall preside as Chairperson of all meetings of the Board of Directors. He/she shall sign and execute, in the name and on behalf of the Association, documents required to be executed by the Association and shall perform such other duties as requested by the Board of Directors or as are generally incidental to the office.

Section 2. Vice-President

The Board of Directors shall elect one of the members of the Board as Vice-President of the Association. He/she shall perform the duties of the office of President in case of the death, absence or inability of the President to act. He/she shall perform such other duties as requested by the President or the Board of Directors.

Section 3. Treasurer

The Board of Directors shall elect one of the members of the Board as Treasurer of the Association. He/she shall be the business and fiscal officer of the Association. He/she shall perform such other duties as requested by the President or Board of Directors.

Section 4. Secretary

The Board of Directors shall elect one of the members of the Board as Secretary of the Association. He/she shall be responsible for the minutes of all meetings of the Association and Board of Directors. He/she shall keep the Seal and official records of the Association and shall, when necessary attest to the official acts of the President, Board of Directors, and the Association. The Secretary shall preside at all meetings when the President and Vice-President are absent; and shall perform such other duties as requested by the President or Board of Directors.

Section 5. Term of Office

The officers of the Board of Directors shall be elected for a term of one year but shall each continue in office, if otherwise qualified, until his/her successor shall be duly elected and qualified.

Section 6. Vacancies

Vacancies in the offices of the Board shall be filled by and from the Board of Directors.
ARTICLE IV - EMPLOYEES

Section 1. Terms of Appointment

The Board of Directors, on behalf of the Association, shall employ such full and part-time employees as it deems necessary to handle its ongoing business affairs.

Section 2. Executive Director

The Board of Directors shall select an Executive Director who is not a member of the Association. He/she shall take and record minutes of all meetings of the Board of Directors, as well as typewrite and mail notices, letters and other correspondence incidental to the business of the Association. Whenever a person is elected or appointed to one of the positions specified in Section I of Article II herein, the Executive Director shall immediately notify such person, in writing. The Executive Director shall send out notices of all meetings requiring written notification and perform other duties as assigned by the Board of Directors.

ARTICLE V - BUDGETARY PROCESS

Section 1. Budget Committee

a) Composition

The Budget Committee shall consist of the following eleven (11) members of the Board of Directors: six students, three administrators appointed by the College President, and two faculty appointed by the College President. The Budget Committee shall select its chairperson from among its members.

b) Powers

The Budget Committee is the allocating body of The College of Staten Island Association for all student activity fee funds except where a component of the student activity fee is earmarked by the Board of Trustees to be allocated by a body other than the Association. A budget adopted by such Board of Trustees designated allocating body is subject to review by The College of Staten Island Association for conformance with the expenditure categories set forth in the University Bylaws, and as to whether any items are inappropriate, improper, or inequitable.

Section 2. Budget Priorities

The Budget Committee shall allocate and appropriate funds in accordance with the following priorities:

a. Items and/or expenditures mandated by The City University where amounts are specified.
b. Items and/or expenditures authorized by City University and/or the Association and/or student referenda.
c. Items authorized by the Association in a yearly budget.

Section 3. Duties of Budget Committee

The Budget Committee shall conform to the policies and procedures established by The University for the control and accountability of student activity fees.

The Association Budget Committee and Board of Trustees designated allocating bodies may establish advisory committees.

Section 4. Financial Ability

The Budget Committee must have before it adequate proof that sufficient funds are available to defray the cost of each action it approves or authorizes and must, at the same time, indicate the source and amount of funds to be used to sustain said action or authorization.
ARTICLE VI - ASSETS AND FUNDS

Section 1. Ownership

No director, officer or employee of the Association shall have any right, title or interest in any of the assets and funds of the Association; all assets and funds of the Association shall be owned exclusively by the Association.

Section 2. Disposition

All funds of the Association shall be deposited in an account or accounts in the name of the Association in a bank or banks designated by the Board and shall be used solely to pay the proper expenses of the Association. Funds shall be withdrawn from such bank account or accounts only upon written authorization and signature of such Board members as the Board of Directors shall designate by resolution, one of whom shall be a student and one administrator or faculty member. Any funds or other assets of the Association which, in the judgment of the Board, shall not immediately be required to effect the purposes of the Association may be invested, and/or reinvested in such securities, real estate, or other investment as in the judgment of the Board of Directors is sound and proper. All funds for the support of student activities are to be disbursed only in accordance with approved budgets and be based on written documentation. A request for disbursement of funds must contain two signatures, one, the signature of a person with responsibility for the program; the other, the signature of an approved representative of the allocating body.

Section 3. Revenues

All revenues generated by student activities funded through student activity fees shall be placed in a college central depository subject to the control of the allocating body. The application of such revenues to the account of the income generating organization shall require specific authorization of the allocating body.

Section 4. Dissolution

In case of dissolution of the Association, the assets remaining after payment of its just debts and obligations shall be transferred to The City University of New York or to another non-profit organization or organizations in accordance with the Certificate of Incorporation.

ARTICLE VII - AMENDMENTS

These Bylaws may be amended only at a meeting of the Board by vote, in person of three-quarters (3/4) of the full membership of the Board of Directors of the Association provided that the proposed amendment has been fully stated in the notice of the meeting, given 10 days in advance. These Bylaws shall conform with the Certificate of Incorporation of The College of Staten Island Association, Inc. as well as with the laws of the City, State and Nation, and the bylaws and resolutions of the Board of Trustees, and the policies, regulations, and orders of The College. All amendments must be approved by the President and by the Board of Trustees of The City University.

ARTICLE VIII - RULES OF ORDER

The presiding officer shall be responsible for interpreting and enforcing all the provisions of these Bylaws. He/she may be overruled in his/her interpretation by a three-quarters (3/4) vote of the membership. Questions and Rules of Order not specifically provided for in these Bylaws shall be governed by Robert's Rules of Order, the latest edition.
THE QUEENSBOROUGH COMMUNITY COLLEGE STUDENT ACTIVITIES ASSOCIATION, INC.

I NAME:

The name of this Corporation shall be the Queensborough Community College Student Activities Association, Inc., and these are the bylaws of the Corporation.

II THE PRINCIPAL OBJECTIVE AND PURPOSE:

The principal objective and purpose of the Corporation is to be responsible for the supervision and review of Queensborough Community College student activity fee supported budgets.

III MEMBERSHIP AND GOVERNING BOARD:

The membership of this Corporation shall also serve as the Governing Board of the Corporation. The members and thus the Board shall consist of thirteen (13) people to be chosen annually as follows:

Three (3) members of the College Administration appointed by the College President. Three (3) faculty members appointed by the College President and chosen by the President from six (6) faculty members elected by the faculty in accordance with College regulations. Six (6) student members consisting of: the Day and Evening Session student government presidents; three (3) elected day session students; and one (1) elected evening session student, elected directly to the Board. The chairperson of the Governing Board will be the College President or his or her designee.

IV MEETINGS:

The annual meeting of the members of the Corporation shall be held at such place and time as the Governing Board may designate for the transaction of business as may properly come before such meeting. Special meetings of the membership may be called by the Board at any time at their discretion. The presiding officer at all meetings of the membership of the Corporation shall be chairman of the Board. A majority of the members shall constitute a quorum for the meetings of membership of the Corporation. If a quorum is not present, the presiding officer may adjourn the meeting to a time fixed by him no more than ten (10) days later.

V BUDGET:

There shall be a standing budget committee composed of three (3) student members, two (2) from day session, including the student government president and the evening session student government president, one (1) faculty member and one (1) administration member. This committee shall be empowered to receive and review student government activity fee budget requests, and to develop and allocate a budget subject to the review of the Corporation.

VI REVIEW AUTHORITY OF THE GOVERNING BOARD:

If the Corporation Governing Board does not approve the budget or portions of the budget, the whole budget shall be returned to the budget committee with the specific concerns of the College Student Activities Association, noted for further deliberation by the budget committee, and subsequent resubmittal to the College Student Activities Association. If the budget is not approved within 30 days, those portions of the budget voted upon and approved by the Governing Board, shall be allocated. The unapproved portions of the budget remain unallocated until the College Student Activities Association and the budget committee agree upon and approve allocations.
VII MANAGEMENT AND DISBURSEMENT OF FUNDS:

The Corporation and all student activity fee allocating bodies shall employ generally accepted accounting and investment procedures in the management of all funds. All funds for the support of student activities are to be disbursed only in accordance with approved budgets and be based on written documentation. A requisition for disbursement of funds must contain two (2) signatures; one (1), the signature of a person with responsibility for the program; the other, the signature of an approved representative of the Governing Board.

VIII REVENUES:

All revenues generated by student activities funded through student activity fees, shall be placed in a college central depository, subject to the control of the Governing Board. The application of such revenues to the account of the income generating organization, shall require the specific authorization of the Governing Board.

IX COLLEGE PURPOSES FUND:

A college purposes fund is to be established at Queensborough and shall be allocated by the college President. This fund may have up to twenty-five (25) percent of the unearmarked portion of the student activity fees earmarked to it by resolution of the Board of Trustees of the City University of New York, upon presentation to the Board of a list of activities that may be properly funded by student activity fees that are deemed essential by the College President. Expenditures from the college purposes fund shall be subject to full disclosure under Article XI of these bylaws. Referenda of the student body with respect to the use and amount of the college purposes fund shall be permitted under the procedures and requirements of Article X of these bylaws.

X REVIEW AUTHORITY OF THE COLLEGE PRESIDENT:

The President of the college shall have the authority to disapprove any student activity fee, including student government fee, or auxiliary enterprise allocation or expenditure, which in his or her opinion contravenes the laws of the City, State, or Nation, or any bylaw or policy of the University, or any policy, regulation, or order of the college. If the College President chooses to disapprove an allocation or expenditure, he or she shall consult with the General Counsel and Vice Chancellor for Legal Affairs, and thereafter communicate his or her decision to the Governing Board. The President of the college shall have the authority to suspend and send back for further review, any student activity fee, including student government fee, allocation or expenditure which in his or her opinion is not within the expenditure categories defined in Section 16.2 of the Board of Trustees Bylaws of the City University. The College Student Activities Association shall, within ten (10) days of receiving a proposed allocation or expenditure for further review, study it and make a recommendation to the President with respect to it. The College President shall thereafter consider the recommendation, shall consult with the General Counsel and Vice Chancellor for Legal Affairs, and thereafter communicate his or her final decision to the Governing Board as to whether the allocation or expenditure is disapproved. All disapprovals exercised under this section shall be filed with the General Counsel and Vice Chancellor for Legal Affairs.

XI REFERENDA:

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.

a. 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 Student Activities Association for implementation.

b. 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 of Trustees of the City University of New York by the President of the college, together with his or her recommendation.
APPENDIX F

c. 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.

d. 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 of Trustees of the City University of New York by the College President, together with his or her recommendation.

XII DISCLOSURE:

The Governing Board shall be responsible for the full disclosure of all financial information to its membership, to the college, and to the student governments with respect to all of its activities. Full disclosure shall mean the presentation each semester of written financial statements which shall include, but need not be limited to, the source of all fee income by constituency, income from other sources creditable to student activity fee accounts, disbursements, transfers, past reserves, surplus accounts, contingency and stabilization funds. Certified independent audits performed by a public auditing firm shall be conducted at least once each year.

XIII RULES OF PROCEDURE:

The rules contained in "Robert's Rules of Order" newly revised, shall govern membership meetings of the Corporation, except when they are inconsistent with these bylaws.

XIV AMENDMENTS:

These bylaws may be amended by a two-thirds vote of those present at any meeting, providing a quorum is present, subject to the approval of the College President and the Board of Trustees of the City University of New York.

XV GOVERNANCE:

The College Student Activities Association shall operate consistent with the Bylaws, policies and regulations of the City University of New York and any policies, regulations and orders of Queensborough Community College.
APPENDIX G

BYLAWS OF THE
BERNARD M. BARUCH COLLEGE ASSOCIATION, INC.

INTRODUCTION

The Bernard M. Baruch College Association exists for the purpose of receiving student activity fees and reviewing and approving annual allocations of those fees. Duties of the Association include establishment and oversight of procedures for the receipt, allocation, and expenditure of student funds. The ultimate responsibility for the property, affairs, and concerns of the Association shall reside in a Board of Directors.

The Baruch College Association is a non-profit organization and any income which may be derived from any of its operations in pursuance of the purposes set forth in the bylaws shall not inure to the personal benefit of any member of the Board of Directors of the Association.

ARTICLE I - NAME AND PURPOSES

Section 1 - Name

This corporation shall be known as the Bernard M. Baruch College Association, Inc., hereinafter referred to as the Association.

Section 2 - Purposes

The principal objectives and purposes of the Association are as follows:

1. To plan, develop, promote, and cultivate educational and social relations among the students, faculty, and administrative staff of Baruch College, an educational unit of the Board of Trustees of the City University of New York.

2. To aid the students and faculty of Baruch College by assisting them in their study, work, curricular and college-related activities. Any facilities or services provided by the Association to students, faculty, or staff shall be provided without regard to membership in any organization.

3. To receive, and dispose of fees, dues, contributions, funds, and real or personal property, and to apply the income and principal thereof, in whole or in part, to the various objectives herein set forth.

4. To enter into contractual relations in the name of the Association to carry out the responsibilities of the Association.

5. Without profit and solely as an incident to the foregoing purposes, to acquire, print, publish, manufacture, operate, conduct, engage in, circulate, distribute, deliver, and otherwise deal in and with any periodicals, magazines, journals, newspapers, circulars, pamphlets, books, music, photographs, blueprints, and any other printed or duplicated matter in connection with any of the above-mentioned objectives.

6. To acquire by purchase, gift, grant, devise, and/or bequest, real and personal property and to accept such property for use, in fee or in trust, for the purposes of effecting any or all of its objectives.

7. To sell, mortgage, exchange, lease, convey, transfer, or otherwise dispose of or encumber any such property, both real and personal, as the objectives and purposes of the Association may require, subject to such limitations as may be provided by law and by the regulations of the Board of Trustees of the City University of New York.

8. To administer, invest, and reinvest any and all moneys, securities, or properties received by it and to apply and expend the income and principal of the Association in carrying out its purposes.
9. To borrow money and to make, accept, endorse, execute, and issue promissory notes and other obligations or evidences of indebtedness in payment for property acquired or money borrowed.

10. To make such rules, regulations, and bylaws, and to hire executive staff, clerical staff, custodial staff, and other such employees as may be necessary and advisable to carry out the responsibilities of the Association.

11. In general, to exercise such powers as are incidental and conducive to the attainment of the objectives and purposes of the Association provided that the Association shall not operate for profit and further provided that no part of the net earnings of the Association shall inure to the personal benefit of any member thereof.

ARTICLE II - DIRECTORS AND OFFICERS

Section 1 - Membership

The membership shall consist of a 13-member Board of Directors who shall be responsible for the management of the property, affairs, and concerns of the Association. The Board of Directors shall consist of the following:

1. Administration - 3 administrators appointed by the President of Baruch College.

2. Faculty - 3 faculty members appointed by the President of Baruch College from a panel of 6 faculty members elected by the Baruch College Faculty Senate.

3. Student Body - 6 students currently enrolled and in good standing as defined by college regulations: the presidents of the Day Session Student Assembly and the Evening Session Student Assembly, and the chairperson of the Graduate Student Assembly, and 3 students elected directly by the day session.

4. The College President or his/her designee who shall be Chair. Student members of the Board of Directors and operating boards, other than the presidents of the respective student governments, shall be elected, the procedure for which shall be established by the president of the college in consultation with the respective student governments.

Section 2 - Officers

The Chair of the Board of Directors shall be the College President or his/her designee. The president of the college shall designate from among the members representing the administration the individuals to serve as secretary and treasurer of the Association. These officers plus additional student members, in order for the students to constitute one less than a majority of the executive committee, shall constitute the executive committee of the Board with power to act for the Board of Directors when Baruch College classes (including summer session) are not in session. Minutes of executive committee meetings shall be sent to all members of the Board of Directors promptly after the meeting.

A quorum of the executive committee shall consist of at least two of the officers.

Section 3 - Term of Membership

Administrative members of the Board of Directors shall serve at the pleasure of the president of the college. Faculty members shall serve a term of one (1) year which may be renewed in the same manner as the initial appointment. Student members of the Board of Directors shall serve a term of (1) year, commencing with the first board meeting following the last day of classes in the spring semester, which may be renewed in the same manner as the initial appointment.
Section 4 - Termination of Membership

1. Any member of the Board of Directors who ceases to be a member of the administration, faculty, or a student in good standing at the college shall thereupon immediately cease to be a member of the Board of Directors and his/her membership shall be deemed terminated as of that date. The rights of any member of the Board of Directors, including his/her right to vote, shall cease immediately upon his/her termination of membership.

2. Any member may withdraw from the Association by presenting to the chairperson a written resignation, which resignation shall be presented to the members of the Association at the next meeting thereof following receipt of such resignation. Such resignation shall be effective upon its presentation to the members of the Association.

Section 5 - Vacancies

1. In the event that a vacancy occurs in a faculty or administrative slot, the president shall appoint immediately a new member of the group from which the vacancy has occurred.

2. In the event that the student assemblies fail to conduct annual elections or an insufficient number of students run for positions the president of the college shall appoint the member(s) in consultation with the respective student governments.

3. If a vacancy in any of the three directly elected student seats results from a resignation, graduation, or inability to maintain the required academic standing, the vacancy shall be filled by the president by selecting the runner-up for that position or through the procedure specified above. The appointed student members shall serve until the next annual election is held by the respective student bodies.

4. If the vacancy is that of a student government president, the next highest currently serving elected government official, as deemed in each constitution, shall be permitted to serve on the board.

Section 6 - Voting Rights

Each member, including the chairperson, shall have one vote only at a meeting of the board. No proxy voting shall be allowed.

Section 7 - Assessments

There shall be no power to impose any liability or assessment upon any member or members of the Board of Directors of the Association.

Section 8 - Liability

The members of the Board of Directors of the Association shall not be personally liable for the debts, obligations, or liabilities of the Association.

Section 9 - Bonds and Insurance

The members of the Board of Directors of the Association shall be covered by an appropriate fidelity bond in an amount to be determined by the Board of Directors at the expense of the Association. The Board of Directors shall obtain Officer's Liability Insurance, as it deems necessary, at the expense of the Association.

Section 10 - Duties and Meetings

The Board of Directors shall have power to hold meetings at such times and places as it seems advisable, to appoint committees, to authorize proper expenditures and to take such other measures as may be necessary or proper to carry out the purposes of the Association.
The meetings of the Board of Directors shall be held at least twice a semester during the academic year on a designated day to be fixed by the Board of Directors. The second meeting of each spring semester, which must be held during the month of April, shall be designated as the official annual meeting of the Association. Special meetings may be called by the chairperson of the Board of Directors whenever deemed advisable and also upon the written request of any six members of the Board of Directors.

Written notice of all meetings shall be given at least four (4) days prior to the meeting date.

The presiding officer of meetings of the Board of Directors shall be the chairperson of the Board of Directors. In the absence of the chairperson, the treasurer, and, in his absence, the secretary shall serve as chairperson. In the absence of all three, the members present shall elect by majority vote the chairperson to serve for that meeting.

The full membership of the Board of Directors less one administrator and one faculty member selected by the college president, shall constitute the Budget Committee. The Budget Committee shall receive and review student activity fee budget requests and develop and allocate a budget subject to the review of the Association. The Board of Directors as a whole will review these allocations and the expenditure requests for conformance with the expenditure categories established by the bylaws of the Board of Trustees of the City University of New York, and as to whether they are inappropriate, improper or inequitable.

All meetings of the Board of Directors shall be conducted under Robert's Rules of Order.

Section 11 - Quorum

A quorum of the Board of Directors for the conduct of business shall consist of a majority of the voting members of the Board of Directors. Actions must be approved by a majority vote of those members of the Board of Directors present. In the event that a quorum is not present at a meeting (regular or special), the chairperson or the members present of the appropriate board shall adjourn the meeting and reschedule a meeting not later than seven (7) school days or, if school not be in session, seven (7) calendar days from the date of the adjourned meeting. At the rescheduled meeting, those members present shall constitute a quorum for the conduct of business. Written notice of the rescheduled meeting shall be given at least four (4) days prior to the rescheduled meeting date.

