

# ***CONSTITUTION OF THE HUNTER COLLEGE UNDERGRADUATE STUDENT GOVERNMENT***

## **PREAMBLE**

Whereas:

1. The Hunter College Undergraduate Student Government. (USG) formerly know as the Day Session Student Government (DSSG) and the Evening Session Student Government (ESSG) is the officially recognized, democratically elected student representation for all Hunter undergraduate, matriculated and non-matriculated students; and
2. It is responsible for the protection of students' rights, students' welfare, student involvement in academic policy and curriculum formation, and an awareness of local, national and International affairs of significance to students.

Therefore, this constitution is the governing instrument of the Undergraduate Student Government and may be amended only In accordance with the guidelines herein.

## **ARTICLE I OFFICERS: EXECUTIVE BOARD MEMBERS**

There shall be a President, Vice President, Evening Affairs Commissioner, Finance Commissioner, External Affairs/Public Relations Commissioner, Student Welfare/Academic Affairs Commissioner, Student Activities/Cultural Affairs Commissioner and Brookdale Commissioner.

## **ARTICLE II REPRESENTATION**

- A. The Senate shall be apportioned so that each class group (i.e., Freshmen, Sophomore, Junior and Senior) shall be represented by four Senators to be elected from said groups at large. (16 Total)
- B. Students who, in the Spring Semester, when elections are being held will have less than twenty (20) credits by the end of that semester may run for two (2) freshmen senator seats.
- C. At the first Senate meeting of the new USG at the beginning of the year, the other two freshmen seats will be filled by two (2) first semester freshmen to be elected by the USG Senate. Notice of the availability of these positions should be as broad as possible so that as many freshmen as would like to run may do so.
- D. Executive Board Members shall be elected from and by the body at large.
- E. The elections shall take place between the first week and the third week of April.

## **ARTICLE III SENATE POWERS AND DUTIES**

- A. The Senate shall appropriate all funds for student activities, within two-week period form the time the dollar amount available for said student activity is made known by the Business Office and no more that one week after the FCB budget proposal.
- B. Shall approve all USG budgets as long as they:
  1. Adhere to CUNY By-Laws, and
  2. Were reviewed by the Executive Board; and
  3. All figures (i.e. Totals, Balances, etc.) match and there are no discrepancies apparent
- C. The Senate shall take any action necessary to protect and represent the students of Hunter College and their interests, as long as the said actions do not conflict with this constitution.
- D. Each senator must serve on at least one but no more than three commissioners' standing committees.

- E. The representatives of the Student Senate must meet at least once per semester in general assembly with the student body at large.
- F. Each senator has one vote in HCSS meetings.

#### **ARTICLE IV SENATE INTERNAL STRUCTURE**

- A. There shall be a presiding officer of the Senate nominated by the Senate at large and approved by the Executive Board. The Senate Chair shall be a liaison between the Student Senate and the Executive Board. This Chairperson shall conduct Senate meetings, prepare and distribute the agenda two days prior to the meeting and keep an accurate record of attendance. She/he shall sit on the Executive Board and carry one vote.
- B. There shall be two rotating secretaries to record the minutes of the Senate meetings who will be elected by the Senate members at large.
- C. Senate meetings shall run according to Robert's Rules of Order.

#### **ARTICLE V SENATE MEETING PROCEEDINGS**

- A. Senate meetings are to be called by the Chairperson at least twice a month. The Chairperson can call an emergency meeting to handle any and all Senate business.
- B. Quorum for Senate meetings will be constituted by ½ of the represented body plus 1.

#### **ARTICLE VI MEMBERS OF THE EXECUTIVE BOARD**

##### **A. EXECUTIVE BOARD INTERNAL STRUCTURE**

1. Any and all decisions to be made are to be determined by a majority vote of the Executive Board.
2. All Executive Board members shall have one vote and no veto power.
3. The Executive Board shall serve as the governing body over all USG policies and procedures, with all policies and procedures to be implemented by a majority vote of the body at large.
4. There will be a rotating agenda writer and chair of the Executive Board meetings to be elected by the body at large at the previous meeting.
5. Quorum shall be constituted by ½ of the represented body plus 1.

