

Lehman College
The Student Government Association
Bylaws of the Executive Board
(Ratified August 24, 2022)

1. Powers

- 1.1 The ultimate power of the Student Government Association (SGA) Executive Board is vested in the body.
- 1.2 The Executive Board shall have the power to initiate, fund and administer programs and activities and to allocate the funds of the SGA.
- 1.3 The Executive Board shall have the power to make recommendations on matters concerning the physical plant and supporting facilities and shall have the power to use and distribute rooms to student organizations in the Student Life Building.

2. The Cabinet

2.1 Structure:

- a. The President shall head the Cabinet.
- b. The Cabinet shall stand as the President's primary method of internal organization.

2.2 Purpose:

- a. It shall be the responsibility of the Cabinet to administer SGA in fulfilling its goals and duties.
- b. It shall be the responsibility of the Cabinet to continuously assess the progress of SGA in the fulfillment of its goals and duties.
- c. It shall be the responsibility of the Cabinet to ensure that all SGA Officers fulfill their duties of office.
- d. It shall be the responsibility of the Cabinet to meet with the Vice-President of Legislative Affairs to coordinate the activities and actions of the Student Legislative Assembly and the Executive Board.
- e. It shall be the responsibility of the Cabinet to ensure that all the governance documents of the SGA are adhered the implementation of initiatives, programs and events that are sponsored and/or co- sponsored by the SGA;
- f. It shall be the responsibility of the Cabinet to continue the evaluation of all programs and activities sponsored by this organization.

3. Duties / Powers of Officers

3.1 The President

- a. Preside at all meeting of the SGA, the Executive Board, the Cabinet and the Administrative Committee (ADCOM);
- b. Have the power to call the Executive Board, the Cabinet and the Administrative Committee into special session;
- c. Is finally responsible for the administration of SGA;

- d. Head of the Cabinet;
- e. Is the official representative of SGA to all organizations and individuals with whom the organization may have contact with, including attending meetings on behalf of SGA; save server as otherwise stipulated in these bylaws;
- f. Appoint, with the advice and consent of the Executive Board, representatives to Student/Faculty committees within the jurisdiction of SGA;
- g. Recommend, with the advice and consent of SGA, all student representatives to search committees for the positions of President, Provost, Vice-President, Associate Provost, Assistant Vice-President, Dean, Associate Dean and all other administrative positions;
- h. Prepare, in conjunction with the Chief Financial Officer, a budget for SGA;
- i. Appoint office aides, a Parliamentarian, and Office Manager.
- j. Have the power to issue an executive order when of the Executive Board is unable to meet. All decisions made under this clause must be ratified at the first meeting of the Executive Board after the action is taken.

3.2 Vice-President of Internal Affairs

- a. Is the Chair of the Programming Committee (PROGCOM);
- b. Assist the President in the performance of the President's duties;
- c. Perform all duties of the President in the absence of the President;
- d. Succeed to the presidency in the event that the President resigns;
- e. Become Acting President in the event that the President is removed from office or recalled;
- f. Shall serve as the liaison of the SGA to the Business Office at Lehman College;

3.3 Vice-President of External Affairs

- a. Is the Chair of the Committee of Co-curricular Development (CCD);
- b. Assist the President in the performance of the President's duties;
- c. Perform the duties of the Executive Vice-President in the absence of the Executive Vice-President;
- d. Is responsible for the continuing evaluation of all standing committees and administrative boards and other forms of internal organization that the Officers of this organization adopt;
- e. Is responsible for monitoring all campus-wide committees and CUNY-wide committees that require student representation from Lehman College;
- f. Is the official liaison to all Independent Boards as stipulated in these bylaws

3.4 Vice-President of Legislative Affairs

- a. Is the Chair of the Student Legislative Assembly (SLA);
- b. Assist the President in the performance of the President's duties;

- c. Is the Head of the Legislative Steering Council, which shall serve as the Legislative Affairs Officer's primary method of internal organization;
- d. Inform the Executive Board of the activities of the Student Legislative Assembly, including the matters at hand in the Lehman College Senate and the Lehman College Senate Committees.