Section 12 - Compensation

No member of the Board of Directors shall receive any compensation from the Association for services performed in his/her official capacity.

ARTICLE III - ORGANIZATION AND RESPONSIBILITIES OF OPERATING BOARDS

Section 1 - Communications Board

Purpose

1. To serve as a liaison among officially chartered student publications and broadcast facilities under the jurisdiction of the Board and other student organizations, administrative staff, faculty, and faculty organizations.

2. To discuss and make recommendations upon matters relevant to the administration of student publications and broadcast facilities.

3. To provide fiscal recommendations for matters associated with student publications and broadcast facilities.

4. To advise on professional standards and conduct of student media.
APPENDIX G

Membership

The membership shall consist of the following:

4 student members (2 day, 1 evening, 1 graduate), currently enrolled and in good standing as defined by college regulations to be elected directly by the respective student body.

3 faculty members selected by the executive committee of the Faculty Senate in consultation with the president of the college.

Dean of Students, or his designee.

Administrative members of the Board shall serve at the pleasure of the president. Faculty members shall serve a term of one (1) year which may be renewed in the same manner as the initial appointment. Student members of the Board shall serve a term of one (1) year commencing with the first Board meeting following the last day of classes in the spring semester, which may be renewed in the same manner as the initial appointment.

Vacancies on this Board shall be filled by the same method indicated in Article II, Section 5.

The chairperson shall be elected from the student membership of the Board by the full membership of the Board. In the absence of the chairperson, the members present shall elect by majority vote the chairperson to serve for that meeting.

Each member of the Board shall be entitled to one vote.

Meetings

1. A quorum for the transaction of business at meetings shall be four (4) voting members of the Board. In the event that a quorum is not present at a meeting (regular or special), the chairperson or the members present of the appropriate Board shall adjourn the meeting and rescheduled a meeting not later than seven (7) school days or, if school is not in session, seven (7) calendar days from the date of the adjourned meeting. At the rescheduled meeting, those members present shall constitute a quorum for the conduct of business. Written notice of the rescheduled meeting shall be given at least two (2) days prior to the rescheduled meeting date.

2. There shall be meetings of the Board not less frequently than twice per semester.

3. The second meeting of each spring semester, which must be held during the month of March, shall be designated as the official annual meeting of the Board.

4. All meetings of this Board shall be conducted under Robert's Rules of Order.

Powers

The Communications Board shall review and recommend to the Budget Committee of the Bernard M. Baruch College Association, Inc. annual budget allocations for the various publications and communication facilities under its jurisdiction. Where separate communication fees are provided by Board of Trustees of the City University of New York resolution, these fees must be used to support the designated communication medium.

Section 2 - Athletic Board

Purpose

To make recommendations and provide oversight for the expenditure of student activity fees for athletic purposes.
Membership - Membership shall consist of:

The chairperson of the Physical & Health Education Department or the director of athletics (to be designated by the president).

Two faculty members selected by the executive committee of the Faculty Senate in consultation with the president.

The chairperson of the General Faculty Committee on Collegiate Athletic Activities.

Three student members (2 day, 1 evening) currently enrolled and in good standing, as defined by college regulations, to be elected directly by the respective student body.

Administrative members of the Board shall serve at the pleasure of the president. Faculty members shall serve a term of one (1) year which may be renewed in the same manner as the initial appointment. Student members of the Board shall serve a term of one (1) year, commencing with the first Board meeting following the last day of classes in the spring semester, which may be in the same manner as the initial appointment.

Vacancies on this Board shall be filled by the same method indicated in Article II, Section 5.

The chairperson of the General Faculty Committee on Collegiate Athletic Activities shall serve as chairperson of the Board. In the absence of a chairperson, the members present shall elect by majority vote the chairperson to serve for that meeting.

Each member of the Board shall be entitled to one vote.

Meetings

1. A quorum for the transaction of business at meetings shall be four (4) voting members of the Board. In the event that a quorum is not present at a meeting (regular or special), the chairperson or the members present of the appropriate Board shall adjourn the meeting and reschedule a meeting not later than seven (7) school days or, if school not be in session, seven (7) calendar days from the date of the adjourned meeting. At the rescheduled meeting, those members present shall constitute a quorum for the conduct of business. Written notice of the rescheduled meeting shall be given at least two (2) days prior to the rescheduled meeting date.

2. There shall be meetings of the Board not less frequently than twice per semester.

3. The second meeting of each spring semester, which must be held during the month of March, shall be designated as the official annual meeting of the Board.

4. All meetings of this Board shall be conducted under Robert's Rules of Order.

Powers

The Athletic Board shall prepare and recommend to the Budget Committee an annual itemized budget for the expenditure of the student activity fees for athletic purposes.

N.B. The authority of the Athletic Board shall supersede the fiscal authority of the General Faculty Committee on Collegiate Athletic Activities.
Section 3 - Student Center Board

Purpose

1. To recommend policies for the Student Center and related operations and programs.

2. To recommend rules and regulations governing the use of Student Center facilities.

3. To recommend and review Student Center programs.

4. To provide fiscal oversight for matters associated with the operation of the Student Center and its programs.

Membership - Membership shall consist of:

The Dean of Students.

Two faculty members selected by the executive committee of the Faculty Senate in consultation with the president.

The Director of the Student Center (or the professional equivalent as designated by the dean of students).

One additional staff member from the Department of Student Personnel Services, appointed by the Dean of Students.

Four student members (2 day, 1 evening, 1 graduate) currently enrolled and in good standing as defined by college regulations, to be elected directly by the respective student body.

Administrative members of the Board shall serve at the pleasure of the president. Faculty members shall serve a term of one (1) year, commencing with the first Board meeting following the last day of classes in the spring semester, which may be renewed in the same manner as the initial appointment.

Vacancies on this Board shall be filled by the same method indicated in Article II, Section 5.

The Dean of Students shall serve as chairperson. In the absence of the chairperson, the SPS staff member appointed by the dean shall chair the meeting.

Each member shall be entitled to one vote.

Meetings

1. A quorum for the transaction of business at meetings shall be five (5) voting members of the Board. In the event that a quorum is not present at a meeting (regular or special), the chairperson or the members present of the appropriate Board shall adjourn the meeting and reschedule a meeting not later than seven (7) school days or, if school not be in session, seven (7) calendar days from the date of the adjourned meeting. At the rescheduled meeting, those members present shall constitute a quorum for the conduct of business. Written notice of the rescheduled meeting shall be given at least two (2) days prior to the rescheduled meeting.

2. There shall be meetings of the Board not less frequently than twice per semester.

3. The second meeting of each spring semester, which must be held during the month of March, shall be designated as the official annual meeting of the Board.

4. All meetings of this board shall be conducted under Robert's Rules of Order.
APPENDIX G

Powers

The Student Center Board shall recommend to the Budget Committee an annual itemized budget.

ARTICLE IV - BUDGETS AND BUDGETING PROCEDURES

Budget requests referred to in this article shall be based on income projections provided by the treasurer of the Association. All budget allocations made in May shall be considered tentative. Budget allocations shall not be finalized until income is confirmed by October 1 for the fall semester and by February 15 for the spring semester.

Section 1 - Fiscal Year

The fiscal year of the Association shall be from July 1-June 30.

Section 2 - Budget Procedures

1. The secretary of the Association shall solicit annual budget requests from the three operating boards of the Association, other organizations and individuals, and the three student assemblies by March 15 of each year for the fiscal year beginning July 1 for submission to the budget committee.

2. The treasurer of the Association shall prepare a proposed Association budget consisting of six sub-budgets: Student Center Board budget, Student Athletic Board budget, Day Session Student Assembly budget, Evening Session Student Assembly budget, Graduate Student Assembly budget, and Communications Board budget, for submission to the budget committee no later than May 1.

3. The budget committee is empowered to receive and review student activity fee budget requests and to develop and allocate a budget subject to the review of the Association.

4. The minutes of all Board of Directors or Executive Committee meetings as prepared by the secretary and approved by the Board of Directors or Executive Committee shall be deemed to be official notification of actions taken by the Association. The receipt of these minutes by the treasurer of the Association shall constitute authorization to implement all fiscal matters approved by the Board of Directors or Executive Committee.

5. The existing fiscal guidelines for the expenditure of student activity fees established effective November 17, 1989, subject to further amendment by the Association, shall constitute the procedures governing allocation and expenditure of College Association funds.

ARTICLE V - AMENDMENTS TO BYLAWS

Section 1 - Amendments

These bylaws may be amended by a 3/4 vote of those members of the Board of Directors present at any meeting subject to the approval of the college president and the Board of Trustees of the City University of New York.

Section 2 - Effective Date of Amendment

The effective date of amendment of the bylaws shall be as provided by the Board of Trustees of the City University of New York.

ARTICLE VI - ASSETS AND FUNDS

Section 1 - Ownership

No member of the Board of Directors or employee of the Association shall have any right, title, or interest in any of the assets and funds of the Association. Assets and funds of the Association shall be owned exclusively by the Association.
Section 2 - Disposition

Funds of the Association shall be deposited in an account or accounts in the name of the Association in a bank or banks designated by the Board of Directors and shall be used solely for the proper expenses of the Association. Funds shall be withdrawn from such bank account or accounts only upon the signature of those college or Association employees authorized by the Board of Directors. Checks, drafts, or other orders for the payment of money drawn from any of the College Association accounts in excess of $2,500.00 will require two authorized signatures.

Section 3 - Audit

A certified independent audit of the books, records and accounts of the Association shall be performed by a public auditing firm approved by the Board of Directors, at least once a year.

ARTICLE VII - GOVERNANCE

Section 1 - Operations

The Association shall operate consistent with the bylaws, policies, and regulations of the City University of New York, and the policies, regulations, and orders of Baruch College.

Section 2 - College Association Services

A game room may be provided by the Association for the Student Center.
ARTICLE I - NAME AND PURPOSES

Section 1. Name

This Corporation shall be known as The City College Student Services Corporation, Inc., hereinafter referred to as the Corporation. The Board of Directors of the Corporation shall hereinafter be referred to as the Board.

Section 2. Purposes

a) The Corporation shall provide educational, social and recreational services to the students of The City College of the City University of New York without regard to membership in or affiliation with any social, fraternal, or honorary society or organization and shall advance the educational program of The City College by encouraging, generating, and promoting good fellowship and the ideals of the democratic way of life for the students of The City College in their relations with each other, with the members of the staff, faculty the alumni and the community.

b) The Corporation shall be a not-for-profit organization and net income which may derived from any of its operations in pursuance of the purposes set forth herein shall not inure to the benefit of any member of the Corporation, but shall be used to promote the aforesaid purposes and policies of the Corporation.

c) The Corporation shall function as the College Association as that term is defined in Section 16.5 of the By-Laws of the Board of Trustees of The City University of New York. As a duly authorized College Association, the Corporation shall have the responsibility to supervise and review budgets supported by student activity fees, as that term is defined in Section 16.1 of the By-laws of the Board of Trustees of The City University of New York. The Corporation must comply with the laws of the city, state and nation, and with the By-laws, policies and regulations of the Board of Trustees of The City University of New York, and with the policies, regulations and orders of The City College.

d) In all instances, except those where the Board of Trustees of The City University of New York has earmarked student activity fees for allocation by another body, the Corporation's Budget Committee shall develop budgets for and allocate student activity fees and recommend such budgets and allocations to the Corporation. The Corporation shall then review the budgets and allocations for conformance within the following categories. The Corporation shall not approve any allocation or expenditure of student activity fees which does not fall within the following expenditure categories and/or is inappropriate, improper or inequitable:

1. Extracurricular educational programs;
2. Cultural and social activities;
3. Recreational and athletic programs;
4. Student government;
5. Publications and other media;
6. Assistance to registered student organizations;
7. Community service programs;
8. Enhancement of the College and University environment;
9. Transportation, administration and insurance related to the implementation of these activities;
10. Student services to supplement or add to those provided by the University;
11. Stipends to student leaders.

The Corporation shall apportion the student government fees, as defined in Section 16.3 of the Bylaws of the Board of Trustees of the City University of New York, in direct proportion to the amount collected from members of each student government.
APPENDIX H

e) The Corporation shall employ generally accepted accounting and investment procedures in the management of all funds. All funds are to be disbursed only in accordance with approved budgets and based on written documentation. A requisition for disbursement of funds must contain two signatures; one, the signature of a person with responsibility for the particular program; the other the signature of an approved representative of the allocating body. The Corporation shall be responsible for full disclosure of all financial information to its membership, to The City College and to the student governments with respect to all of its activities.

Full disclosure shall mean the presentation each semester of written financial statements which shall include, but need not be limited to, the source of all fee income by constituency, income from other sources creditable to student activity fee accounts, disbursements, transfers, past reserves, surplus accounts, contingency and stabilization funds. Certified independent audits performed by a public auditing firm shall be conducted at least once each year and such audits shall be made available to members of the College community.

ARTICLE II - DIRECTORS

Section 1. The Corporation Defined

The property, affairs and concerns of the Corporation shall be vested in a Board. The members of the Corporation shall constitute the Board.

Section 2. Membership

Members shall take office at an initial organization meeting scheduled by the President of the College during the month of June.

The President shall appoint three members of the Administration to serve as members of the Board.

The President shall appoint three faculty members to be selected from a panel of six to be elected by the Faculty Senate of The City College.

Vacancies in faculty and administration positions shall be filled by the President.

Six students enrolled at The City College shall be members of the Board. Three of the Student Board members shall be the presidents of the three student governments. The remaining three student Board members shall be selected by the appropriate student government members. The six student seats on the Board shall be allocated on a basis which will provide representation, as nearly as practicable, to each student government in proportion to the student activity fees paid by their respective constituencies.

Should the situation arise whereby the students are unable to elect members to the Board or student vacancies occur, the Student Election Review Committee shall devise a method for selection of students, subject to the approval of the President of the College, to ensure the full complement of students on the Board. This shall be done by the first meeting of the Board or, in the case of student vacancies, by the next Board meeting immediately following the date the vacancy arises.

The Board shall meet and do business only with a quorum. If these conditions are not met at a regularly scheduled meeting of the Board, the Chair shall convene a second meeting within five days. If that meeting fails to meet the stated conditions, the Executive Committee shall act in place of the Board.

Student directors shall be elected annually and serve for one year terms. Administration directors shall be appointed by and serve at the will of the President. Faculty directors shall serve for staggered three years terms with the College President designating one to serve for an initial term of one year and one to serve for an initial term of two years.

Section 3. Termination of Membership

Any member of the Board who ceases to occupy one of the positions specified in the foregoing section shall thereupon immediately cease to be a member of the Corporation and his membership shall be deemed terminated as of that date.
Section 4. Effective Termination

The rights of any person as a member of this Corporation, including his right to vote, shall cease immediately upon his termination of membership.

Section 5. Voting Rights

Each member present shall have one vote only at a meeting of the Corporation. There shall be no proxy votes.

Section 6. Compensation

No member shall receive any compensation from the Corporation for service performed in his official capacity, but shall be reimbursed for reasonable expenses (previously authorized by an officer of the Corporation) incurred in the performance of official duties.

ARTICLE III - ASSETS AND FUNDS

Section 1. Ownership

No member, officer or employee of the Corporation shall have any right, title or interest in any of the assets and funds of the Corporation; all assets and funds of the Corporation shall be owned exclusively by the Corporation.

Section 2. Disposition

All funds of the Corporation shall be deposited in a Corporation account or accounts in a bank or banks designated by the Board and shall be used solely to pay the proper expenses of the Corporation. Funds shall be withdrawn from such bank account or accounts only when checks have any two signatures of the Treasurer, Vice Chair, and Secretary. Any funds or other assets of the Corporation which, in the judgement of the Board, shall not immediately be required to effect the purposes of the Corporation may be invested, reinvested and administered by the Board in such securities, real estate or other investment as in the judgement of the Board is sound and proper.

Section 3. Contractual Obligation

No contract may be entered into in the name of the Corporation without the approval of the Board, and a designated Administrative member of the Board or his designee who shall indicate the contract is in compliance with regulations.

Section 4. Examinations and Audits

All books, records and accounts of the Corporation shall be subject to examination and audit of the Board of Trustees of The City University of New York and of officers of the College at any time. An annual audit shall be conducted by an independent organization of certified public accountants. The procedure for disclosure will be consistent with the By-laws of the Board of Trustee of The City University of New York.

Section 5. Dissolution

In case of dissolution of the Corporation, the assets remaining after payment of its just debts and obligations, shall be distributed in accordance with the Certificate of Incorporation.
ARTICLE IV - MEETINGS

Section 1. Regular Meetings

The Board shall meet at least monthly during the academic year. The meetings are to be scheduled by the Board, with the first and last meeting of the Board's annual term to be held during the last two weeks in May. One of the items for consideration at the last meeting shall be committee assignments. One of the items on the agenda for the March meeting must be the budget for the next fiscal year, with the adoption of a budget at the subsequent June meeting. Written notice of such meetings, prepared and signed by the secretary-Executive Director of the Corporation, shall be given personally or mailed to each person, who, at the time such notice is given, appears to be a person who will be entitled to vote as a member at such meeting. When such notice is mailed it shall be directed to such person at his address as it appears on the records of the Corporation. Such notices shall state the place, date, and time of meeting.

Section 2. Special Meetings

Special meetings of the Corporation may be called by the Chair at any time and shall be called by the Chair upon written request of five (5) members. Notice for a special meeting shall be given at least five (5) working days prior to the meeting and shall be given in the same manner as for the regular meetings and shall state the place, date, time and purpose of the meeting.

Section 3. Quorum

A quorum shall consist of at least 7 members of the Corporation of which a majority must be students.


All meetings will be conducted under the procedures outlined in Robert's Rules of Order.

ARTICLE V - OFFICERS

Section 1. Chair

The Chair of the Board of the Corporation shall be the College President or his/her designee. The Chair shall preside at all meetings of the Corporation and of the Board. The Chair shall be elected annually. He shall sign and execute, in the name and on behalf of the Corporation, all documents as requested by the Board or as are reasonably incidental to his office.

Section 2. Vice Chair

The Vice Chair of the Board of the corporation shall be a student Board member elected by the members of the Board. He shall perform the duties of the office of the Chair in the case of death, absence or inability of the Chair to act. He shall perform such other duties as requested by the Chair.

Section 3. Treasurer

The Treasurer shall be elected by the Board from among the faculty Board members. He shall perform such duties as requested by the Chair of the Corporation or the Board. The Board may require the Treasurer to furnish such bond or security as it directs for faithful performance of his duties, such bond to be reimbursed by the Board.

Section 4. Secretary - Executive Director

A member of the College administration who serves as a member of the Board shall serve as Secretary-Executive Director of the Corporation. He shall take and record minutes of all meetings of the Corporation and Board. He shall, when necessary, attest to the official acts of the President and the Board. The Secretary/Executive Director shall perform such other duties as requested by the
President or the Board. In addition, within the limits of the Certificate of Incorporation, By-laws, and policies established or authorized by the Board, he is responsible for and has commensurate authority to accomplish the goals and objectives of the Corporation. He shall be responsible and accountable to the Board for planning, organizing, implementing and administering all phases of the Corporation's operations and programs in which the Corporation may engage and has the authority requisite to conduct the affairs of the Corporation. He shall, under the direction of the Treasurer, be responsible for maintaining all books of account and for preparing financial statements. The Secretary-Executive Director shall be appointed by the College President.

ARTICLE VI - STANDING COMMITTEES

Section 1. Executive Committee

There shall be an Executive Committee consisting of:
- Chair of the Board
- Vice Chair of the Board
- Secretary-Executive Director of the Corporation
- One student Board member elected by the Board so that the number of student members is one less than the number of faculty and administration members on the Executive Committee.

The Chair of the Corporation shall be Chair of the Executive Committee. Between meetings of the Board, the Executive Committee shall exercise such powers as delegated by the Board. The full Board, however, must approve all annual and semester budgets. The student member elected by the Board will be elected to a one year term at the organizational meeting in June.

Section 2. Executive Committee: Meetings and Notices

Meetings of the Executive Committee shall be held on the call of the Chair, or any two members of the Committee. At least twenty-four (24) hours prior notice of a meeting in person or by telephone, shall be given each member of the Committee unless he shall waive such notice in writing. A quorum shall consist of three members. A full record of proceedings of the Committee shall be kept and reported to the Board at its next succeeding special or regular meeting.

