

PROPOSED GOVERNANCE  
STRUCTURE  
FOR THE  
HUNTER COLLEGE SCHOOL  
OF  
SOCIAL WORK

Approved Final Draft

May 7, 1971

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5/71

1.0 Power of the Senate

The Senate shall be the highest academic policy-making body of the School.

- 1.1 The Senate shall decide all matters pertaining to the educational process. This shall include but not be limited to, criteria for recruitment, criteria for selection, admissions and evaluation of students; criteria for allocation of various types of financial aid, field placement, curriculum, faculty evaluation, faculty advisement and all other student-related matters not specifically empowered to the Dean, the Educational Advisement Committee, the Educational Review Committee, the Educational Appeals Committee, and the Personnel and Budget Committee. The long Range Planning Committee will be a sub-committee of the Senate.

2.0 The Senate: Membership

- 2.1 The Senate shall be composed of nine students and ten faculty members. The student component of the Senate shall be divided as follows:

2.1.1 Three standing members:

- |         |                                |
|---------|--------------------------------|
| 2.1.1.1 | President of Student Body      |
| 2.1.1.2 | Vice-President of Student Body |

- 2.1.2 Three elected representatives of the first-year class and three elected representatives of the second-year class to be elected by their respective classes.

- 2.1.3 Faculty senators shall be elected by all faculty on annual salary.

3.0 Terms:

- 3.1 The term of office shall be from election to election.
- 3.2 Elections shall be held at the end of the first month of the School's academic year.

Senators:

- 3.3 The student senator shall act as a delegate when he meets with 51% of his respective student constituency and he shall transmit the majority vote. When there is less than 51% of his constituency at a deciding meeting he shall act as a representative.
- 3.4 Recall:  
30% of the student constituency is needed for recall election.
- 3.5 Senators shall meet with each of their constituencies at least once a month.

4.0 Sessions:

- 4.1 Sessions shall be held from election to the last week before examinations.
- 4.2 Sessions shall be held no less than once a month during the above stated period.
- 4.3 The members of the senate shall decide on the numbers of sessions per month needed to complete old and new business.
- 4.4 Additional sessions may be called by any six senators.
- 4.5 A session shall consist of a Quorum.
  - 4.5.1 A Quorum shall consist of eleven voting members of senate from either constituency: six faculty senators and five student senators or six student senators and five faculty senators.

5.0 Minutes:

- 5.1 Minutes and agendas shall be distributed to senators and posted at least two days prior to senate meetings.
- 5.2 Changes in the agenda shall be distributed and posted as soon as possible. This shall be the responsibility of the Chairman.

6.0 Chairman and Vice-Chairman:

- 6.1 The Chairman of the senate shall be the chief educational officer of the School, the Dean, who will serve without voting rights except that in the event of a tie vote, he may exercise his right to break the tie.
- 6.2 The duties of the chairman shall be to conduct the session in accordance with accepted procedure.
- 6.3 The Vice-Chairman shall be the president of The Student Association.

7.0 Recording Secretary

- 7.1 The recording secretary shall be a staff member, appointed by the Dean. The secretary shall take the minutes but have no power to vote.

## 8.0 Committees:

- 8.1 Executive Committee which shall be composed of the Chairman, Vice-Chairman and three senators elected by their constituencies - one from student senators, one from senators elected by professors, associate professors and assistant professors, and one senator elected by the other faculty senators.
  - 8.1.1 Duties of the Executive Committee shall consist of preparing agendas for Senate meetings and implementing decisions of the Senate as directed.
- 8.2 The senate shall have the power to establish sub-committees.
  - 8.2.1 Standing committees shall address themselves to matters concerning curriculum, field work, admissions, financial aid, recruitment and any other matters which the senate deems appropriate.
  - 8.2.2 Additional membership to standing committees can be drawn from faculty, students and agency representatives.
  - 8.2.3 The Black Students' Association or any other senate recognized student organization shall have the right to select one representative on each standing committee.
- 8.3 Ad hoc Committees

Ad hoc committees shall address themselves to specific issues as the senate directs. Membership shall be open to those interested in each specific issue.

## 9.0 Amendment

- 9.1 Amendments to this document shall be passed by 2/3 of the senate. The proposed amendment will then be submitted to a general referendum and shall pass if 51% of the student body who vote, and 51% of the Faculty who vote, approve it. 60% of each group must vote in the referendum for it to be validated.
- 9.2 An amendment may be proposed by any member of the School community.
- 9.3 Referendum:

Issues of major concern to the School determined by a majority vote of the senate will be submitted to the entire School community. 60% of students and faculty must vote in the referendum for it to be validated. The referendum shall pass if 51% of each group vote in the affirmative.