3.5 The Campus Facilities Officer

- a. Is responsible for ensuring that the interests of students are met in the operation of the bookstore, cafeteria and library, Student Life Building and, furthermore, be the official representative in the management of those services, including being an ex officio member of all committees that deal with such campus services;
- b. Is an ex officio member of all committees that deal with the physical master plan and development of the college;
- c. It's an ex officio member of all committees that deal with the development and the operation of the physical plant and the supporting facilities of Lehman College;
- d. Is responsible for the allocation of space in student facilities;
- e. Serves as the official representative to all campus committees or organizations dealing with campus safety.
- f. Serve as an ex-officio member of the ADCOM.

3.6 The Public Relations Officer

- a. Is responsible for the administration of all publicity of the activities and programs of SGA;
- b. Is Chair of the Publications Board;
- c. Is advisor to all campus organizations concerning publicity regulations;
- d. Is the official representative to the media relations division of the college;
- e. In conjunction with the Secretary/Office Manager is responsible for managing all correspondence sent out on behalf of the SGA;
- f. Is responsible for the recruitment of students to the boards and committees of SGA, campus-wide committees, including Senate committees and CUNY-wide committees;
- g. Serve as an ex-officio member of the PROGCOM.

3.7 The Community Activities Officer

- a. Advise student groups with respect to involvement in the community;
- b. Initiate and administer programs of benefit to the members of the community and the students of Lehman College;
- c. Is responsible for the administration of such programs as community tutorials, internal campus tours, benefit performance, workshops and lecture series, sponsored by SGA;
- d. Serves as the official representative of SGA to all campus committees or organizations dealing with community work;

- e. Serve as an ex-officio member of CCD.

3.8 The Events Coordinator

- a. Is responsible for the administration of all cultural and social activities sponsored by SGA;
- b. Prepare, in conjunction with the Communications Officer, a social calendar for the campus;
- c. Coordinate student groups with respect to their social programs;
- d. Chair the Production Committee, which shall serve as the Events Coordinator's primary method of internal organization;
- e. Serve as an ex-officio member of the PROGCOM.

3.9 The Chief Financial Officer

- a. Prepare, in conjunction with the President, the budget of SGA;
- b. Provide monthly reports on the financial status of SGA;
- c. Is responsible for ensuring that money is spent in accordance with the regulations established by the Executive Board, the Lehman College Association for Campus Activities and the Board of Trustees;
- d. Is responsible for the fundraising activities of the SGA;
- e. Investigate ways and means of increasing the funds of SGA;
- f. Serve as the official representative to all individuals that deal with the budget of SGA;
- g. Serve as an ex-officio member of CCD, the Lehman College Association for Campus Activities, Lehman College's Auxiliary Enterprise, and as a non-voting member of the ADCOM and the PROGCOM.

3.10 The Research Officer

- a. Is responsible for preparing quarterly reports of the activities of the organization in conjunction with the Public Relation Officer;
- b. Investigate new ways and means of operating existing programs;
- c. Assist all other Officers in the planning of new programs and activities;
- d. Keep records of value to the organization such as rules and regulations of the Board of Trustees, the Lehman College Senate, the University Student Legislative Assembly relevant bills and proposals before the City Council, State Legislature and the Congress;
- e. Assist the members of the Student Legislative Assembly in research matters of importance to them;
- f. Is responsible for the devising ways and means of ascertaining the opinions and desires of students and faculty in matters of relevance to SGA;
- g. Serve as an ex-officio member of the ADCOM.

3.11 The Student Outreach Officer

- a. Ensure that programs and activities sponsored by SGA are extended to transfer, weekend, part-time, graduate, evening and international students;
- b. Initiate and administer programs of interest and value to transfer, weekend, part-time, graduate, evening and international students;
- c. Be the official SGA representative to the Administration and Faculty, and of transfer, weekend, part-time, graduate, evening and international students.
- d. Serve as an ex-officio member of the PROGCOM.

3.12 The Student Services Officer

- a. Shall serve as the official liaison of the Student Government to all student service departments and centers on campus;
- b. Is responsible for ensuring that students' interests are met and addressed in the operation of general campus services such as the administrative departments, the tutoring center, the athletic facilities and the health care center. Including being an ex-officio member of all committees that deal with such campus services and departments.
- c. Shall be responsible Is an ex officio member of all committees and the official representative to all individuals dealing with the administration of orientation programs, tutorial programs, leadership training, athletic affairs, commencement, convocation, etc.
- d. Chair the Commencement Committee;
- e. Chair the Yearbook Committee;
- f. Serve as an ex-officio member of the ADCOM

3.13 Technology and Design Officer

- a. Is responsible for creating digital assets for SGA social media, television, and prints.
- b. Collaborate with the Public Relations Officer on managing various accounts, such as social media, distribution lists, SGA Email and any other online services accounts tied to Lehman SGA.
- c. Responsible on ensuring that the Lehman SGA Brand Identity meets the guidelines set by the Brand Creator, and the Technology & Design Officer.
- d. Have a high proficiency in Adobe Suite and Social media tools such as Hootsuite, Later, etc.
- e. Serve as ex-officio of the PROGCOM
- f. Serve as a member of the Tech Fee Committee.

