



# STUDENT GOVERNMENT GOVERNANCE MANUAL

Amended April 2012

# Student Council Governance Manual

## Amended April 2012

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## A Letter from the President



I would like to congratulate you for being selected to serve on the Student Government. As a student leader, it is important that there is guidance to help the success of the Student Government leaders in the future. This governance manual is to help understand the intricate components of Student Government and the Student Government charter. It is essential to have a governance manual because it helps the new incoming Student Government know their roles and how to use their role to improve the John Jay College community for the students.

Therefore, the main purpose of the Student Council Governance Manual is not to supersede the Charter of Student Government but to bridge the Charter with procedures that will allow members of the Student Council to engage in sound and effective governing and administrative practices. This manual consist of: the Student Council organizational structure,; general stipulations for membership; a breakdown of the functions of executive officers, the class representative, and the Student Council permanent committees,; the purposes of ad hoc committees,; stipulations relating to the suspension and impeachment of members of the Student Council,; special procedures of governance,; the Charter of Student Government in its entirety,; and appropriate appendixes of document templates.

Good Luck!!!!

Sincerely,

*Whitney Brown*

Whitney Brown  
Student Government President 2011-2012

# Part 1: Abstract

## Part 1.1: Abstract

The Student Council is the representative and appropriating body of the Student Government. In accordance with the Charter of the Student Government, the Student Council must operate under appropriate governing mandates, which also include those prescribed by the John Jay College Charter of Governance and the Bylaws of the City University of New York.

Appropriate administrative functions must be followed by all members of the Student Council for the effective and proper governance of the Student Government. These functions are appropriately delineated in the Charter of the Student Government, as well as other administrative ordinances adopted by the standing Student Council administration.

The Student Council operates under a vertical organizational flow to allow clear levels of governing and administrative responsibility, and for proper designation of official accountability for each and all of its members. It is because of this that each member holds authority over others, commensurate with the level of their official position and their realm of responsibility.

It is within the Student Council's powers, in accordance with the Charter of the Student Government, to adopt Bylaws, rules and regulations, and procedures that it deems fit in order for this governing body, as well as its committees and subcommittees, to execute its governmental and administrative duties.

The adoption of this Student Governance Manual by a majority vote of the Student Council, upon the approval of the Dean of Students, and College Council vested in his or her interpretation powers of the Charter of Student Government, will appropriately allow for the employment of this Manual.

## Part 1.2: 10 Reasons to get involved in Student Government

1. **Networking:** One of the best ways to go about networking is to join Student Government. It can help you understand how your peers think, strengthen relationships, put you in contact with other students involved in student government throughout CUNY and connect you to administrators and governmental officials who can assist you in better representing your student body and creating pathways for career opportunities.

2. **Social Skills:** Student Government will allow you to involve yourself in different social atmospheres. Because student government touches every corner of the student experience you will find yourself in both familiar and unfamiliar social settings and each will provide a new learning opportunity.

3. **Professional Experience:** Being a member of Student Government requires you to develop and exhibit good character. This is identified by how you conduct yourself ethically, communication with others, build relationships and present your outward appearance. Developing and displaying yourself professionally will affect how people perceive you and work with you in a positive way.

4. **Personality Development:** Being a student leader helps build personality. You will function in multiple capacities from student to student advocate to college representative. Some of these situations will require you to be serious while other may require you to be an activist or more carefree and relaxed. Only by putting yourself in different situations will you learn which personality is appropriate at which times.

5. **Leadership Skills:** As an executive, committee member, or general member of student government the leadership skills you gain will be directly impacted by your level of involvement. The more active you are, the better your chances of developing your leadership skills. Additionally, you will have opportunities to work with your peers and administrator and attend trainings that will expose you to different styles and theories of leadership. It's that simple!

6. **Alumni Networking:** Connecting to those who have walked the path before you is important. Many alumni who have served as student government officers or members can inform you of traditions, best practices and pitfalls to be cautious of in making your experience a positive one. Networking with alumni also provides a wonderful opportunity for you get assistance with your career exploration and possibly gain a mentor.

7. **Organization and Management Skills:** Because you are a student who has volunteered to be involved in creating a better experience for your peers, Student Government is a great way to learn how to organize and manage your priorities. You will be required to attend meetings, review and create documents, fundraise, think critically and strategically, build relationship and maintain good academic standards. Your involvement will demand that you are careful in managing your time and stress to avoid burning out. These skills will go a long way in guiding you in your next educational endeavor or professional experience.

8. **Friendships and Fun:** Student Government is an important and serious entity of the college but it is important that your experience also be one of building friendships and having fun. Through the countless hours you will spend side by side with your peers, planning, deliberating, debating, meeting and sometimes agreeing to disagree you will create memories and relationships that will last a life time. That's what being a student leader is all about!

9. **Communication Skills:** As a student representative it is important to learn and practice how to communicate with others. Your involvement in student government will allow you to interact with people on a daily basis and find out what styles of communication to use in different situations. You will learn how to speak in front of different audiences and overcome the nervousness associated with public speaking. The more you do it, the better you will become at it.

10. **Getting Involved:** One of the most important predictors to a positive college experience is how involved you are as a student. Being involved in Student Government connects you to information, people, resources and opportunities that otherwise may not be accessible. Take full advantage of this experience and gain as much as possible to ensure your success. And then use what you have learned to guide those who will lead after you. That's what service is all about!

**Part 2:**  
**Student Council**  
**Organizational**  
**Structure**

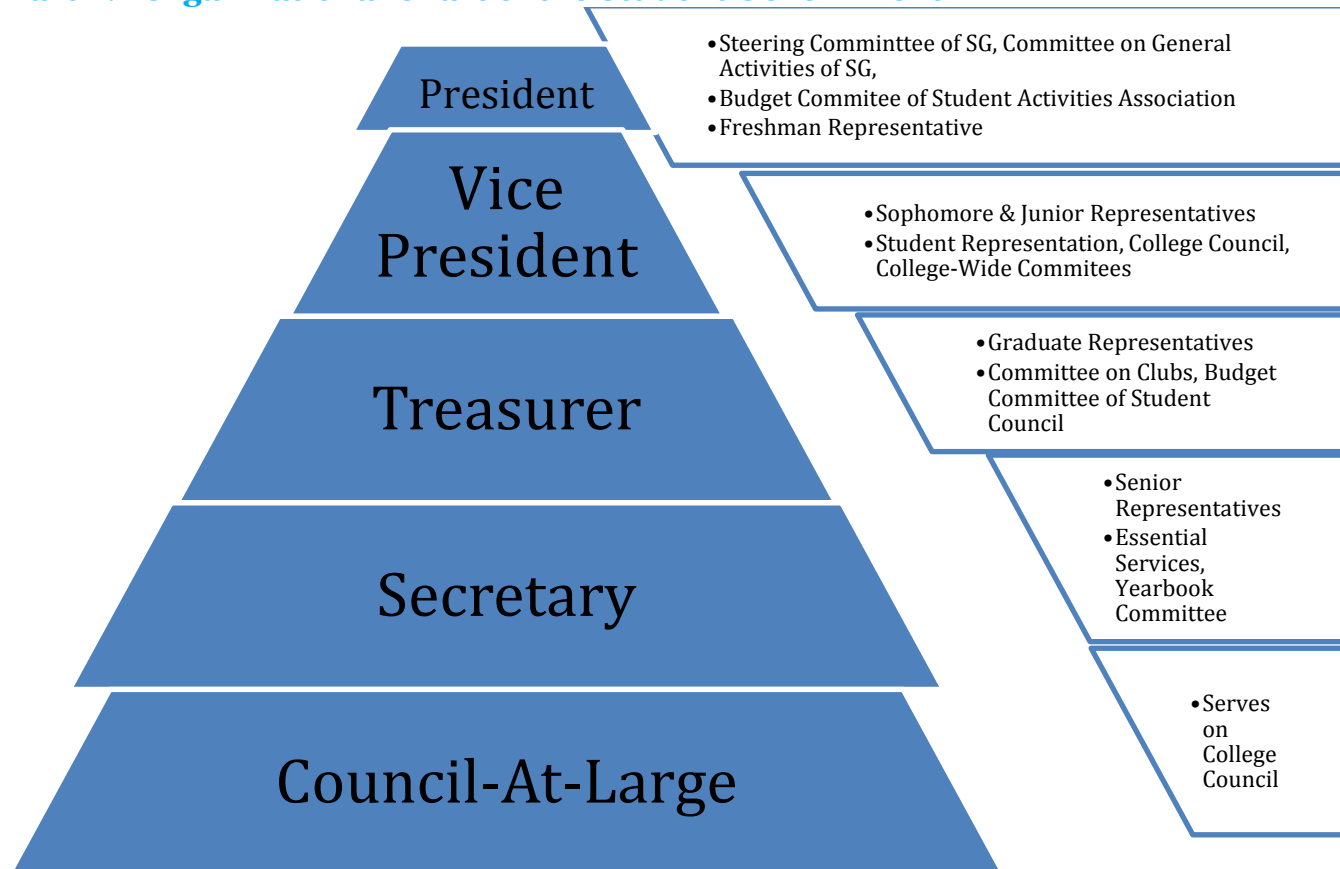


## Part 2: Student Council Organizational Structure

In accordance with the Charter of Student Government, the Student Council has adopted a vertical organizational structure. This structure allows for the proper delineation of leadership with clear delegation of responsibilities.

The order of presidential succession is vested in the vice president only. The line of hierarchy consist of the president, the vice president, the treasurer, the secretary, the member of the Student Council with the highest seniority, the member of the Student Council with the highest class achieved, the Chief Justice of the Judicial Board, the chair of Committee on Clubs, the chair of the Committee on Graduate and Evening Services, the chair of the Committee on Special Programs, the remaining justices of the Judicial Board, and the remaining members of the Student Council.

### Part 2.1 Organizational Chart of the Student Government



### Part 2.2: Executive Officers Role

#### 2.2A: President

The President is responsible for being the leader and face of Student Council. It is highly important, as President, to have great time management. The President is the chairperson of the Student Council, Committee on General Activities, Steering Committee, and Budget Committee of the Student Activities Association. The President is obligated to make frequent announcements at the College Council Meeting regarding upcoming events for the Student Council and Student Organizations. Also, the President is responsible for developing the schedule for the Student Council meetings if the steering committee is unable to meet. The President serves as a member of the Auxiliary Committee of the College, Budget and Planning Committee of the College, Board of Directors of the Student Activities Association, Town Hall Committee, and is the ex-officio of all permanent committees of the Student Council. The President nominates all members to the permanent committees on the Student Council. At any given time, the President can exercise the powers of any Executive Officers.

#### 2.2B: Vice President

The Vice President must select members of the Student Council to serve on the Student Representation Committee. The Vice President and Student Representation Committee is responsible for selecting students to serve on all College Council

committees, College-Wide committees, and permanent committees of Student Government. Once the students are selected, the Vice President must recommend the students to the Student Council. Upon approval from the Student Council, the Vice President must place the students information into a spreadsheet to be submitted to the Office of Student Life. The Office of Student Life then submits the information to the Dean of Students, which is then forwarded to the Vice President of Enrollment Management. The Dean of Students ensures that the correct information is sent to the Vice President of Enrollment Management for certification. Once the students are certified, the Vice President must contact the students to inform them about the dates and locations of the committee meetings. The students that serve on the committee must submit the meeting minutes (as committee reports) to the Vice President of Student Council to be published on the John Jay Student Council webpage.

### ***2.2C: Treasurer***

The Treasurer is the responsible financial officer of the Student Council, and serves as chairperson of the Student Council's permanent Committee on the Budget and Committee on Clubs. The Treasurer has the ability to select a designee to be chair of the Committee on Clubs. The Treasurer is responsible for developing the schedule for the Committee on Clubs for each academic semester. Similar to the President, the Treasurer is an ex-officio member of all permanent Student Council committees and serves on very important college council committees such as Budget and Planning and Auxiliary. Over time, the Treasurer has assumed the sole responsibility for preparing the budget for Student Council and keeping a record of all expenditures. The treasurer is also responsible for managing and facilitating the selection process of candidates that are employed by the Student Council such as the Executive Assistant.

### ***2.2D: Secretary***

The Secretary is responsible for developing the agenda for Student Council meetings, maintaining the meeting minutes for Student Council, updating all social media, chairperson of the Essential Services committee, and the chairperson of the Yearbook Committee. The Essential Services committee allocates funding to the John Jay Sentinel (Newspaper), Radio Station, Theatrical Players, as well as developing a budget for Essential Services. The basic expenditures for the Essential Services budget includes the yearbook, the Senior Cruise, and senior gifts that are given out at the end of the year.

### ***2.2E: Graduate Representatives Role***

All graduate class representatives must attend all general and emergency meetings of the Student Council, as well as other governing bodies, unless properly excused.

Graduate class representative are obligated to request from the president nomination to a Student Council Committee or chair of the Committee on Graduate and Evening Services.

Graduate class representatives are also obligated to requests from the vice president nomination to the College Council Standing Committee on Graduate Studies.

Graduate class representatives are to regularly report to the treasurer on all areas relating to student representation, and develop strategies that beat serve their class constituents. Such areas include:

- Curriculum Vitae preparation
- Doctoral Program application
- Career enhancement, certifications, proficiency, or second career strategies.
- Constituency involvement in Student Government
- Graduation ceremony input
- Establishment of academic and student assistance liaison (i.e., SEEK, math and reading tutoring labs, student mentoring, etc.)

If appointed by the president and confirmed by the Student Council, a graduate class representative may chair the Committee on Graduate and Evening Services. However, such an appointed position may be filled by any student with good academic standing.

Each Graduate Representative must produce at least two events per semester. The representative will be able to do the event individually or do the event with the entire Graduate Representative Class.

### ***2.2F: The Senior Class Representative***

All senior class representatives must attend all general and emergency meetings of the Student Council, as well as other

governing bodies, unless properly excused.

Senior class representatives are obligated to request from the president nomination to a Student Council Committee.

Senior class representatives are obligated to request from the vice president nomination to a College Council Standing committee or a College-wide administrative committee.

Senior class representatives are to regularly report to the secretary on all areas relating to student representation, and develop strategies that best serve their class constituents. Such areas include:

- Graduate Record Examination application and preparation.
- Law school admission test application and preparation.
- Career Planning (i.e., resume preparation, etiquette, networking, etc)
- Guest speaker planning
- Orientation enhancement for transfer students
- Constituency involvement in Student Government
- Graduation ceremony input
- Senior Photos (Yearbook)
- Senior Boat Ride
- Establishment of academic and student assistance liaison (i.e., SEEK, math and reading tutoring labs, student mentoring, etc.)
- Any other area or concern germane to the representatives' constituency.

Each Senior Representative must produce at least two events per semester. The representative will be able to do the event individually or do the event with the entire Senior Representative Class.

### ***2.2G: The Junior Class Representatives***

All junior class representatives must attend all general and emergency meetings of the Student Council. A well as other governing bodies, unless properly excused.

Junior class representatives are obligated to request from the president nomination to a Student Council Committee.

Junior class representatives are obligated to request from the vice president nomination to a College Council standing committee or a College-wide administrative committee.

Junior class representatives are regularly report to the vice president on all areas relating to student representation, and develop strategies that best serve their class constituents. Such areas include:

- Career planning (i.e., resume preparation, etiquette, networking, etc.)
- Campus quality-of-life enhancement
- Guest speaker planning
- Orientation enhancement for transfer students
- Constituency involvement in Student Government
- Establishment of academic and student assistance liaison (i.e., SEEK, math and reading tutoring labs, student mentoring, etc.)
- Any other area concern germane to the representatives' constituency.

Each Junior Representative must produce at least two events per semester. The representative will be able to do the event individually or do the event with the entire Junior Representative Class.

### ***2.2H: The Sophomore Class Representatives***

All sophomore class representatives must attend all general and emergency meetings of the Student Council. A well as other governing bodies, unless properly excused.

Sophomore class representatives are obligated to request from the president nomination to a Student Council Committee.

Sophomore class representatives are obligated to request from the vice president nomination to a College Council standing committee or a College-wide administrative committee.

Sophomore class representatives are regularly report to the vice president on all areas relating to student representation, and develop strategies that best serve their class constituents. Such areas include:

- Internship application
- Orientation enhancement for transfer students
- Study Abroad Program
- Constituency involvement in Student Government
- Establishment of academic and student assistance
- Any other area or concern germane to the representatives' constituency

Each Sophomore Representative must produce at least two events per semester. The representative will be able to do the event individually or do the event with the entire Sophomore Representative Class.

### ***2.2I: The Freshman Class Representatives***

All freshman class representatives must attend all general and emergency meetings of the Student Council. A well as other governing bodies, unless properly excused.

Freshman class representatives are obligated to request from the president nomination to a Student Council Committee.

Freshman class representatives are obligated to request from the vice president nomination to a College Council standing committee or a College-wide administrative committee.

Freshman class representatives are regularly report to the president on all areas relating to student representation, and develop strategies that best serve their class constituents. Such areas include:

- Orientation enhancement for transfer students (I.e., choosing a major, subject selection and criteria, requirements to graduate, academic responsibilities, etc)
- Graduate Record Examination or Law School admission test knowledge and planning
- Constituency involvement in Student Government
- Establishment of academic and student assistance liaison (i.e., SEEK, math and reading tutoring labs, student mentoring, etc.)
- Any other area or concern germane to the representatives' constituency.

Each Freshmen Representative must produce at least two events per semester. The representative will be able to do the event individually or do the event with the entire Freshman Representative Class.

### ***2.2J: Council-At-Large***

The Council-At-Large serves as a voting member on the College Council. This position is selected in the general student elections. The Council-At-Large responsibility is to identify major policies of the college that should be changed to accommodate the student body. Also, the Council-At-Large responsibility is to serve on at least two committees that are under the powers of the Vice President.