Section 3. Budget Committee

There shall be a five member Budget Committee, three of whom will be the student government presidents. The other members of the Budget Committee shall be an Administrative Board member appointed to the Committee by the President of the College and the Treasurer of the Corporation. The Chair of the Budget Committee will be elected by the members of the Budget Committee. The Committee will receive and review student activity fee budget requests and will develop and allocate a budget subject to the review of the Corporation. The Committee will work with the Secretary and Executive Director of the Corporation and the Manager for the Student Center in the preparation of the annual budget request for the Student Center to be submitted to the Board.

Section 4. Operations Committee

There shall be a four member Operations Committee, three of whom will be students, and one of whom will be a faculty member. The Operations Committee shall be appointed by the Chair of the Corporation with the approval of the Board. The Committee will work with the Executive Director to establish guidelines for the use of the Finley Student Center facilities and to develop policies for assignment of space to organizations in the Center. The Board shall review and approve these policies and guidelines. Any physical modifications of assigned space are subject to review and approval of the Campus Office of Planning and Development.

ARTICLE VII FINANCES

Section 1. Student Activity Fee - Finley Student Center Services

The Corporation will receive all student activity fees. It will, in addition, receive all funds which may be generated from recreational areas and other Board approved services under the jurisdiction of the Finley Student Center.
Section 2. Audits

All accounts will be audited by an independent firm or certified public accountants as approved by the Board and/or the Board of Trustees of The City University of New York. The student governments and City College Internal Auditors will also have access to all records.

Section 3. Fiscal Year

The fiscal year will be July 1st to June 30th.

ARTICLE VIII. AMENDMENTS

Section 1. Procedure

These By-laws may be amended only at a duly held regular meeting of the Corporation by vote, in person, of two thirds of the Board members, provided that notice of the purpose of the proposed amendment has been stated in the notice of the meeting. All amendments must be approved by the President of The City College and the Board of Trustees of The City University of New York.
EUGENIO MARIA DE HOSTOS COMMUNITY COLLEGE
ASSOCIATION BYLAWS

PURPOSE

The purposes of the Eugenio Maria de Hostos Community College Association, Inc. here and after referred to as the Association, are found in the certificate of incorporation filed with the Secretary of State.

The Association shall have the responsibility for the supervision and review over student activity fee supported budgets. All expenditures must conform to the "expenditure categories" enumerated in Section 16.2 of the By-Laws of the Board of Trustees of the City University of New York, here and after referred to as the Board of Trustees.

The Association shall operate consistent with the By-Laws, policies and regulations of the City University of New York and any policies, regulations and orders of Hostos Community College concerning the administration, management and expenditures of student activity fees.

ARTICLE I - MEMBERSHIP

SECTION 1 Eligibility:

All duly registered and currently enrolled students at Hostos Community College are part of the general membership of the Association.

SECTION 2 Annual Meeting:

Upon at least seven (7) days notice, an annual meeting of the members of the Association shall be held at such place and time as a majority of the Board of Directors, here and after referred to as the Board, may designate for the purpose of receiving an annual report of the Board and for the transaction of such other business as may properly come before such meeting. The presiding officer at all meetings of the membership of the Association shall be the Chairperson of the Board, or a designee of the Chairperson. Any member of the Association may submit a request for agenda items to the Chairperson up to two (2) days prior to the annual meeting.

SECTION 3 Special Meetings:

Special Meetings may be called upon the discretion of the Chairperson. Such meetings should require seven(7) days notice and shall be governed by the most recent edition of Robert's Rules of Order in the conduct of its business. Non-members may attend as invited guests.

SECTION 4 Duties:

A member may request agenda items for both the annual and special meetings. A member may request a review of student fee expenditures from the Board. The Chairperson has discretion in approving such requests.

ARTICLE II - BOARD

SECTION 1 Organization and Functions:

The Board Shall consist of the following:

The Board shall contain representatives of the administration, the instructional staff, and the Student Body of Hostos Community College. The Board shall be comprised of thirteen (13) persons including the College President or his/her designee as chairperson. The President of Hostos Community College shall name three (3) administrators, including the Business Manager. Three (3) faculty members shall be appointed by the College President from a panel of six (6) persons elected by the Faculty Senate. There shall be six (6) student members. Four (4) student members shall be the President, Vice President, Secretary and treasurer of the Student Government. Two (2) student representatives shall be elected by the student body at large annually. Student elections shall be held each May to fill the two (2) at large seats. Each Director shall have the right to one (1) vote. Abstentions and absences shall not be counted as negative votes.
SECTION 2 Officers:

The Chairperson shall be the College President or his/her designee. The Deputy Chairperson shall be elected by the Board. The secretary shall be elected by the Board. The elected officers serve for one-year terms, with the date for such elections to be determined by a majority vote of the Board. The Business Manager of the College shall serve as the Treasurer of the Board.

SECTION 3 Duties and Meetings:

a) The Board shall have power to hold meetings at such times and places as it deems advisable. Monday through Friday during the period when regular semester classes are in session to establish and appoint committees, to review proposed expenditures and allocations and to take such measures as may be necessary or proper, to carry out the powers and purposes of the Association, through a majority vote of the Board present at such meetings.

b) The regular meetings of the Board shall be held at least twice a semester during the academic year on a designated day to be fixed by the Board. Special meetings shall be called by the Chairperson of the Board, or at the request of the membership.

c) All meeting shall be called with no less than seven (7) days advance notice from time of mailing, except in cases of emergency as determined by the Chairperson or the majority of the Board.

d) The Chairperson shall preside at all meetings of the Board; shall be a member ex-officio of all committees and shall be entitled to vote at all meetings of the Board and of all its committees. Unless otherwise provided herein or otherwise determined by the Board, the Board shall elect the Chairperson of all Standing and Special Committees, and will request from the membership of the Association, volunteers to form the membership of said Standing and Special Committees.

e) The Deputy Chairperson shall preside, in the absence of the Chairperson, at all meetings of the Board; shall be a member ex-officio of all standing committees unless the Chairperson be present and voting.

f) The Treasurer shall be the Business Manager of the College and shall be responsible for all duties as provided herein, for ensuring the proper collection and disbursement of funds, for ensuring that proper bookkeeping and fiscal record keeping procedures are maintained, for submitting reports as requested by the Chairperson and/or Board and for other duties as determined by the Chairperson.

g) The Secretary of the Board is responsible for preparing the agenda of all meetings of the Board and keeping minutes; mailing, including notification of meetings; communication with appropriate offices and units regarding decisions of the Board; maintenance of all records related to Board matters; correspondence and other duties as determined by the Chairperson. The Chairperson may designate other members of the Board to assist the Secretary.

SECTION 4 Quorum:

A quorum equal to or in excess of at least one-half the members of the Board is required for conducting of business.

SECTION 5 Compensation:

No director or officer shall receive any compensation from the Association for service performed in an official capacity.

SECTION 6 Vacancies:

A vacancy in any elective office shall be filled by the Board for the unexpired term from the appropriate constituency.
ARTICLE III - BUDGETS AND PROCEDURES:

SECTION 1 Fiscal Year:
The fiscal year for the Association shall begin September 1st.

SECTION 2 Budget Procedures:

All budgets of Student Activity fees shall be developed and allocated by the Budget Committee and recommended for review to the College Association prior to expenditures.

SECTION 3 Budget Committee:

There shall be a Budget Committee of the Association consisting of an including the Dean of Students and Business Manager of the College. The rest of the Committee shall be elected from among Board Members. The Committee shall have seven (7) members, four (4) of whom are to be student Board Members including the Student Government President and three (3) students elected by the Board. In addition to the Dean of Students and the Business Manager, one (1) of the members shall be designated by the President. The committee shall:

a) establish due dates for submission of budget request,

b) review requests, submitted by the Student Government Organization and other appropriate bodies to the association,

c) develop and allocate the budget for submission to the Board for review.

SECTION 4 Annual Budget:

A budget for the fiscal year shall be allocated at the beginning of each academic year by the Budget Committee.

SECTION 5 Budget Requests:

All budget requests will be received by the Budget Committee in writing, on or before the date indicated by the Association.

SECTION 6 Minutes:

The minutes of the Board as submitted by the Secretary and approved by the Board shall be deemed to be the official notification for the Treasurer authorizing him/her to make the necessary entry for the appropriation.

SECTION 7 Expenditures:

All expenditures shall be based on written documentation. A requisition for disbursement of funds must contain two (2) signatures as required in Board of Trustees By-Law 16.6.

ARTICLE IV - AMENDMENTS TO BY-LAWS

SECTION 1 Amendments:

These By-Laws may be amended by a two-thirds (2/3) vote of the Board.

Any amendments must be approved by the College President, reviewed by Counsel to the Board of Trustees and approved by the Board of Trustees.

SECTION 2 Effective Date of Amendments:

The effective date of amendments to these By-Laws shall be as stated by the Board of Trustees voting such change, but immediately, if not so stated.
ARTICLE V - ASSETS AND FUNDS

SECTION 1 Ownership:

No member, director, officer, or employee of the Association shall have any right, title, or interest in any of the assets and funds of the Association which shall be owned exclusively by the Association.

SECTION 2 Disposition:

All funds of the Association shall be held in an account or accounts in the name of the Association pursuant to instructions from the Board in a bank or banks designated by the Board and shall be used only for proper expenses of the Association. Funds shall be expended and otherwise withdrawn from such bank account or accounts only upon the signatures of the President of the College, or a designee, or the treasurer of the Board, and of the Chairperson of the Board or the Deputy Chairperson. All three (3) signatures shall be required for withdrawals of more than $1,000.00. Two (2) signatures shall be required for withdrawals of $1,000.00 or less.

SECTION 3 Bonds:

The Treasurer of the Association and anyone authorized to handle funds and his assistant shall furnish appropriate bond as determined by the Board and at the expense of the Association.

SECTION 4 Audit:

The Accounts of the Association shall be audited annually by outside certified accountants engaged by the Board.

ARTICLE VI - GOVERNANCE

SECTION 1 By-laws:

The By-Laws of the Association are the governing regulations of the Association.

SECTION 2 Robert's Rules of Order:

Except as otherwise indicated in the By-Laws, the latest edition of Robert's Rules of Order govern the procedures of the Association.
ARTICLE I - Names and Purposes

Section 1 - Names

The corporation shall be known as the KINGSBOROUGH COMMUNITY COLLEGE ASSOCIATION, INC., and will hereinafter be referred to as the Association.

Section 2 - Purposes

The purposes of the Association are:

1. To promote and cultivate educational and social relations among the students and faculty of Kingsborough Community College, hereinafter referred to as the College.

2. To aid the students and faculty of the College in their work, study, curricular and extracurricular activities and, in general to exercise such powers as are incidental and conducive to the attainment of the objects and purposes of the corporation. The Association will not operate for profit and no part of any earnings of the Corporation shall inure to the benefit of any member thereof, but shall be used solely to promote the aforesaid purposes of the Association or the College.

3. To be responsible for the administration, management and supervision of student activity fees.

4. All purposes and powers enumerated in Sections 201 and 202 of the Not for Profit Corporation Law.

ARTICLE II - Membership

Section 1 - Eligibility

The members of the Association shall be the representatives of the administration, faculty and the student body.

The following will be members of the Association:

1. The President or his/her designee.

2. Faculty - The faculty shall number twelve (12). The faculty members are appointed by the College President from a panel whose size is twice the number of seats to be filled and the panel is nominated by the College Committee on Faculty Personnel and Budget.

3. Administration - The administration members (including the College President) shall equal the number of faculty.

The College President shall appoint the administration members to the Association.

4. Students - The student body shall be represented on the K.C.C. Association in proportion to the contribution of the Student Activity Fee Income from the constituency of each student government.

The number of students shall equal 25. The President of the student council of each of the student constituencies shall serve as a member of the Association.

The Vice President of the student council of each of the student constituencies shall serve as a member of the Association.

The President of the student council will appoint additional members from each of the student councils to reach the designated number from that council.
Section 2 - Termination of Membership

(a) Any member of the Association who ceases to occupy one of the administration, faculty or student positions specified in the foregoing section or who ceases to be a member of the administration, faculty or student body of the College, shall thereupon immediately cease to be a member of the Association and his/her membership shall be deemed terminated as of that date.

(b) Any member may withdraw from the Association by presenting to the Administrator in charge of Student Activities a written resignation which shall be presented to the Board of Directors by the Administrator in charge of Student Activities following receipt of such resignation. It shall be effective upon its acceptance by the Board of Directors.

(c) Any member may be suspended for a period of time or expelled for cause such as violation of any of the bylaws of the Association. Such suspension and the period thereof, or expulsion shall be imposed only by the unanimous vote of the full membership of the Board of Directors, with the exception of the vote of the person proposed for suspension or expulsion, if he/she is a member of the Board of Directors. The member shall be notified of the charges by registered or certified mail, which notice shall contain the following:

1. A complete and itemized statement of the charges brought against the member including the bylaws or regulations which he/she is charged with violating and the possible penalties for such violation.
2. The time that, and the place where, the Board of Directors shall hold the hearing on the charges. Notice of at least 15 days before the hearing shall be given to the member, unless the member consents to an earlier hearing.
3. The notice shall advise the member of his/her rights to present his/her defense, bring witnesses and have legal representation at the hearing.
4. An appeal from the decision of the Board of Directors may be made to the membership at large before the decision of expulsion or suspension shall be effective. The membership at large, after determining the appeal by a 2/3's affirmative vote of the voting members, modify the decision of the Board of Directors or reduce the penalty imposed by the Board of Directors, but may not increase the punishment.
5. An appeal from the decision from the Board of Directors shall be made in writing to the President of the Association within 15 days after the decision of the Board of Directors is served upon the member suspended or expelled.

The decision of the membership shall be final and its determination of expulsion or suspension shall be effective immediately upon recording of the vote by the membership.

Section 3 - Vacancies

(a) Upon the failure of a person occupying one of the positions specified in Article II, Section 1 hereof to accept membership or, in the event of death, resignation or other failure of a member to continue membership, the College President shall fill administration and faculty vacancies and the appropriate student council shall fill student vacancies. A person so elected to fill a vacancy shall serve until his/her successor qualifies by occupying the applicable position specified in Article II, Section 1 hereof and by duly advising the Administration in charge of Student Activities of his/her acceptance of membership.

(b) Upon failure of a student council to fill its designated number of positions from its representatives, it must select from its own body additional representatives to fill these vacant positions.

If, after a period of one week after deadline for submitting the names of Association representatives, a student council is still unable to fill the vacant position, the Student Activities Committee will select the representatives to the Association from the constituency in which the vacancy or vacancies exist. The Student Activities Committee will submit the list to fill vacancies with students from the constituency that is unrepresented.

Section 4 - Effect of Termination or of Suspension

The rights of any person as a member of this Association, including his/her right to vote, shall cease immediately upon his termination of membership, or upon his/her suspension of membership for the period of suspension.
Section 5 – Voting Right

Each voting member shall have one vote only at a meeting of the Association. Members may vote by proxy provided that the proxy is executed in writing by the member and received by the Administrator in charge of Student Activities not less than 24 hours before the scheduled Association meeting. The proxy may be given only to a voting member of the Association and is valid only for the next scheduled meeting.

ARTICLE III – Meetings of Members

Section 1 – Meetings

There shall be at least three (3) meetings of the Kingsborough Community College Association per academic year. The day designated may not fall on a legal holiday or a day when the College is not in session. Written notice of such meetings, signed by an officer, shall be given personally or mailed to each person who, at the time such notice is given, appears to be a person who will be entitled to vote as a member at such meeting. When such notice is mailed, it shall be directed to such person at his/her address as it appears on the records of the Association. Such notices shall state the place, date, time and purpose of the meeting.

1. The October meeting will be held for:
   (a) the presentation of the members of the Board of Directors;
   (b) election of committees;
   (c) presentation of a written financial statement, covering the prior fiscal year, which shall include income from student fees; incomes from other sources creditable to Association accounts, disbursements, existing reserves and surplus accounts;
   (d) the transaction of financial and any other business.

2. The February meeting will be held for:
   (a) the presentation of a certified independent audit performed by a public auditing firm, with review of the report;
   (b) the transaction of financial and any other business; and
   (c) a report from the Business Office based on income and expense for the July 1 – January 31st period.

3. The May meeting will be held for:
   (a) the presentation of proportions for purpose of representation and allocation to student governments (Business, Evening, Liberal Arts, Math & Science, Public & Health Services) based on respective constituency contribution in the Spring semester;
   (b) the presentation of the budget for the coming academic year; and
   (c) the presentation of financial and any other business.

Section 2 – Waiver

A meeting of the Association may be held at any given time, or any place and any action may be taken if 3/4's of the voting members of the Association waive, in writing, the provisions indicated in Article III, Section 1 or if 3/4's of the voting members appear at said meeting. An attempt shall be made to notify all members of any meeting.

Section 3 – Quorum

The presence in person of a majority of the members of the Association entitled to vote shall be necessary to constitute a quorum for the transaction of any business at any meeting. If a quorum be not present, the presiding officer may adjourn the meeting at a time fixed by him/her not more than ten days later and written notice of such adjourned time shall be given by an officer to all members entitled to vote and who were absent, at least two days before such adjourned time.
Section 4 - Order of Business

The order of business at meetings of the Association shall be:

1. Reading and approval of the minutes of the previous meeting
2. Reports of officers
3. Reports of committees
4. Presentation of directors (October meeting only)
5. New business

Section 5 - Roll Call

One-fifth of those present at any Association meeting may request a roll call.

ARTICLE IV - Directors

Section 1 - Numbers

The property, affairs, business and concerns of the Association within the confines of established budgets and policies shall be vested in the Board of Directors consisting of thirteen (13) members, as follows:

1. The College President or his/her designee;
2. Three administrative members appointed by the College President;
3. Three faculty members appointed by the College President from a panel of six elected by the College Committee on Faculty Personnel and Budget; and
4. Six student members composed of the five student government presidents and one elected student government officer selected by the five student government presidents.

The members of the Board shall, upon election, immediately enter upon the performance of their duties and shall continue in office, if otherwise qualified until their successors shall be duly elected and qualified.

Section 2 - Qualifications

All Directors shall be members of the Association and must be 18 years of age or over. All Directors shall possess the right to vote and have the right of full discussion.

Section 3 - Duties and Meetings

The Board of Directors shall have the power to hold meetings at such time and place as it deems advisable, to appoint committees (at least one student shall be appointed as a member of each committee so organized by the Board of Directors), to employ necessary employees, to authorize proper expenditures and to take such other measure as may be necessary or proper to carry out the purposes of the Association and to direct officers to sign and to execute all necessary and legal documents. The full membership of the Board of Directors less one administrator and one faculty member selected by the College President, shall constitute the Budget Committee. The Budget Committee shall be empowered to receive and review student activity fee budget requests and to develop and allocate a budget subject to the review of the Board of Directors for conformance with the expenditure categories set forth in the City University Bylaws, and as to whether they are inappropriate, improper or inequitable. Meetings of the Board of Directors may be called by the President of the Association whenever he deems advisable and meetings shall be called by him upon written request of any two members of the Board of Directors. Three days' notice of meetings of the Board shall be served personally or mailed to all Directors, unless such notice be waived in writing by seven directors or by the presence at such meetings of seven Directors. An attempt shall be made to notify all Directors of any meeting.
APPENDIX J

Section 4 - Quorum

The presence of seven Directors, at least two of whom shall be students, shall constitute a quorum for the transaction of any business and the act of a majority of any meeting of the Board of Directors shall be the act of the Board. Each Director shall be entitled to one vote, Directors shall vote in person and not by proxy.

Section 5 - Termination of Membership

(a) Any member of the Board of Directors who ceases to occupy one of the administration, faculty or student positions specified in the foregoing section, or who ceases to be a member of the administration, faculty or student body of the College, shall thereupon immediately cease to be a member of the Association and his/her membership shall be deemed terminated as of that date.

(b) Any member may withdraw from the Board of Directors by presenting to the Administrator in charge of Student Activities a written resignation which shall be presented to the Board of Directors by the Administrator in charge of Student Activities following receipt of such resignation. It shall be effective upon its acceptance by the Board of Directors.