4. University Student Senate (USS) Representative

4.1 Purpose

- a. There shall be six USS representatives who shall serve as Lehman College's Delegates and alternates to USS.
- b. There shall be 2 undergraduate delegates, 2 undergraduate alternate, 1 graduate delegate and 1 graduate alternate.

- c. Only the delegates shall have voting rights in the executive board if they are not already executive board members.
- d. The tenure of the members of this Committee shall be from September 1st of the year of their election until the following year August 31st.

4.2 Responsibilities

- a. Serve as liaisons between USS and the Lehman College community, transmitting information between USS and the Lehman College community;
- b. Attend the USS plenary sessions;
- c. Serve on at least one standing committee of USS or the Board of Trustees;
- d. Present proposals for funding to USS from the SGA, clubs and other organizations within Lehman College;
- e. Produce the section on USS within SGA's quarterly report;
- f. Pursue projects within USS as directed by SGA.

5. Appointed Members

The President shall have the power to appoint a Project Manager, a Secretary and/or an Office Manager.

5.1 Office Manager

- a. Shall report to the President, and shall serve as administrative assistant to the President;
- b. Shall record minutes at all SGA Executive Board meetings, as well as meetings of CCD;
- c. Shall assist the President in the preparation of the agenda for the meetings;
- d. Shall bring all relevant materials such as: agendas, minutes, bylaws, standing rules, committee lists, committee membership lists, and all other items that are relevant to meetings;
- e. Shall keep all records of the organization (including committee reports) on file, as well as keep an up-to-date list of all the members of all committees;
- f. In conjunction with the Communications Officer, manage the SGA email account;
- g. Shall be responsible for ordering and managing the office supplies of the SGA Executive Board office;
- h. Shall be responsible for reserving rooms for SGA Executive Board meetings;
- i. Shall assist other members of the organization in fulfilling their duties.

6. Power and Duties of the Parliamentarian

6.1 Shall report to the President, and shall serve as the adviser to the President on all parliamentary procedure matters;

- 6.2 Shall assist the Chair in the conduct of all meetings of the Executive Board, Cabinet, Committees and CCD;
- 6.3 Shall have a copy of the records of all governance documents, resolutions and policies of the organization at all meetings;
- 6.4 Shall assist with the coordination of motion and resolutions as requested by members.
- 6.5 The SGA members may nominate and elect a non-voting member for the position of Parliamentarian.
- 6.6 The Parliamentarian shall assist the President and chairs of Committees in conducting meetings according to the Parliamentarian Procedure pursuant to Robert's Rules of Order.

7. Internal Organization

It shall be the responsibility of each of the Officers, except where otherwise stipulated in these Bylaws, to establish by the beginning of the fall semester a committee system or other appropriate internal organization and submit such for the advice and consent of SGA. The Officer shall submit names for various appointments subject to the advice and consent of SGA. In all matters in the jurisdiction of the Officers, they shall have full authority unless otherwise restricted by the Executive Board.

8. Meetings

- 8.1 Throughout the year, the Executive Board shall hold 10 monthly meetings.
- 8.2 At least 1 week's written notice be given to all members of SGA and the Lehman College community of the monthly meetings of the Executive Board. Throughout both the fall and spring academic semesters, the Executive Board shall hold at least 3 monthly meetings, and all of these meetings must be held during one of Lehman College's designated free hours. In the months that SGA meets as a whole, the Executive Board will not hold one of its monthly meetings.
- 8.3 At 1 of its monthly meetings during the summer (summer being defined as the time between the assumption of office and the start of the fall semester), the Executive Board shall adopt the budget of SGA for the year. A majority vote of the members present at the meeting of the SGA Executive Board shall be sufficient to adopt and make amendments to the budget.
- 8.4 A special meeting of the Executive Board shall be defined as a meeting that is neither scheduled as one of the Executive Board's 10 monthly meetings, nor is a continuation of one of its monthly meetings
- 8.5 The President, after consultation with the Cabinet, may call for a special meeting of the Executive Board. At the written request of 5 members of the Executive Board, including the reason(s) for calling the meeting, the President will call for a special meeting of the Executive Board.
- 8.6 At least 24 hours written notice must be given to all members of SGA and the Lehman College community of a special meeting of the Executive Board. All discussion and voting at a special meeting will be limited to the reason(s) that the meeting was called.