### ***2.2K: Alternate College Council***

The Alternate College Council Representative is based on the two highest votes in the general Student Government elections. The Alternate College Council member is a voting member of the College Council when a member of the Student Council is unable to attend the College Council meeting. An Alternate College Council member can be selected to serve on the Executive College Council by the Student Council.

### ***2.2L: University Student Senate***

The President of Student Council nominates two undergraduate delegates, one graduate delegate, two alternate undergraduate delegates, and one alternate graduate delegate to serve on the University Student Senate. The University Student Senate is the governing body of the City University of New York with student representation from all the CUNY colleges. The main delegates and alternate delegates are selected directly from the Student Council unless the candidates take part in the general Student Government elections. If the candidate takes part in the Student Government elections, then the Office of Student Life would have to provide a petition for the University Student Senate position with at least 50 signatures of the student body. The University Student Senate meets once a month, which is on a Sunday. The meetings are usually held the Sunday before the last Monday of the month.

# **Part 3: The Student Council Permanent Committees**

## **Part 3: The Student Council Permanent Committees**

### ***3.1 The Steering Committee***

The Steering Committee, chaired by the president, establishes the agenda for all Student Council meetings and, if time permits, emergency meetings.

Members of the Steering Committee consist of the president, vice president, the treasurer, the chair of the Committee on Clubs, the chair of the Committee on Graduate and Evening Services, and the chair of the Committee on Special Programs.

The Steering Committee hears reports from the chairpersons and members of the various Student Council committees on the progress of their work. If the Steering Committee is unable to meet, then the President has the ability to set the agenda.

### ***3.2 The General Activities Committee***

The General Activities committee, chaired by the president, serves as an advisory for the Student Council on all proposals for the authorization for activities and events, within the purposes of the Charter of Student Government, not falling within the prescribes jurisdictions of any other committees or student clubs.

The General Activities Committee also studies and advises the Student Council on all proposals for amendments to the Charter of Student Government.

### ***3.3 The Committee on Student Representation***

The Committee on Student Representation, chaired by the vice president, studies the qualifications of all students nominated for positions on all College Council Standing Committee and College-wide Committees.

This Committee on Student Representation also serves as a means of channeling all resources relating to student representation, campus-life concerns and improvements, and appropriate liaison between governing bodies of John Jay College and the City University of New York.

### ***3.4 The Budget Committee***

The Budget Committee, chaired by the treasurer, administers all budgetary matters as they relate to those funds received and expended by the Student Government, as per Article III, Section 8 of the Charter of the Student Government, and for the administrative processes and the educational and cultural needs of the student body.

### ***3.5 The Essential Services Committee***

The Essential Services Committee, chaired by the secretary, studies and advises the Student Council on the administration and performance of the student newspaper, radio station, yearbook, theatrical activities, as well as that of any entities deemed by the Student Council and the Corporate Board of the Student Activities Corporation as an essential service, provided that neither the Committee or the Student Council shall intervene with the editorial freedom of these entities.

As essential services, as defined by the Charter of Student Government, are comprised of an ongoing activity vital to the educational or cultural life of the college, which is designated to be accessible to a large number of students and involves an unusually large level of continuing expenditure.

### ***3.6 The Committee on Clubs***

The Committee on Clubs is chaired by a student designated by the president, subject to confirmation by the Student Council.

The Committee on Clubs is charged with reviewing the requests of all clubs certified-by the Judicial Board for Student Council funding. The Committee on Clubs recommends to the Student Council whether such funds shall be approved.

Also, the Committee on clubs ensures that all budgetary requests are:

- In accordance with the educational and cultural purposes of the College.

- Benefit a significant number of students.
- Are cost effective.
- Are in conformance with the overall budget guidelines and ceilings approved by the Student Council.

The Committee on Club examines the constitutions of any club requesting funds from the Student Council for the purposes of establishing their democratic character and conformance to the purposes of the College. No member of the Committee on Clubs can serve as an executive officer of any clubs while serving on the Committee.

### ***3.7 The Committee on Graduate and Evening Services***

The Committee on Graduate and Evening Services is chaired by a student designated by the president, subject to confirmation by the Student Council.

The Committee on Graduate and Evening Services studies and advises the Student Council on all proposals of primary benefit to students in the graduate programs of the College, or in the evening sections of the undergraduate division.

The Committee on Graduate and Evening Services is comprised of a minimum of five members, four of whom must be graduate students.

### ***3.8 The Committee on Special Programs***

The Committee on Special Programs is chaired by a student designated by the president, subject to the confirmation by the Student Council.

The Committee on Special Programs studies and advises the Student Council on all programs of primary benefit to students in the College. If there are any special programs, such as McNair or the Vera Institute, this committee helps increase the participation and advertise the successes of those programs.

### ***3.9 The Judicial Board***

The Judicial Board shall serve as the interpreters of the Student Government Charter, when called to do so, shall certify clubs, shall hear and decide all charges brought against executive officers and members of the Student Council, and shall conduct all elections held for the Student Government and by the Student Government. The Judicial Board develops procedures for Special Elections of the Student Council. If the Judicial Board is not active, the Student Council has the ability to perform the duties of the Judicial Board. The Judicial Board must have all five members to be considered active.

# **Part 4: Ad Hoc Committees**



## **Part 4: Ad Hoc Committees**

### **4.1 Overview**

According to the Charter of Student Government, the Student Council has the power to create ad hoc (or temporary) committees. These are adopted and utilized by a particular administration and expire at the conclusion of that administration. Although these have no set number in membership, they are still bound by the rules of proper governance: publicized meeting schedule, open meetings law, minute-taking, and voting.

Ad hoc committees are formulated through a proposal introduced by a member of the Student Council. This proposal consist of committee's goals and objectives, a justification statement, membership, and, if necessary, a projected budget. Adoption of the proposal, and recognition of the ad hoc committee, will occur upon an affirmative vote of at least a majority of the attending quorum of the Student Council.

### **4.2 Purpose**

Ad hoc committees assist the Student Council by augmenting and furthering its official functions and, in some instances, support the functions of it's committees. These types of committees serve to either assist a permanent committee as a subcommittee, or explore areas of governance that are not delineated in the Charter of Student Government. For example, the Ad hoc Committee on Administrative Affairs, which actively investigated allegations of discourtesy or incompetence toward students by administrative employees of the College, would serve as a subcommittee of the permanent Committee on Student Representation. However, the Ad Hoc Committee on Phase Two Planning, which advocates the planning and develop of new campus space that best serves the student populace, would endeavor in areas of governance outside of the parameters of the Charter.

### **4.3 Examples of Ad Hoc Committees**

- Promotional Committee
- Scholarship Committee
- Internship Committee
- Search Committees
- Subcommittees of Permanent Committees

# **Part 5: College Council Committees**

### ***5.1: The College Council Membership***

The College Council shall be the primary governing body of John Jay College of Criminal Justice. It shall have the 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 John Jay College or of The City University of New York or to the CUNY Board of Trustees. The College Council shall consist of the following student members:

President of Student Council

Vice President of Student Council

Treasurer of Student Council

Secretary of Student Council

2 Graduate Representatives of Student Council

2 Senior Representatives of Student Council

2 Junior Representatives of Student Council

2 Sophomore Representatives of Student Council

1 Freshman Representative of Student Council

1 College Council at Large

2 Alternate student representatives, who vote, make motions and are counted as part of the College Council's quorum only during the absence of a permanent student representative.

The student representatives as well as the alternate student representatives are determined by the higher number of votes during the Student Government elections.

### ***5.2: College Council Interim Executive Committee***

The faculty, higher education officers and student representatives shall be elected by the College Council from among its members in September of each year. From June 1 until such time as the College Council holds this election, there shall be an Interim Executive Committee, which shall consist of the following student members:

President of Student Council

Vice President of Student Council

### ***5.3: College Council Executive Committee***

There shall be an executive Committee which shall be the College Council's Agenda Committee. It shall have the power to call the College Council into extraordinary session, and shall have only such powers, functions, and duties as the College Council may delegate to it to exercise during periods when the College Council is not in session. The faculty, higher education officers and student representatives shall be elected by the College Council from among its members in September of each year. The faculty, higher education officer and student representatives of the Interim Executive Committee shall nominate College Council members of their respective constituencies as candidates for election to the Executive Committee. The Executive Committee shall consist of three student members selected by and from Student Government.

### ***5.4: Undergraduate Curriculum and Academic Standards Committee***

There shall be a Committee on Undergraduate Curriculum and Academic Standards which shall consider all matters relating to the undergraduate curriculum of the College and make recommendations to the College Council on such matters as: proposed programs; additions, deletions and modifications of courses and existing programs; distribution; core requirements; basic skills; academics standards; and, policies pertaining to student recruitment and admissions. The Committee on Undergraduate Curriculum and Academic Standards shall consist of three students, each of whom have a cumulative grade point average of at least 3.0.

### ***5.5: Judicial Committee***

As set fourth in Article XV of the Bylaws of the CUNY Board of Trustees, there shall be a Judicial Committee which shall have primary jurisdiction in all matters of student discipline not handled administratively. The committee shall abide by the procedures required by Article XV of the Bylaws of the CUNY Board of Trustees. A Judicial Committee shall have two students shall be selected by lot from a panel of six students elected annually in an election in which all students registered at the College shall be eligible to vote.

### ***5.6: Committee on Faculty Personnel***

There shall be a Committee on Faculty Personnel which shall review from the departments and other appropriate units of the College all recommendations for appointments to the instructional staff in the following ranks: Distinguished Professor, Professor, Associate Professor, Assistant Professor, Instructor, Distinguished Lecturer, Lecturer, Chief College Laboratory Technician, Senior College Laboratory Technician, and College Laboratory Technician, and make recommendations to the President. 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 CUNY Board of Trustees.

Policy recommendations of the committee shall be made to the College Council for action. Recommendations with respect to appointments, promotions, and other matters specified in the paragraph above, shall be reported to the President and shall not be considered by the College Council except at the discretion of the President. 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 shall follow CUNY procedures. The Committee on Faculty Personnel shall consist of two students with at least 30 credits earned at the college, to serve as liaisons to the Review Subcommittees of the Committee on Faculty Personnel. The student liaisons shall be subject to College Council ratification. The role of the student liaisons shall be review student evaluations of faculty members being considered by the subcommittees for reappointment, promotion and tenure and to summarize the content of those evaluations at a time designated by the Review Subcommittee. Student liaisons are not members of the Committee on Faculty Personnel.

### ***5.7: Budget and Planning Committee***

There shall be a Budget and Planning Committee which shall be responsible for reviewing budget information, making recommendations on the financial and budgetary matters of the College, and providing guidance on comprehensive and strategic planning for the College. The President, or his designee, shall make quarterly financial reports to the Budget and Planning Committee. The Budget and Planning Committee shall consist of the following student members:

President of Student Government

Treasurer of Student Government

One additional student representatives (who does not have to be on Student Government)

### ***5.8: Strategic Planning Subcommittee of the Budget and Planning Committee***

There shall be a Strategic Planning Subcommittee of the Budget and Planning Committee which shall provide guidance to the President on comprehensive strategic planning including development of major planning documents and accreditation studies, related process and outcome assessment and space planning. The Strategic Planning Subcommittee of the Budget and Planning Committee shall consist of one student representative.

### ***5.9: Committee on Graduate Studies***

There shall be a Committee on Graduate Studies which 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. The Committee on Graduate Studies shall review and approve program bylaws for each graduate program. Such bylaws shall then be submitted to the Executive Committee of the College Council for review and approval. Program bylaws may provide for co-directors after assessing factors such as programs size and the interdisciplinary nature of the curriculum. The Committee on Graduate Studies shall consist of two graduate students.

### ***5.10: Committee on Student Evaluation of the Faculty***

There shall be a Committee on Student Evaluation of the Faculty which shall be responsible for a continuous review of faculty evaluation procedures review of the design of the survey instrument; recommendations for the terms under which the instrument will be used; and for the development of guidelines which shall be submitted to the College Council for review. The Provost and Senior Vice President for Academics Affairs shall designate staff for the committee. The Committee on Student Evaluation of the Faculty shall consist of two students.

### ***5.11: Committee on Honors, Prizes, and Awards***

There shall be a Committee on Honors, Prizes, and Awards which shall make recommendations to the College Council for undergraduate student recipients. The Committee on Honors, Prizes and Awards shall consist of three students who have a minimum cumulative grade point average of 3.0 and who are not seniors.

### ***5.13 Committee on Student Interests***

There shall be a Committee on Student Interests which shall be concerned with matters of student life including but not limited to student organizations, student housing, extracurricular activities, and student concerns at the College. The Committee on Student Interests shall consist of six students.

### ***5.12: Policies and procedures for College Council***

The College Council is the governing body for the college. All major policies and procedures, for any entity within the college, must be approved by this governing body before implementation. Student Government has the opportunity to submit proposals to college council before implementation. For example, if there was a referendum that was passed by the student body, the referendum will then have to go before college council for approval. This is a step-by-step process on how to submit a proposal to Executive College Council to be reviewed by College Council.

1. The Student Government communicates with each other to determine whether a policy will need to be developed to address a need of the college.
2. Develop a draft proposal of the policy.
3. Submit the policy to the Dean of Students and the Vice President of Student Affairs for review.
4. After official confirmation of approval from the Dean of Students and the Vice President of Students Affairs, submit the proposal to the College President Chief of Staff to be reviewed at the Executive College Council Meeting.  
Note: Ensure that you submit the proposal before the deadline to submit proposals for review and place an implementation date on the proposal.
5. Make sure you are present at the Executive College Council meeting to defend the proposal that you have submitted. If the proposal is approved, then the proposal will be submitted for review for College Council.
6. If the proposal affects a governing entity of the college, then the proposal will have to be submitted to other entities within CUNY. However, if the proposal only affects John Jay College students, then College Council approval will allow for the proposal to be implemented immediately if approved.

# **Part 6: Suspension of Members of the Student Council**

## **Part 6: Suspension of Members of the Student Council**

### **6.1 Charter Stipulations**

Authority to suspend voting privileges of any member of the Student Council is vested in the Charter of the Student Government in accordance with: Article III, Section 2 paragraph "D"; Article III, Section 3, paragraph "D", Article III, Section 5, paragraph "G", Article III, Section 7, paragraph "C(2)", and Article IV, Section 5. To avoid suspension, all members of the Student Council are required to:

Faithfully attend general and emergency meetings of the Student Council, unless properly excused.

Faithfully attend general and emergency meetings of the committees to which they are assigned, unless properly excused.

### **6.2 Member Cognizance**

All members of the Student Council are cognizant that:

Repeated non-attendance (more than one unexcused absence of the regular monthly meetings) or excessive lateness for meetings may be considered valid grounds for suspension of Student Council.

Suspended executive officers or class representatives shall be deemed to have vacated their positions upon a majority vote of the remaining members of the Student Council, with the concurrence of the Judicial Board.

Suspended executive officers or class representatives under suspension shall not be considered qualified vote.

Members of the Steering Committee are to convene a meeting at least three school days prior to it's corresponding Student Council general meeting.

Suspension of official duties of any member of the Student Council is affected upon a two-thirds affirmative vote of the attending members.

# **Part 7: Impeachment of Members of the Student Council**



## **Part 7: Impeachment of Members of the Student Council**

### ***7.1 Charter Stipulations***

Authority to impeach any member of the Student Council is vested in the Charter of Student Government in accordance with Article IV, Section 1. The grounds for such impeachment consist of the following:

Serious misconduct, negligence, or repeated inattention in carrying out official duties

Misappropriation of funds

Willful violation of provisions of the Charter

### ***7.2 Process of Impeachment***

The process of impeaching a member of Student Government should consist of the following:

1. Develop a complaint against the member.
2. Have the complaint timestamp before review.
3. Submit the complaint and all supporting documentation such as the attendance sheet from the Student Government meetings to the Chief Justice of the Judicial Board.
4. The Judicial Board will review the complaint and investigate the charges brought forth.
5. The Judicial Board will submit a ruling to the President of Student Government, the Dean of Students, and the member that has been impeached.

# **Part 8: Special Procedures of Governance**

## **Part 8: Special Procedures of Governance**

### ***8.1 Meeting Schedule Formulation***

When forming the meetings schedule for the upcoming semester, several factors must be considered. One factor involves other governing bodies of the College with consideration for the times they generally meet. For example, if the Student Council decides that it will meet at a fixed time, say 3:30 p.m., it will consider other governing bodies that meet at the time. Once those schedules of the other bodies are reviewed and verified, the Student Council shall formulate its schedule on those dates that are not in conflict. The President and Treasurer shall convene a meeting with the Office of Student Life and the Office of Student Affairs to develop the meeting dates and times for the Committee on Clubs, Student Government, and Board of Directors of the Student Activities Association.

In formulating the meeting schedule, the Student Council must take onto consideration the registration of classes by its members. Therefore, to minimize internal scheduling conflicts, it is incumbent upon the Student Council to formulate the meeting schedule prior to class registration. If not, then the President of Student Government should request the class schedule of each member to plan accordingly.

### ***8.2 Meeting Publicity and Advertising***

Publicizing meetings are an important part of enabling Student Council to remain open and transparent in its governing processes. The Student Council and its committees employ five main methods to ensure the effective publicity and advertising of their general and emergency meetings. These methods include: posting, electronic-mail, publications, social media, and posting on the College's intranet calendar.