(c) Any member may be suspended for a period of time or expelled for cause such as violation of any of the bylaws of the Association. Such suspension or expulsion shall be imposed only by the vote of a minimum of seven (7) members of the Board. The member shall be notified of the charges by registered or certified mail, which notice shall contain the following:

1. A complete and itemized statement of the charges brought against the member including the bylaws or regulations which he is charged with violating and the possible penalties for such violation.
2. The time that, and the place where, the Board of Directors shall hold the hearing on the charges. Notice of at least 15 days before the hearing shall be given to the member, unless the member consents to an earlier hearing.
3. The notice shall advise the member of his/her rights to present his/her defense, bring witnesses and have legal representation at the hearing.
4. An appeal from the decision of the Board of Directors may be made to the membership at large before the decision of expulsion or suspension shall be effective. The membership at large may, after determining the appeal by a 2/3's affirmative vote of the voting members, modify the decision of the Board of Directors or reduce the penalty imposed by the Board of Directors, but may not increase the punishment.
5. An appeal from the decision from the Board of Directors shall be made in writing to the President of the Association within 15 days after the decision of the Board of Directors is served upon the member suspended or expelled.

The decision of the membership shall be final and its determination of expulsion or suspension shall be effective immediately upon recording of the vote by the membership.

Section 6 - Vacancies

Whenever a vacancy shall occur in the Board of Directors (administration, faculty, student), it shall be filled in the manner set forth for appointment in Section 1 of this Article. The new Director shall serve for the unexpired term of his predecessor.

Section 7 - Compensation

No Director shall receive any compensation from the Association for services performed except by approval of the membership of the Association.

Section 8 - Assessments

The Board of Directors shall have no power to impose any liability or assessments upon any member or members of the Association.
Section 9 - Reports

The Board of Directors shall present at the May semi-annual meeting of the Association a report, verified by the President and Treasurer or by a majority of the Directors, showing the whole amount of real and personal property owned by it, where located, and where and how invested, the amount and nature of the property acquired during the year immediately preceding, the amounts appropriated or expended during the year immediately preceding such date, and the purposes, objects or persons to or for which such applications, appropriations, or expenditures have been made and the names and places of residence of the persons who have been admitted to membership in the Association during such year. Such report shall be filed with the records of the Association and abstract thereof entered in the minutes of the proceedings of the annual meeting of the Association.

Section 10 - Liability

Directors and officers shall discharge duties of their position and shall not be liable if he discharges his duty under 717 and in accordance with provisions in 719 of the Not for Profit Corporation Law.

ARTICLE V - Officers

Section 1 - President

The College President or his/her designee shall be the President of the K.C.C. Association who shall serve as Chairman of the Association and who shall be chief executive officer of the Association and the Board of Directors. He/she shall sign and execute, in the name of and on behalf of the Association, all documents required by the Association and shall perform such other duties as requested by the Board of Directors or as are reasonably incidental to the office.

Where there is no duly constituted Board of Directors and where a patent emergency exits, the Chairman may make discretionary decisions with the advice of the remaining members of the Board and after consultation with student leaders subject to the full approval of the duly elected Association in the Fall.

Section 2 - Vice President

The Board of Directors shall elect one of the members of the Board as Vice President of the Association. The Vice President shall be elected for a term of one year but shall continue in office, if otherwise qualified, until his/her successor shall be duly elected and qualified. He/she shall perform the duties of the Office of the President in case of death, absence or inability of the President to act. He/she shall perform such other duties as requested by the President or the Board of Directors.

Section 3 - Secretary-Treasurer

The Secretary-Treasurer of the Board of Directors shall be the Business Manager of the College. He/she shall be the Secretary and Business and Fiscal Officer of the Association. The Board of Directors may require the Secretary-Treasurer to furnish such bond or security as it directs, for the faithful performance of his/her duties. He/she shall keep the Seal of the Association and shall, when necessary, attest to the official acts of the President and Board of Directors. He/she shall perform such other duties as requested by the President of the Board of Directors.

The Secretary-Treasurer is hereby authorized by the Board of Directors in accordance with Article VI, Section 2 of the bylaws, to invest and reinvest funds not immediately required to effect the purposes of the Association in Bank Certificates of Deposit, Bank Savings Accounts, U.S. Treasury Notes and Certificates without further action of the Directors. The Secretary-Treasurer may not utilize such funds for other than the enumerated items above without specific individual action of the Board of Directors.

Section 4 - Vacancies

A vacancy in any office shall be filled by the Board of Directors for the unexpired term in such manner as provided above for the election to such office.
ARTICLE VI – Assets and Funds

Section 1 - Ownership

No member, director, officer or employee of the Association shall have any right, title or interest in any of the assets and funds of the Association; all assets and funds of the Association shall be owned exclusively by the Association.

Section 2 - Disposition

All funds of the Association shall be deposited in an account or accounts in the name of the Association in a bank or banks designated by the President and shall be used solely to pay the proper expenses of the Association. Funds shall be withdrawn from such bank account or accounts only upon the written authorization and signatures of such other person or persons as the Board of Directors shall designate by resolution. The Secretary-Treasurer or his/her designee shall be a required signatory on all checks.

Any funds or other assets of the Association which, in the judgment of the Board of Directors, shall not immediately be required to effect the purposes of the Association, may be invested, reinvested, and administered by the Board of Directors in such securities, real estate or other investment as in the judgment of the Board of Directors is sound and proper.

Section 3 - Examinations and Audits

All books, records, and accounts of the Association shall be subject to examination and audit by the City University of New York.

Section 4 - Dissolution

In case of dissolution of the Association, surplus assets, if any, shall pass to the City University of New York for the purposes of Kingsborough Community College, pursuant to approval and order of a Justice of the Supreme Court of the State of New York.

ARTICLE VII – Amendments

Section 1 - Procedure

These bylaws may be amended only at a duly held annual or special meeting of the Association by vote, in person or by proxy, of a majority of the members of the Association eligible to vote at such a meeting, provided that the purpose of the proposed amendment has been stated in the notice of the meeting. All amendments shall be subject to the approval of the College President and the Board of Trustees of the City University of New York.

ARTICLE VIII – Robert’s Rules of Order

The Chairman shall be guided by Robert’s Rules of Order in the conduct of the Association meetings.

ARTICLE IX – Governance

The Association shall operate consistent with the bylaws, policies and regulations of the City University of New York and any policies, regulations and orders of the College.
ARTICLE I - NAME AND PURPOSE

Section 1 - Name:

This Corporation shall be known as the Fiorello H. LaGuardia Community College, Inc. hereinafter referred to as the Association.

Section 2 - Purpose:

The principal objectives and purposes of the Association are as follows:

A. To plan, develop, promote and cultivate educational and social relations among the students, faculty and staff of LaGuardia Community College, an educational unit of The City University of New York.

B. To aid the students of LaGuardia Community College by assisting them in their study, work, curricular and college-related activities, and to provide a vehicle for the orderly administration of student activity fee income, as appropriate. Any facilities provided for students shall be available to all members of the student body of Fiorello H. LaGuardia Community College without regard to membership in any organization.

C. To receive, maintain and dispose of a fund or funds of real or personal property, or both, and to apply the income and principal thereof, in whole or in part, to the various objectives herein set forth.

D. Without profit and solely as an incident to the foregoing purposes, to acquire, print, publish, manufacture, operate, conduct, engage in, circulate, distribute, deliver, and otherwise deal in and with any periodicals, magazines, journals, newspapers, circulars, pamphlets, books, music, photographs, blueprints and any other printed or duplicated matter in connection with any of the above-mentioned objectives.

E. To acquire by purchase, gift, grant, devise and/or bequest real and personal property and to accept such property for use, in fee or in trust, for the purposes of effecting any or all of its objectives.

F. To sell, mortgage, exchange, lease, convey transfer or otherwise dispose of or encumber any such property, both real and personal, as the objectives and purposes of the Association may require, subject to such limitations as may be provided by law and by the regulations of the Board of Trustees of the City University of New York.

G. To administer, invest and reinvest any and all monies, securities or properties received by it and to apply and expend the income and principal of the Association in carrying out its purpose.

H. To borrow money and to make, accept, endorse, execute and issue promissory notes and other obligations or evidences of indebtedness in payment for property acquired or money borrowed.

I. To make such rules, regulations, and bylaws, and to hire clerical and other staff and such employees as may be necessary and advisable to carry out the purposes of the Association.

J. In general, to exercise such powers as are incidental and conducive to the attainment of the objectives and purposes of the Association, provided that the Association shall not operate for profit and further provided that no part of the net earnings of the Association shall inure to the benefit of any member thereof.
K. Upon dissolution of the Association all title to any property given to, purchased or built by the Association or built from the proceeds of any loans from the Federal Government or any other source, shall pass to Fiorello H. LaGuardia Community College or to The City University of New York or any successor thereof, organized and operated exclusively for educational purposes, no part of the net earnings of which inures to the benefit of any member or individual, no substantial part of the activities of which is carrying on propaganda, or otherwise attempting to influence legislation and which does not participate in, or intervene in (including the publishing of statements) political campaigns on behalf of any candidate for public office.

Section 3 - Student Activity Fee:

The Student Activity Fee is the total of the fees for student government and other student activities. Student Activity Fees, including student government fees collected by the College shall be deposited in a college central depository and, except where earmarked by the Board of Trustees of the City University of New York, allocated by the college association budget committee subject to the review of the Association as required in these bylaws.

Section 4 - Student Activity Fee Use:

Expenditure Categories. Student activity fee funds shall be allocated and expended only for the following purpose:

a. Extracurricular educational programs;
b. Cultural and social activities;
c. Recreational and athletic programs;
d. Student government;
e. Publication and other media;
f. Assistance to registered student organizations;
g. Community service programs;
h. Enhancement of the college and university environment;
i. Transportation, administration, and insurance related to the implementation of these activities;
j. Student services to supplement or add to those provided by the university;
k. Stipends to student leaders.

Section 5 - Student Government Fee:

The student government fee is that portion of the student activity fee levied by resolution of the Board of Trustees of the City University of New York which has been established for the support of student government activities. The existing student government fees now in effect will continue until changed. Student government fees shall be allocated by the duly elected student government or each government where more than one duly elected government exists, for its own use and for the use of student organizations, as specified in section 15.2 of the Bylaws of the City University of New York, provided, however, that the allocation is based on a budget approved by the duly elected student government after notice and hearing, subject to the review of the college association. Where more than one duly elected student government exists, the college association shall apportion the student government fees to each student government in direct proportion to the amount collected from members of each student government.

Section 6 - Student Government Activity Defined:

A student government activity is any activity operated by and for the students enrolled at the College provided, (1) that such activity is for the direct benefit of the students enrolled at the College, (2) that participation in the activity and the benefit thereof is available to all students enrolled at the College or student government thereof, and (3) that the activity does not contravene the laws of the city, state or nation, or the published rules, regulations, and orders of the university or the duly established college authorities.

ARTICLE II - DIRECTORS

Section 1 - Eligibility:

The Directors of the Association shall be representative of the administration, faculty and student body of the College.
Section 2 - Termination of Membership:

Any Director of the Association who ceases to be a student, faculty or administrator of LaGuardia Community College hereof shall immediately cease to be a Director of the Association and their membership on the Board of Directors shall be deemed terminated as of that date.

ARTICLE III - DIRECTORS AND OFFICERS

Section 1 - Number:

The management of the property, affairs and concerns of the Association shall be vested in a Board of Directors composed of thirteen student, faculty and administrative members consisting of the following:

a. The Chair of the Association shall be the College President or his/her designee.

b. Three administrative members appointed by the College President.

c. Three faculty members appointed by the College President from a panel whose size is twice the number of seats to be filled and the panel is elected by the appropriate college faculty governance body.

d. Six student members comprised of the Student Government President and five other elected students. The Student Government President shall appoint the student members to the association; selecting from the elected student members of the student government and/or the College Senate.

e. Vacancies shall be filled by the College President or Student Government President as appropriate.

Section 2 - Officers:

The Chairperson, Vice Chairperson, Secretary and Treasurer shall constitute the officers of the Association. (The Vice Chairperson, Secretary and Treasurer shall be elected by the Board of Directors and shall be members of the Board of Directors. The President or his/her designee shall be the Chairperson of the Association). These officers shall constitute the Executive Committee of the Board with power to act for the Board of Directors when LaGuardia Community College classes are not in session and in emergency situations. (The faculty and administration shall make up the majority of the Executive Committee of the Association).

Section 3 - Duties and Meetings:

The Board of Directors shall have power to hold meetings at such times and places as it deems advisable, to appoint committees, to authorize proper expenditures and to take such other measures as may be necessary or proper to carry out the purposes of the Association. a. The meeting of the Board of Directors shall be held at least twice during the academic year on a designated day to be fixed by the Chairperson of the Board of Directors providing that a budget approval meeting be held during the spring semester and a budget review meeting be held towards the end of the fall semester. Special meetings may be called by the Chairperson of the Board of Directors or when requested by four Directors.

Section 4 - Quorum:

A quorum of the Board of Directors for the conduct of business during periods when classes are in session shall consist of a majority of the voting members of Board of Directors. All action must be by a majority vote. A quorum of the executive committee consists of three members of the executive committee.

Section 5 - Compensation:

No Director or Officer shall receive any compensation from the Association for service performed in their official capacity.
ARTICLE IV - BUDGETS AND PROCEDURES

Section 1 - Fiscal Year:

The fiscal year of the Association shall begin July 1st.

Section 2 - Budget Procedures:

A budget shall be proposed by a representative for each unit earmarked by the Student Activities Fees referendum of the student body.

Section 3 - Appropriations:

The minutes of the Board of Directors or the Executive Committee as submitted by the Secretary and approved by the Board of Directors or the Executive Committee shall be deemed to be official notification for the College Business Office, authorizing it to make the necessary entries for appropriations.

Section 4 - Expenditures:

The Budget Committee of the Association shall be appointed by the Board of Directors and shall establish procedures for expenditures to be implemented by the Treasurer to be made against authorized budget appropriations. All procedures will be in accordance with the Fiscal Accounting Handbook promulgated by the Chancellor of the City University of New York.

a. The Budget Committee shall be empowered to receive and review student activity fee budget requests and to develop and allocate budgets subject to the review of the Board of Directors.

b. The Budget Committee shall meet at least once per semester to monitor and review the expenditures of each earmarked unit.

c. The Budget Committee will report the expenditures status of each earmarked unit budget to the Board of Directors during the fall/winter meeting.

d. The Budget Committee shall be composed of five members consisting of Board members as follows: one administrator and one faculty member appointed by the College President, the Student Government President and two other students designated by the Student Government President.

ARTICLE V - AMENDMENTS TO BYLAWS

Section 1 - Amendments:

These bylaws may be amended by a 2/3 vote of the voting members of the Board of Directors. All amendments are subject to the approval of the College President and the Board of Trustees of the City University of New York.

Section 2 - Effective Date of Amendment:

The effective date of amendment to these bylaws shall be as provided by the Board of Trustees of the City University of New York.

ARTICLE VI - ASSETS AND FUNDS

Section 1 - Ownership:

No member, Director, Officer or employee of the Association shall have any right, title, or interest in any of the assets and funds of the Association; all assets and funds of the Association shall be owned exclusively by the Association.
Section 2 - Disposition:

All funds of the Association shall be deposited in an account or accounts in the name of the Association in a bank or banks designated by the Executive Committee of the Board of Directors and shall be used solely for the proper expenses of the Association. Funds shall be withdrawn from such bank account or accounts only on the signature of the President or Vice President of Student Government and the President, Dean of Administration or the Business Manager of the College.

Section 3 - Bonds:

The President and Vice President of Student Government, and the President, the Dean of Administration and the Business Manager of the College shall furnish appropriate bond as determined by the Executive Committee of the Board of Directors and at the expense of the Association.

ARTICLE VII - THE REVIEW AUTHORITY OF THE COLLEGE PRESIDENT OVER THE ASSOCIATION

Section 1

The President of the College shall have the authority to disapprove any student activity fee, including student government fee allocation or expenditure which in his or her opinion contravenes the laws of the city, state or nation or any bylaw or policy of the university or any policy, regulation, or order of the College. If the College President chooses to disapprove an allocation or expenditure, he or she shall consult with the General Counsel and Vice Chancellor for Legal Affairs and thereafter communicate his/her decision to the allocating body and Board of Directors of the Association.

Section 2

The President of the College shall have the authority to suspend and send back for further review any student activity fee, including student government fee, allocation or expenditure which in his or her opinion is not within the expenditure categories defined in section 16.2, Article XVI of the Bylaws of the City University of New York. The Association shall, within ten (10) days of receiving a proposed allocation or expenditure for further review, study it and make a recommendation to the President with respect to it. The College President shall thereafter consider the recommendation, consult with the General Counsel and Vice Chancellor for Legal Affairs, and thereafter communicate his/her final decision to the Board of Directors of the Association as to whether the allocation or expenditure is disapproved.

Section 3

All disapprovals exercised under this section shall be filed with the General Counsel and Vice Chancellor for Legal Affairs.

ARTICLE VIII - REFERENDA

Section 1

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.

Section 2

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 Association for implementation.
Section 3
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 the referendum shall be sent to the Board of Trustees of the City University of New York by the College President together with his/her recommendation.

Section 4
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 in a convenient time other than in conjunction with student government elections.

ARTICLE IX - DISCLOSURE

Section 1
The College President shall be responsible for the full disclosure to each of the student governments of the college of all financial information with respect to student activity fees.

Section 2
The student governments shall be responsible for the full disclosure of all financial information with respect to student government fees.

Section 3
The student activity fee allocating bodies shall be responsible for the full disclosure of all financial information to its membership, to the College and to the student governments with respect to all of its activities.

Section 4
For purposes of the foregoing paragraphs, full disclosure shall mean the presentation semi-annually of written financial statements which shall include, but need not be limited to, the source of all fee income by constituency, income from other sources creditable to student activity fee accounts, disbursements, transfers, past reserves, surplus accounts, contingency and stabilization funds. Certified independent audits performed by a public auditing firm shall be conducted at least once a year.

ARTICLE X - STIPENDS
The payment of stipends to student leaders is permitted only within those time limits and amounts authorized by the Board.

ARTICLE XI
The Association shall operate consistent with the bylaws, policies and regulations of the City University of New York and any policies, regulations, and orders of the Fiorello H. LaGuardia Community College.
THE HERBERT H. LEHMAN COLLEGE ASSOCIATION
FOR CAMPUS ACTIVITIES, INCORPORATED

ARTICLE I - Name and Purpose

Section 1. Name

This corporation shall be known as the Herbert H. Lehman College Association for Campus Activities, Inc., hereinafter referred to as the "Corporation."

Section 2. Purposes

The principal objectives and purposes of the Corporation are as follows:

1. To plan, develop, promote, and cultivate educational and social relations among the students and faculty of Lehman College of The City University of New York.

2. To aid the students and faculty of Lehman College by assisting them in their study, work, curricular, and college-related activities, and to provide a vehicle for the orderly administration of college financial affairs as appropriate. Any facilities provided for students, faculty, or staff shall be available to all members of Herbert H. Lehman College without regard to membership in any organization.

3. To review and supervise college student activity fee supported budgets.

4. To receive, maintain, and dispose of a fund or funds of real or personal property, or both, and to apply the income and principal thereof, in whole or in part, to the various objectives herein set forth.

5. Without profit and solely as an incident to the foregoing purposes, to acquire, print, publish, manufacture, operate, conduct, engage in, circulate, distribute, deliver, and otherwise deal in and with any periodicals, magazines, journals, newspapers, circulars, pamphlets, books, music, photographs, blueprints, and any other printed or duplicated matter in connection with any of the above-mentioned objects.

6. To acquire by purchase, gift, grant, devise, and/or bequest real and personal property and to accept such property for use, in fee or in trust, for the purposes of effecting any or all of its objects.

7. To sell, mortgage, exchange, lease, convey, transfer, or otherwise dispose of or encumber any such property, both real and personal, as the objects and purposes of the Corporation may require, subject to such limitations as may be provided by law and by the regulations of The City University of New York.

8. To administer, invest, and reinvest any and all moneys, securities, or properties received by it and to apply and expend the income and principal of the Corporation in carrying out its purposes, subject to such limitations as may be provided by the regulations of The City University of New York.