- 8.7 Throughout the year, SGA shall hold two meetings. The Cabinet of SGA, in conjunction with the Legislative Steering Council of the Student Legislative Assembly, will decide the dates of the two meetings of SGA
- 8.8 SGA shall hold one meeting in each academic semesters. At these meetings, SGA shall conduct the regular business of both the Executive Board and the Student Legislative Assembly. Meetings of SGA will be held during Lehman College's designated free hours. At least one week's written notice must be given to all members of SGA and the Lehman College community of the biannual meetings of SGA.
- 8.9 A special meeting of SGA shall be defined as a meeting that is neither scheduled as one of SGA's two meetings, nor is a continuation of one of its two meetings.
- 8.10 The President, after consultation with the Cabinet and the Legislative Steering Council, shall call for a meeting of SGA. At least 24 hours written notice must be given to all members of SGA and the Lehman College community of a special meeting of SGA. All discussion and voting at a special meeting will be limited to the reason(s) that the meeting was called.
- 8.11 The Chairpersons of the boards and committees of SGA shall have the right to place items before the Executive Board and, when those items are being discussed, shall have all floor rights except the vote, unless the Chairman is a member of SGA then he/she will be entitled to vote.
- 8.12 All meetings of the Cabinet, the Executive Board and the SGA shall be open to the Lehman College community, and, subject to the normal restrictions that can be placed on debate, each member of this community shall have the right to speak at meetings of the Executive Board.
- 8.13 Electronic meetings of the Cabinet, the Executive Board and the SGA is not recommended, however, if a member is unable to attend such meeting, the following procedure must be followed: If a member submits a written statement to the President and Office Manager explaining why they will be unable to attend the meeting in person, at least 24 hours in advance of the meeting, they shall be given the opportunity to attend the meeting electronically. Subjected to the New York State Open Meetings law.

9. Stipends

- 9.1 Officers of the SGA Executive Board shall be eligible to receive 8 stipends during their term in office: 4 in the Fall semester and 4 in the Spring semester.
- 9.2 Officers of the SGA shall receive their stipends by:
 - a. Attending the monthly meetings of the SGA, which shall be subject to quorum restrictions;
 - b. Submitting an Officer Report in writing at least 18 hours before the monthly meetings of the Executive Board;
 - c. Being present for more than half of the monthly meetings;
- 9.3 Officers of the SGA that fail to meet the criteria to receive stipends as stipulated in Article 8.2 of these bylaws, and who still wish to do so, must send a written request/explanation to the Director of Campus Life.

10. Committees

The powers of each Standing Committee shall be codified in its Bylaws, which may be approved by a majority vote of the Executive Board.

10.1 Administrative Committee (ADCOM):

a. Structure

The membership of this Committee shall include the President who shall preside as the Chair of the Committee; the Vice-President for Academic Affairs, who shall serve as Vice-Chair of the committee; the Campus Facilities Officer; the Financial Planner, who shall serve as the treasurer and a non-voting member; the Research Planner and; the Student Services Programmer. The tenure of the members of this Committee shall be from June 1 of the year of their election until the following May 31.

b. Purpose and Powers

10.1.b.1 It shall be responsible for the development and implementation of programs, ideas and initiatives that aim to further/advance the Lehman College community;

10.1.b.2 It shall be responsible for ensuring that students' interests are met, protected, and addressed in the operation of the campus;

10.1.b.3 It shall be responsible for developing and drafting governance documents, resolutions, petitions and statements on behalf of the SGA;

10.1.b.4 It shall be responsible for setting-up meetings with the appropriate administrators and officials on behalf on SGA to address the needs and concerns of the Lehman College community;

10.1.b.5 It shall be responsible for recommending changes to be made to any of the governance committee documents of the SGA to the Executive Board.