Posting include the posting of flyers and posters in conspicuous places, deemed as nonwhite bulletin boards, throughout the College campus. These postings contain the event title (and subtitle), the date, the time, and location, and the College logo. There are two specific types of postings: master schedule postings and remainder postings. The master schedule postings convey the entire meeting schedule for a particular semester, while the remainder postings remind students of a particular impending meeting. Also, the master schedule remains posted for the entire semester, while the remainder postings are posted for at least five (5) days prior to a particular meeting, and are then removed upon the conclusion of that meeting. Master schedule postings may be replaced on the event that changes are effected to the schedule. Reminder postings would then be posted announce such changes, and to appropriately an accurately remind persons of the subsequent Student Council or committee meetings. If a meeting involves an expenditure of funds (I.e., for refreshments), the reminder postings must include the following statement: "Paid for by the Student Activities Fee." Finally, all postings must be pre-approve by the Office of Student Life by obtaining a date stamp; otherwise the postings will be removed and discarded.

Electronic-mail is an effective way for Student Council to communicate to the College populace, provided recipients periodically access their accounts. The generation of electronic-mail can be accomplished via the universal-global e-mail system. The protocol involved in using this service includes the submission of the message protocol to the Office of Student Life. After the proper request message is approved, the Office of Student Life will generate the electronic-mail to the College populace. Such requests by the Student Council or its committees should be made at least two (2) weeks prior to the meeting or event.

The advertising in publications is another effective way of informing the College populace of meetings and event of the Student Council newsletter, The Biweekly Pen; the student newspaper, The John Jay Sentinel; and the OSL Connection. Academic departments may also publicize Student Council meetings or events in their newsletters, provided the Student Council utilizes the proper protocol in requesting such publicity.

All of the available social media outlets should also be utilized in order to further the message of Student Government's meetings and agendas. This may include Wordpress, Facebook, Twitter, or other standard outlets established by the current government.

Lastly, the Student Council may publicize their meeting schedule by requesting its posting on the College's Intranet calendar. The protocol involved in requesting such a posting is identical to the request for universal-global e-mail services.

### ***8.3 Meeting Schedule Amending***

When it becomes necessary to amend the meeting schedule by switching or eliminating meeting dates, the following procedure is to adhered to:

1. Make the necessary change to the master schedule.
2. Inform the Office of Student Life of the change and, if needed, request a meeting space for the new meeting date by filing a Meeting Space/Event Proposal Form, pre-approved by the faculty advisor or his/her designee.
3. Request the Office of Student Life to generate a universal-global electronic-mail advising the College populace of the schedule change, and request the schedule change to be reflected on the College's Intranet calendar.
4. Replace the posted master schedule with the revised master schedule, date stamped by the Office of Student Life.
5. Affix reminder postings, date stamped, of schedule change in conspicuous places, deemed as bona fide bulletin boards, throughout the College campus.
6. Notify all student leaders of the schedule change by electronic-mail or telephone.
7. Send out updates through social media outlets.

#### **8.4 General Meetings**

General Meetings are those meetings that are listed on the originally-formulated meeting schedule. The purpose of these meetings are to present, discuss, and deliberate and vote on, general matters of student governance.

These types of meetings require mandatory attendance by all members of the Student Council. In accordance with the Charter of Student Government, and member that is absent or late from more than one general meeting per semester may be subject to suspension or impeachment. An excusal for being absent or late may be granted at times of personal emergency provided the member utilizes professional courtesy by timely notifying the Student Council office at (212) 237-8732.

#### **8.5 Emergency Meetings**

Emergency meetings are held to adjudicate specific matters that are time sensitive, and are in pressing need to be deliberated and voted on.

Because these types of meetings are announced at shorter notices than general meetings, attendance by members of the Student Council is rewarded and not mandated. However, it is incumbent upon members to make every effort to attend emergency meetings. It is expected that, out of professional courtesy, members will timely contact the Student Council office, at (212) 237-8732, in the event that they are unable to attend.

#### **8.6 Meeting Space Reservations**

The Office of Student Life coordinates all space reservations for the Student Council and its committees. When these governing bodies request meeting spaces, or plan events involve the expenditures of funds (I.e., refreshments), a Meeting Space/Event Proposal form must be prepared, endorsed, and submitted to the Office of Student Life.

If the reservation is for a standard meeting, section 1.0 of the Meeting Space/Event Proposal Form should be prepared, endorsed, and submitted to the Office of Student Life no less than five (5) working days prior to the meeting.

If the reservation is for an event that involves an expenditure of funds, section 2.0 of the Meeting Space/Event Proposal Form should be prepared, endorsed, and submitted to the Office of Student Life no less than fifteen (15) working days prior to the meeting.

It should be noted that once the schedule of the Student Council and its committees for the upcoming semester has been formulated and properly verified, these governing bodies should immediately submit their prepared and endorse Meeting Space/Event Proposal forms to the Office of Student Life.

#### **8.7 Agenda Setting**

Meeting agendas may be established in several ways. The most common way for an agenda to be established is through the Steering Committee. In fact, the Steering Committee derives its name from the notion that it "steers" the organization in a particular course or direction.

Although, the Steering Committee establishes the agenda for the general meetings, there are instances where they do not establish the agenda for emergency meetings due to time constraints. Under those circumstances, it is responsibility of the president to formulate and establish the agenda. The Steering Committee may also establish the agenda for Student Council permanent committees, when necessary.

Another way for the agenda to be established is through a petition (or consensus) by the Student Council members. This petition not only advocates and articulates the need for a special meeting, but the petition also contains the agenda itself.

The agenda contains all the items of business to be considered by the Student Council, whether the items consist of matters that require votes (I.e., approval of meeting minutes, committee appointments, etc.), or whether they consist of time allotments for each item, the rules governing debate, and the number and nature of any motions that may be offered. However, it has been general practice for the president to obtain permission from the Student Council to waive these requirements in whole or in part.

According to the Charter of Student Government, the Steering Committee will meet at least three (3) business days prior to a general meeting of the Student Council. Each meeting of the pre-established schedule of the Steering Committee is treated as a general meeting of that committee. Therefore, attendance by its members is mandated by the Charter, and any of its members who experience unexcused absences or lateness will be sanctioned by suspension or impeachment.

### ***8.8 Agenda Format***

The standard format of the meeting agenda consists of the following information, in the following order:

Heading.      Governing body- Type of Meeting  
Date and time parameters of the meeting  
Location of the meeting  
"agenda"

Body.            Items to be voted on (numbered)  
Announcements  
Adjournment

It is important to note that items to be voted on should precede the announcements because of votes being of higher importance.

.....It is optional for each item to be voted on to have time allotments, debate rules, or particular motions to be presented. Waiver of this option is to be presented by the president and subject to the Student Council's approval.

### ***8.9 Agenda Amending***

According to proper parliamentary procedure, agendas may be amended at the commencement of the meeting upon the request on a motion by the chair.

Amendments to the agenda may be ratified by no less than two-thirds affirmative vote by a quorum of the attending membership.

Amendments to the agenda include the addition of items, the deletion of items, or changing of the items order of appearance.

### ***8.10 Parliamentary Procedure and Protocol***

Members of the Student Council are considered parliamentarians. In keeping with this fact, the Student Council employs techniques delineated in Robert's Rules of Order, newly revised, to ensure adherence to proper parliamentary practices. Although this publication is very important for conducting smooth, orderly meetings, it is very extensive and, at many times, highly confusing. Also, many voting processes mentioned in the Charter of Student Government take precedence over those differing processes described on Robert's Rules of Order. Even more so, the Student Council's parameters of governance are narrow, and its authority is limited to student representation, proposal adoptions, and budgetary approvals. Therefore, this section will offer members a more practical approach and its most common uses.

According to proper protocol, upon the commencement of the meeting, the chair calls upon the secretary to announce the time. The chair then calls upon the secretary to announce whether a quorum of members exists. The chair would then

verify the secretary's announcement and declare "quorum" or "no quorum." If quorum exists, motions are able to be presented, discussed, amended, postponed, and voted on. If no quorum exists, no motions will be offered. Throughout the course of the meeting, the secretary will continue to monitor attendance and announce whether a quorum exists if the numbers of attending members change. The chair would then announce and declare "quorum" or "no quorum."

### **Motions:**

Motions that pertain to a particular item on the agenda must be presented by the chair. These motions, known as "main motions", present new business and are offered in the form of a request by the chair to the voting members of the Student Council. For this motion to be accepted, a voting member "moves" in favor of the motion. For this motion to be discussed, amended, or voted on it must be "seconded" by another voting member.

After the main motion is "seconded", the chair requests a discussion of the motion. It is at this time that members freely debate the motion. It is possible at this stage that this motion may be amended, if accepted by the chair. This amendment or augmentation to the main motion is known as a "subsidiary motion". This motion may be requested by any voting member to the chair, but the chair is under no obligation to present it to the membership. If the chair does not accept it, the subsidiary motion will be offered to the voting members for it to be discussed and seconded, in the same fashion as the main motion.

During the discussion of any motion, the chair may present a motion to extend, shorten, or end such discussion. If this particular motion is moved and seconded, it would require a two-thirds vote in the affirmative for adoption.

A "point of information" is offered when a member has additional information pertaining to the current motion. A point of information is made by a voting member of the Student Council upon recognition of the chair.

A "request for clarification" is offered when a member needs additional information pertaining to the current motion. A point of clarification may be made by a voting member of the Student Council upon recognition of the chair.

"Call the question" is conveyed when the debate needs to be concluded.

Motions that present new business may not be offered until such time the pending motion has been voted on for adoption, voted on and rejected, or voted on for postponement ("tabled").

Motions to "postpone to a certain time" or "postpone indefinitely" may be offered by the chair. Both motions are debatable. If the postponement is for a certain time, the motion will state the specific amount of time. This motion may be amended, if the chair offers recognition.

Motions may be offered by the chair to amend the agenda by adding or deleting items or changing the order of the items. This motion, after being moved and seconded, would require a majority vote in the affirmative for adoption.

Motions may be offered for the purpose of a recess. This motion would be appropriate upon the completion of old business and prior to the introduction of new business. This motion is also appropriate when there is a non-debatable need for a recess. The amount of time needed for recess may be stated in the motion.

A motion to adjourn is the final motion of the meeting. It is used after all motions for that particular meeting have moved their full course.

Sometimes the chair of the Student Council meeting offers a motion that advises the body to suspend the rules of parliamentary procedure to allow for a free discussion of ideas. This motion is a type of "incidental motion", where recognition is made for matters that take precedence. This motion is offered when no other business is pending.

Member debating on motions must follow certain decorum by confining their words to the questions at hand. Also, each member must refer to fellow members by their official titles, and refer to the chair as "Mister/Madame President" or "Mister/Madame Vice President", etc.

### **Voting:**

Upon completion of a discussion over motion, a vote is cast by the members to adopt or reject the motion. The method of voting most commonly used by the Student Council is the "show of hands".

There are three distinct votes that may be cast: "those on favor", "those opposed", "those abstaining". Votes that are in

favor or opposed are self-explanatory. However, those members that wish to abstain from a vote may only so when the vote directly affects that particular member (I.e., that member's appointment to a committee), or if that member has no knowledge of the motion being voted on (I.e., notion on meeting minutes for meeting where the member had been absent).

Each member of the Student Council, whether the member is an executive or a class representative, has one vote. The chair would then direct the secretary to allow the minutes to reflect the accurate outcome of the vote.

Voting is reserved for those that are active members of the Student Council. Those members who had been suspended are not permitted to vote, in accordance with the Charter of Student Government.

### **8.11 Official Meeting Minutes Format**

The standard format of the meeting minutes consist of the following information, in the following order:

Heading

Governing body

"Meeting Minutes"-Type of Meeting

Date and time parameters of the meeting

Location of the meeting

Members present

Members absent

Guest present

Presiding chair

Presiding Secretary

Order: when the meeting was called to order, and when quorum was obtained

Body

Motions (numbered), discussions, and votes

Announcements (numbered)

Notes (numbered): in the event a member arrives or leaves, with the time of arrival or departure, and whether quorum was maintained

Adjournment motion (numbered), discussion, vote, and time

.....A notation in parenthesis will be made next to the members' names that have arrived "late" or "excused late"

.....,,A notation in parenthesis will be made next to the member's names that are "excused"

### **8.12 Committee Nominations**

As stipulated in the Charter of Student Government, the power of the committee nomination is vested in the president and vice president. Ultimately, any nominations by the president or vice president would require ratification and approval by a majority of the Student Council and, in several instances, by the College Council as well.

The president has the power to nominate students to all permanent Student Council committees, with the exception of the Committee of Student Representation. The president also has the power to nominate members to the Executive Committee, which is a College Council standing committee, and the Auxiliary Services Committee, which is a College-wide administrative committee.

The vice president has the power to nominate students to the Committee on Student Representation, the College Council standing committees, and personnel search committees.

Nominations to the permanent Student Council committees are ratified within the Student Council. That is, those nominees are presented by the president or vice president to the Student Council for a vote. If a majority of the Student Council approves the nomination, the nominee then becomes ratified as a member of the committee. Instruction is then given to the ratified member, and a communication is submitted to the Director of The Office of Student Life, the Dean of Students, and the Vice President of Student Affairs.

Nominations to the College Council standing Committees are ratified by the Student Council under the approval of the College Council. These committees include:

The Undergraduate Curriculum and Academic Standards Committee (three student members with 3.0 GPA or above)

The Committee on Student Interest (six student members)  
The Judicial Committee (six student members)  
The Committee on Faculty Personnel (two student members)  
The Committee on Graduate Studies (two graduate student members)  
The Committee on Student Evaluation of the Faculty (two student members)  
The Committee on Honors, Prizes and Awards (three student members with a 3.0 GPA or above)  
The Budget and Planning Committee (three student member—the President, Treasurer, & Student Representative)  
The Strategic Planning Subcommittee of the Budget and Planning Committee (one student member)

Nominations to the College-wide administrative committees are ratified by the Student Council under the approval of the College Council. These committees include:

The scholarship committee (two students who are not graduating seniors and who have a grade-point average of at least 3.2)  
The Student Election Review Committee (three student members)

Nominations to the subcommittees of the College Council standing committees, and to the personnel search committees, are ratified by the Student Council under the approval of the College Council.

Students that serve of the College Council standing committees, their subcommittees, and the College-wide administrative committees and the personnel search committees will work side-by-side on these governing bodies with faculty members and College administrators.

The process of nominating and approving student membership to the College Council standing committees and subcommittees, and the College-wide administrative committees, and the personnel search committees, includes the following procedures:

1. The Student Council advertises vacancies, along with requirements to serve.
2. The Committee on Student Representation examines eligibility of potential nominees and approves eligible nominees to go before the Student Council.
3. The Student Council deliberates on the nominees and, if approved, the Student Council ratifies the nominees for assignment on their respective committees.
4. The vice president of the Student Council submits the list of ratified nominees to the Office of Student Life. The Office of Student Life will then submit the information to the Dean of Students.
5. The Dean of Students submits the names of the nominees to the Vice President of Enrollment Management for certification of eligibility.
6. The Vice President of Enrollment Management certifies eligibility of the nominees and reports to the Dean of Students.
7. The Dean of Students submits the list of certifies nominees to the Secretary of College Council for placement on the College Council agenda and/or ballots (whichever is necessary)
8. College Council votes on nominees.
9. The Secretary of College Council notifies the Dean of Students, the chairs of the various committees, and the student nominees of the results.
10. In the event of vacancies on committees the steps are then repeated.

### ***8.13 The Budgetary Processes***

The Budgetary Committee of the Student Council is responsible for determining the prospected allocation of Student Government funds to the Student Council Operating Budget (for executive stipends, executive assistant's salary, permanent committee expenditures, office equipment and supplies, etc.), and to the Judicial Board. Also, the Budget Committee may establish guidelines that impose limits on student club expenditures, as this committee's meeting minutes



must reflect the adoption of such guidelines. Funds that are not earmarked in the Operating Budget are vested in the president and/or treasurer of the Student Council.

Certified student clubs that apply for funding must submit a budget to the Committee on Clubs. The Committee on Clubs is charged with reviewing and approving club budgets, with the exception of those budgets from clubs that perform essential services, and established budgetary guidelines for clubs to follow. The Committee on Clubs ensures that events listed on club budgets:

- Are in accordance with the educational and cultural purposes of the College.
- Benefit a significant number of students.
- Are cost-effective.
- Are in conformance with the budget guidelines and ceilings approved by the Student Council and the Budget Committee.

The Essential Services Committee oversees the funding of certified clubs that perform essential services in the same manner the Committee on Clubs oversees the funding of all the other student clubs. However, because of the higher operating expenses, essential service clubs require great funding then non-essential-service clubs. Also, unlike standard student clubs that need to submit budgets for each semester, essential service clubs submit their budgets annually. Clubs that provide essential services include The John Jay Sentinel newspaper, WJJC radio, the John Jay Theatrical Players, and the Yearbook Committee.

In accordance with the earmarking process of the student activity fee, funds allocated to the Committee on Clubs and the Essential Services Committee may only be spent on their particular earmarked activity during the academic year in which they are allocated. Ultimately, it is the Board of Directors that exercises final approval of Student Government funds prior to expenditure.

Common club budget proposal errors that don't pass muster with the Committee on Clubs, the Student Council, or the Board of Directors include those that:

- Do not provide a budget proposal.
- Do not provide the mission statement at the beginning of the budget proposal.
- Allocate more than one-third (1/3) of its total monies toward refreshments.
- Do not include quotes or oral bids for contractual services or the purchasing of items (i.e., disc jockeys, plaques), except for security services.
- Do not include a resume or a biography of honoraria or contractual Services.
- Do not utilize Staples as a vendor for office supplies, as this vendor is under contract with John Jay College.
- For events that require travel, do not include a list of travelers, room arrangements, an oral bid form (if over \$250.00), and a conference brochure, a conference schedule.