##### **B. COMMISSIONERS**

1. Shall be the official representatives of the Hunter College (HC) student body.
2. Shall be responsive to all current issues in which either student or specific Senate opinion is voiced and shall carry out any necessary and appropriate action, as determined by a majority vote of the Executive Board.
3. Shall make themselves available and accessible to the student body at large.
4. Shall be responsible for any appointment necessary for the carrying out of USG duties to be determined by a majority vote of the Executive Board.
5. Shaft, in consultation with the President and Senate Chair, establish and chair their standing committees on which shall seat no less than one (1) USG Senator.
6. Shall produce written, weekly progress reports to the Executive Board and monthly progress reports to the Senate. Each respective body must approve the submission of a verbal report.
7. Shall prepare and administer their budgets to be approved by the Financial Control Board (FCB) and/or Senate in accordance with the guideline herein.
8. Shall with the aid of their committees, be responsible for student outreach and/or disseminating information regarding their respective activities in coordination with the External Affairs Commissioner and the school media, and with the approval of the Executive Board.
9. Shall attend weekly Executive Board meetings, the day and time to be arranged by the body at large.
10. Shall schedule and attend at least ten (10) weekly office hours Monday through Friday, not including

meeting times.

C. STEERING COMMITTEES

1. In the case of an emergency, a steering committee of any three (3) or more Executive Board commissioners can hold a meeting to make official decisions. These decisions must be justified to the Executive Board at large at the next E-Board meeting.

D. PRESIDENT

1. Has signatory power.
2. Shall be a College Association member.
3. Shall be a member of the Financial Control Board.
4. Shall be a member of the Academic Senate.
5. Shall be responsible for maintaining records of approved budgets.
6. Shall be the chair of the Student Space Allocations Committee (SSAC).

E. VICE PRESIDENT

1. Shall, in conjunction with the Evening Affairs Commissioner, supervise the activities of the Student Resource Center and the Student Lounge (Thomas Hunter 105) for the Executive Board.
2. Shall be the liaison between the Executive Board and all staff of USG

F. EVENING AFFAIRS COMMISSIONER

1. Shall be a signatory.
2. Shall be responsible for coordinating efforts of USG to ensure that services of USG are available during evening hours.
3. Shall work with Campus Facilities to extend services to Evening Students.
4. Shall be responsible in conjunction with the Vice President, of supervising the activities of the Student Resource Center and the Student Lounge (Thomas Hunter 105).
5. Shall assist the Cultural Affairs Commissioner with the Club Council.

G. EXTERNAL AFFAIRS COMMISSIONER

1. Shall represent the Hunter College Undergraduate Student Government as a delegate to the University Student Senate and any other City, State, National, or International organization(s) as decided by the Executive Board.
2. Shall coordinate the dissemination of information concerning the activities of the USG by means of the various Hunter College Media available with the consultation of the Executive Board.

H. FINANCE COMMISSIONER

1. Shall be a signatory.
2. Shall be primarily responsible for the preparation of the budgets of USG
3. Shall tend to all matters concerning the finances of the USG and clubs which include but is not exclusive to:
  - a. All USG budgets.
  - b. Attendance at Club Council Meetings.
  - c. Aiding club officers with financial questions/situations.
4. Shall coordinate and chair the Financial Control Board/Hearings.

I. STUDENT WELFARE COMMISSIONER

1. Shall see that the students' general welfare and interests are protected.
2. Shall be responsible for the Emergency Food and Shelter Program, the dynamics of which shall be determined by a majority vote of the Executive Board.
3. Shall in coordination with the ombudsmen be the student representative for any undergraduate student requiring assistance with academic problems.
4. Shall be the liaison between the Academic Senate and USG The Student Welfare Commissioner shall be a Senator on the Academic Senate. If no seats are open, she/he will attend all meetings of the Academic Senate and its student caucus and will examine all of its activities and report to USG any issues that affect the student body at large.

J. CULTURAL AFFAIRS COMMISSIONER

1. Shall be a signatory
2. Shall act as a liaison between USG and clubs/student organizations
3. Shall act as Chairperson of the Chartering Committee and shall prepare the club charter/budget packet in accordance with the guidelines herein.
4. Shall coordinate and sponsor a diversified program of concerts, films and other social and cultural functions in order to provide the broadest possible scope of activities available to the Hunter student body.

K. BROOKDALE COMMISSIONER

1. Shall be a signatory
2. Shall act as a liaison between USG and the Brookdale Campus, inclusive of Brookdale Administrators, students and residents.
3. Shall address the needs of residents of the Brookdale dormitory; these include physical facilities (i.e. Computer Lab, Study Areas, Lounges) and services (i.e. food program, hall maintenance).
4. Shall address the needs at all functions held at the Brookdale Campus.
5. Shall represent USG at functions held at the Brookdale Campus for the Executive Board.
6. Shall form a council of Brookdale residents and shall chair said council. This council shall address the needs of the entire Brookdale campus.