9. To borrow money and to make, accept, endorse, execute, and issue promissory notes and other obligations or evidences of indebtedness in payment for property acquired or money borrowed.

10. To make such rules, regulations, and bylaws, and to hire clerical and other staff and such employees as may be necessary and advisable to carry out the purposes of the Corporation.

11. In general, to exercise such powers as are incidental and conducive to the attainment of the objects and purposes of the Corporation, provided that the Corporation shall not operate for profit and further provided that no part of the net earnings of the Corporation shall inure to the benefit of any member thereof.
12. To use funds received and earnings for the use and benefit of Herbert H. Lehman College and any separate and independent organization which is supportive of or affiliated with Herbert H. Lehman College or its programs and functions, provided that such organization is (a) a Not-For-Profit Corporation of the State of New York, and (b) qualified as an organization exempt from income tax under section 501 (c) (3) of the Internal Revenue Code.

13. Upon dissolution of the Corporation all title to any property given to, purchased, or built from the proceeds of any loans from the Federal government, shall pass to Herbert H. Lehman College or to The City University of New York or any successor thereof, organized and operated exclusively for educational purposes, no part of the net earnings of which inures to the benefit of any member or individual, no substantial part of the activities of which is carrying on propaganda, or otherwise attempting to influence legislation and which does not participate in, or intervene in (including the publishing or distributing of statements) political campaigns on behalf of any candidate for public office.

All actions of the Corporation shall be subject to such policies and regulations as may be prescribed by The City University of New York.

ARTICLE II - Directors and Officers

Section 1.

The management of the property, affairs, and concerns of the Corporation shall be vested in the Board of Directors, which shall number thirteen (13) and be composed of and designated as follows:

1. the Vice-President for Student Affairs of Herbert H. Lehman College, and said person shall be the Secretary of the Board of Directors of the Corporation;

2. the Business Manager of Herbert H. Lehman College, and said person shall be the Treasurer of the Corporation;

3. one (1) administrator of Herbert H. Lehman College, designated by the President of the College, for a three-year term;

4. three (3) tenured faculty members of Herbert H. Lehman College, designated by the President of the College from a slate of six nominees elected by the faculty members of the Herbert H. Lehman College Senate, for one-year terms;

5. the President of the Campus Association for Student Activities, hereinafter referred to as CASA; and

6. five (5) student directors, and said directors shall be elected by the CASA Executive Board from among the elected members of the CASA Executive Board.

7. the College President or his/her designee, who shall be Chair.

All representatives in order to vote on the Board of Directors must be qualified according to the laws of the State of New York.

The Student Board members shall elect, by a majority vote, an a Vice-Chairman from among the student members.

In the event of a reorganization which abolishes or revises any of the offices, committees, or departments set forth in this article, the successor to the function of said office, committee, or department shall be deemed to be the office, committee, or department set forth in this Article. 5

Section 2.

The Chairman, Vice-Chairman, Secretary, Treasurer, and such additional director(s), elected by the Board from among the student directors, as are necessary to constitute an administrative/faculty majority of one shall constitute the Executive Committee of the Board with power to act for the Board of Directors between meetings of the Board.
APPENDIX L

Section 3.

The Board of Directors shall have power to hold meetings at such times and places as it deems advisable, to appoint committees, to review and supervise expenditures, and to take such other measures as may be necessary or proper to carry out the purposes of the Corporation.

The meetings of the Board of Directors shall be held at least twice a semester during the academic year on a designated day to be fixed by the Board of Directors. Special meetings may be called by the Chairman of the Board of Directors, at the request of any member of the Board of Directors, or by the Executive Committee. Notice shall be given at least seven days in advance of all meetings, unless such notice is waived in writing by at least two-thirds of the members of the Board of Directors.

Section 4.

A quorum of the Board of Directors for the conduct of business shall consist of a majority of the voting members of the Board of Directors. All actions must be by a majority vote of those members of the Board of Directors present.

Section 5.

No director or officer shall receive any compensation from the Corporation for service performed in his official Corporate capacity.

ARTICLE III - Budgets and Procedures

Section 1.

The fiscal year for the Corporation shall be July 1 - June 30.

Section 2.

There shall be a Budget Committee of the Corporation which shall consist of seven (7) members, including, ex officio, the Chairman, the Vice-Chairman, the Secretary, and the Treasurer of the Board, the CASA President, and two additional student members, designated by the student directors, to constitute a student majority of one. The Budget Committee shall receive and review student activity fee budget requests and develop and allocate a budget subject to the review and approval of the Board of Directors.

The student activity fee budget shall consist of at least two budgets: a budget for student activities and a College Purposes Fund. The student activities budget, including the CASA budget, shall be prepared by the Budget Committee after proper notice and hearing. The College Purposes budget may include up to 25% of the unearmarked student activity fees and shall be allocated by the President of the College upon presentation to the Board of Trustees of The City University of New York of a list of activities deemed essential by the President. The College purposes fund shall be allocated and administered in accordance with the Bylaws, policies, and regulations of The City University of New York.

All accounting procedures shall be in accordance with the provisions of Article XVI of the Bylaws of the Board of Trustees of The City University of New York, the Fiscal Accountability Handbook of The City University, and shall be consistent with such other policies as are followed by Herbert H. Lehman College.

Section 3.

The Secretary of the Corporation shall solicit and submit to the Budget Committee budget requests from the operating boards of the Corporation in March of each year. An opportunity shall be given to members of the campus community to submit requests for budget support. These budget requests shall be submitted to the Budget Committee for review. The Budget Committee shall develop and allocate a budget subject to the review and approval of the Board of Directors.
APPENDIX L

Section 4.

The minutes of the Board of Directors or the Executive Committee as submitted by the Secretary and approved by the Board of Directors or the Executive Committee shall be deemed to be the official notification for the appropriate offices, authorizing the necessary entries for appropriations and expenditures.

Section 5.

The Treasurer of the Corporation shall establish procedures for expenditures to be made against authorized budget appropriations, in accordance with the Fiscal Accountability Handbook of The City University.

ARTICLE IV - Amendments to Bylaws

Section 1.

These Bylaws may be amended by a two-thirds (2/3s) vote of those voting members of the Board of Directors present at any meeting or by a two-thirds (2/3s) vote by mail ballot after discussion at a preceding meeting of the Board of Directors. Amendments to these Bylaws are subject to the approval of the President of Lehman College and the Board of Trustees of The City University of New York.

Section 2.

The effective date of amendments to these Bylaws shall be as provided by the Board of Trustees of The City University of New York.

ARTICLE V - Assets and Funds

Section 1.

No member, director, officer, or employee of the Corporation shall have any right, title, or interest in any of the assets and funds of the Corporation.

Section 2.

Subject to such regulations as may be prescribed by The City University of New York, all funds of the Corporation shall be deposited in an account or accounts in the name of the Corporation in a bank or banks designated by the Treasurer of the Board of Directors and shall be used solely for the proper expenses of the Corporation. Funds shall be withdrawn from such bank account or accounts only upon the signature(s) of the Treasurer and/or his designated assistants, and such other Corporation officers as may be required by the Board of Directors.

Section 3.

The Treasurer of the Corporation and his assistants shall furnish appropriate bond as determined by the Board of Directors and at the expense of the Corporation.

Section 4.

The accounts of the Corporation shall be audited annually by outside certified public accountants engaged by the Board of Directors for that purpose.
ARTICLE VI - Governance

Section 1.

This Corporation shall operate consistent with the Bylaws, policies, and regulations of The City University of New York, and the policies, regulations, and orders of Herbert H. Lehman College.
ARTICLE I - THE BOARD OF DIRECTORS

SECTION 1. Responsibilities.

The Association shall be governed and managed by a Board of Directors which shall be responsible for the supervision and review over college student activity fee supported budgets. All budgets of college student activity fees, except where earmarked by the Board of Trustees of the City University of New York, to be allocated by another body, shall be developed and allocated by the College Student-Faculty Association budget committee and recommended to the Association for review prior to expenditure. The Association shall review all college student activity fee, including student government fee allocations and expenditures for conformance with the following expenditure categories: Extracurricular educational programs; Cultural and social activities; Recreational and athletic programs; Student government; Publications and other media; Assistance to registered student organizations; Community service programs; Enhancement of the college and university environment; Transportation, administration and insurance related to the implementation of these activities; Student Services to supplement or add to those provided by the City University of New York; Stipends to student leaders. The Association shall disapprove any allocation or expenditure it finds does not so conform, or is inappropriate, improper or inequitable.

SECTION 2. Additional Portions of Student Activity Fee.

In accordance with the resolution of June 22, 1981, of the Board of Trustees of the City University of New York, the entire student activity fee at Medgar Evers College is designated as a student government fee, with the exception of the additional University Student Senate fee. The student government fee as approved by the Board of Trustees, is allocated by the student government and only subject to review by the Association for compliance with the expenditure categories as provided in Section 1 of this Article and review by the College President, or his/her designee, for legality and compliance with the expenditure categories. If there are additional portions of the student activity fee, those portions shall be allocated by the budget committee of the college association subject to review by the Board of Directors of the Association for compliance with the expenditure categories.

SECTION 3. Number of Directors.

The number of directors constituting the entire Board of Directors of the College Association shall be thirteen (13) members. Its chairperson shall be the college president or his/her designee. There shall be an equal number of faculty and administrative members. (Three (3) administrative members of the Board of Directors shall be appointed by the College President). Three (3) faculty members shall be appointed by the College President from a panel of six faculty members nominated by the Faculty Organization of the College.

Six (6) student members are the student government president and other elected students and the student seats shall be allocated on a basis which will provide representation to each government, where more than one exists, as nearly as practicable in proportion to the student activity fees provided by the students from the respective constituencies.

The Board of Directors of the Association shall consist of the following thirteen (13) members:

The President of the College or his/her designee;

Three (3) other administrative members appointed by the President;

Three (3) faculty members appointed by the President of the College from a panel of six faculty members nominated by the Faculty Organization of the College;

The President of the Student Government Association;

Two Vice Presidents of the Student Government Association;

The Treasurer of the Student Government Association;

One Secretary of the Student Government Association;
One (1) student elected from the voting members of the student body representatives of the Student Council who are not officers of the Student Government Association.

SECTION 4. Election and Term of Office.

The five (5) student government representatives on the Board of Directors shall be elected during the annual student government elections held in April. Each director shall hold office until the expiration of his/her term of office for which he/she is elected or qualified, or until resignation or removal. One student elected by the voting student members of the Student Council shall be elected at the regular meeting of the Student Council in May and shall hold office on the Board of Directors of the Association until the expiration of his/her term of office for which they are elected to the Student Council or until resignation or removal.

SECTION 5. Removal.

Any director elected by the student body may be removed only in accordance with impeachment procedures designated within the Student Government Association's Constitution. Any administrative member of the Board of Directors may be removed by the President of the College. Any faculty member of the Board may be removed by the College President after consultation with faculty membership of the College Council.

SECTION 6. Duties.

The Board shall consider all matters referred to it from any source, or its own initiative, including any member of the Board of Directors, or any committee of the Board of Directors, the student body of the College, the faculty of the College, or from representatives of the College's administration or the community. The Board of Directors may appoint committees of the Association, and may submit recommendations on any matter affecting the common interests of the College community to the President of the College.

SECTION 7. Officers.

The officers of the Association shall be a Chairman, a Vice-Chairman, a Secretary, and the Treasurer of the SGA who shall serve as Treasurer of the Association. The Chairman shall be the college president or his/her designee. The Chairman shall preside at all meetings of the Board. In the absence of the Chairman, the Vice-Chairman shall preside. The Secretary of the Student Government shall serve as Secretary at all meetings of the Board of Directors, but in the absence of the Secretary, the presiding officer may appoint any member to act as Secretary of the meeting.

SECTION 8. Quorum.

A quorum of a majority of the members of the Board of Directors is required for the conducting of business.


Except as otherwise provided by law or by these by-laws, the vote of a majority of the directors present at the time of the vote, if a quorum is present at such time, shall be the act of the Board. Each Director present in person shall be entitled to one vote. Upon demand of a majority of Directors present a vote upon any matter shall be by secret ballot.

SECTION 10. Meetings.

The biannual meetings of the Board of Directors shall be held each semester at a place, time and date, in the months of May and December, as may be fixed by the Board of Directors, or if not so fixed, as may be determined by the Chairman of the Board of Directors. Special meetings shall be held whenever called by a majority of the Board of Directors or the Chairman of the Board of Directors. All meetings shall be open to the public, except as otherwise provided by law.
SECTION 11. Notice of Meetings.

Written notice of the place, date and hour of any meeting shall be given to each member entitled to vote at such meeting, by mailing the notice by first class mail, postage pre-paid or by personal delivery, not less than ten (10) nor more than fifty (50) days before the date of the meeting. Notice of special meetings shall indicate the purpose for which they are called and the person or persons calling the meeting.

SECTION 12. Adjournments of Meetings.

If a quorum is not present, the presiding officer may adjourn the meeting to a time fixed by him not more than ten (10) days later.

SECTION 13. Committees.

The Board of Directors shall establish such committees as maybe necessary to carry out the work of the Association. The Budget Committee shall be composed of members of the Board of Directors, including the student government president. The Budget Committee shall be chaired by the President of the Student Government Association. The Budget Committee shall make recommendations to the full college Association Board of Directors which shall establish the budget upon the approval of a vote of a majority of Directors at the Spring meeting to be held in May.

ARTICLE II - BUDGETS AND PROCEDURES

SECTION 1. Fiscal Year.

The fiscal year for the Association shall begin July 1st.

SECTION 2. Budget Procedures.

The budget of the Association shall be prepared by the designated Budget Committee and submitted to the Full College Association Board of Directors for review and approval or other disposition.

The Association may choose to not approve the budget or portions of the budget if in their opinion such items are inappropriate, improper, or inequitable. The budget shall be returned to the budget committee with the specific concerns of the Association noted for further deliberation by the budget committee and subsequent resubmittal to the Association. If the budget is not approved within thirty (30) days, those portions of the budget voted upon and approved by the college association board will be allocated. The remainder shall be held until the college association and budget committee agree.

SECTION 3. Budget Committee.

There shall be a Budget Committee of the Association, chaired by the President of the Student Government Association with the committee consisting of three (3) student Board members appointed by and including the Student Government President, and one faculty, and one Administrative board member appointed by the College President. The Committee shall:

a. establish due dates for submissions of budget request, which shall be no later than July 1.

b. review requests submitted by the various persons, divisions, agencies or groups of Medgar Evers College to the Association.

c. Compile and propose the budget to submit to the Board of Directors for its review, approval or disposition thereof.

SECTION 4. Semester Budget.

A budget shall be adopted at the beginning of each semester by the Board of Directors upon the recommendations of the Budget Committee.
SECTION 5. Budget Requests.

All budget requests will be received by the Association in writing, on or before the date indicated by the Association, and delivered to the Budget Committee for review. Approval of the request and the amount appropriated in the budget shall be the responsibility of the Board of Directors, for compliance with expenditure categories and whether it is inappropriate, improper and inequitable.

SECTION 6. Minutes.

The minutes of the Board of Directors as certified to and submitted by the Secretary and approved by the Board of Directors shall be deemed to be the official notification for the Accounting and Bursar's Offices, authorizing them to make the necessary entry for the appropriation.

SECTION 7. Expenditures.

The Treasurer of the Association shall establish procedures for expenditures to be made against authorized budget appropriations, in consultation with an accountant retained by the Association.

ARTICLE III - AMENDMENTS TO BY-LAWS

SECTION 1. Amendments.

These By-Laws may be amended by a 2/3 vote of the Board of Directors present at any meeting at which amendments have been announced, seven (7) days in advance, and a quorum is present. All amendments must be approved by the college president and by the Board of Trustees of the City University.

SECTION 2. Effective Date of Amendment.

The effective date of amendment to these By-Laws shall be as stated by the University Board of Trustees, but immediately, if not so stated.

ARTICLE IV - ASSETS AND FUNDS

SECTION 1. Ownership.

No member, director, officer or employee of the Association shall have any right, title or interest in any of the assets and funds of the Association; all assets and funds of the Association shall be owned exclusively by the Association.

SECTION 2. Disposition.

All funds of the Association shall be held in an account or accounts in the name of the Association pursuant to instructions from the Board of Directors in a bank or banks designated by the Board of Trustees of the City University of New York and shall be used solely for the proper expenses of the Association. Funds shall be expended and otherwise withdrawn from such bank account or accounts only upon the signature of those college officials duly authorized to withdraw funds. These college officials are: the President of the College, President of the Student Government, and the Treasurer of the Student Government. Two signatures are required for the withdrawal of any Association funds, one of which shall be the President of the College where his or her designee and the other shall be the Student Government President or Treasurer.


The Treasurer of the Student Government Association and anyone authorized to handle funds and his/her assistants shall furnish appropriate bond as determined by the Board of Directors and at the expense of the Association.
SECTION 4. Audit.

The accounts of the Association shall be audited annually by outside certified public accountants engaged by the Board of Directors for that purpose.

ARTICLE V - GOVERNANCE

SECTION 1. By-Laws.

The By-Laws of the Association are the governing regulations of the Association.

SECTION 2. Roberts Rules of Order.

Except as otherwise indicated in the By-Laws, Roberts Rules of Order shall govern the business and procedures of the Association.

ARTICLE VI - OFFICE AND BOOKS

SECTION 1. Office.

The office of the Corporation shall be located at such place as the Board of Directors may from time to time determine.

SECTION 2. Books.

There shall be kept at the office of the Corporation correct books of account of the activities and transactions of the Corporation including a minute book, which shall contain a copy of the Certificate of Incorporation, a copy of these by-laws, and all minutes of the members and of the Board of Directors. The Corporation shall retain the consultation and advice of an accountant and an attorney relative to the above matters.

SECTION 3. Operations.

The Association shall operate consistent with the By-laws, policies and regulations of the University, and the policies, regulations and order of the College.
THE COLLEGE ASSOCIATION OF
NEW YORK CITY TECHNICAL COLLEGE, INC.

ARTICLE I - NAME AND PURPOSES

Section 1 Name

a. This corporation shall be known as the College Association of New York City Technical College, Inc., hereinafter referred to as the "College Association".

b. The College Association shall conform to the By-Laws and policies of the City University of New York, the University Fiscal Handbook for the Control and Accountability of Student Activity Fees, the laws of the City State and Nation and any policy, regulation or order of the College.

Section 2 Purpose

The purposes of the College Association shall be:

a. To supervise and review the college's student activity fee - supported budgets. All budgets of college students activity fees, except where earmarked by the board to be allocated by another body, should be developed by a student activity group and recommended by the Budget Committee for review by the College Association prior to expenditure. The College Association shall review all college student activity fees, including student government fee allocations and expenditures for conformance with the expenditure categories defined in section 16.2 of this article, and the College Association shall disapprove any allocation it finds that does not so conform, or is inappropriate, improper or inequitable.

b. To promote and cultivate educational and social relationships among the students, faculty and staff of the New York City Technical College, hereinafter referred to as the "College".

c. To aid the student in their work, study, living, and extra-curricular activities.

d. To participate in the building and development of programs at the College.

e. To do any and all other things necessary or proper in connection with, or incidental to, any of the foregoing. The College Association shall be not-for-profit Corporation and any net income which may be derived from any of its operations in pursuance of the purposes set forth herein, shall not accrue to the benefit of any member of the College Association, but shall be used to promote the aforesaid purposes of the College Association or the College.

ARTICLE II - MEMBER OF BOARD OF DIRECTORS OF THE COLLEGE ASSOCIATION

Section 1 - Members of the Board of Directors

Members of the Board serve a term of 1 year from July 1 through June 30. The membership of the Board of Directors of the College Association, hereinafter referred to as the "Governing Board", shall be as follows:

Chair: President of the college or his/her designee.

Administration: (Administrative Members) In addition to the Chair, the President shall appoint three additional members from the College to serve on the Board of the College Association.