### 8.13a: Budgeting Process for Student Government

The treasurer of Student Government is responsible for organizing the budget for the academic year. The amount of funds allocated to Student Government is always determined based on the number of students enrolled at the College during that year. In this Manuel, there are steps that are provided to successfully put a budget together. The steps are as follows:

1. During the Summer, the treasurer needs to set up a meeting with the business manager of the Student Activities Association to receive the projected allocation for Student Government.
2. Once the treasurer receives the projected allocation amount, communicate with the entire Student Government that they have an opportunity to submit proposals for events that they would like to have during the academic year.  
Note: The representatives should have at least two proposals per semester.
3. Once the proposals are submitted, then the treasurer should develop a budget proposal that will encompass all expenditures for the year and the justifications as to why the programming is important for the government to have during the year.
4. Develop a calendar of events flyer that will be attached to the budget as well as distributed to the College community.
5. Complete the exhibit B budget form which will include specific expenditures and the total amount.  
For example:

Conferences \$8,000.00  
Retreats. \$15,000.00  
Supplies for office. \$4,000.00

6. Once exhibit b is completed, add all the totals in each category and then place the total amount on exhibit A budget form.
7. Once exhibit A budget form is completed, get all signatories required for the budget to reviewed for approval. The signatories include the President of Student Government, Treasurer of Student Government, and the Faculty Advisor of Student Government.
8. Present the budget to the budget committee of Student Government for approval.
9. Once these steps are completed, the budget is then submitted to the entire Student Council for approval.
10. If the budget is approved, then the budget will be presented to the Board of Directors of Student Activities Association for approval.
11. Once approved by the Board of Directors of the Student Activities Association, then Student Government will be able to begin spending the funds allocated in the budget.  
Note: If the Student Government decides to do a summer budget, then the Treasurer will have to do the three revisions of the budget to reflect actual enrollment.

#### 8.13b: Submitting Budgets Process for Student Organizations

1. Once the budget is completed, submit the budget to a designee in the Office of Student Life.  
Note: Ensure that you have a copy of your budget.
2. The designee will have to scan, submit, and email the budget to the treasurer of Student Government or the Committee on Clubs chairperson, President, and Executive Assistant of Student Council by the Friday before the Committee on Clubs Meeting.
3. Once reviewed and approved, the treasurer or chairperson must email and submit all the original budgets to the secretary of Student Government the Friday before the Student Government Meetings.  
Note: If the budget is passed with Stipulations, the original budget will be submitted to the designee in the Office of Student Life. The designee in the Office of Student Life must contact the Student Organizations to notify the Treasurer to revise the budget. The student organization must retrieve the budget and attach all necessary paperwork by the Friday before the Student Government meeting. The student organization should obtain an update copy.
4. Once the budget is approved by Student Government, then the secretary must submit the budget to the designee in the Office of Student Life.  
Note: If the budget is passed with Stipulations, the original budget will be submitted to the designee in the Office of Student Life. The student organization must retrieve the budget and attach all necessary paperwork by the Friday before the Board of Directors meeting. The student organization should obtain an update copy.
5. The original budget is then submitted to the Secretary for the Dean of Students for the Board of Directors to review.
6. The Secretary for the Dean of Students will rescan all the budgets to ensure that the amounts are correct.
7. The Secretary for the Dean of Students will then send all of the budgets to all voting members on the Board of Directors of the Student Association along with the agenda the Friday before the Board of Directors meeting.
8. Once reviewed and approved by the Board of Directors, the student organization can begin to submit paperwork, such as check request, to the Office of Student Life to spend funding that was allocated .

#### 8.14 Official Proposals

One of the man functions of the Student Council is to prepare and ratify proposals. Proposals serve as a formal communication to the faculty and administrators of a matter or concern that has been brought to the attention of the Student Council by the students.

The standard format of official proposals consists of the following information, in the following order:

Heading	[Governing Body] [“Official Proposal”] [Title of Proposal] [Date Ratified]
Body	[Abstract: explains what the matter or Concern is, and who is affected] [Justification: explains why the matter or concern should be eliminated] [Research (if necessary): explains the research conducted, methodology, data, or whether a petition was used] [Recommendations: gives recommendations to correct the problem; i.e., a change or augmentation in an administrative function, a new rule or regulation, etc]
Endorsements	[Signatures of those members of the Student Council who have voted in the affirmative at the meeting that ratified the proposal]

A proposal may also consist of a student petition. This petition should be dated and include a brief statement at the top of each page explaining what the matter or concern is. This statement should also advocate that this concern directly affects the signer, and that a change must occur. After the statement, lines should be drawn on the page so signatures, printed names, and student identification numbers may be affixed. If a petition is used, this completed petition will be attached to the rear of the proposal.

Upon ratification of a proposal, the following procedure must be followed:

1. A copy of the proposal will be kept on file at the Student Council office.
2. The original copy of the proposal will be forwarded to the Dean of Students.
3. A copy of the proposal will be forwarded to the chair of the applicable governing body of the College.

Note: It would be the responsibility of the president of the Student Council to determine which governing body, whether it is a College Council Standing Committee or a College-wide Administrative Committee, to forward the proposal. This determination is based upon the type of concern that the proposal is attempting to address.

4. Once the chair of the governing body accepts the proposal, he or she, may include it as an item to be discussion on the committee’s agenda.

Note: If that governing body endorses the recommendations of the proposal, in whole or in part, that body will then augment the proposal with an endorsement of those recommendations that it accepts.

5. The Dean of Students will submit the proposal, to the Vice President of Student Affairs.
6. Upon the consensus of the Vice President for Student Affairs, the Dean of Student, and the particular governing body, the proposal may then be forward to the Secretary of the College Council for placement on the College Council agenda.

Note: Any one of the above may remand the proposal back to the Student Council for any necessary changes or amendments to its recommendations.

7. The College Council votes on the proposal.
8. The Secretary of the College Council notifies the Dean of Students, the chair of the particular governing body, and

the Student Council of the results.

At times, proposals may be jointly prepared and ratified with all governing bodies, including the Faculty Senate, a College Council Standing Committee, or a College-wide Administrative Committee.

### **8.15 Official Proclamations**

For the sake of this section, proclamation is an official declaration or formal announcement drawn, ratified, and issued by the Student Council that offers recognition of an idea, an endeavor or an individual that advances, or has advanced, the important role of student leadership. Proclamations may be issued for Global Warming Awareness Month, Smoking Disease Awareness Month, Sober Companionship Awareness, Darfur Awareness Week, or for the recognition of a particular professor or academic department.

The standard format of official proclamations consists of the following information, in the following order:

Heading	[Name of Proclamation] [“A Proclamation by the Student Council John Jay College of Criminal Justice The City University of New York”]
Narrative	[“To the John Jay College community.”] [“Whereas...” date, explanation that a proclamation has been ratified by the Student Council] [“Firstly,...” First point that related to recognition of the idea, endeavor, or individual] [“Secondly,...” second point that relates to recognition of the idea, endeavor, or individual.”] [“Thirdly,...” thirdly point that relates to recognition of the idea, endeavor, or individual.”] [“Fourthly,...” fourth point that relates to recognition of the idea, endeavor, or individual.”]
Closing	[“NOW, THEREFORE, the STUDENT COUNCIL of JOHN JAY COLLEGE OF CRIMINAL JUSTICE, the CITY UNIVERSITY OF NEW YORK, by the authority vested in us by the Charter of the Student Government, and the Students of John Jay College,...” recognition of the idea, endeavor, or individual is the offered] [“IN WITNESS WHEREOF, the STUDENT COUNCIL has hereunto set out hand this....” Date]
Endorsement	[Signatures of those members of the Student Council who have voted in the affirmative at the meeting that ratified the proclamation]

Two copies of the proclamation will be printed. One copy will be awarded during a general meeting of the Student Council to an appropriate recipient, and the other copy will be conspicuously displayed in the Student Council office, room L2.69.00.

# **Part 9: Operational Procedures**

## 9.1: Hiring an Executive Assistant

Before a Student Council decides to hire an Executive Assistant for Student Council, there are several procedures that will have to take place before the position is filled. First decision of the Student Council Executive Officers is to determine whether the position will be part-time or full-time. If the position is part-time, then the individual should not work more than 20 hours a week. If the person is full-time, then the person should not work more than 35 hours a week. The following decision that will need to be made is the amount of money that the executive assistant will receive on an hourly basis. The reason why the Student Council Executive Officers make the determination for the hourly rate for the executive assistant is because the funds come directly from the Student Council's budget for the fiscal year. If the Student Council spends a large portion on the executive assistant hourly rate, then the amount of funding for the student events will decrease. Once these two decisions are made, the following steps must be followed.

Step 1: Meet with the Business Manager of the Financial Management of the Student Activities Association to ensure that hiring procedures are being followed completely.

Step 2: Develop a hiring committee that shall consist of at least five members. The treasurer of Student Council will be the chairperson of the committee.

Step 3: Once the committee is developed, agree upon a date to review resumes and applications, a date for developing interview questions, a date of interviewing candidates, a date for discussing the candidates, and a date that the candidate will begin if hired for the position.

Step 4: Once the dates are completed, develop a flyer to communicate the information to the student body and alumni of the college. The flyer should have details such as a basic job description, the hourly rate, and the deadline to submit the resume, application, and where to submit the application.

Step 5: Once all of the applicants have submitted their paperwork by the deadline, there should be a meeting with the committee to identify the candidates that should be interviewed by the committee.

Step 6: Once the committee identifies the candidates that should be interviewed, the treasurer would notify the candidates that will be interviewed for the position and set-up the interview date and time with the candidate.

Step 7: The committee will interview all of the candidates with the same questions and will rate each response of the candidate on a scale.

Step 8: Then, the committee will discuss all of the ratings and tally the ratings for each candidate.

Step 9: The candidate with the highest ratings should be the candidate that is hired for the position. However, it is the discretion of the committee to determine if the candidate with the highest ratings is the best candidate for the position.

Step 10: The candidate will have to sign the contract provided by the Financial Management Office of the Student Activities Association before the candidate can begin working.

## 9.2: Requesting the President of the College Procedure

1. Email the Student Life Coordinator for Student Government and the Director of Student Life.
2. The email will consist of the location, date, time, purpose of the event, and specification of the role of the President of the College for the event.
3. Then, the Director of Student Life will email the Vice President of Student Affairs.
4. Then, the Vice President of Student Affairs will email the Chief of Staff to the President to place the event on his/her calendar, if he/she is available.
5. The Director of Student Life will send an email to the Student Government Executive Officers and the Executive Assistant of Student Government with the confirmation of the President of the College attendance to the event.

### 9.3: Procedure for sending global emails

1. Before sending the flyer universally, please make sure the information is correct.
2. Email the flyer to the Director of Student Life.
3. Then, the flyer will be reviewed for approval to be sent globally.
4. Once the flyer is approved, by the Director of Student Life, the flyer will be sent to the Office of Student Affairs.
5. The Office of Student Affairs will then forward the flyer to be sent globally.

### 9.4: Procedure for updating the Jaystop

1. At the beginning of the year, have a meeting with the Office of Student Life to discuss which person is responsible for posting information to the John Jay College webpage and the Jay Stop.
2. Once Student Government knows the person to send all of the information to, develop a list of items that should be posted on these webpages.
3. Send all of the information and flyers to the person that is designate to post this information.  
Note: All flyers must be resized to 250x250 before posting on the Jaystop.

### 9.5: Procedure for chartering Student Organizations

1. The new Student Organizations will pick up the certification package from the office of Student Life.
2. A staff member in the Office of Student Life reviews the certification package.
3. Once the paperwork is reviewed, the information is submitted to the Judicial Board.
4. The Judicial Board will review and discuss the paperwork that was submitted.
5. Once Judicial Board has reached a decision, the Judicial Board will notify the organization and the entire staff of the Office of Student Life of the results of the decision.
6. In the case the Judicial Board has not chartered any of the new Student Organizations, then the Student Council has a right to charter the Student Organization during the Student Council meetings.  
Note: If the Student Organization was denied by the Judicial Board, the Office of Student Life cannot resubmit the paperwork to Student Council in the same semester. The paperwork must be resubmitted the following semester.

### 9.6: Selecting a Faculty Advisor

1. The four executives of Student Council should meet to discuss if they have any suggestions for the faculty advisors for Student Council.

Note: The executive officers will be able to ask the representatives of Student Council if they would anyone, in particular, to serve as the faculty advisor for the academic year.

2. The Student Council must have at least one full-time advisor and one part-time advisor.

Note: The advisor must be a faculty of the college.

3. The faculty advisor candidates information must be offered in the first Student Council meeting for approval.
4. The Student Council must have at least 2/3 of the vote for the approval.
5. Once the faculty advisors are approved by the Student Council, then the meeting minutes along with the candidates' names must be forwarded to the Dean of Students for approval by the Student Activities Association Board of Directors.
6. Once the faculty advisors are approved by the Student Activities Association Board of Directors, the faculty advisors can begin working in the official capacity with the Student Council.

### 9.7: Role of the Faculty Advisor

1. Attend Student Council meetings throughout the academic year.
2. Assist with parliamentary procedures during the Student Council meeting.

3. Guide the Student Council with the different initiatives of the Council.
4. Set-up meetings with administrators of the college for the Student Council executive officers.
5. Send out special invitations to administrators for events held by the Student Council.
6. Sign the Student Council budget.
7. Have monthly meetings with the Student Council executive officers to inquire about the status of the Student Council.



## **Part 10: Appendix**

***10.1: Sample Agenda***

***10.2: Sample Meeting Minutes***

***10.3: Sample Event Proposal***

***10.4: Budgetary Process for Student Organizations***

***10.5: Budgetary Process for Student Council***

***10.6: Budgetary Process for Essential Services and organizations under Essential Services***

***10.7: College-Wide & Student Government Committees***

***10.8: Sample Student Government Resolution***

***10.9: Student Government Charter***

***10.10: Committee on Clubs Bylaws***

10:1: Sample Agenda

Student Council (Specify Academic Year)

Sample Meeting Agenda

Date: (Specify)

Room: (Specify)

1. Welcome
2. Adopt Agenda for (Place the Date in this location)
3. Approval of (Place the Date in this location) Minutes
4. Approval of Candidates (Place the name for the Committees & the number of positions are available) Committee
  - A. Name of Candidate
  - Positions Available
5. Budgets
  - a. Name of Organization
  - Amount Allocation**
6. Unfinished Business
  - a. (Specify anything that relates to Student Government that needs approval and was not approved in the previous meeting)
7. New Business
  - a. (Specify anything that relates to Student Government that either needs approval or not but is new for the Student Government) ie. A guest speaker or a resolution.
8. Announcements
  - a. (Relates to upcoming events for the Student Government)

**The Student Council  
John Jay College of Criminal Justice  
Meeting Minutes-General Meeting  
Date & Time  
Location**

**Members Present:**

**Members Absent:**

**Faculty Advisor:**

**Presiding Chair:**

**Presiding Secretary:**

**Meeting was called to order at \_\_\_\_\_ . Quorum was achieved.**

**Motion #1:**

**Second:**

**Discussion:**

**Vote:** Favor [ ] Opposed [ ] Abstain [ ]

**Motion:**

**Motion #2:**

**Second:**

**Discussion:**

**Vote:** Favor [ ] Opposed [ ] Abstain [ ]

**Motion:**

**Motion #3:**

**Second:**

**Discussion: Vote:** Favor [ ] Opposed [ ] Abstain [ ]

**Motion:**

**Motion #4:** Move to **Adjourn at \_\_\_\_\_** made by

**Second:**

**Discussion:**

**Vote:** Favor [ ] Opposed [ ] Abstain [ ]

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**Madame President**

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**Madame Secretary**

10:3 Sample Event Proposal

Sample Proposal for any request to the Student Government for collaboration

Name of Event:

Date:

Time:

Location:

Estimated Number of Attendees:

Purpose of Event:

Collaborating Departments:

Population Target:

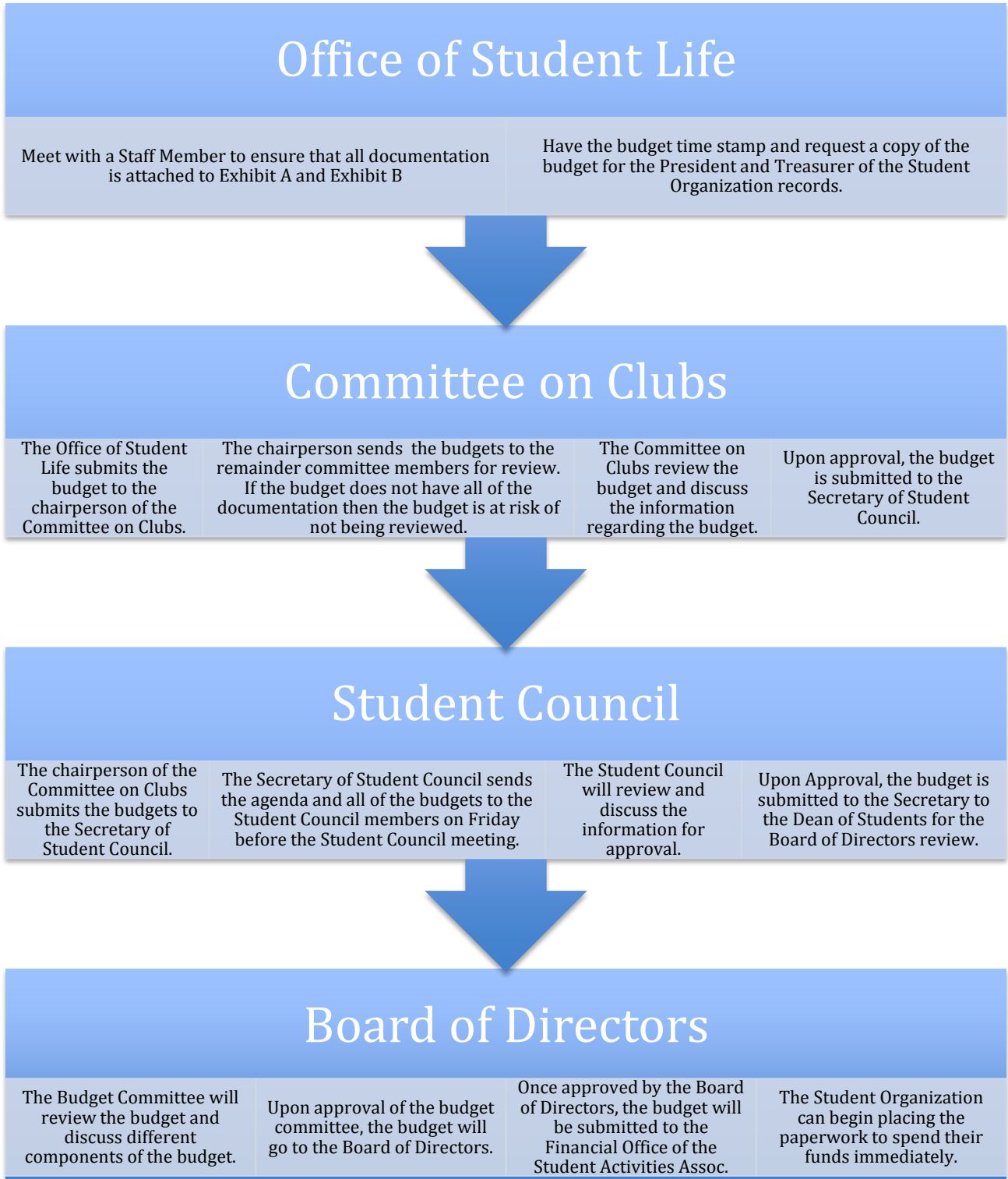
Amount Requested for Event:

Funding Specifications:  
  
  
  
  
  
ie. Advertising and Promotion, Printing, Refreshments

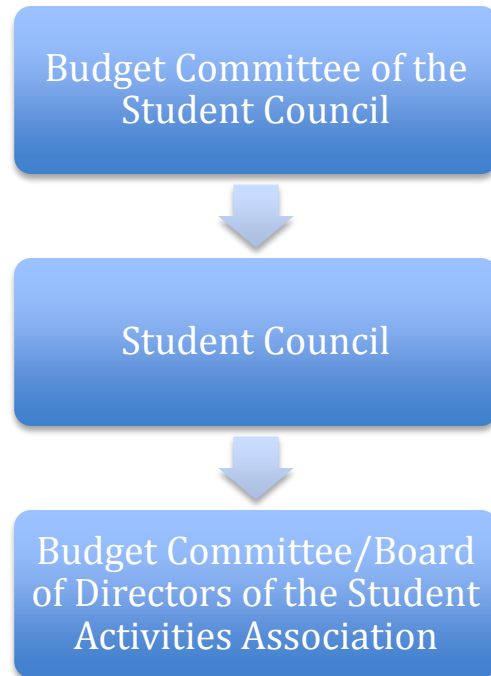
**For Student Government Executives Only**

<input type="text"/>	<input type="text"/>
Amount Approved	SGE Initials
<input type="text"/>	<input type="text"/>
SGE Signature	Date

10:4: Budgetary Process for Student Organizations



## 10:5 Budgetary Processes for Student Government



The treasurer of Student Council will submit a total of three versions of the budget. The treasurer will submit a summer budget to be used for Student Council business. The summer budget can only be 10% of the projected allocation for the year. The funds used in the summer will be deducted from the total amount allocated for the fiscal year. After the summer, the treasurer will then submit a budget in the fall based on actual enrollment numbers for the fall and projected enrollment numbers for the Spring. In the Spring, the treasurer will have to submit a budget based on the actual enrollment numbers for the entire year.

**Step 1:** The treasurer must set-up a meeting with the business manager of the Financial Management Office of the Student Activities Association to retrieve actual and projected enrollment numbers.

**Step 2:** Have a meeting with the other executive officers and representatives to identify the events that should occur for the academic year. If there are no proposals for events from the other members of Student Council, the allocations in the budget is up to the discretion of the treasurer. However, the Student Council must approve the allocations the treasurer provided in the budget.

**Step 3:** Develop the budget and include the budget proposal and all necessary documentation required for approval.

**Step 4:** Scan the Student Council budget and email the budget to the Chairperson of the Budget Committee of the Student Council. The Budget Committee will have to review and discuss the Student Council budget before approval.

**Step 5:** After the review and discussion, if the Budget Committee of the Student Council approves the budget, then the budget is forwarded to the Student Council.

**Step 6:** The Student Council will have to review and discuss the Student Council budget that has been forwarded by the Budget Committee of the Student Council.

**Step 7:** After the review and discussion, if the Student Council approves the budget, the budget is then forwarded to the Board of Directors of the Student Activities Association.

**Step 8:** The Board of Directors must discuss and review the budget. If the Board of Directors approve the budget, then the Student Council will have the ability to spend the money allocated in the different categories.

## 10:6 Budgetary Process for Essential Services & organizations under Essential Services.



The secretary of Student Council will submit a budget for the fiscal year. The secretary Essential Services budget is made up of several components such as the John Jay College student newspaper, the John Jay College student radio station, the Theatrical Players, the yearbook, the senior cruise, the senior gifts, and the radio-licensing fee. The John Jay College student newspaper, radio station, and Theatrical Players develop their own budget. However, the secretary of Student Council will have to notify all parties the maximum funds that can be requested because the funds are based on enrollment. As far as the remainder components, the secretary of Student Council will have to develop a budget with these components included. There can be additional items that are added to the budget as long as they are essential to the student body.

**Step 1:** The secretary must set-up a meeting with the business manager of the Financial Management Office of the Student Activities Association to retrieve actual and projected enrollment numbers.

**Step 2:** Have a meeting with the other executive officers and representatives to provide the logistics for the yearbook and senior activities. However, the Student Council must approve the allocations the treasurer provided in the budget.

**Step 3:** Develop the budget and include the budget proposal and all necessary documentation required for approval.

**Step 4:** Scan the Student Council budget and email the budget to the Chairperson of the Essential Services Committee of the Student Council. The Essential Services Committee will have to review and discuss the Student Council budget before approval.

**Step 5:** After the review and discussion, if the Essential Services Committee of the Student Council approves the budget, then the budget is forwarded to the Student Council.

**Step 6:** The Student Council will have to review and discuss the Student Council budget that has been forwarded by the Essential Services Committee of the Student Council.

**Step 7:** After the review and discussion, if the Student Council approves the budget, the budget is then forwarded to the Board of Directors of the Student Activities Association.

**Step 8:** The Board of Directors must discuss and review the budget. If the Board of Directors approve the budget, then the Student Council will have the ability to spend the money allocated in the different categories.

## 10:7: College-Wide Committees and Student Government Committees

### College-Wide Committees

1. Children's Center Board of Directors
2. Student Activities Board of Directors
3. Performing Arts Advisory Committee
4. CUNY Leadership Academy
5. CUNY Leadership Academy Alternate
6. Technology Fee Committee
7. Branding Task Force
8. Auxiliary Committee
9. Spring Auxiliary Services Corp Board of Directors
10. Commencement Committee
11. Event Planning and Guest Policy Committee
12. Student Complaints Appeal Committee
13. Honors Program Committee
14. Honors Program Steering Committee
15. Members of Undergraduate Curriculum Academic Standards Committee to serve on Task Force to study Criminal Justice Majors
16. Undergraduate Curriculum Academic Standards Committee
17. General Education Committee
18. Violence Prevention Committee
19. Campus Activity Board
20. Culturefest and John Jay's Got Talent Committee
21. Alumni Committee
22. Student Life Handbook Committee
23. Security Advisory Committee

### Student Government Committees

24. Student Representation Committee
25. Budget Committee
26. Committee on Graduate and Evening Services
27. Committee on Special Programs
28. Steering Committee
29. Committee on General Activities
30. Judicial Board
31. Student Election Review Committee
32. University Student Senate

### Previous Ad Hoc Committees

33. Scholarship Committee
34. Promotional Committee
35. Charter Changes Committee
36. Student Activities Fee Committee



**STUDENT COUNCIL 2011-2012  
JOHN JAY COLLEGE OF CRIMINAL JUSTICE  
CITY UNIVERSITY OF NEW YORK**

RESOLUTION NUMBER 4

President Brown submitted to Student Council 2011-2012

**LEGACY PROJECT**

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**WHEREAS**, the development of the legacy project is comprised of several administrators and students within several offices included but not limited to: Office of the President, Office of Marketing & Development, Student Development, and Student Government 2010-2011.

**WHEREAS**, the purpose of the legacy project is to benefit the students, currently enrolled in the college, in any capacity. ie. Scholarships, Programming, Tutoring, etc.

**WHEREAS**, the students contributing funds to the legacy project may donate of donating any amount at any given time. The student can fill out their credit card information to pledge an amount for the next 5 years at his or her own discretion.

**WHEREAS**, several individuals that are apart of the college community donate their time to request funds for the current students at the college. The timeframe for the collection of the funds are determined by the parties involved.

**WHEREAS**, the funds that is collected will be allocated by the Student Government each year. It is entirely the discretion to the Student Government to determine the allocation of funds.

**RESOLVED**, the beginning of each Student Government administration, the Student Government will determine the allocation of funds to different areas of the college that benefits the students. The breakdown of allocation, should be displayed through a resolution that is passed by the Student Government. The collection of funds will begin on September 1 and end by May 1. The suggested collection of funds is two weeks of every other month. After the total funds are collected, 5% of the total funds will roll over to the following year. The total pledge amount for the next year, will be incorporated to the total amount that the current Student Government collects within the fiscal year. Each Student Government is the only governing body that will have the right to allocate any funds collected under the Legacy Project.

## CHARTER OF THE STUDENT GOVERNMENT

**John Jay College of Criminal Justice  
The City University of New York  
Ratified September 20, 1978  
Amended April 1, 2008**

### PREAMBLE

We, the members of the Student Government of John Jay College of Criminal Justice, shall have as our goals the broadening of educational opportunities available to John Jay students; the facilitation of voluntary activities on campus making an important contribution to the intellectual, cultural, and moral development of the student body; the representation of student interests in designated college-wide decision-making bodies; and the furtherance of the College's special mission. All activities funded or otherwise supported shall contribute in a direct and significant way to a realization of these objectives.

### ARTICLE I: TITLE

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

### ARTICLE II: MEMBERSHIP

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

### ARTICLE III: ORGANIZATION

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

The bodies of the Student Government shall consist of:

- A. A Student Council, which shall serve as the representative body within the Student Government, shall affect appointments of Judicial Board members and members of college-wide decision-making bodies and student committees, and shall approve budgets for student organizations under the approval of the Board of Directors of the Student Activities Corporation.
- B. A Judicial Board, which shall serve as chief interpreters of this Charter when called to do so, shall certify student Clubs, shall hear and decide all charges brought against executive officers and members of the Student Council, as shall be further provided for by this Charter, and which shall conduct all elections provided for in this Charter.
- C. A faculty advisor to the Student Government, selected by the Board of Directors of the Student Activities Corporation, who shall advise and assist the bodies of the Student Government in carrying out their functions.
- D. Voluntary student organizations, hereafter designated as Clubs, which exist to further the purposes set forth in the Preamble of this Charter, and which shall be certified as meeting the standards specified in this Charter.

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

- A. The Student Council shall contain eight permanent committees contained in Article III, Section 7, paragraphs "B" through "N" and twenty class representatives drawn from and elected by the members of their respective classes. The class representatives shall be divided as follows: four drawn from the 2nd semester freshman class; four from the sophomore class; four from the junior

class; four from the senior class; and four from the graduate students.

B. The Student Council shall also contain four executive officers: a president, vice president, treasurer, and secretary. Each executive officer shall not simultaneously hold office as a class representative. He or she shall possess all the powers, privileges, responsibilities and obligations of a class representative in addition to those special to his or her position.

C. All members of the Student Council must be students in good standing at the time of their election and maintain such standing throughout their term of office. All undergraduate class representatives and executive officers must have grade-point averages of at least 2.5 at the time of their election. Graduate class representatives and executive officers that are graduate students must have grade- point averages of at least 3.0 at the time of their election. Transfer students are also eligible to hold office, provided transcripts of their previous schools may be verified and the above grade-point average requirements may be satisfied.

D. All members of the Student Council shall be required to faithfully attend meetings of the Student Council and of the committees to which they are assigned. Repeated non-attendance or lateness for meetings by elected members shall be considered valid grounds for impeachment and removal from the Student Council. Any members of the Student Council who absent themselves from more than one of the regular monthly meetings of the Student Council shall be suspended from office until such time as a majority of the Judicial Board and the Student Council shall vote to reinstate them.

E. Each class representative on the Student Council shall be expected to devote at least four hours per week to his or her official responsibilities during the fall and spring semesters. During at least one designated hour of this time per week, they shall be available at the Student Council offices for consultation with their student constituents.

### **Section 3 – Vacancies on the Student Council**

A. Should the presidency of the Student Council become vacant, the vice president shall succeed to the office.

B. Should any of the other executive officer positions of the Student Council become vacant, the members of the Student Council shall elect a successor.

C. Any vacancy among the class representatives may be filled by a special election, should the Student Council so decide, provided that at least two months remain in the term of the vacated position. Any special election must be held within one month of the occurrence of the vacancy and shall be conducted according to the procedures governing elections and referenda found in Article V of this Charter.

D. Suspended executive officers or class representatives of the Student Council shall be deemed to have vacated their positions upon such a determination being made by a majority of the remaining qualified members of the Student Council, with the concurrence of the Judicial Board.

### **Section 4 – Powers of the Student Council**

A. The Student Council shall appropriate all funds raised by student fees in accord with the purposes set forth in this Charter.

B. The Student Council may authorize programs and activities for the general benefit of the student body in accord with the purposes of the Student Government defined in this Charter.

C. The Student Council shall appoint by a majority vote the student members of all John Jay College bodies containing student representation. Appointment to these posts shall occur at the regular September meeting of the Student Council. Graduate and undergraduate students in good standing shall be eligible for these positions. The terms of these representatives shall expire with those of the members of the Student Council, and the Student Council shall be empowered to fill any mid- term vacancies that occur. All student representatives on these bodies shall be required to report periodically to the Student Council and to the permanent Committee on Student Representation on the fulfillment of their duties.

D. The Student Council shall have the power to confirm the nomination of any student to represent the student body at college, university or inter-collegiate meetings and events, including nationally- recognized student organization functions. These representatives shall be required to report back to the Student Council on the fulfillment of their duties.

E. The Student Council may study and debate any issue or problem pertaining to campus life and

student activities. On the basis of such studying or debate, it may adopt such resolutions or make such recommendations to the administration of the College, the faculty, or the student body as it sees fit; provided that it shall not endorse any candidacies for positions on the Student Council.

F. Within the procedures and requirements established by this Charter, the Student Council may adopt such bylaws, rules and regulations, create such temporary committees or empower such agents as it deems fit to carry out its duties.

### **Section 5 – Procedures and Internal Structure of the Student Council**

A. Within one month following the start of its term, an organizational meeting shall be convened by the faculty adviser. At this meeting the executive officers and members of the Student Council shall be sworn. As soon thereafter as it is convenient, the Student Council shall meet to confirm the appointment of the members of its committees, and to schedule the remainder of the Student Council's regular monthly meetings.

B. Once its organization has been completed, the Student Council shall hold at least one regular meeting every month until the expiration of its term. These regular monthly meetings shall be held at dates and times convenient for the executive officers and the members of the Student Council, as well as for the members of the student body. The times and dates of the regular monthly meetings may be changed by a vote of the Steering Committee of the Student Council, provided that at least one week's notice is given of such changes.

C. Special meetings of the Student Council may be held upon the call of the Student Council president. They shall also be convened upon a documented petition of a majority of the members of the Student Council.

D. During its meetings the Student Council shall strictly adhere to its agenda as specified further in Section 7 of this Article. In the case of the regular monthly meetings, the agenda shall be established by the Student Council's Steering Committee. Whenever possible the Steering Committee shall also establish the agenda for any special meetings called by the Student Council president. Should time not permit a special meeting of the Steering Committee, the president may establish the agenda. Special meetings convened as the result of a petition, shall be governed by the agenda contained in the petition.

E. Meetings of the Student Council shall be open in their entirety to all students, members of the faculty, members of the administration, and other interested individuals. The faculty adviser shall have the right to attend and address all meetings of the Student Council and its committees.

F. The date, time and place of all regular Student Council meetings shall be conspicuously advertised through the College media at least one week before the meeting takes place, and a schedule of all regular meetings shall be available to students at the Student Council's office. Due notice of special meetings shall be given whenever possible.

G. Every individual serving on the Student Council, with the exception of the president, shall be qualified to cast one vote at Student Council meetings. Members of the Student Council under  
4  
suspension shall not be considered qualified to vote. Proxy voting shall not be permitted on the Student Council or within any of its committees.

H. A quorum of the Student Council shall consist of the majority of all the members of the Student Council qualified to vote.

I. No resolution shall be passed by the Student Council unless it shall have received at least a majority of the votes of qualified members present and voting. However, should a resolution, or an amendment to a resolution, be vetoed by the Student Council president it must receive the affirmative votes of two-thirds of the qualified members of the Student Council to pass. Procedural motions, however, shall never require more than a simple majority to pass.

J. The Student Council president shall preside at Student Council meetings whenever present. In his or her absence, the vice president, treasurer, or secretary of the Student Council shall preside in that order of precedence. Should there be no qualified executive officer present, the Student Council may designate one of its other members to preside.