**ARTICLE VII ATTENDANCE REQUIREMENTS**

A. Executive Board and Senate

1. Executive Board members shall be automatically removed from office if that said member should be absent from two successive meetings or a total of three meetings a semester without a reasonable excuse.
2. Any member of the Student Senate who misses two consecutive meetings without 48 hours prior notification to the Senate Chair shall have their stipend (but not their membership) suspended.

B. College Association and Auxiliary Enterprise Board

1. All standing members of the College Association and the Auxiliary Enterprise Board shall be removed from office should they not meet the attendance requirements of those respective bodies.
2. Reasonable Absence Excuses
  - a. Notification within the set guidelines for that respective body
  - b. Extenuating circumstances (i.e. medical, family sickness or death).
  - c. Attending to work not pertaining to USG shall not be used to justify excessive absences.

C. Removals/Suspensions

1. The respective body in which the said member sits shall carry out all removals/suspensions from office based on attendance. In the case of the CA or A.E.B., the respective body carries out the removal.

**ARTICLE VIII STUDENT ELECTIONS COMMITTEE**

- A. The Executive Board shall nominate a representative to the Student Elections Committee (SEC) to be confirmed by the Hunter College Student Senate.
- B. The said committee shall enforce and revise the Elections Code with the approval of the Hunter College Student Senate.

#### **ARTICLE IX AMENDMENTS**

- A. Any member of USG may present proposals for amendments.
  - 1. The USG member(s) shall distribute the said proposed amendments one (1) week prior to a USG general meeting for review.
  - 2. A separate meeting must be held to vote on any amendment(s).
- B. Amendments shall be passed at a meeting of 3/4 of the entire functioning Undergraduate Student Government. To pass an amendment, 3/4 of that present body must vote in favor of it. Proxy counts as no vote.

#### **ARTICLE X INTERPRETATION**

- A. Any member of the Government may bring an interpretation of this constitution to the Judicial Board whose decision shall be binding.
- B. Any decision or judgment rendered by any standing committee Senate or any Government body thereof, can be appealed to the Judicial Board whose judgment and interpretation shall be final and binding. This final interpretation and/or judgment shall override and supersede any decision rendered by any standing committee.
- C. The President shall nominate five (5) students to be members of the Judicial Board with the approval of the Executive Board.

#### **ARTICLE XI REFERENDUM**

\*See Hunter College Undergraduate Catalog.

#### **ARTICLE XII REMOVAL OF STUDENT GOVERNMENT MEMBERS FROM OFFICE**

- A. Any USG member can have charges brought up against him/her investigated by an elected committee chosen from the USG body at large excluding the accused person(s) and the accuser(s) under the provisions of Article XII for any of the following:
  - 1. Failure to execute the duties of their office.
  - 2. Incompetence in the performance of their office.
  - 3. Commission of acts of willful wrongdoing in office, including violation(s) of this constitution and/or any violation(s) as described in the Hunter College and/or CUNY By-laws.
  - 4. Conflict of interest, which would tend to place the official in a position of using their office for personal gain, and placing that gain above the welfare of the members of the entire undergraduate student body.
  - 5. Violation of a standing order of the Senate or Executive Board while charged with its execution as a delegate of the USG Senate or Executive Board.
- B. Any official member of USG may bring a charge before the said committee of this article at any time. The charge and all of its specifications must be presented in writing, signed by the accuser(s).
  - 1. At the time a charge is brought against the accused member of USG, a committee shall be formed consisting of five (5) members USG body at large, excluding the accused and the accusers.
  - 2. The committee shall conduct an investigation lasting no more than ten (10) days and shall report its findings at a meeting specifically held for this purpose composed of all members of USG, or quorum reached as described herein.
  - 3. At this meeting a full report of the committee and a recommendation of Impeachment of the accused or the dismissal charges shall be made by the committee.
  - 4. The USG shall determine to accept or reject the recommendation of the committee by a 2/3 vote of the

members present at this meeting. The accused person(s) and the accuser(s) shall be excluded from this vote.

5. At the time a charge is made against the accused, the attendees of this meeting may decide to suspend the accused pending the outcome of the decision.
6. The accused person(s) may bring forth any arguments and/or documents to defend his/her case.

#### ARTICLE XIII BUDGET PROCEDURES

- A. The Finance Commissioner shall establish and chair a standing committee called the Financial Control Board (FCB). This standing committee shall consist of the Finance Commissioner, the Cultural Affairs Commissioner, the President, one (1) Senator elected by the Senate, and one (1) CA member.
- B. Each FCB member shall have one (1) vote and shall be given due notice of all FCB meetings.
- C. Quorum for the FCB hearings/meetings shall be three (3).
- D. The FCB will hold an appeals process three (3) days after the release of their recommendations. This process shall last no longer than one (1) week. Any unresolved issues will be brought to the Senate floor for reconsideration.
- E. The college Association shall vote on final decisions.