Faculty: Three (3) Faculty Members appointed by the College President from a panel of faculty members twice the number of designated seats elected by the College Council for a term of two (2) years. The elected faculty need not be members of the College Council. Faculty members may be reappointed, but may not serve more than three (3) consecutive terms, or six (6) years. In the event of any vacancies, the College President shall designate other faculty members.
Students: Six (6) elected student members. The six (6) student representatives shall be: SGA President (1), Treasurer (1), and four (4) students elected by the student body for the position of College Association Governing Board members in proportion to the student activity fee monies provided. All student members shall serve one (1) academic year, or upon reelection of the new Student Government Association. The term of office of student members shall be from September 1st of June 30th. See Section 4 of this article to fill student vacancies.

Section 2 - Qualifications

a. All Governing Board Members shall be members of the administration or faculty of the College except the six (6) student members who shall be over 18 years of age and elected as designated in Article II.

b. Student members shall be elected on the basis which will provide as nearly as practical representation in proportion to the student activity fee income of the prior year as contributed by the various student constituencies.

c. Student members must have at least a GPA of 2.25 at the time of election and maintain such average during term of office.

d. Student members (except the President and Treasurer of SGA) must submit a petition signed by fifty (50) students to establish candidacy for the position of College Association Governing Board membership. The petition must be approved by the Nomination and Election committee prior to running for Board membership.

Section 3 - Termination of Membership

a. Any Governing Board Member of the College Association who ceases to occupy one of the administration, faculty or student positions specified in Article II, Section I, shall be deemed terminated as of that date.

b. Any Board Member who has been found guilty of violation of any Federal, State, City, or College rules and regulations may be terminated at the discretion of the Board.

c. Any member may withdraw from the Governing Board of the College Association by presenting to the Secretary a written resignation, which shall be presented to the full Board by the Secretary at the next meeting thereof. Such resignation shall be effective upon its acceptance by the Governing Board of the College Association.

d. Any member may be suspended for a period or expelled for cause, such as violation any of the By-Laws or rules of the College Association. Such suspension or expulsion and the period thereof, shall be imposed only by the unanimous vote of the full membership of the Governing Board of the College Association with the exception of the vote by the person proposed for suspension or expulsion. At least 15 calendar days before a vote may be taken for the suspension or expulsion of a member, a statement of the charges against him/her, and a note of the time and place where the Governing Board Members propose to take action must be hand delivered and/or sent to that member by Registered Mail at his/her address. Such members shall be given the opportunity to present a defense, with or without legal representation, at the time and place mentioned in the aforesaid notice. Such expulsion or suspension shall be effective immediately upon the recording of the required affirmative vote thereupon by the members of the Governing Board of the College Association.

e. The rights of any person as a member of the Governing Board of the College Association, including his/her right to vote, shall cease immediately upon his/her termination of membership for the period of suspension.

Section 4 - Student Vacancies

Whenever a student vacancy shall occur in the Board, the executive board of the student government administration shall recommend a replacement to the Governing Board from the other elected student government officers or elected alternates as appropriate. A majority vote by the Governing Board members shall seat a recommended person as a full Board Member. This new member shall serve for the unexpired term of his/her predecessor.
ARTICLE III - POWERS AND DUTIES

Section 1 - Duties and Meetings

The Governing Board of the College Association shall have the power to hold meetings at such time and place as deemed advisable, to appoint Committees, to authorize proper expenditures and to take such other measures as may be necessary or proper to carry out the purpose of the College Association. Meetings of the Boards may be called by the Chairperson whenever he/she deems advisable. Meetings shall be called by him/her upon the written request of any four (4) Board members. Five (5) working days notice of meetings of the Board shall be served personally or mailed to all members. Board meetings shall be conducted in accordance with Robert’s Rules of Order, Revised, latest edition, unless there is a conflict between Robert’s Rules of Order and these By-Laws. In such case, the By-laws shall prevail.

Section 2 - Quorum

Seven (7) members shall constitute a quorum for the transaction of any business. Any action by this quorum shall be the action of the Board. Members must vote in person. Proxy voting is not permitted.

Section 3 - Voting Right

Each member shall have one vote, except the Chair, who shall vote only in case of a tie.

Section 4 - Assignments

The Governing Body of the College Association shall have no power to impose any liability or assignment upon any member or members of the College Association.

Section 5 - Reports

The College Association shall have prepared a report verified by the Chairperson and Treasurer of the Board and reviewed by a majority of the members showing the whole amount of real and personal property owned by it, where located and where and how invested, as well as the amount, and nature of any property acquired during the year immediately preceding the audit and the reports shall be filed with the records of the College Association.

ARTICLE IV - COMPENSATION AND INDEMNIFICATION

Section 1 - Compensation

No Board Member shall receive compensation from the College Association for services performed in his/her official capacity as a Board Member of this Association. All Board Members may be reimbursed for reasonable expenses incurred in the performance of official duties, except as stated in Article IX.

Section 2 - Indemnification

The College Association shall indemnify and hold its officers, and Board Members harmless against all cost and expenses reasonably incurred by or imposed upon him/her in connection with or resulting from any action, suit or proceeding to which he/she may be made a party by reason of his/her being or having been a member or officer of the College Association, and in addition, that he/she had no reasonable cause to believe that his/her conduct was unlawful, and further provided that such indemnification is authorized under the laws of New York State, and the Board Member or Officer complied with such terms and condition as may be imposed by the Governing of the College Association.
ARTICLE V - OFFICERS, DUTIES AND RESPONSIBILITIES

Section 1 - Chairperson

The Chairperson of the Governing Board of the College Association shall be appointed by the President of the College for a term of one (1) year. He/she shall sign and execute in the name of the College Association, and on behalf of the College Association, all documents required to be executed and shall perform such other duties as requested by the Governing Board or as reasonably incidental to his/her office. In the absence of the Chairperson, the business of the Governing Board shall be conducted by the Chairperson’s designee, who shall be an elected Board Member.

Section 2 - Treasurer

The Treasurer of the Governing Board of the College Association shall be the business and fiscal officer of the College Association. The Board shall secure such bond or bonding as may be necessary for the Treasurer to perform faithfully the duties of the position of the Treasurer shall perform such other duties as requested by the Chairperson.

Section 3 - Secretary

The Governing Board shall elect one of its members as Secretary of the College Association. He/she shall record all minutes of the meetings of the Governing Board. He/she shall attest to the official acts of the Chairperson and the Governing Board. The Secretary shall perform such other duties as requested by the Chairperson. Term of office shall be one (1) year.

Section 4

Notwithstanding the fact that officers are elected or appointed for a specific term, all elected and appointed officers serve until their replacements are elected or appointed.

ARTICLE VI - COLLEGE ASSOCIATION BUDGET COMMITTEE

Section 1

The Budget Committee is composed of members of the Governing Board with a majority of student members. This committee is empowered to receive and review student activity fee budget requests or to develop a budget subject to the review of the College Association. The College Association may choose not to approve the budget or portions of the budget if, in their opinion such items are inappropriate, improper, or inequitable. The budget shall be returned to the budget committee with the specific concerns of the College Association noted for further deliberation by the Budget Committee and subsequent resubmitted to the College Association. If the budget is not approved within thirty (30) days, those portions of the budget voted upon and approved by the College Association Board will be allocated. The remainder shall be held until the College Association and Budget Committee agree.

ARTICLE VII - ASSETS AND FUNDS

Section 1 - Ownership

No member, officer or employee of the College Association shall have any individual right to, title to, or interest in, any of the assets and funds of the College Association. All assets and funds of the College Association shall be owned exclusively by the College Association.

Section 2 - Disposition

All funds of the College Association shall be deposited in an account or accounts in the name of the College Association, in a bank or banks designated by the Governing Board, and shall be used solely to pay the proper expenses of the College Association. Funds shall be withdrawn from such bank accounts only upon the written authorization and signature of a person or persons with direct responsibility for the program and an approved representative of the allocated body. All checks must be signed by two (2) authorized signatories. Any funds or other assets of the College Association, which, in the judgment of the Governing Board, shall
not immediately be required to effect the purposes of the College Association, may be invested, reinvested and administered by the Board in such securities, real estate, or such investments as in the judgment of the Board is sound and proper.

Section 3 - Examination and Audit

a. All books, records, and accounts of the College Association shall be subject to examination and audit by a certified, independent, public auditing firm, which shall conduct said audit once a year.

b. All books, records, and accounts of the College Association shall be subject to examination and audit by the Comptroller of the City of New York at any time.

c. The College Association shall be responsible for the full disclosure of all financial information to the student body and to the Student Government(s) with respect to all of its activities, and said information shall be made available to the College upon request. (For purposes of the foregoing paragraphs, full disclosure shall mean the presentation annually of written official statements which shall include, but need not be limited to, the source of all fee income by constituency, income from other source creditable to the Student Activity Fee Accounts, disbursements, transfers, cash reserves, surplus, accounts, contingency and stabilization funds).

Section 4 - Dissolution

In case of dissolution of the College Association, the assets remaining after payment of its just debts and obligations shall be transferred to the New York Technical College or to such other not-for-profit organizations in conformance with the certificate of incorporation.

ARTICLE VIII - STUDENT ACTIVITY FEES-EXPENDITURES AND REVENUE CATEGORIES.

Section 1 - Expenditure Categories

Student Activity Fee Funds shall be allocated and expended only for the following purposes:

1. Extracurricular Education Programs;
2. Cultural and social activities;
3. Recreational and social activities;
4. Student Government;
5. Publications and other media;
6. Assistance to registered student organization;
7. Community service programs
8. Enhancement of the college and university environment
9. Transportation, administration and insurance related to the implementation of these activities;
10. Student services to supplement or add to those provided by the University;
11. Stipends to student leaders.

Section 2 - Revenue

All revenues generated by Student Activities funded through Student Activity Fees should be placed in a College Central depository subject to the control of the College Association. The application of such revenues to the account of the income generating organization shall require the specific authorization of the College Association.

b. All books, records, and accounts of the College Association shall be subject to examination and audit by the Comptroller of the City of New York at any time.
ARTICLE IX - STIPENDS

Section 1 - Payment

As per Board of Trustees By-Laws, Section 16.14, the payment of stipends to student leaders is permitted to a maximum of $2,882 per year and $1,441 per semester. The stipend policy prohibits a student leader from receiving more than one stipend concurrently.

Section 2 - Student Leaders.

For the purposes of this article, student leaders are defined as: One who is elected by the entire student body to represent the students (i.e.: the Student Government Association officers).

ARTICLE X - AMENDMENTS

Section 1 - Procedure.

These By-Laws may be amended only at a special meeting of the Governing Board of the College Association, by a 2/3 majority of the members of the Board, provided that a notice of the proposed amendments has been placed on the agenda of the meeting. All amendments must be approved by the College President and the Board of Trustees of the City University of New York.
GOVERNING DOCUMENTS OF YORK COLLEGE ASSOCIATION, INC.

Governance Structure: Corporation

Name: York College Association, Inc.

Governing Documents: Bylaws Certificate of incorporation

Governing Board: 13 members composed of:

- 7 students 1 Student government president, 3 other elected student government officers, and 3 elected student senators elected by the student government.
- 3 administrators - Dean of Administration, Dean of Students, and Business Manager or other administrators appointed at the discretion of the college president.
- 3 faculty members appointed from a panel of 6 elected by the faculty members of the College Senate.

Budget Committee: Governing Board

Officers: Chair and Secretary elected by the governing board Treasurer - Business Manager

Checks: Treasurer or his/her designee must be a signatory on all checks. Other signatories may be designated by the governing board

Approval: Proposed bylaws and certificate of incorporation have been approved by the college president and reviewed by the Board's general counsel for conformance with the Board's bylaws.

Attachments: Proposed bylaws and certificate of incorporation.

ARTICLE I - NAME & PURPOSES

Section 1 - Name:

This corporation shall be known as York College Association, Inc., hereinafter referred to as the Corporation.

Section 2 - Purposes:

The principal objectives and purposes of the Corporation are as follows:

1. To plan, develop, promote and cultivate educational and social relations among students and faculty and to exercise responsibility for the supervision, management and review of student activity fee supported budgets of York College, and educational unit of The City University of New York.

2. To aid the students and faculty of York College by assisting them in their study, work, curricular and college-related activities. Any facilities provided to students, faculty or others shall be provided without regard to membership in any organization or fraternity.

3. To receive, maintain and dispose of a fund or funds of real or personal property, or both, and to apply the income and principal thereof, in whole or in part, to the various objectives herein set forth.
4. Without profit and solely as an incident to the foregoing purposes, to acquire, print, publish, manufacture, operate, conduct, engage in, circulate, distribute, deliver and otherwise deal in and with any periodicals, magazines, journals, newspapers, circulars, pamphlets, books, music, photographs, blueprints and any other printed or duplicated matter in connection with any of the above-mentioned objects.

5. To acquire by purchase, gift, grant, devise and/or bequest real and personal property and to accept such property for use, in fee or in trust, for the purposes of effecting any or all of its objects.

6. To sell, mortgage, exchange, lease, convey, transfer or otherwise dispose of or encumber any such property, both real and personal, as the objects and purposes of the Corporation, may require, subject to such limitations as may be provided by law and by the regulations of The City University of New York.

7. To administer, invest and reinvest any and all moneys, securities or properties received by it and to apply and expend the income and principal of the Corporation in carrying out its purposes.

8. To borrow money and to make, accept, endorse, execute and issue promissory notes and other obligations or evidences of indebtedness in payment for property acquired or money borrowed.

9. To make such rules, regulations and bylaws, and to hire clerical and other staff and such employees as may be necessary and advisable to carry out the purposes of the Corporation.

10. In general, to exercise such powers as are incidental and conducive to the attainment of the objects and purposes of the Corporation, provided that the Corporation shall not operate for profit and further provide that no part of the net earnings of the Corporation shall inure to the benefit of any member thereof.

11. Upon dissolution of the Corporation all title to any property, given to, purchased or built by the Corporation, or built from the proceeds of any loans from the Federal government, shall pass to York College or to The City University of New York or any successor thereof, organized and operated exclusively for educational purposes, no part of the net earnings of which inures to the benefit of any member or individual, no substantial part of the activities of which is carrying on propaganda, or otherwise attempting to influence legislation and which does not participate in, or intervene in (including the publishing or distributing of statements) political campaigns on behalf of any candidate for public office.

ARTICLE II - DIRECTORS & OFFICERS

Section 1 - Organization & Functions of Board of Directors

The Board of Directors (hereinafter referred to as the Board) shall be the only body authorize to approve budgets and budget amendments, develop policy and procedures regarding budgetary and managerial affairs of the Corporation, and manage the properties, affairs and concerns of the Corporation subject to the terms and conditions of those sections of Article XVI of the Bylaws to The City University of New York pertaining to the general area of student activities, including the procedures for the management and control of student activity fees, revenue, allocations and expenditures. There shall be a Budget Committee as set forth below as required by said Article XVI.

A. The Board shall consist of 13 members composed to the following members:

a) Administration and Faculty (6 members) Three Administrators:

Dean of Administration
Dean of Students
Business Manager or other administrators
appointed at the discretion of the College President
Three faculty members appointed by the College President from a panel of six elected
by the faculty members of the York College senate
b) Students – Six (6) members elected by the student body as follows:

Three elected Student Government Officers including the Student Government President, Three Student Senators elected by the Student Senate

c) The President or his/her designee as Chair.

B. Budget Committee:

The Budget Committee shall consist of the following eleven (11) members of the Board of Directors: six students, three administrators appointed by the College President, and two faculty appointed by the College President. The Budget Committee shall select its chairperson from among its members.

Section 2: Duties and Meeting's

The Board shall have power to hold meetings at such times and places as it deems advisable, to appoint committees, to employ necessary employees, to authorize proper expenditures and to take such other measures as may be necessary or proper to carry out the purposes of the Corporation.

The meetings of the Board shall be held at least once a semester during the academic year on a designated day to be fixed by the Board. Special meetings shall be called by the Chair of the Board at the request of any three members of the Board.

Section 3: Quorum

A quorum of the Board for the conduct of business shall consist of a majority of the members. All action must be by a majority vote of those members present.

Section 4: Officers

The officers of the Corporation shall be a Chair, Secretary and Treasurer, elected by the Board. The Treasurer shall be the College Business Manager. The Treasurer or his/her designee shall be a signatory on all checks.

Section 5: Compensation

No director or officer shall receive any compensation from the corporation for services performed in his official capacity.

ARTICLE III - GOVERNANCE

The Corporation shall operate consistent with the Bylaws, policies and regulations of The City University of New York and any policies, regulations and orders of York College.

ARTICLE IV - AMENDMENTS

These bylaws may be amended by a 2/3 vote of the Board providing such amendments comply with Article XVI of the Bylaws of The Board of Trustees of The City University of New York. All amendments are subject to the approval of the College President and The Board of Trustees of The City University of New York.
GOVERNANCE STRUCTURE - Unincorporated Association

NAME - College Association of The Graduate School and University Center

GOVERNING DOCUMENTS - Bylaws

Governning Board -13 Members composed of:

1 Chairperson - college president or his/her designee
3 Administrators composed of:
   1 Assistant Vice President for Finance and
   2 other administrative members appointed by the president
   3 faculty members appointed from a panel of
   6 faculty elected by the Graduate council
6 students composed of:

3 co-chairs of Doctoral Students' Council and 3 students elected by the Doctoral Student's Council
representatives from elected representatives

Budget Committee - 7 board members composed of:

4 students composed of 3 Doctoral Students' co - chairs and 1 student member elected
by governing board, 1 faculty member, 1 treasurer (administration), 1 administrative
member

Executive Committee - 5 board members composed of:

1 chair of governing board, 1 treasurer, 2 student members, 1 faculty or administrative member

Officers Chair - college president or his/her designee

Vice Chair - elected by board

Treasurer - assistant vice president for finance

Secretary - elected by board

Checks - Two signatures are necessary including treasurer and treasurer of Doctoral Students' Council or other fiscal officer

ARTICLE I - NAME AND PURPOSE

Section 1 - Name

This association shall be known as the College Association of The Graduate School and University Center. It shall be referred to in this document as "the Association."

Section 2. Purpose

A The principal purpose for which this Association has been created is to concern itself with the welfare of the students of The Graduate School and University Center and with the funding of student activities and student supported projects that are dependent upon funds derived from fees other than tuition, generally referred to as Student Activities Fees and other authorized sources of income.
APPENDIX P

The Association shall have the responsibility for the supervision and review of college student activity fee supported budgets, including the review of all allocations and expenditures for conformance with permissible expenditure categories (as defined in Section 16.2 of the Bylaws of the Board of Trustees of The City University of New York) and to determine that such allocations and expenditures are not inappropriate, improper, or inequitable.

C The Association shall comply with all federal, state, and city laws and regulations and shall conform to all bylaws, policies, and regulations of the Board of Trustees of The City University of New York, including the University Fiscal Handbook for the Control and Accountability of Student Activity Fees, and to the bylaws, policies, and procedures of The Graduate School and University Center.

ARTICLE II - GOVERNING BOARD

Section I. Composition and Selection

The Governing Board of the Association shall be comprised of 13 members, as follows:

A The Chair of the Governing Board, who shall be the President of the college or his or her designee;

B Three administrative members, appointed by the President from among the administrators of the college and among whom shall be the Assistant Vice President for Finance;

C Three faculty members appointed from a panel of six faculty elected by the Graduate Council; and

D Six students, comprising the three Co-Chairs of the Doctoral Students' Council and three students elected by the Doctoral Students' Council from among the elected Doctoral Students' Council representatives.

Section 2. Terms of Office

The members of the Governing Board shall be appointed or elected annually. A governing board member's term of office shall begin upon election or with the start of the Graduate School and University Center's fiscal year, whichever comes later, and shall otherwise be commensurate with the fiscal year.

Section 3. Termination of Office and Vacancies

Any vacancy created by a termination of or resignation from membership shall be filled by appointment or selection according to the provisions of Section 1 of this Article.

ARTICLE III - OFFICERS

Section I. Chair

The President or the President's designee, as Chair, shall preside over meetings of the Governing Board.

Section 2. Vice-Chair

The Board shall elect a Vice Chair to perform such duties as the Chair or the Board may request.

Section 3. Treasurer

The Assistant Vice President for Finance or other appropriate administrative member of the Board designated by the President shall serve as Treasurer of the Association. The Treasurer shall serve as the Association's fiscal officer and business manager and shall perform such other duties as may be requested by the President or the Board. All checks must be signed by the Treasurer together with the treasurer of the Doctoral Student's Council or other fiscal officer as may be appropriate.
Section 4. Secretary

The Board shall elect a member to serve as Secretary. The Secretary shall keep a complete and accurate record of all proceedings and attendance at Board meetings and shall perform such other duties as may be requested by the Chair or the members of the Board. The minutes of each meeting are to be sent to all Board members no later than ten business days after each meeting.