The presiding officer shall not be allowed to vote at meetings of the Student Council except to break ties, provided that the

president shall always be free to cast his veto. The presiding officers of all committees of the Student Council, however, shall have the right to vote.

K. Subject to the provisions of this Charter, and such rules as the Student Council may wish to provide for itself, parliamentary procedure at Student Council meetings shall be governed by *Robert's Rules of Order*, newly revised.

## **Section 6 – The Powers and Duties of the Executive Officers and Committee Chairpersons of the Student Council**

A. Service as an executive officer, or as the chairperson of a permanent committee of the Student Council, is a major responsibility. Executive officers are expected to devote at least ten hours per week to his or her official duties, and to monthly chair their respective committees. Sustained failure to meet these obligations shall be considered valid grounds for impeachment and removal from office. Committee chairpersons of the Committee on Clubs, the Committee on Graduate and Evening Services, and the Committee on Special Programs, are also expected to convene monthly meetings. Sustained failure of each to meet this obligation shall constitute sufficient grounds for suspension or replacement by the Student Council by a majority vote.

B. The president shall serve as chief executive of the Student Government, and the presiding officer of the Student Council. In addition to the powers granted to him or her elsewhere in this Charter, he or she shall serve as chairperson of the Student Council's Steering Committee and of its permanent Committee on General Activities; nominate the members of all Student Council committees (except the Committee on Student Representation), study groups, and deputations (other than those involving student representation of college-wide decision-making bodies), subject to the consent of the Student Council; represent the student body when other provisions have not been made by the Student Council; and have responsibility for the management of the Student Council's office. He or she shall also be ex-officio member of all committees of the Student Council. Also, as chief executive, the president has the power to exercise the role of any other executive officer in the event of a vacancy, or in the event that an existing executive officer has been delinquent in his or her duties and exigency in the exercising of those duties exists.

C. The vice president shall succeed to the office of the presidency should a vacancy occur, and shall serve as acting-president in the president's absence. The vice president shall also serve as the chairperson of the Student Council's permanent Committee on Student Representation, and shall nominate the members of this committee subject to the consent of the Student Council.

D. The treasurer shall serve as the responsible financial officer of the Student Council, and as the chairperson of the Student Council's permanent Committee on the Budget. In addition, the treasurer shall serve as an ex-officio member of all permanent Student Council committees. The treasurer shall also disperse all properly appropriated funds and keep the books of account. At any time, the Board of Directors of the Student Activities Corporation may direct that an audit be conducted of the books of the Student Council. The treasurer shall also be responsible for making a monthly report to the Student Council on the state of the Student Government's finances.

E. The secretary shall keep the minutes of all meetings and provide for the maintenance and security of all Student Council records. The secretary shall call the roll of the Student Council, read minutes of preceding meetings, and handle all correspondence for the Student Council, with such exceptions as the Student Council may provide. The secretary shall also serve as the chairperson of the permanent Committee on Essential Services.

## **Section 7 – Composition and Responsibility of the Student Council Committees**

A. The major portion of the Student Council's work shall be done in its committees. Faithful participation in the activities of his or her committee shall be an essential obligation of all members of the Student Council. Repeated failure to attend committee meetings, as deemed by the Student Council, for those elected members, shall constitute valid grounds for impeachment and removal from office. For those committee members that are appointed by the Student Council, any sustained failure of each to meet their obligation shall constitute sufficient grounds for suspension or replacement by the Student Council by a majority vote.

B. The members of the Student Council, both elected by the students and/or appointed by the members of Student Council, shall be organized into eight permanent committees: the Steering Committee, the Committee on Student Representation, the Committee on Clubs, the Committee on General Activities, the Committee on Graduate and Evening Services, the Committee on Special Programs, the Committee on Essential Services, and the Committee on the Budget. The Student Council may also create special temporary committees whose existence shall end whenever the Student Council shall so prescribe, or at the installation of a new Student Council. Each member

of the Student Council shall serve on at least one permanent committee.

C. The Steering Committee, the highest permanent committee, shall consist of all the qualified members of the Student Council. A quorum of the Steering Committee shall consist of a majority of the Student Council's executive officers and permanent committee chairpersons. Each member of the committee, including the chair, shall have one vote, and a simple majority of all qualified members present and voting shall be sufficient to pass any resolution. The provisions of Article III, Section 5, paragraph "A" of this Charter shall not apply to meetings of the Steering Committee. The Steering Committee shall hear reports from the chairpersons of the various Student Council committees on the progress of the Committee's work. Whenever possible it shall establish the agenda of all Student Council meetings, except where meetings have been called through petition of the Student Council members. The agenda shall prescribe all the items of business to be considered by the Student Council, the time to be allocated for consideration of these items, the rules governing debate on them, and the number and nature of any motions and amendments that may be offered. These rules shall be strictly adhered to during Student Council deliberations unless the president of the Student Council secures permission of the Student Council that they be waived in whole or part. If the Steering Committee, for whatever reason, falls short of quorum at a meeting to formulate the agenda for a regular meeting, the president shall establish the agenda.

After the members of the Student Council shall have been sworn in, a regular schedule of monthly Steering Committee meetings shall be established. These meetings shall precede the regular monthly meetings of the Student Council by at least three business days. They shall be held at times convenient to the executive officers and chairpersons of the Student Council's permanent committees. Failure on the part of an executive officer or chairperson to attend more than one of the regular monthly meetings of the Steering Committee shall result in the suspension of that individual from the Student Council.

The president may call special meetings of the Steering Committee, provided that due notice be given to all of the members of the Student Council.

D. At the time of its initial organization each permanent committee shall have a minimum membership of five qualified members. A simple majority of the committee's qualified members shall constitute a quorum, provided that the Student Council president may grant written permission to any chairperson to transact the business of a committee in the absence of a quorum. Meetings of the Student Council and of the Steering Committee, however, shall always require the presence of a quorum.

E. Once appointed and confirmed, the chairpersons of all permanent committees shall serve throughout the full term of the Student Council to which they were elected or appointed, provided that they remain qualified members of the Student Council.

F. All permanent committees shall hold regular monthly meetings, according to a schedule adopted at the first meeting of the committee. This schedule may later be revised by the members of the committee, provided that due notice is given. Committee meetings shall be open in their entirety to all students, faculty members, and members of the administration who wish to attend.

G. In formulating the agenda of the Student Council, the Steering Committee shall give priority to resolutions considered by and reported out of the committees of the Student Council.

H. The permanent Committee on Student Representation shall study the qualifications of all students proposed for positions on the College Council Committees prescribed in the College's Charter of Governance and its Bylaws. Any student in good standing may have his or her name placed before this Committee for consideration by any member of the Student Council.

Due notice shall be given to the student body of the availability of such positions, together with a description of their obligations and responsibilities. Only students nominated by the permanent Committee on Student Representation may be approved by the Student Council. Moreover, no student may be selected to fill more than one position. The seat of any student member of a College Council Committee shall be declared vacated whenever that student shall have been absent for more than one of its meetings, or for inactivity deemed as such by the Student Council. The terms of students holding these positions shall terminate with those of the members of the Student Council.

The permanent Committee on Student Representation shall monitor the attendance of students on the College Council Committees and college-wide decision-making bodies, and shall nominate

students to fill vacancies as they occur. The Committee shall also require student members on college-wide decision-making bodies to report monthly, in writing, on their work, and to appear before the Student Council to explain their actions. The Committee may make recommendations to the student members of college-wide decision-making bodies, provided that it is always understood that such students remain free to make their own judgments. The Committee may also request that the Student Council take advisory positions on questions before college-wide decision-making bodies, or that the student body be polled on such matters.

The permanent Committee on Student Representation shall consist of the vice president, whom shall chair, and four other members of the Student Council, at least three of whom shall be graduate students, seniors, or juniors.

I. The permanent Committee on Clubs shall review the requests of all certified Clubs for Student Council funds, and shall recommend to the Student Council whether such funds shall be approved. The Committee shall ensure that all such requests are in accordance with the educational and cultural purposes of the College, benefit a significant number of students, are cost-effective, and are in conformance with the overall budgetary guidelines and ceilings approved by the Student Council. The Committee may also examine the constitutions of any Clubs requesting funds from the Student Council for the purpose of establishing their democratic character and conformance to the purposes of the College. Members of this Committee shall not simultaneously serve as executive officers of any Club. The president shall designate the chairperson and members of this Committee, subject to confirmation by the Student Council.

J. The permanent Committee on General Activities shall study and advise the Student Council on all proposals for the authorization of activities and events, within the purposes of this Charter, not falling within the prescribed jurisdictions of other committees or Clubs. It shall also study and advise the Student Council on all proposals for the revision of the Charter of the Student Government. The Committee shall be chaired by the president, and shall include a minimum of four other members of the Student Council.

K. The permanent Committee on Graduate and Evening Services shall study and advise the Student Council on all proposals of primary benefit to students in the graduate programs of the College, or in the evening sections of the undergraduate division. This Committee shall be composed of a minimum of five members, four of whom must be graduate students. The president shall designate the chairperson and members of this Committee, subject to the confirmation by the Student Council.

L. The permanent Committee on Special Programs shall study and advise the Student Council on all programs of primary benefit to students in the Satellite Program of the College. This Committee shall be composed of a minimum of five members. The president shall designate the chairperson and members of this Committee, subject to the confirmation by the Student Council.

M. An essential service comprises an ongoing activity vital to the educational or cultural life of the College, which is designed to be accessible to a large number of students and involves an unusually large level of continuing expenditure. The permanent Committee on Essential Services shall study and advise the Council on the administration and performance of the student newspaper, radio station, yearbook, theatrical activities, as well as that of any other entity deemed by the Student Council and Board of Directors of the Student Activities Corporation as an essential service, provided that neither the Committee nor the Student Council shall intervene with the editorial freedom of these entities. The Committee shall be chaired by the secretary and include a minimum of four other members.

N. The permanent Committee on the Budget shall administer all budgetary matters as they relate to those funds appropriated and expended by the Student Government, as per Article III, Section 8 of this Charter and for the administrative processes and educational and cultural needs of the student body. The Committee shall be comprised of the treasurer, whom shall chair, and a minimum of four other members.

O. The student delegation of the College Council shall consist of the four executive officers of the Student Council, two student representatives from the graduate class, two student representatives from the senior class, two student representatives from the junior class, two student representatives from the sophomore class, and one student elected at large. Selection of the above student representatives and the student elected at large shall be based on those who received the highest number of popular student votes in the annual elections as stipulated in Article V of this Charter. The delegation shall also consist of one representative from the freshman class nominated by the president from among the freshman class representatives. If any of the student representatives are unable to serve, the president shall nominate replacements with students of that particular vacated class, as well as nominate the replacement of the at-large delegate with a student that is not of the freshman class. The president shall also nominate two alternate delegates, both of whom that are not of the freshman class.

## **Section 8 – The Budgetary Process**

A. At a time no later than the Student Council's regular October and February meetings, it shall receive and consider recommendations from the Committee on the Budget on general budgetary guidelines based on anticipated revenues and projected expenditures. These shall include maximum allocations for the general categories of spending within the jurisdictions of the various Student Council committees. It may also include more specific ceilings for expenditure on particular programs or activities such as allocations for individual Clubs. The Committee on the Budget may also recommend the establishment of reserve or contingency funds to be allocated later during the term of the Student Council among the various spending categories.

The Student Council must act on these recommendations before the end of October or February, as the case may be. Thereafter, the Committee on the Budget, through the treasurer, shall monitor the actual flow of monies collected, appropriated, obligated, and expended by the Student Government, submitting a monthly report to the Student Council on the same.

Within the overall guidelines adopted by the Student Council, the Committee on the Budget shall have direct responsibility for appropriating funds for the deferral of the legitimate expenses of the Student Government and its members. The treasurer shall be responsible for promptly distributing copies of the budgetary guidelines to all members of the Student Council and other interested parties, and shall similarly make available a monthly list of all Student Council revenues, appropriations, obligations and expenditures. The secretary shall be responsible for publicizing these reports.

B. The Board of Directors of the Student Activities Corporation may establish minima for expenditures on any activity or organization. Such minima are automatically to be considered an appropriated portion of the Student Government's budget, and may be obligated and expended according to such procedures as the Board of Directors may authorize. When minima are established, the Board of Directors must promptly inform the Student Council of the same, specifying the levels and purposes of the funding involved.

The Student Council may appropriate funds for any purpose beyond the levels provided for in the minima.

C. Until the guidelines have been approved, no funds shall be appropriated by the Student Council for any purpose. After the approval of the guidelines, each committee of the Student Council shall have the responsibility for recommending to the Student Council the specific amount of funds to be appropriated for programs and activities in its area of jurisdiction. No resolution providing for the appropriation of funds shall come before the Student Council unless it has originated in the proper committee.

D. No resolution for appropriating funds which exceed the ceilings for Club activities or for any other category of spending, established by the Committee on the Budget, shall be approved unless it receives an affirmative vote of two-thirds of the qualified members of the Student Council present and voting; nor may any amendment be added by the Student Council to any resolution for the appropriation of funds reported by any committee which acts to increase the amount of the appropriations contained therein. Amendments may be offered in Student Council, however, which decrease this amount, subject to the specifications of the agenda.

E. The treasurer shall be responsible for obligated and disbursing all monies duly appropriated by the Student Council, provided that no contracts shall be entered into by the Student Government without the written authorization of either the Board of Directors of the Student Activities Corporation or the Dean of Students.

F. No monies may be disbursed by the treasurer until two full weeks have passed following their appropriation by the Student Council, provided that this requirement may be waived by a two-thirds vote of the membership of the Student Council and consent of the faculty adviser. During this two- week period the Student Council, if in session, may reconsider any such appropriation.

## **Section 9 – Student Clubs**

A. Any student Club or organization is eligible for funding by the Student Council if its activities further the purposes established in the Preamble of this Charter, and if it has been certified as meeting the requirements established in this Charter by the Judicial Board.



B. No executive officer of any student Club may simultaneously serve as the executive officer of any other Club.

C. The eligibility of a Club, once established, may be reviewed at any time by the Judicial Board, upon the request of any executive officer of the Student Council, any five members of the Student Council, or twenty-five concerned students.

D. The establishment of eligibility shall not in itself entitle any Club to the use of student funds.

E. Any Club purchasing or using equipment financed by Student Council funds may be required by the Student Council to post surety for each equipment. The treasurer shall require all Clubs and agents of the Student Council to present receipts for all expenditures funded by the Student Council.

F. Any and all items or equipment purchased by Clubs with Student Council funds shall remain the property of the Student Activities Corporation.

G. All Clubs making contracts with outside agents must have them approved by the Student Activities Corporation or the Dean of Students.

### **Section 10 – The Judicial Board**

A. The Judicial Board shall consist of five members, known as associate justices, three nominated by the Board of Directors of the Student Activities Corporation, two nominated by the president of the Student Council, to be confirmed by both bodies. Members of the Judicial Board shall serve terms of no more than two continuous years, provided members do not experience a lapse in student enrollment and provided members remain in good academic standing. All members of the Judicial Board shall be students in good standing, with grade-point averages of at least 2.5 as undergraduate students and grade-point averages of at least 3.0 as graduate students, at the time of their appointment and maintain such standing throughout their term of office. No member of the Judicial Board may be a member or candidate for an elective position within the Student Government during the period of his or her service, nor may he or she serve as an executive officer of a student Club.

B. The Judicial Board shall elect a chief justice, who shall preside at its meetings and shall establish its agenda, subject to modification by the members of the Judicial Board.

C. Meetings of the Judicial Board shall be in their entirety open to all interested parties, provided that the Judicial Board may meet in executive session when deciding upon charges lodged against any executive officer or member of the Student Government under the impeachment provisions of this Charter. The faculty adviser shall have the right to attend and speak at all meetings of the Judicial Board.

D. The first meeting of the Judicial Board shall be convened by the faculty adviser, and the members of the Judicial Board shall be duly sworn. Thereafter, the Judicial Board shall meet monthly according to a regular schedule, in the same manner as the Student Council. Special meetings may also be called by the chief justice of the Judicial Board or upon petition of a majority of its members. Due public notice shall be given of all Judicial Board meetings whenever possible.

E. The Judicial Board shall keep minutes of all its meetings, which, after a reasonable time, shall be made available to all interested parties. The chief justice of the Judicial Board shall make provision that all records of the Judicial Board and copies of Club records be carefully preserved and made available upon request to all interested parties.

F. Each member of the Judicial Board shall have one vote, and unless otherwise provided for, all decisions of the Judicial Board shall be taken by a simple majority of the members, a quorum being present.

G. A quorum of the Judicial Board shall consist of a majority of its members.

H. Meetings of the Judicial Board shall be conducted according to *Robert's Rules of Order*, newly revised, with the exception that the chief justice shall, in all matters, carry one vote.

I. Members of the Judicial Board shall disqualify themselves from voting on any matter bearing upon a student Club of which they are a member. Any member doing so, however, shall still be counted present for the purposes of making a quorum.

J. The Judicial Board may empower agents to assist in the performance of its administrative

responsibilities.

K. Removal of any justice on the Judicial Board may be enacted by a vote of at least a majority of the qualifying members of the Student Council, subject to confirmation by the Board of Directors of the Student Activities Corporation.

#### **ARTICLE IV: IMPEACHMENT**

##### **Section 1 – Grounds for Impeachment**

The following shall be considered grounds for the impeachment of any executive officer or member of the Student Council:

- A. Serious misconduct, negligence or repeated inattention in carrying out official duties;
- B. Misappropriation of funds;
- C. Willful violation of the provisions of the Charter.

##### **Section 2 – The Impeachment Process**

Any executive officer or elected member of the Student Council may be impeached either upon the lodging of a petition with the chief justice of the Judicial Board, specifying charges and signed by five percent or more of the student body, or by means of a resolution passed by the members of the Student Council, at least two-thirds of the qualifying membership agreeing.