#### F. CLUB PROCEDURES

1. The Chartering Committee shall upon validation of clubs' membership, and immediately forward all club budget proposals to the FCB.
2. The FCB shall promptly hold hearings within a three (3) week period of receiving the proposals, to arrive at a determination on the total club budget package.
3. Upon completion of this budget package, all USG representatives shall receive a copy of the budget proposal.
4. A Senate meeting shall be held to make a determination of the Club budget package in which a member of the FCB shall present and explain all allocations. Other emergency meetings may be called if the majority of the Senate deems it necessary.
5. The Senate has the discretion to approve/disapprove the FCB budget in its entirety or any part thereof. The Senate may vote on the entire package or may approve/disapprove any part of the package separately from the whole. However, a 2/3 vote is needed for disapproving the recommendation of the FCB whether in part or in whole.
6. Any challenged FCB decision may be appealed to the Student Senate for final determination.

#### G. USG BUDGET PROCEDURES

1. The Executive Board shall submit its budget proposals to the FCB.
2. The FCB shall prepare a USG budget package, and if necessary, conduct hearings with the Executive Board members to arrive at a final determination on the total USG budget.
3. Upon completion of this budget package, all USG representatives shall receive a copy of the budget proposal at least two days prior to the Senate meeting at which it shall be submitted for approval.

#### H. SPENDING

1. If the Executive Board as a whole intends to spend over 25% of the aggregate USG allocation on any single event, the Senate must approve the expenditure.

#### I. VOUCHERS

1. Any deliberate attempt by any member of USG to submit a voucher not adhering to the aforementioned guidelines shall result in an immediate investigation by the Executive Board with the member in question to be placed on automatic suspension.

## ARTICLE XIV TERM OF OFFICE

The term of office for all USG officers (Executive Board, Senate College Association, etc.) begins July 1st and ends June 30th. However, any elected official shall continue to hold office until the Student Election Committee (SEC) has validated the elected of a successor.

## ARTICLE XV VACANCIES

- A. All vacant USG positions shall be filled accordingly by a majority vote of the Executive Board, and approval by the Senate.
- B. The Senate shall fill any vacancy in the Senate by a majority vote, post nomination by the Senate Chair and approval of the Executive Board.
- C. Vacancy in either the Senate or Executive Board shall not count in computing quorum.

## ARTICLE XVI HIRING/FIRING PROCEDURES

### A. HIRING COMMITTEE

- 1. There shall be a committee consisting of three (3) members of the Executive Board and two (2) members from USG at large that are selected by the Executive Board via majority vote.
- 2. The responsibilities of this committee shall be as follows:
  - a. To post available positions and their requirements.
  - b. Collect and review resumes of prospective employees.
  - c. Conduct two (2) thorough interviews of each candidate.
  - d. Present written recommendations to the Executive Board
- 3. The Hiring Committee shall make decisions regarding the following positions:
  - a. USG Office Manager
  - b. Resource Center Director
  - c. Lounge Manager
  - d. Project Coordinators
  - e. Financial Assistant
- 4. Any existing employee(s) of the previous administration can bypass the hiring procedures. Contract renewals shall be decided by a majority vote of the Executive Board and approval of the Senate.
- 5. The Office Manager, Resource Center Director, and Lounge Manager shall conduct interviews for their respective assistant(s) positions. They shall put forth their recommendations to the Executive Board, which shall by a majority vote approve said candidates for hire.

### B. FIRING

- 1. Any termination of employees shall be carried out by the Executive Board with the exception of the following positions
  - a. Resource Center Assistants
  - b. Lounge Assistants
  - c. Office Assistants
- 2. The procedures for termination of the said positions in Article XVI, Section A, Point 3a-e; are as follows:
  - a. Two (2) verbal warnings, decided upon by a majority vote of the Executive Board; and
  - b. One (1) written warning, decided upon and drafted by the Executive Board; then
  - c. A hearing before a committee of at least five (5) members of the USG at large shall determine the

firing of the employee to be finalized by a majority vote of the Executive Board

3. For the positions of Resource Center Assistant, Lounge Assistant and Office Assistant; the above procedures of Article XI. Sec. B, Part 2a and b; shall be followed by their manager/director, with a recommendation in writing to the committee as mentioned in Sec. B, 2c. finalization will be made by a majority vote of the Executive Board  
Submitted by USG

*Submitted by the Hunter College Undergraduate Student Government*