ARTICLE IV - POWERS AND DUTIES

Section I. General Powers

In carrying out the purposes of the Association, the Governing Board shall have the power to hold meetings at such time and place as may be deemed advisable, to appoint committees, to authorize and approve proper expenditures, and to take such other actions as may be necessary or appropriate to carry out the purposes of the Association.

Section 2. Meetings

The Governing Board shall meet at least once each semester. The Chair shall convene a meeting of the Board whenever he or she deems it necessary or whenever requested to do so in writing by any four members of the Board.

Section 3. Voting

Seven members of the Board shall constitute a quorum for the transaction of any business by the Board. Business will be conducted by majority vote. Members must vote in person; proxy voting is not permitted.

ARTICLE V - EXECUTIVE COMMITTEE

The Executive Committee of the Association shall be comprised of:

A. the Chair of the Governing Board;
   B. the Treasurer;
   C. two (2) student members elected by the Governing Board; and
   D. one (1) faculty or administrative member elected by the Governing Board.

A majority of the members of the Executive Committee shall have the power to act for the full Board when it is unfeasible to call a meeting of the full Board. An action of the Executive Committee shall be reviewed and voted upon at the next regularly scheduled meeting of the full Board.

ARTICLE VI - BUDGET COMMITTEE

Section I. Composition and Selection

The Budget Committee of the Association shall be comprised of seven members of the Governing Board, as follows:

A. Four student members, among whom shall be the three Doctoral Students' Council Co-Chairs; the fourth student member shall be elected by the Governing Board;

B. Two administrative members, one of whom shall be the Treasurer of the Board; the second administrator shall be elected by the Governing Board; and

C. One faculty member, elected by the Governing Board.

Section 2. Responsibilities
For any portion of the student activity fee not earmarked to student government as the allocating body or other earmarked allocating body designated by the Board of Trustees, the Budget Committee shall receive and review student activity fee budget requests and develop a budget subject to the review of the Association.

ARTICLE VII – AMENDMENTS TO ASSOCIATION BYLAWS

Section 1. Amendments

These bylaws may be amended by a two-thirds vote of the full Governing Board. Such vote shall be cast during two consecutive meetings of the full Governing Board, with all members present.

Section 2. Effective Date of Amendment

Amendments shall be subject to the approval of the college president and the Board of Trustees of The City University of New York. The effective date of amendment to these bylaws shall be as stated by the Board of Trustees of The city University of New York.

Section 3. Conflicts

The Governing Board shall not adopt any new or amended bylaws, policies, or resolutions that conflict with the provisions of the Bylaws of the Board of Trustees of The City University of New York.
GOVERNING STRUCTURE – Unincorporated Association

NAME – The Queens College Association

GOVERNING DOCUMENTS – Bylaws

GOVERNING BOARD – 13 members composed of:

College president or designee
6 students composed of 5 student government, presidents and the Vice President of the Student Association (day session student government)
3 administrators appointed by the college president
3 members of the Queens College full-time faculty appointed by the college president from a panel of 6 faculty elected annually by the Academic Senate

Budget Committee – 5 board members composed of:

President of Student Association
Vice President of Student Association
one student elected by the Board from among the 4 other student government presidents
two faculty/administrators Chair elected by committee from among committee members

Officers – President of the Association and Chairperson of the Board – College President or designee.
Vice President– elected by board.
Treasurer– administrative board member appointed by the college president.

Executive Committee – The officers of the Association and such additional board members to comprise a committee which has one fewer student than the number of faculty and administrators

Checks – Signature of such person(s) as the college president shall designate

ARTICLE I – NAME AND PURPOSE

SECTION 1. NAME

This Association shall be known as THE QUEENS COLLEGE ASSOCIATION, hereinafter referred to as “Association.”

SECTION 2. PURPOSES

(a) To promote, cultivate and fund programs for the student body of Queens College, hereinafter referred to as “College,” an educational unit of The City University of New York, hereinafter referred to as “University,” which are of an educational, social, cultural or recreational nature and for expenses incident to the administration of these programs.

(b) To supervise and review all Student Activity Fee, hereinafter referred to as “Fee,” supported budgets, except for that portion of the Fee under the control of the Queens College Student Services Corporation, for compliance with established Association, College and University policies.

(c) To make such rules and regulations, and to hire such staff as may be necessary and advisable to carry out the purposes of the Association.
(d) To exercise such powers as are incidental and conducive to the attainment of the objectives and purposes of the Association, provided that the Association shall not operate for profit; and further provided that no part of net earnings of the Association shall inure to the benefit of any member thereof.

(e) The Association shall operate consistent with the Bylaws, policies and regulations of the University, and the policies, regulations and orders of the College.

*ARTICLE II – THE BOARD OF DIRECTORS*

**SECTION 1. RESPONSIBILITIES**

General management of the property, affairs, business and concerns of the Association shall be vested in the Board of Directors, hereinafter referred to as the "Board."

**SECTION 2. ORGANIZATION & FUNCTIONS**

The Queens College Association Board shall have responsibility for the oversight, supervision and review of the Fee collected by the College, and manage the properties, affairs and concerns of the Association subject to the Bylaws and policies of the University.

**SECTION 3. DUTIES**

The Board shall have power to hold meetings at such times and places as it deems advisable, to appoint an executive committee, standing committees and other committees, to employ necessary employees, to authorize proper expenditures and to take such other measures as may be necessary and proper to carry out the purposes of the Association. The Board shall keep minutes of its meetings and all actions.

Directors and officers shall discharge the duties of their respective positions in good faith and with that degree of diligence, care and skill which ordinarily prudent men and women would exercise under similar circumstances in like positions. In discharging their duties, directors and officers, when acting in good faith, may rely upon financial statements of the Association represented to them to be correct by the individuals having charge of its books of accounts, or stated in a written report by an independent public or certified accountant or firm of such accountants to fairly reflect the financial conditions of such Association.

**SECTION 4. MEMBERSHIP**

The Board shall be composed of thirteen (13) voting members, hereinafter referred to as "Directors," in accordance with University Bylaws as follows:

1. The College President or designee.

2. The five (5) student government Presidents and the Vice President of the Student Association.

3. Three (3) administrators appointed by the College President.

4. Three (3) members of the Queens College full-time Faculty appointed by the College President from a panel of six (6) Faculty elected annually by the Academic Senate. In the event the Academic Senate does not elect a full panel, the President shall appoint three (3) faculty members to serve until a full panel has been elected by the Academic Senate.

**SECTION 5. QUALIFICATIONS**

Only persons who have attained the age of majority shall be eligible to be a Director. Student members must maintain good academic standing as defined by the Academic Senate.
SECTION 6. TERMINATION OF MEMBERSHIP

(a) Any Director who ceases to occupy the position which qualified that Director to be elected or appointed pursuant to section 4 of this Article shall cease to be a Director.

(b) A member of the Faculty or Administration who has received a notice of non-reappointment shall not be eligible to serve as a Director effective the date of notification.

(c) The President may at any time remove a Director whom he/she has appointed.

(d) Any Director may withdraw from the Board by presenting to the Secretary of the Board a written resignation. Such resignation shall be effective upon receipt by the Secretary of the Board.

SECTION 7. EFFECT OF TERMINATION OR SUSPENSION

The rights of any person as a Director including the right to vote, shall cease immediately upon termination or upon employee or student disciplinary suspension for the period of suspension.

SECTION 8. VOTING RIGHTS

Each Director shall have the right to one vote. Abstentions and absences shall not be counted as negative votes.

SECTION 9. COMPENSATION

No Director shall receive any compensation from the Association for services performed in his/her official capacity.

SECTION 10. REPORTS

Pursuant to the University Bylaws and policies, the Board shall be responsible for the full disclosure of all financial information. Certified independent audits performed by a public auditing firm shall be conducted at least once a year.

SECTION 11. INSURANCE

The Association will secure and maintain the necessary insurance in order to provide indemnification and to hold harmless each of its Officers and Directors against all costs and expenses reasonably incurred by or imposed upon him/her in connection with, or resulting from, any action, suit or proceeding to which he/she may be made a party by reason of his/her service as an Officer or Director of the Association, provided that any such Officer or Director acted in good faith and within the scope of his/her duties as set forth in these Bylaws.

The Association will secure and maintain insurance in order to carry out the purposes of the Association as set forth in Section 2 of these Bylaws.

SECTION 12. TERM OF OFFICE

Except as otherwise provided for in these Bylaws, the term of office of the Directors shall be June 1 to May 31.

In the event that a person is not elected or designated to fill a position on the Board the incumbent in that category will continue to serve until a replacement is properly elected or appointed if the incumbent satisfies the requirements of the category.

SECTION 13. ACTION BY THE BOARD

(a) Except as otherwise provided for in these Bylaws, any reference to action to be taken by the Board shall mean such action at a meeting of the Board.
APPENDIX Q

(b) Except as otherwise provided for in these bylaws, the vote of a majority of the Directors present at the time of the vote, if a quorum is present at such time, shall be the act of the Board.

(c) Except as otherwise provided for in these Bylaws, Directors shall only vote in person.

(d) No portion of these Bylaws shall be construed as to allow for the use of proxies.

ARTICLE III - MEETINGS OF THE BOARD OF DIRECTORS

SECTION 1. ANNUAL MEETING

An annual meeting of the Board shall be held no later than the third Thursday of October of each year, for the purpose of receiving the annual reports and for the transaction of such other business as may properly come before such meeting. Written notice of such meeting shall be sent by mail to each person who, at the time such notice is given, is entitled to vote as a Director at such meeting. Said notice shall be sent at least ten (10) calendar days prior to the scheduled meeting. It shall be directed to each Director at the address as it appears on the records of the Association. Such notice shall state the place, date and time of the meeting.

If a quorum is not present at the scheduled time of the meeting, or if an emergency condition exists that makes it inadvisable to conduct the meeting as planned, the presiding officer shall reschedule the meeting so that it will take place within a month of the date previously stated.

SECTION 2. REGULAR MEETINGS

The time and place for holding regular meetings of the Board shall be fixed by the Board. Written notice of such meeting shall be sent by mail to each person who, at the time such notice is given, is entitled to vote as a Director at such meeting. Said notice shall be sent at least ten (10) calendar days prior to the scheduled meeting. It shall be directed to each Director at the address as it appears on the records of the Association. Such notices shall state the place, date, and time of the meeting.

SECTION 3. SPECIAL MEETINGS

A special meeting may be called at any time by the President of the Association. A special meeting may also be called by any Director upon written demand of not less than a majority of the Board. Special meetings of the Board shall be held upon twenty-four (24) hours notice to all members of the Board. Said notice shall be given personally or by electronic communication device.

SECTION 4. ACTION OF THE BOARD WITHOUT A MEETING

Any action required or permitted to be taken by the Board or any committee thereof may be taken without a meeting if all members of the Board or the committee consent in writing to the adoption of a resolution authorizing the action. The resolution and the written consents thereto by the members of the Board or committee shall be filed with the minutes of the proceedings of the Board or committee.

SECTION 5. QUORUM

The presence of seven (7) Directors shall constitute a quorum for the transaction of any business at any meeting. If a quorum is not present, the presiding officer may adjourn the meeting to a time fixed by him/her and written notice of such convened time shall be given to all Directors.

ARTICLE IV - OFFICERS OF THE ASSOCIATION

SECTION 1. PRESIDENT

The President of the College, or designee, shall be the President of the Association and Chairperson of the Board. The President of the Association shall be the Chief Executive Officer of the Association and shall preside at all meetings of the Board and the
Executive Committee. He/she shall sign and execute, in the name and on behalf of the Association all documents as required to be executed by the Association and shall perform such other duties as requested by the Board or as are generally incidental to the office.

SECTION 2. VICE PRESIDENT

The Board shall elect one of its members as Vice President of the Association. He/she shall perform the duties of the Office of the President in the absence of the President. He/she shall perform such other duties as requested by the President or the Board.

SECTION 3. SECRETARY

The Board shall elect one of its members as Secretary of the Association. He/she shall keep the Seal and official records of the Association and shall, when necessary, attest to the official acts of the President, Board, and the Association. Whenever a person is elected or appointed to the membership on the Board, the Secretary shall immediately notify such person, in writing of his/her membership in the Association. The Secretary shall be responsible for ensuring communication of all official acts of the Association and, the Board, to all concerned; shall cause to be sent out notices and minutes of all meetings; shall preside at all meetings when the President and Vice President are absent; and shall perform such other duties as requested by the President or Board.

SECTION 4. TREASURER

The Treasurer shall be one of the administrators on the Board and shall be appointed by the President of Queens College. He/she shall be the business and fiscal officer of the Association. He/she shall perform such other duties as requested by the President or Board.

SECTION 5. TERM OF OFFICE

The officers of the Board shall serve for a term of one year and shall continue in office, if otherwise qualified until their successor has been duly elected and qualified. All elected officers shall be elected at the first meeting of the Board in June.

SECTION 6. COMPENSATION

No officer shall receive any compensation from the Association for services performed in his/her official capacity.

SECTION 7. VACANCIES

A vacancy in any elected office shall be filled by the Board for the unexpired term in such manner as provided above for the election to such office.

ARTICLE V - THE EXECUTIVE COMMITTEE

SECTION 1. COMPOSITION

The officers of the Association shall constitute the Executive Committee, and such additional Board members, elected by the Board, to comprise a committee which has one fewer student than the number of faculty and administrators.

SECTION 2. DUTIES AND RESPONSIBILITIES

The Executive Committee may act on behalf of the Board in emergencies and at such times as summer vacations, if it becomes impossible to convene the Board.

The Executive Committee shall have all the authority, responsibility, rights and privileges as those vested in the Board when acting on behalf of the Board. However, all actions must be reported to the Board at its next meeting.
ARTICLE VI - STANDING COMMITTEES

SECTION 1. BUDGET COMMITTEE

(a) Duties - The Budget Committee is the allocating body of the Association for all student activity fee funds except where a component of the student activity fee is earmarked by the University to be allocated by a body other than the Association. A budget adopted by another allocating body is subject to review by the Board for conformance with the expenditure categories set forth in the University Bylaws (Section 16.2) and the Board shall disapprove any allocation or expenditure it finds does not so conform, or is inappropriate, improper or inequitable. The provisions of this paragraph do not apply to the Student Union fee which is administered by the Queens College Student Services Corporation.

(b) Composition - The Budget Committee shall be composed of five (5) members of the Board, elected by the Board, as follows:

President and Vice President of Student Association
One (1) student elected by the Board from among the four (4) other student government presidents with each student government represented once every four years
Two (2) faculty/administrators

(c) Chair - The Chair of the Budget Committee shall be elected by the Committee from among the Committee members.

SECTION 2. EQUIPMENT COMMITTEE

(a) Duties - The Equipment Committee shall be responsible for advising the Board on all purchases by the College Association and its funded student organizations involving equipment valued in excess of $100.00.

(b) Composition - The Equipment Committee shall be composed of five (5) members of the Queens College community, one of which must be a member of the Board, elected by the Board as follows:

Two (2) students representing the Day Student Association
One (1) student elected from among the four (4) other student governments, Two (2) faculty/administrators

(c) Chair - The Chair of the Equipment Committee shall be elected by the Committee from among those members of the Committee who are also Board members.

SECTION 3. TERM OF OFFICE

The term of office shall be for one year - June 1 through May 31.

SECTION 4. VACANCIES

The Board shall fill any vacancies that may occur from the constituency in which the vacancy occurred.

ARTICLE VII - ASSETS AND FUNDS

SECTION 1. FISCAL YEAR

The Fiscal Year shall be July 1 through June 30.

SECTION 2. OWNERSHIP

No Director, officer or employee of the Association shall have any right, title or interest in any of the assets and funds of the Association; all assets and funds of the Association shall be owned exclusively by the Association.
SECTION 3. DISPOSITION

All funds of the Association shall be deposited in account(s) in the name of the Association in bank(s) designated by the Board and shall be used solely to pay the proper expenses of the Association. Funds shall be withdrawn from such bank account(s) only upon written authorization and signature of such person(s) as the President of the College shall designate.

SECTION 4. EXAMINATION AND AUDITS

All books, records, and accounts of the Association shall be subject to examination and audit by the Comptroller of the State of New York, the Central Office of the University, the Treasurer of the Association, the Board, or the College. The books and records of the Association will be made available to independent CPA auditors as decided upon by the Board. Such inspection shall be subject to written notice provided at least three (3) working days in advance.

SECTION 5. DISSOLUTION

In case of dissolution of the Association, the assets remaining after payment of its just debts and obligations shall be transferred to the College.

ARTICLE VIII - AMENDMENTS

SECTION 1. PROCEDURE

These Bylaws may be amended only at a duly held annual or regular meeting of the Board by an affirmative vote, in person of nine (9) members of the Board, provided that the proposed amendment has been fully stated in the notice of the meeting, given at least ten (10) days in advance. These Bylaws shall conform with the laws of the City and State of New York, and the Bylaws and regulations of the University, and the policies and regulations of the College. All amendments must be approved by the President of the College and by the Board of Trustees of the University. The effective date of amendments to these Bylaws shall be as stated by the Board of Trustees of the University.

ARTICLE IX - RULES OF ORDER

SECTION 1. RULES OF ORDER

GOVERNANCE STRUCTURE - Unincorporated Association

NAME - The Queens College Auxiliary Enterprise Association

GOVERNING DOCUMENTS - Bylaws

GOVERNING BOARD - 13 members composed of:

College President or designee 5 student government presidents
Vice President of the Student Association (day session student government)
4 administrators appointed by the college president
2 members of the Queens College full-time faculty appointed by the College from a panel of 4 faculty elected
annually by the Academic Senate Officers - President of Association and Chairperson of Board and Budget
and Contract Committee - College President or designee.
Vice President - elected by board.
Secretary - elected by board.
Treasurer - administrative board member appointed by college president.

Executive Committee - The Officers of the Association and additional board members elected by the board to comprise a
committee which has one fewer student than number of faculty and administrators

Budget and Contract Committee - The Board of Directors

Checks - Signature of such person(s) as the college president shall designate

Auxiliary Enterprises - Bookstore Operations, Food Services, Game Room

ARTICLE I - NAME AND PURPOSE

SECTION 1. NAME

This Association shall be known as The Queens College Auxiliary Enterprise Association, hereinafter referred to as the "Association."

SECTION 2. PURPOSES

(a) To provide such services and facilities to the students, faculty, and staff of Queens College, hereinafter referred to as "College," an educational unit of the City University of New York, hereinafter referred to as "University," and its community as may be authorized on behalf of and agreed to by the College by the direct or indirect operation of bookstore, food services, game room, and other auxiliary services authorized by the College in campus locations determined by the College.

(b) Through the provision of auxiliary enterprise services and the use and allocation of auxiliary enterprise revenues, to assist in developing, improving and increasing the programs, resources and facilities of the College to enable it to provide more extensive educational opportunities and services to its students, faculty, staff, and others in the college community.

(c) To make such rules and regulations, and to hire such staff as may be necessary and advisable to carry out the purposes of the Association.

(d) To exercise such powers as are incidental and conducive to the attainment of the objectives and purposes of the Association, provided that the Association shall not operate for profit; and further provided that no part of net earnings of the Association shall inure to the benefit of any member thereof.
(e) The Association shall operate consistent with the Bylaws, policies and regulations of The University, and the policies, regulations and orders of The College.

ARTICLE II - THE BOARD OF DIRECTORS

SECTION 1. RESPONSIBILITIES

General management of the property, affairs, business and concerns of the Association shall be vested in the Board of Directors, hereinafter referred to as the "Board."

SECTION 2. ORGANIZATION & FUNCTIONS

The Queens College Auxiliary Enterprise Board shall have responsibility for the oversight, supervision and review over college auxiliary enterprises authorized by the College, and manage the properties, affairs and concerns of the Association subject to the Bylaws and policies of the University. All budgets of auxiliary enterprise funds and all contracts for auxiliary enterprises shall be developed by the auxiliary enterprise budget and contract committee of the Board and reviewed and approved by the Board prior to encumbrance or expenditure.