##### **Section 3 – The Trial of Impeached Members of the Student Council**

- A. The trial of any impeached executive officer or elected member of the Student Council shall be conducted before the Judicial Board.
- B. If the impeachment is by means of petition, the Judicial Board shall verify the signatures on the petition within one week of its submission.
- C. Within three business days of this verification, or after the receipt of a duly passed Student Council resolution, the Judicial Board shall provide the accused with a copy of the verified documents, and after full consultation with all interested parties, set a date for an open hearing. This date shall be no later than two weeks after the receipt of the petition or resolution by the Judicial Board.
- D. It shall be the duty of the chief justice of the Judicial Board to ensure that the student body is given adequate notice of this open hearing, and of the nature of the charges lodged against the impeached member of the Student Council.
- E. The case against the impeached member shall be made either by the first signer of the petition or by the sponsor of the resolution, as the case may be, or by such agents as these parties may designate. The accused may defend himself or may designate an agent to conduct his defense.
- F. Both the accuser and the accused shall have the right to call witnesses and to cross-examine witnesses called by the opposing party.
- G. Following the conclusion of the open hearing, the Judicial Board shall meet in closed session to consider the evidence and reach a decision. This decision, together with any accompanying opinions, shall be made public within one week after the conclusion of the open hearing.

##### **Section 4 – Conviction and Removal from Office of Members of the Student Council**

Should four-fifths of the members of the Judicial Board find an impeached member of the Student Council guilty of any charges brought against him or her, he or she shall be considered convicted and removed from office. No student, once so convicted, shall again be eligible to hold any office or position within the Student Government. Should none of the charges be sustained by the Judicial Board, the impeached member shall be considered acquitted.

##### **Section 5 – Suspension of Impeached Members of the Student Council**

A. Should two-thirds of the elected members of the Student Council agree that the charges against another member are of sufficient gravity, they may vote to suspend that member from his duties for the duration of the impeachment process. In no case, however, shall such suspension be viewed as an indication of guilt of the impeached member. A suspended member shall immediately regain his or her powers upon acquittal by the Judicial Board.

B. In the event that the president is the subject of suspension or impeachment, the vice president shall serve as acting-president upon the disposition of the case.

## **ARTICLE V: ELECTIONS**

### **Section 1 – Eligibility for Student Office**

A. Only persons who are currently students in good standing at the College are eligible to hold office within the Student Government. Candidates for office must also meet the specific qualifications for the offices they seek as stipulated in Article III, Section 2, paragraph “C” of this Charter.

B. Any student wishing to become a candidate for freshman, sophomore, junior, senior, or graduate class representative on the Student Council must submit a nominating petition to the Judicial Board signed by at least 25 members of the student body. The petition must be submitted no later than six weeks prior to the election period.

### **Section 2 – Procedure for Electing Class Representatives**

A. Elections shall be under the direct supervision and control of the Judicial Board and shall be conducted in conformance to the provisions of this Charter, in a fair, open and honest manner. No election guidelines or procedures drawn up by the Judicial Board shall go into operation until they have been approved by the Student Election Review Committee or the Dean of Students.

B. The period of holding elections for all class representatives shall be during the two or three weeks prior to the spring recess. The exact date and times of the elections shall be determined and announced by the Judicial Board no later than the end of February.

C. A newly-elected member of the Student Council shall begin his or her term at midnight on June 1 and complete it, if not removed, at midnight on May 31 of the following year.

D. All nominating petitions shall be reviewed and verified by the Judicial Board, in consultation with the Dean of Students. All currently-enrolled students who qualify as candidates shall be so informed by the Judicial Board no later than four weeks prior to the beginning of the election period.

E. The guidelines and procedures governing regular Student Government elections shall be established and announced by the Judicial Board at approximately six weeks before the date of elections. The Judicial Board shall secure the cooperation of the Dean of Students in the carrying out of elections. It may also employ an independent ballot association to supervise the counting of the ballots.

F. The Judicial Board shall be responsible for informing the student body of the identities of candidates for positions within the Student Government. Student Government funds shall not be utilized to finance campaigns. Such activity shall disqualify such candidates.

G. The Judicial Board shall determine the design of the ballot and the nature of the information that candidates may choose to have placed on the ballot.

H. Special elections for the Student Council, as well as any referenda that the Student Council may authorize, shall also be under the supervision of the Judicial Board. These shall be conducted in a fair and open manner, according to such specific regulations as the Judicial Board shall determine.

### **Section 3 – The Election of Student Council Executive Officers**

A. Students in good standing at the College shall be eligible to be elected executive officers of the Student Council if they have the requisite qualifications for the offices they seek as stipulated in Article III, Section 2, paragraph “C” of this Charter. These include a grade-point average of at least 2.5 for undergraduate students, and at least 3.0 for graduate students, at the time of election.

B. The executive officers of the Student Council shall be elected at the same time and in the same manner as class representatives. Every student registered in John Jay College of Criminal Justice shall be eligible to vote in the election to fill each of the executive offices. The candidates for these positions receiving a plurality of the total vote shall be elected.

C. A newly-elected executive officer shall begin his or her term at midnight on June 1, and completed, if not removed, at midnight on May 31, of the following year.

D. Eligible students may become candidates for executive office in the following manner:

1) Students wishing to become candidates for executive office must present a statement of support signed by at least seven members of the Student Council, or a nominating petition signed by at least one hundred and fifty registered students.

2) No student may sign a nominating petition or a statement of support for more than one candidate running for a single seat or position.

## **ARTICLE VI: ELIGIBILITY REQUIREMENTS FOR STUDENT CLUBS**

### **Section 1 – Certification of Eligibility by the Judicial Board**

A. Any new Club wishing to be certified as eligible for funding must first submit to the Judicial Board:

1) A statement of its purposes, said purposes being in accord with the mission of the College and purposes of the Student Government as defined in this Charter.

2) A constitution providing for the governance of the Club in an open and democratic manner.

3) A membership list containing the names of at least fifteen members of the student body, four of whom must be executive officers of the Club, all of whom with grade-point averages of at least 2.5 as undergraduate students and/or grade-point averages of at least 3.0 as graduate students.

4) A Club must have a faculty adviser.

B. The Judicial Board shall study and verify all material submitted to it by Clubs. It may require the executive officers or the faculty adviser of any Club to appear before it for the purpose of gathering additional information. Following the submission of the required materials, the Judicial Board shall determine whether a given Club is to be certified, and so inform the president of the Student Council. The Judicial Board may invoke this procedure with respect to continuing Clubs which have not undergone review for more than one year.

C. Any Club denied certification shall be provided in writing with the reasons for such action by the Judicial Board. It may resubmit an application for certification at any time thereafter.

D. If the Club has been denied certification, whether such denial is provided in writing or otherwise, it may lodge an appeal with the president of the Student Council. If the president determines that the appeal holds merit, he or she shall place it before the Student Council and shall request the executive officers of the Club in question and representatives of the Judicial Board to appear before the Student Council at its next meeting to give testimony in the case, provided the agenda has not already been established. If the agenda has already been established, the case shall be heard at the subsequent meeting. The Student Council may, on appeal, reverse a certification decision of the Judicial Board, provided that two-thirds of the qualified attending membership of the Student Council so agree.

E. All Clubs will be expected to hold at least three regular meetings per semester. At least one week's notice shall be provided for all Club meetings, and attendance shall be open to all interested members of the student body. It shall be the responsibility of the executive officers of each Club to keep minutes of each meeting, indicating the members of the Club in attendance and all business transacted. These minutes, along with a signed statement from the Club's faculty adviser attesting to their accuracy, shall be transmitted to the chief justice of the Judicial Board no later than one week following each meeting. Clubs shall also promptly submit to the Judicial Board all amendments to their constitutions.

F. At any time during the course of the academic year, any ten members of the Student Council or twenty-five concerned students may request that the Judicial Board reexamine the standing of any Club. Any Club found failing to conform to

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

#### **ARTICLE VII: INTERPRETATION OF THE CHARTER**

A. Upon petition of one hundred students or ten members of the Student Council, or upon a motion by any executive officer of the Student Council, any question pertaining to the interpretation of any provision of this Charter may be submitted to the Judicial Board for interpretation.

B. In the event of such a submission, the Judicial Board must decide the question at its next meeting, provided that the Judicial Board shall also be free to decline to decide on the case. If the Judicial Board should accept the appeal, its chief justice may stay the disputed action of any Student Council executive officer or agent, or of the qualifying members of the Student Council, until the case shall have been decided.

#### **ARTICLE VIII: AMENDMENTS**

A. Any proposed amendment to this Charter must be introduced at a regular monthly meeting of the Student Council by a member of the Student Council or upon petition by one hundred members of the student body.

B. The Student Council may vote upon this amendment at its next regular monthly meeting, provided that due notice has been given to all members of the Student Council and the student body.

C. If two-thirds of the qualifying membership of the Student Council shall so agree, the amendment shall be submitted to the Board of Directors of the Student Activities Corporation for approval.

D. Should the Board of Directors approve, the amendment shall be submitted to the full student body for ratification. Within three months of such action by the Student Council and the Board of Directors, a referendum shall be held.

E. An amendment shall be adopted if approved by fifty percent of the students voting in the said referendum.

#### **ARTICLE IX: IMPLEMENTATION**

A. Upon the institution of this Charter all existing constitutions, charters and bylaws governing the John Jay College Student Government are null and void. The constitutions of all voluntary student organizations associated with it shall be subject to review.

B. Notwithstanding the provisions of Article VIII, during the first two years of this Charter's operation it may be amended by an affirmative vote of a simple majority of the qualified members of the Student Council and the approval of the Board of Directors of the Student Activities Corporation. The provisions of Article III, Section 5, paragraph "I" shall not apply to such votes.



**BUDGETARY GUIDELINES**

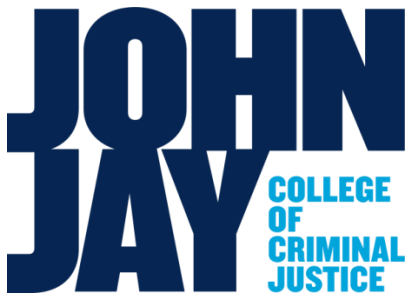
**COMMITTEE ON CLUBS**

**OF**

**JOHN JAY COLLEGE OF CRIMINAL JUSTICE OF  
THE CITY UNIVERSITY OF NEW YORK**

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March 21, 2012

Dear Student Leader,

We would like to congratulate you for being an active member in the student life at John Jay College. The purpose of the Committee on Clubs Budgetary Guidelines will assist student organizations with the preparation of the fall and spring budgets. Also the guidelines are developed to help student leaders become familiar with the budgetary process for student organizations and provide rules to help organizations sponsor events that further the development of the student body and uphold the mission of the Student Government.

Thank you,

*Jeffrey Aikens - Chairperson*

*Whitney Brown*

*Alyssa Gilliam*

*Rebecca Delgado*

*Anna Marie Singh*

Committee on Clubs 2011-2012



**BUDGETARY GUIDELINES  
COMMITTEE ON CLUBS  
of  
John Jay College of Criminal Justice  
The City University of New York  
Revised March 21, 2012**

**PREAMBLE**

The permanent Committee on Clubs shall review the budget requests of all certified clubs for funding, and shall recommend to the full Council whether such funds shall be approved. The funding for student organizations is an earmark category based on the enrollment of the summer, fall, and spring semester. The Committee shall ensure that all such requests are in accordance with the educational and cultural purposes of the College, benefit the general student body, are cost effective, and conform with the overall budget guidelines and ceilings approved by the full Council. The Committee may also examine the constitution of any club requesting funds from the Council in order to establish their democratic character and conformance to the purposes of the College. The Committee reserves the right to deny, table, pass with stipulation, or approve club budgets at its discretion.

**ARTICLE I: BUDGET SUBMISSION**

- A. Club executives are required to attend an Office of Student Life budget workshop before submitting a budget proposal.
- B. All budget proposals must have a budget checklist, be date and time stamped by a staff member of the Office of Student Life, and be submitted to the Executive Assistant of Student Government or the Chair of the Committee on Clubs. All Committee on Clubs submission deadlines will be the Thursday before the regularly scheduled Committee on Clubs meeting. A budget submitted after the deadline will be reviewed at the following Committee on Clubs meeting. Any budgets submitted with missing paperwork will not be reviewed by the Committee on Clubs and will be sent back to the Office of Student Life and the director of Student Life. No exceptions will be made unless passed by a majority of the committee
- C. Each club must submit two (2) separate budgets: one for the fall semester and one for the spring semester. Special Note: If a club has funds remaining in their budget for the fall semester they cannot spend those funds in the following spring semester. If there is remaining funds in the earmark category, the Committee on Clubs will reallocate the funds to the student organizations in the spring semester.
- D. The president or treasurer of a club has the ability to resubmit their budget proposal if their original budget proposal was submitted on time, provided the Chair of the Committee on Clubs or the Office of Student Life assign outline an arbitrary deadline for resubmission.
- E. All budget proposals must include the mission statement of the club. Each club is required to defend their budget at the Committee on Clubs meeting, Student Council meeting, and Student Activities Association Board of Directors meeting. If there is no representative from the organization present at one of these meetings, then the budget will not be reviewed.

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- F. Clubs are able to collaborate with departments and other clubs within John Jay College. However, a club should not be the only funding source for the entire event. If there is a co-sponsor of an event, within John Jay College, the co-sponsor of the event must provide a written letter with a detailed description of the allocation their department will contribute to the event. Also, provide an explanation of the specific service or product rendered for the event. Special Note: Student organizations can co-sponsor an event with outside entities. However, if a student organization is collaborating with an outside entity, the student organization needs to meet with the Director of Student Life. The student organization needs to provide the Director of Student Life with all the details regarding the event. If the event occurs with a student organization within a CUNY school, the organization must provide a signed agreement from the President and Treasurer of the student organization. The agreement must be given to the Director of Student Life.
- G. The chair of the Committee on Clubs is responsible for notifying the clubs of the projected revenue of the current semester at least two weeks in advanced of the Committee on Club budget submission deadline.
- H. An executive member of a club has the ability to appeal any recommendation of the Committee on Clubs and or Student Council. They may do this only they submit their appeal in writing, and meet the Student Council or Student Activities Association Board of Directors regular submission deadlines for the current budget cycle.

## **ARTICLE II: NEW AND INACTIVE CLUBS**

All new clubs that are chartered (clubs that are receiving certification from the Judicial Board) will receive up to \$1,000.00 per their first and second consecutive active semesters. Inactive clubs are clubs that were not active the previous semester or clubs that have been chartered in the College's history, but did not retain membership, or hold any meetings or events. These reactivating organizations will be held to the same boundaries as new clubs.

## **ARTICLE III: CEILINGS AND CAPS**

- A. Advertising (Category 1) should not exceed \$500.00.
- B. Honoraria (Category 5) should not include plaques or trophies for executive members of clubs.
- C. Printing (Category 7) should not exceed \$200.00 per semester.
- D. Supplies (Category 13) should not exceed \$400.00 per semester. Items, such as electronics and computer equipment, cannot be part of the supplies list.
- E. Refreshments (Category 15) shall not exceed one-third (.333) of the entire club budget. This is a College policy, and it cannot be violated.

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- F. Clubs are not permitted to utilize student funds to purchase equipment (Category 3) for club rooms or for events. Under special circumstances, the Committee on Clubs will provide authorization to purchase equipment. The Office of Student Life must maintain a list of purchased equipment and submit it to the clubs and Financial Management Office of Student Activities Association at the close of each semester.
  - G. Clubs are not permitted to submit a budget proposal with any expenditures for categories 4 (Films and Film Rental), 6 (Insurance), 9 (Repairs and Maintenance), 10 (Telephone), and 12 (Personnel Services).

#### **ARTICLE IV: EXTERNAL EVENTS**

- A. A detailed proposal indicating the premise, value to the college community, and the reason(s) for such an event must be attached to the budget.
- B. Any non-academic external event must be in collaboration with at least one other Club. The Committee on Clubs will not recommend approval for individual non-academic external events.
- C. All off-campus excursions involving ten or more students must include a designated trip coordinator. The coordinator must be of a Higher Education Officer standing or higher a full-time staff or faculty member of the college with the exception of an adjunct or a person employed by the Student Activities Association. A letter from the coordinator(s) must be attached to the event proposal.
- D. All travel and event expenses will be considered and in the following order:
  - a. Educational/academic;
  - b. Community service/school image; and
  - c. Social/Cultural.

#### **ARTICLE V: SUPPORTING DOCUMENTATION**

- A. Purchases or services to be rendered over \$250.00 require a price quote from three (3) separate vendors, along with detail specifications for the goods or services to be procured, must be attached to the budget proposal accompanied with an oral bid form.
- B. Office supplies can only be obtained from Staples and the cart of items to be purchased must be attached to the budget. Items to be purchased from Staples that are classified as a food or beverage must be placed in Refreshments (category 15).
- C. A detailed budget proposal should be attached to the budget outlining the premise of the events, quotes for all items to be purchased or services to be rendered (where necessary), as well as the selection process for students participating in on-campus or off-campus excursions, tournaments or conferences.

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- D. For clubs that wish to obtain cultural foods or foods for special events that cannot be otherwise obtained from the current food vendor at the college, the following documentation must be provided: a certificate of insurance from the food services to be used (the College requires a minimum coverage of two million dollars), a Health Department Permit, Food Handlers Certification, and an itemized pre-billing invoice. Failure to attach these documents to the budget may result in the budget being passed partially, tabled or denied.
  - E. All parties who are signatories to the budget must sign and date areas specified on Budget Summary Form-Part 1, Exhibit A. Failure to have all signatures on the document may result in the budget being tabled.
  - F. All speakers or performers scheduled to appear at any club event must provide a résumé and/or bibliographical profile. Such résumé, biography, portfolios, reviews, or profile must be attached to the budget proposal. In addition, be advised that all speakers and or performers must submit a copy of his/her social security card and a copy of his/her state or United States identification card or tax registration number along with a completed Personal Services Agreement form. This is a College procedure and cannot be changed. Please note that for performers costing over \$500.00 oral bids must be done.