10.2 Programming Committee (PROGCOM):

a. Structure

The membership of this Committee shall include the Vice-President of Internal Affairs who shall preside as the Chair of the Committee; the Events Coordinator, who shall serve as Vice-Chair; Public Relation Officer; Technology & Design Officer; the Chief Financial Officer, who shall serve as the treasurer and a non-voting member; the Outreach Coordinator; and one of the student Senators that serves on the Executive Board. The tenure of the members of this Committee shall be from June 1 of the year of their election until the following May 31.

b. Purpose and Powers

- 10.2.b.1 It shall be responsible for the development, planning and implementation of all events sponsored or co-sponsored by the SGA;
- 10.2.b.2 It shall be responsible for presenting all proposals that are event related to the Executive Board;
- 10.2.b.3 It shall be responsible for developing and implementing the criteria for co-sponsoring events with the SGA;
- 10.2.b.4 This committee will be primarily responsible for ensuring that members of the SGA and volunteers are available to oversee all events sponsored and/or co-sponsored by the SGA.

10.3 Committee of Co-curricular Development (CCD):

a. Structure

The membership of this Committee shall include the Board Vice-President of External Affairs who shall preside as the Chair of the Committee; the Chief Financial Planner Officer; the Community Activities Programmer Officer; two of the student Senators that serve on the Executive Board; and the Secretary of the SGA who shall be a non-voting member. The tenure of the members of this Committee shall be from June 1 of the year of their election until the following May 31.

b. Purpose and Powers

10.3.b.1 It shall be responsible for the disbursement of funds to the duly registered clubs and organizations on campus.

10.3.b.2 It shall be accountable for the evaluation of the nature of events; programs, initiatives and ventures sponsored by campus clubs, organizations and student groups that require financial backing.

10.3.b.3 It shall work with campus clubs, organizations and student groups in order to provide support and promote leadership training whenever possible.

10.3.b.4 It shall be responsible for developing the awards criteria for clubs for the SGA awards.

11. Boards

11.1 Independent Boards

- a. The Chairs of all Independent Boards of SGA have the right to place items before the Executive Board for discussion. Furthermore, when an item brought forward by an Independent Board is being discussed by the Executive Board, the respective Chair shall have all floor rights except the vote; however, if the Chair is a member of the Executive Board, then the Chair shall have the right to vote.
- b. Independent Boards of SGA include, but are not limited to, the Communication Facilities Board, the Judicial Board and the Board of Elections.

11.2 Officer Administrative Boards

- a. An Officer Administrative Board is a part of the Executive Board (codified in its Bylaws) that provides support for an Officer of SGA in relation to the Officer's duties and can function as an Officer's method of internal organization.
- b. An Administrative Board will be chaired by the Officer that it is charged to aid.
- c. The powers in each Administrative Board will be codified in its Bylaws, which may be adopted by a majority vote of the Executive Board.

12. Elections

- 12.1 Notification for all internal elections must be given at least a week in advance of the meeting that they are to be held.
- 12.2 All internal elections shall be done by ballot vote.
- 12.3 The Parliamentarian shall be responsible for preparing and preserving all the materials necessary for internal elections and, in conjunction with the Secretary, will count the ballots.
- 12.4 Elections for Lehman College Association for Campus Activities (and its committees) and Auxiliary Enterprises Corporation (and its committees) shall be held at the Executive Board's monthly meeting in June, in accordance with the Bylaws of the respective body. All members of SGA may nominate themselves for any of these bodies.

13. Parliamentary Authority

The rules contained in the latest edition of Robert's Rules of Order shall govern the Cabinet and the Executive Board in all cases to which they are applicable and in which they are not inconsistent with the Constitution of SGA, these Bylaws or the Standing Rules of the Cabinet or the Executive Board.

14. Adoption

These bylaws may be adopted by a simple majority of the members voting at two consecutive meetings of the Executive Board of the SGA or by a 2/3rds vote of members present at a meeting of said body.

15. Amendments

- 15.1 Amendments to these bylaws must be presented to the President and Parliamentarian of SGA a week before the meeting at which they are to be heard.
- 15.2 The President will be responsible for disseminating proposed amendments to these Bylaws to the membership of SGA at least five days before the meeting in which they are to be heard.
- 15.3 For the Bylaws to be amended, they will require a 2/3rd vote of the current membership of the Executive Board.