SECTION 3. DUTIES

The Board shall have power to hold meetings at such times and places as it deems advisable, to appoint an executive committee, standing committees and other committees, to employ necessary employees, to authorize proper expenditures and to take such other measures as may be necessary and proper to carry out the purposes of the Association. The Board shall keep minutes of its meetings and all actions.

Directors and officers shall discharge the duties of their respective positions in good faith and with that degree of diligence, care and skill which ordinarily prudent men and women would exercise under similar circumstances in like positions. In discharging their duties, directors and officers, when acting in good faith, may rely upon financial statements of the Association represented to them to be correct by the individuals having charge of its books of accounts, or stated in a written report by an independent public or certified accountant or firm of such accountants to fairly reflect the financial conditions of such Association.

SECTION 4. MEMBERSHIP

The Board shall be composed of thirteen (13) voting members, hereinafter referred to as "Directors," in accordance with University Bylaws as follows:

1. The College President or designee.

2. The five (5) student government Presidents and the Vice President of the Student Association.

3. Four (4) administrators appointed by the College President.

4. Two (2) members of the Queens College full-time Faculty appointed by the College President from a panel of four (4) Faculty elected annually by the Academic Senate. In the event the Academic Senate does not elect a full panel, the President shall appoint two (2) faculty members to serve until a full panel has been elected by the Academic Senate.

SECTION 5. QUALIFICATIONS

Only persons who have attained the age of majority shall be eligible to be a Director. Student members must maintain good academic standing as defined by the Academic Senate.
SECTION 6. TERMINATION OF MEMBERSHIP

(a) Any Director who ceases to occupy the position which qualified that Director to be elected or appointed as Director pursuant to section 4 of this Article, shall cease to be a Director.

(b) A member of the Faculty or Administration who has received a notice of non-reappointment shall not be eligible to serve as a Director effective the date of notification.

(c) The President may at any time remove a Director whom he/she has appointed.

(d) Any Director may withdraw from the Board by presenting to the Secretary of the Board a written resignation. Such resignation shall be effective upon receipt by the Secretary of the Board.

SECTION 7. EFFECT OF TERMINATION OR SUSPENSION

The rights of any person as a Director including the right to vote, shall cease immediately upon termination or upon employee or student disciplinary suspension for the period of suspension.

SECTION 8. VOTING RIGHTS

Each Director shall have the right to one vote. Abstentions and absences shall not be counted as negative votes.

SECTION 9. COMPENSATION

No Director shall receive any compensation from the Association for services performed in his/her official capacity.

SECTION 10. REPORTS

Pursuant to the University Bylaws and policies, the Board shall be responsible for the full disclosure of all financial information. Certified independent audits performed by a public auditing firm shall be conducted at least once a year.

SECTION 11. INSURANCE

The Association will secure and maintain the necessary insurance in order to provide indemnification and to hold harmless each of its Officers and Directors against all costs and expenses reasonably incurred by or imposed upon him/her in connection with, or resulting from, any action, suit or proceeding to which he/she may be made a party by reason of his/her service as an Officer or Director of the Association, provided that any such Officer or Director acted in good faith and within the scope of his/her duties as set forth in these Bylaws.

The Association will secure and maintain insurance in order to carry out the purposes of the Association as set forth in Section 2 of these Bylaws.

SECTION 12. TERM OF OFFICE

Except as otherwise provided for in these Bylaws, the term of office of the Directors shall be June 1 to May 31.

In the event that a person is not elected or designated to fill a position on the Board the incumbent in that category will continue to serve until a replacement is properly elected or, appointed if the incumbent satisfies the requirements of the category.

SECTION 13. ACTION BY THE BOARD

(a) Except as otherwise provided for in these Bylaws, any reference to action to be taken by the Board shall mean such action at a meeting of the Board.
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(b) Except as otherwise provided for in these Bylaws, the vote of a majority of the directors present at the time of the vote, if a quorum is present at such time, shall be the act of the Board.

c) Except as otherwise provided for in these Bylaws, directors shall only vote in person.

d) No portion of these Bylaws shall be construed as to allow for the use of proxies.

ARTICLE III - MEETINGS OF THE BOARD OF DIRECTORS

SECTION 1. ANNUAL MEETING

The annual meeting of the Board shall be held no later than the third Wednesday of October of each year for the purpose of receiving the annual reports and for the transaction of such other business as may properly come before such meeting. Written notice of such meeting shall be sent by mail to each person who, at the time such notice is given, is entitled to vote as a Director at such meeting. Said notice shall be sent at least ten (10) calendar days prior to the scheduled meeting. It shall be directed to each Director at the address as it appears on the records of the Association. Such notice shall state the place, date, time of the meeting.

If a quorum is not present at the scheduled time of the meeting, or if an emergency condition exists that makes it inadvisable to conduct the meeting as planned, the presiding officer shall reschedule the meeting so that it will take place within a month of the date previously stated.

SECTION 2. REGULAR MEETINGS

The time and place for holding regular meetings of the Board shall be fixed by the Board. Written notice of such meeting shall be sent by mail to each person who, at the time such notice is given, is entitled to vote as a Director at such meeting. Said notice shall be sent at least ten (10) calendar days prior to the scheduled meeting. It shall be directed to each Director at the address as it appears on the records of the Association. Such notices shall state the place, date, and time of the meeting.

SECTION 3. SPECIAL MEETINGS

A special meeting may be called at any time by the President of the Association. A special meeting may also be called by any Director upon written demand of not less than a majority of the Board. Special meetings of the Board shall be held upon twenty-four (24) hour notice to all members of the Board. Said notice shall be given personally or by electronic communication device.

SECTION 4. ACTION OF THE BOARD WITHOUT A MEETING

Any action required or permitted to be taken by the Board or any committee thereof may be taken without a meeting if all members of the Board or the committee consent in writing to the adoption of a resolution authorizing the action. The resolution and the written consents thereto by the members of the Board or committee shall be filed with the minutes of the proceedings of the Board or committee.

SECTION 5. QUORUM

The presence of seven (7) Directors shall constitute a quorum for the transaction of any business at any meeting. If a quorum is not present, the presiding officer may adjourn the meeting to a time fixed by him/her and written notice of such convened time shall be given to all Directors.
ARTICLE IV - OFFICERS OF THE ASSOCIATION

SECTION 1. PRESIDENT
The President of the College, or designee, shall be the President of the Association and Chairperson of the Board and of the Budget and Contract Committee. The President of the Association shall be the chief executive officer of the Association and shall preside at all meetings of the Board, the Executive Committee, and the Budget and Contract Committee. He/she shall sign and execute, in the name and on behalf of the Association, all documents as required to be executed by the Association and shall perform such other duties as requested by the Board or as are generally incidental to the office.

SECTION 2. VICE PRESIDENT
The Board shall elect one of its members as Vice President of the Association. He/she shall perform the duties of the Office of the President in the absence of the President. He/she shall perform such other duties as requested by the President or the Board.

SECTION 3. SECRETARY
The Board shall elect one of its members as Secretary of the Association. He/she shall keep the Seal and official records of the Association and shall, when necessary, attest to the official acts of the President, Board, and the Association. Whenever a person is elected or appointed to the membership on the Board, the Secretary shall immediately notify such person, in writing of his/her membership in the Association. The Secretary shall be responsible for ensuring communication of all official acts of the Association and the Board to all concerned; shall cause to be sent out notices and minutes of all meetings; shall preside at all meetings when the President and Vice President are absent; and shall perform such other duties as requested by the President or Board.

SECTION 4. TREASURER
The Treasurer shall be one of the administrators on the Board and shall be appointed by the President of Queens College. He/she shall be the business and fiscal officer of the Association. He/she shall perform such other duties as requested by the President or Board.

SECTION 5. TERM OF OFFICE
The officers of the Board shall serve for a term of one year and shall continue in office, if otherwise qualified until their successor has been duly elected and qualified. All elected officers shall be elected at the first meeting of the Board in June.

SECTION 6. COMPENSATION
No officer shall receive any compensation from the Association for services performed in his/her official capacity.

SECTION 7. VACANCIES
A vacancy in any elected office shall be filled by the Board for the unexpired term in such manner as provided above for the election to such office.

ARTICLE V - THE EXECUTIVE COMMITTEE

SECTION 1. COMPOSITION
The officers of the Association shall constitute the Executive Committee, and such additional Board members, elected by the Board, to comprise a committee which has one fewer student than the number of faculty and administrators.
SECTION 2. DUTIES AND RESPONSIBILITIES

The Executive Committee may act on behalf of the Board in emergencies and at such times as summer vacations, if it becomes impossible to convene the Board.

The Executive Committee shall have all the authority, responsibility, rights and privileges as those vested in the Board when acting on behalf of the Board. However, all actions must be reported to the Board at its next meeting.

ARTICLE VI - MANAGEMENT AND DISBURSEMENT OF FUNDS

(a) All budgets of auxiliary enterprise funds and all contracts for auxiliary enterprises shall be developed by the Budget and Contract Committee and reviewed and approved by the Board prior to expenditure or execution. After a contract has been executed, implementation of the operations of auxiliary enterprises shall be under the jurisdiction of the Treasurer.

(b) The minutes of the Board as submitted by the Secretary and approved by the Board shall be deemed to be the official notification for the Treasurer authorizing him/her to make the necessary entry for the appropriation.

(c) The Treasurer of the Board shall establish procedures for expenditures. Generally accepted accounting and investment procedures shall be employed.

ARTICLE VII - STANDING COMMITTEES

SECTION 1. BUDGET AND CONTRACT COMMITTEE

(a) Duties - The Budget and Contract Committee shall be empowered to develop all contract and budget allocation proposals.

(b) Composition - The Board of Directors shall act as the Budget and Contract Committee.

SECTION 2. FOOD SERVICES COMMITTEE

(a) Duties - The role of the Food Services Committee is to advise the Board on the quality of service and make recommendations on such matters as the awarding of contracts, hours of operation, and related matters.

(b) Composition - The Food Services Committee shall be composed of five (5) members of the Queens College Community, one of which must be a member of the Board, elected by the Board as follows:

Two (2) students representing the Day Student Association
One (1) student elected from among the four (4) other student governments
Two (2) faculty/administrators

(c) Chair - The Chair of the Food Services Committee shall be elected by the Committee from among those members of the Committee who are also Board members.

SECTION 3. THE BOOK STORE AND GAME ROOM COMMITTEE

(a) Duties - The role of the Book Store and Game Room Committee is to advise the Board on the quality of service and make recommendations on such matters as the awarding of contracts, hours of operation, and related matters.

(b) Composition - The Book Store and Game Room Committee shall be composed of five (5) members of the Queens College Community, one of which must be a member of the Board, elected by the Board as follows:

Two (2) students representing the Day Student Association
One (1) student elected from among the four (4) other student governments
Two (2) faculty/administrators
(c) Chair - The Chair of the Book Store and Game Room Committee shall be elected by the Committee from among those members of the Committee who are also Board members.

SECTION 4. Term of Office

The term of office shall be for one year – June 1 through May 31.

SECTION 5. Vacancies

The Board shall fill any vacancies that may occur from the constituency in which the vacancy occurred.

ARTICLE VIII – ASSETS AND FUNDS

SECTION 1. FISCAL YEAR

The Fiscal Year shall be July 1 through June 30.

SECTION 2. OWNERSHIP

No Director, officer or employee of the Association shall have any right, title or interest in any of the assets and funds of the Association; all assets and funds of the Association shall be owned exclusively by the Association.

SECTION 3. DISPOSITION

All funds of the Association shall be deposited in account(s) in the name of the Association in bank(s) designated by the Board and shall be used solely to pay the proper expenses of the Association. Funds shall be withdrawn from such bank account(s) only upon written authorization and signature of such person(s) as the President of the College shall designate.

SECTION 4. EXAMINATION AND AUDITS

All books, records, and accounts of the Association shall be subject to examination and audit by the Comptroller of the State of New York, the Central Office of the University, the Treasurer of the Association, the Board or the College. The books and records of the Association will be made available to independent CPA auditors as decided upon by the Board. Such inspection shall be subject to written notice provided at least three (3) working days in advance.

SECTION 5. DISSOLUTION

In case of dissolution of the Association, the assets remaining after payment of its just debts and obligations shall be transferred to the College.

ARTICLE IX – AMENDMENTS

SECTION 1. PROCEDURE

These Bylaws may be amended only at a duly held annual or regular meeting of the Board by an affirmative vote, in person of nine (9) members of the Board, provided that the proposed amendment has been fully stated in the notice of the meeting, given at least ten (10) days in advance. These Bylaws shall conform with the laws of the City and State of New York, and the Bylaws and regulations of the University, and the policies and regulations of the College. All amendments must be approved by the President of the College and by the Board of Trustees of the University. The effective date of amendments to these Bylaws shall be as stated by the Board of Trustees of the University.

ARTICLE X - RULES OF ORDER

GOVERNING DOCUMENT OF
THE UNIVERSITY SCHOOL OF LAW AT QUEENS COLLEGE

GOVERNANCE STRUCTURE - Unincorporated Association

NAME - City University School of Law at Queens College Association

GOVERNING DOCUMENTS - Bylaws

GOVERNING BOARD - 13 Members composed of:

1) Dean or his/her designee as Chair
2) 3 administrators consisting of the Associate Dean of Academic Affairs, Associate Dean of Administration, and Assistant Dean of Students
3) 3 faculty members appointed by Dean from a panel of 6, faculty members elected by Law School Faculty
4) 6 students elected by the student body (two from each year)

Budget Committee - 7 Members composed of:

1) Assistant Dean of Student Affairs
2) 6 students elected by the student body (two from each year)

ARTICLE I - NAME AND PURPOSE

Section 1. Name

The organization's official name shall be the City University School of Law at Queens College Association; its short name shall be the CUNY Law School Association, and hereinafter in these Bylaws it shall be called the "Association".

Section 2. Purposes

The Association shall have responsibility for the supervision and review over Law School student activity fee supported budgets and for the oversight, supervision and review over Law School college association service. The Association shall operate in the manner prescribed by the Board of Trustees of the City University as stated in Board of Trustees Bylaws, resolutions, and the City University Fiscal Handbook for the Control and Accountability of Student Activity Fees, and policies, regulations and orders of the College.

The purpose of this Association are educational within the meaning of Section 501 (c)(3) of the Internal Revenue Code and its regulations and within this meaning it is the purpose of the Association to carry out the activities listed below in order to promote and cultivate student activities and the quality of education for the students at the City University School of Law at Queens College:

a) To fund programs of the student body at the Law School which are of an educational, recreational, social or cultural nature and for expenses incident to the administration of these programs.

b) To operate and/or fund the cafeteria, and other college association services which serve the needs of the students and/or other members of the Law School Community.

c) To hold and administer real and personal property in connection with carrying out its purposes.

d) In aid of the foregoing purposes, the Association shall have the power to do everything and anything reasonably and lawfully necessary, proper, suitable or convenient for the achievement of the purposes above stated, or for any of them, or for the furtherance of the said purposes.
ARTICLE II - OFFICES

Section 1 Principal Office

The principal office and central depository of the Association shall be the Business Office of the Law School located at 65-21 Main Street, Flushing, New York 11367.

Section 2 Additional Offices

The Association may also have offices and places of business at such other places, within or without the State of New York, as the members may from time to time determine.

ARTICLE III - MEMBERSHIP

Section 1 Law School Association

The Association shall consist of thirteen (13) members as follows:

a The Dean as chair or his/her designee
b The Associate Dean of Academic Affairs
c The Associate Dean of Administration
d The Assistant Dean of Students
e Three faculty members appointed by the Dean from a panel of six faculty members elected by the Law School Faculty. The Dean shall fill any vacancies that may occur during the year from the remaining members of the panel.
f Two first year students elected at-large by the student body before the end of the spring semester for a one year term of office that begins on July 1.
g Two second year students elected at-large by the student body before the end of the spring semester for a one year term of office that begins on July 1.
h Two first year students elected at-large by the student body before the end of September for a one year term of office that begins on October 1.
i The Association shall fill, for their unexpired term, from the appropriate class, any vacant student seat(s) that may occur during the year.

Section 2 The Association Budget Committee

The budget committee members shall be Association members, it shall select its own chair and be composed of:

a The Assistant Dean of Student Affairs.
b Two first year students elected at-large by the student body before the end of the spring semester for a one year term of office that begins on July 1.
c Two second year students elected at-large by the student body before the end of the spring semester for a one year term of office that begins on July 1.
d Two first year students elected at-large by the student body before the end of September for a one year term of office that begins on October 1.

ARTICLE IV - POWERS AND EXPENDITURE CATEGORIES

Section 1 Powers

a The Association shall review student activity fee allocations and expenditures recommended by the Budget Committee to insure conformance with the expenditure categories listed in Section 2 of this Article. The Association shall disapprove any allocation or expenditure it finds does not so conform, or is inappropriate, improper, or inequitable. Where the Association disapproves any budget or portions of budget, the entire budget shall be returned to the budget committee with the specific concerns of the
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Association noted for further deliberation by the budget committee and subsequent resubmission to the Association. If the budget is not approved within thirty (30) days those portions of the budget voted upon and approved by the Association will be allocated. The remainder shall be held until the Association and the budget committee agree.

b The Association shall review, amend or approve all budgets of college association services funds and all contracts for college association services prior to expenditure or execution.

c The budget committee shall be empowered to receive and review student activity fee budget requests and to develop and allocate a budget subject to the review of the Association.

Section 2 Expenditure Categories

Student activity fee funds shall be allocated and expended only for the following purposes:

a. Extracurricular educational programs;
b. Cultural and social activities;
c. Recreational and athletic programs;
d. Student government;
e. Publications and other media;
f. Assistance to registered student organizations;
g. Community service programs;
h. Enhancement of the Law School and University environment;
i. Transportation, administration and insurance related to the implementation of these activities;
j. Student services to supplement or add to those provided by the University;
k. Stipends to student leaders.

Section 3. Parliamentary Authority


ARTICLE V – BUDGET PROCEDURE

Section 1. Public Notice

At least two weeks before budget requests are due, the budget committee shall distribute public notice to each organization and all students regarding the timetable and procedure to be followed to request funds. The notice shall contain:

a. The budget period;
b. Date by which budget requests must be submitted;
c. The place to submit budget requests;
d. Dates of public hearings to be held;
e. A budget request form listing the names of budget line items which those requesting funds must use.

Section 2. Proposed Budgets

Each organization or individual seeking funds must submit a written budget proposal to the budget committee, within the time prescribed, that contains the following information:

a. Name of organization or individual requesting funds.
b. Names of officer(s) authorized to sign for expenditures.
c. Size of membership.
d. Purposes of the organization and program(s) for which funds are requested.
e. Other anticipated funding sources.
f. Requested budget allocations by line item in the form required by the budget committee.
Section 3. Budget Hearings

The budget committee shall hold public hearings to review all budget requests at the time, place and date that it had announced under Section 1(d) of this Article.

Section 4. Tentative Allocations

After the budget hearings have been held the budget committee shall decide tentative allocations for each request and shall notify each organization or individual of its tentative decision. Each organization or individual shall be required to submit a revised budget on a line by line basis totaling no more than the tentative allocation, for final review by the budget committee.

Section 5. Final Budget

The budget committee shall review the line by line revised budget and either amend or approve it. It shall recommend its final budget to the Association for review as specified under Section 1 of Article IV.

Section 6. Modification of Final Budget

During the period for which the budget was approved, should it be necessary to modify the final approved budget, adjustments may only be recommended by the budget committee for approval by the Association before any changes are authorized; except that the Association shall permit administrative authorization of discretionary transfers between budget lines within the total budget of up to fifteen (15%) percent of the total budget, upon the approval of any of the ex-officio members of the Association.

ARTICLE VI - APPROVAL AND AMENDMENT

Section 1. Approval

These Bylaws shall be considered approved upon review of the Board's General Counsel and upon adoption by the Board of Trustees of the City University of New York.

Section 2. Amendment

a The membership of the Association shall have the right to recommend to the Dean amendments to these Bylaws.

b The Dean shall have the right to recommend to the President of Queens College and the Board of Trustees amendments to these Bylaws.

c Bylaw amendments shall be considered approved upon review by the Board's General Counsel and upon adoption by the Board of Trustees of the City University of New York.