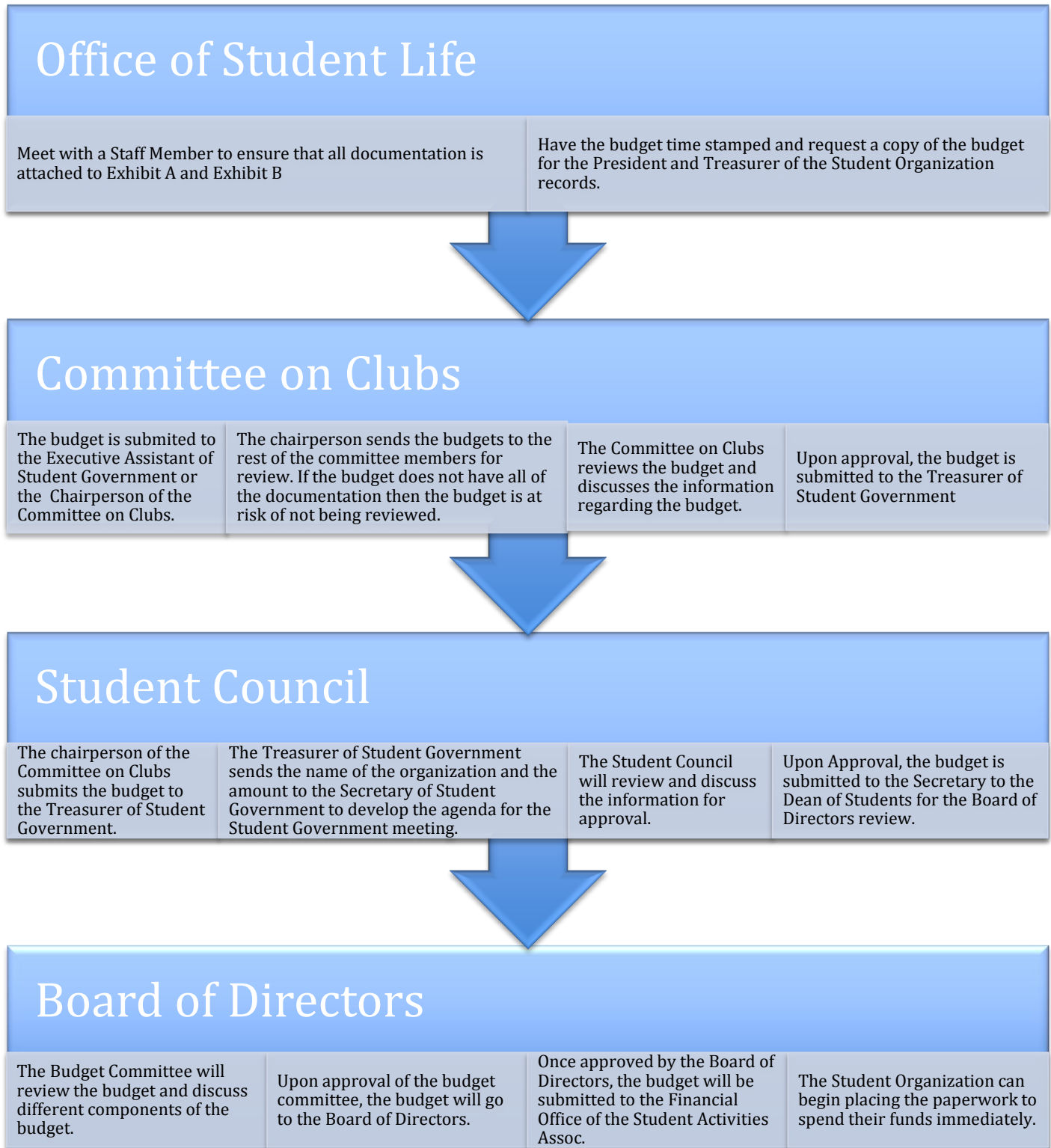
#### **ARTICLE VI: SUPPLEMENTAL BUDGETS**

- A. Supplemental budgets may be accepted at the last Committee meeting of the Spring semester.
- B. Supplemental budgets are incumbent upon the funds the Committee has available after all original budget proposals have been approved and funds appropriated.
- C. These budgets are subject to the same procedures as the original budgets and will be reviewed in the chronological order in which they were received by the Executive Assistant.
- D. The Committee reserves the right to deny the Supplemental budget if the budgeting guidelines are not adhered to.

#### **ARTICLE VII: DOCUMENTATION REQUEST**

- A. All requests for Committee on Clubs documents must be submitted to the Office of Student Life.

## APPENDIX 1: BUDGETARY PROCESS FOR STUDENT ORGANIZATIONS



## APPENDIX 2: BUDGET EXHIBIT A

### Budget Summary Form-Part 1

John Jay College of Criminal Justice  
Student Activities Association

**EXHIBIT A**

Page \_\_\_\_\_ Of \_\_\_\_\_

Date \_\_\_\_\_

**Note: This form must be attached to the  
Budget Data Entry Form- Part 2- Exhibit B**

\_\_\_\_\_  
Name Of Budget Organization

\_\_\_\_\_  
Semester / Year

PLEASE INDICATE WITH A CHECK MARK AND PROVIDE DATE		
<b>COC / ES USE</b>	<b>COUNCIL USE</b>	<b>ASSOCIATION USE</b>
Revised _____	Approved _____	Budget Approved _____
Approved _____	Sec'y Initials _____	Minutes Date _____
Minutes Date Below _____	Minutes Date Below _____	Approved w/ Condition _____
_____	_____	Condition Met- Date _____
Comment _____		
_____		
_____		

PRINTED NAME	SIGNATURE
S.C. OFFICER / DIRECTOR _____	_____
CLUB PRESIDENT _____	_____
CLUB TREASURER _____	_____
FACULTY ADVISOR/ SAA DESIGNEE _____	_____

The information above must be completed in full by the individuals specified. Incomplete information will result in delays. This form is official upon signature of all involved parties.

Item #	Category	Amount
1.	Advertising and Promotion	\$ _____
2.	Contractual Services	\$ _____
3.	Equipment	\$ _____
4.	Films and Film Rental	\$ _____
5.	Honoraria, Performers, Bands, etc.	\$ _____
6.	Insurance	\$ _____
7.	Printing, Postage, Stationery	\$ _____
8.	Rent	\$ _____
9.	Repairs and Maintenance	\$ _____
10.	Telephone	\$ _____
11.	Stipends	\$ _____
12.	Personnel Services	\$ _____
13.	Supplies	\$ _____
14.	Travel Expense	\$ _____
15.	Refreshments	\$ _____
Total All Categories		\$ _____

Budgets are due to the Assistant Secretary of the Association five business day prior to the Budget Committee and Board of Directors Meetings. Check requests are honored by the Business Office upon receipt of an approved budget.

Allegations related to fraud regarding the use of, or theft of funds of the Student Activities Association, Inc. (SAA) may result in charges being brought against the accused individual before the Faculty Student Judicial Committee of John Jay College. Further CUNY By Laws specifies that debts to the Student Activities Association are debts to the College. Any amount due to the SAA will result in a hold being placed on a student's transcript and/or diploma and the student being barred from registration until the debt due the Association is satisfied. Your signature above signifies that you understand the foregoing.  
Approved 3/22/90; Revised 9/99- Replaces all previous editions

Student Activities Association, Inc. John Jay College of Criminal Justice  
Approved 3/21/90; Revised 9/1/93, Revised 7/1/95; 9/13/99; 1/15/00, 9/30/99

Approved 3/22/90; Revised 9/99- Replaces all previous editions  
Student Activities Association, Inc. John Jay College of Criminal Justice  
Approved 3/21/90; Revised 9/1/93, 7/1/95; 9/99; Revised 11/30/00

white(Accounting Office); yellow(SD Budget Office); pink(Student Activities Office or Department Director);goldenrod(Student Council Treasurer)  
created by C.L. Johnson

**APPENDIX 3: BUDGET EXHIBIT B**

**Budget Data Entry Form - Part 2**

**EXHIBIT B**

John Jay College of Criminal Justice  
Student Activities Association

Page \_\_\_\_ of \_\_\_\_

- Revised
- BD Approved - Date \_\_\_\_\_

Name of Budget Organization \_\_\_\_\_

**Note: This form must be attached to the Budget Summary Form- Part 1- Exhibit A**

Category # \_\_\_\_\_ (Specify Fiscal Accountability Budget Category)  
 Line Item Descriptor \_\_\_\_\_ (A line item is a specific description of an expense)  
 Detailed Line Item Description \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_

Category # \_\_\_\_\_ (Specify Fiscal Accountability Budget Category)  
 Line Item Descriptor \_\_\_\_\_ (A line item is a specific description of an expense)  
 Detailed Line Item Description \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_

Category # \_\_\_\_\_ (Specify Fiscal Accountability Budget Category)  
 Line Item Descriptor \_\_\_\_\_ (A line item is a specific description of an expense)  
 Detailed Line Item Description \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_

Category # \_\_\_\_\_ (Specify Fiscal Accountability Budget Category)  
 Line Item Descriptor \_\_\_\_\_ (A line item is a specific description of an expense)  
 Detailed Line Item Description \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_

This form is required of all entities of the Student Activities Association. For budgets forwarded by the Student Council, Essential Services and Committee on Clubs appropriate Minutes are required before the budget is presented to the Association

white(Accounting Office); yellow(SD Budget Office); pink(Student Activities Office or Department Director); goldenrod(Student Council Treasurer);

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**APPENDIX 4: SAMPLE BUDGET PROPOSAL FORMAT**

**Name of the Student Organization** \_\_\_\_\_

**Mission of Organization**

**Category #** \_\_\_\_\_ **Category Name** \_\_\_\_\_ **Amount \$** \_\_\_\_\_

**Rationale**

**Item** \_\_\_\_\_ **Amount \$** \_\_\_\_\_

**Category #** \_\_\_\_\_ **Category Name** \_\_\_\_\_ **Amount \$** \_\_\_\_\_

**Rationale**

**Item** \_\_\_\_\_ **Amount \$** \_\_\_\_\_

**Category #** \_\_\_\_\_ **Category Name** \_\_\_\_\_ **Amount \$** \_\_\_\_\_

**Rationale**

**Item** \_\_\_\_\_ **Amount \$** \_\_\_\_\_

**CALENDER OF EVENTS**

List the date, name of the event, location, and time.

Ex. January 19 - Student Harvest, L2.69.00NB, 1:40pm



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## APPENDIX 4a: SAMPLE BUDGET PROPOSAL

### MEMORANDUM

TO: Committee on Clubs, Student Council & SAA Board of Directors  
FROM: Student Organization  
DATE: Current Date  
SUBJECT: Student Organization Budget

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The mission of the student organization is to build unity among students across various master program disciplines while fostering their advancement in writing, critical thinking, leadership and career networking. The student organization is vital to John Jay College because it develops graduate students career interest and provides an environment for graduate students to put into practice the skills and knowledge they learn from their master program.

#### **Category 1: Advertising/Promotion \$150.00**

The organization does a lot volunteer work in various communities in an effort to improve the environment. For this semester will be planting trees and cleaning up parks. T-shirts will bring awareness to our organization and promote unity. T-shirts will be given to members who volunteer their time to plant trees and clean up parks.

**25 short sleeve t-shirts, white (\$6 per shirt) = \$150.00**

#### **Category 2: Contractual Services \$150.00**

The organization will be promoting educational advancement to undergraduate students at John Jay through our mentoring program. We will conduct three (3) sessions for undergraduate students to gain support from graduate students in their professional and academic careers. Our first mentoring session will feature motivational speaker Steve Birdine.

**First mentoring session = \$150.00**

#### **Category 5: Honorarium \$50.00**

The organization would like to recognize individuals in the John Jay community for their hard work in developing our organization.

**Metal Gravel, Gold Electroplate (for Faculty Advisor) = \$25.00**  
**Rosewood Piano-finish plaque engraving plate (for Prof. Rich) = \$25.00**  
**Total = \$50.00**

#### **Category 7: Printing, Postage and Stationary \$50.00**

The organization will need printing for events. The organization will also utilize student emails, Facebook, and other electronic mediums to advertise events.

**1 poster 24.00 x 36.00 = \$41.00**  
**30 color flyers = \$9.00**  
**Total = \$50.00**

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**APPENDIX 4a: SAMPLE BUDGET PROPOSAL**

**Category 13: Supplies** **\$100.00**

The organization is requesting various office supplies to ensure efficiency of the organization.

**Expanding file folders (2pk) = \$30.00**  
**Rollerball pens blue (3pk) = \$15.00**  
**Post its (6 pk) = \$10.00**  
**Stapler (2) = \$20.00**  
**Staples (2 box) = \$5.00**  
**Tape (2 box) = \$8.00**  
**Tape dispenser (2) = \$12.00**  
**Total = \$100.00**

**Category 14: Travel Expenses** **\$200.00**

The organization will be traveling to Albany, New York to attend the Proactive Education conference. The goal of this conference is to address relevant issues that face all students and advisors in post-secondary and post baccalaureate education. We are requesting funds to pay for the registration of the conference. The selection of students for this conference will be on a first come first serve basis.

**20 people (\$10 per student) = \$200.00**

**Category 15: Refreshments** **\$300.00**

Refreshments will be needed for meetings and events throughout the semester. Food will be ordered from the school food vendor for all events and meetings.

**Mentoring Session #1**  
**Deli Board = \$44.00**  
**Cookies= \$11.00**  
**Baked Ziti= \$30.00**  
**Brownies = \$15.00**  
**Total = \$100.00**

**Mentoring Session #2**  
**Deli Board = \$44.00**  
**Cookies= \$11.00**  
**Baked Ziti= \$30.00**  
**Brownies = \$15.00**  
**Total = \$100.00**

**Mentoring Session #3**  
**Deli Board = \$44.00**  
**Cookies= \$11.00**  
**Baked Ziti= \$30.00**  
**Brownies = \$15.00**  
**Total = \$100.00**

**Total Budget Request** **\$1,000.00**

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## APPENDIX 4a: SAMPLE BUDGET PROPOSAL

### Calendar of Events

**February 22** – Mentoring Session 1, L2.69.00NB, 1:40pm

**February 29** - 1<sup>st</sup> General Meeting, L2.69.00NB, 1:40pm

**March 14** - Mentoring Session 2, L2.69.00NB, 1:40pm

**March 21** – 2<sup>nd</sup> General Meeting, L2.69.00NB, 1:40pm

**April 6** – Tree Planting Prospect Park

**April 19** – 3<sup>rd</sup> General Meeting, L2.69.00NB, 1:40pm

**April 25** – Mentoring Session 3, L2.69.00NB, 1:40pm

**May 1** – Central Park Clean Up

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**APPENDIX 5: Budget Checklist**

**STUDENT ORGANIZATION BUDGET CHECKLIST**

*Items Submitted*

- Student Organization Budget Checklist (Required)** \_\_\_\_\_Initials
- Budget Exhibit A & B (Required)** \_\_\_\_\_Initials
- Budget Proposal/Calendar of Semester Events (Required)** \_\_\_\_\_Initials
- Advertising and Promotion Quote(s) (If Necessary)** \_\_\_\_\_Initials
- Contractual Quote(s) (If Necessary)** \_\_\_\_\_Initials
- Honoraria Quote(s) (If Necessary)** \_\_\_\_\_Initials
- Printing Quote (If Necessary)** \_\_\_\_\_Initials
- Supplies Quote(s) (If Necessary)** \_\_\_\_\_Initials
- Travel Quote(s) (If Necessary)** \_\_\_\_\_Initials
- Refreshment Quote(s) (If Necessary)** \_\_\_\_\_Initials

**Missing documentation will cause a student organization budget to be denied.**

By signing, I agree and understand the terms of the Committee on Club s Budgetary Guidelines.

\_\_\_\_\_  
**Student Organization Name**

\_\_\_\_\_  
**Executive Officer Name (Print)**

\_\_\_\_\_  
**Executive Officer Signature**

\_\_\_\_\_  
**OSL Staff Signature & Date**

\_\_\_\_\_  
**Date**

**\*\*BUDGETING BODIES WILL ONLY ACCEPT ORIGINAL COPIES OF THE FORMS DISPLAYED HERE.\*\***

**PLEASE NOTE: THE ORIGINAL FORMS DISPLAYED HERE AS WELL AS ALL OTHER NECESSARY FORMS CAN BE FOUND IN THE OFFICE OF STUDENT LIFE.**

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## **APPENDIX 6: GLOSSARY OF TERMS**

**Approved:** An approved budget indicates that the document will move on to the next stage of the budgeting process.

**Approved with Stipulation:** A budget approved with a stipulation indicates that there are minor adjustments to be made to the document prior to its progression to the next phase of the budgeting process. For example: the inclusion of a faculty advisor's signature.

**Chartered:** The certification of a student organization by the Judicial Board.

**Denied:** A budget that is denied indicates that the document did not meet the criteria set forth in the guideline for appropriation.

**Oral Bid:** A price quote from a vendor for a particular service or product.

**Rider:** An amendment or attachment to a contract. Commonly used to indicate additional terms or coverage for standard insurance contracts.

**Tabled:** A budget that is tabled means the document did not meet the requirements to be approved, passed with stipulation or denied. Thus, it was sent back to the club to be revised and the must come back at the following meeting for review by the Committee.