

October 1, 2019 Version

October 1, 2019 Version

## **CUNY SPH Graduate Student Government Association Constitution**

CONSTITUTION OF THE CUNY GRADUATE SCHOOL OF PUBLIC HEALTH AND HEALTH  
POLICY GRADUATE STUDENT GOVERNMENT ASSOCIATION

THIS CONSTITUTIONAL GOVERNMENT ASSOCIATION, DERIVING ITS FULL POWER FROM  
THE STUDENT BODY, SHALL BE RESPONSIBLE TO THAT BODY.

### **ARTICLE I - NAME**

The name of this organization shall be the Graduate Student Government Association (hereinafter  
referred

to as the “GSGA”) of the City University of New York Graduate School of Public Health and Health  
Policy located at 55 W 125th St, New York, NY 10027 (hereinafter referred to as “CUNY School of  
Public Health” or “CUNY SPH”).

### **ARTICLE II - GSGA PURPOSES**

The purposes of the GSGA are:

1. To provide a program of cultural and social enrichment for matriculated students at CUNY SPH.
2. To represent the interests of CUNY SPH students to the faculty, staff, administration, and other members of the CUNY SPH community.
3. Enact legislation and make official decisions affecting the student body.
4. Provide a means whereby the students may gain experience and training in responsible government and community leadership.
5. To allocate student activity fees in a responsible and accountable manner that will facilitate the further growth of student activities, both educational and extracurricular.
6. Comply with the United States’ Constitution and both the Student Bill of Rights and Bylaws of the City University of New York.
7. To protect the rights, privileges, and well-being of the student body at all times
8. To ensure fair representation of all students regardless of program within the institution.

### **ARTICLE III - GSGA STRUCTURE**

1. The GSGA shall be composed of matriculated students at CUNY SPH.
2. The GSGA shall be governed by a Senate and an Executive Council. Executive Council officers and Senators shall be matriculated in a program at CUNY SPH and registered for at least three credits (except if taking non-credit doctoral examination or dissertation courses) during a term of service (academic year from July 1 to June 30). Executive Council officers and Senators also must meet all eligibility criteria outlined in the Board of Trustees Student Eligibility Guidelines. Students must continue to meet eligibility requirements throughout their tenure.
3. In the event that one-half or more of CUNY SPH programs fail to elect a student Senate representative, the GSGA will be governed solely by the Executive Council for said academic year. As such, the Senate will relinquish its responsibilities, and hereafter references to the Senate shall be instead substituted by the GSGA Executive Council, who shall assume these duties and responsibilities.
4. All students shall become members entitled to rights and privileges of this organization upon payment of their activities fee.

Note: A list of GSGA Officers as described in this version of the Constitution prepared March 2017 are included in Appendix 1.

5. (Added by Amendment on 3/18/2018) The GSGA Executive Council officers and Senators may receive stipends for their service. Stipends must be listed in the approved GSGA annual budget, in accordance with the guidelines of the CUNY Manual of General Policy (Article VII Policy 7.156), and in accordance with the following guidelines:
  - a. The President, Vice President, and Treasurer may each receive a maximum of four hundred dollars per regular semester (Fall and Spring), payable on or after the last day of the semester.
  - b. Each Senator and the Communication Officer may receive a maximum of three hundred dollars per regular semester (Fall and Spring), payable on or after the last day of the semester.
  - c. The USS Delegate and Alternate may not receive a stipend.
  - d. No member of the GSGA shall for the same period receive more than one stipend, or be an employee of or receive any other compensation from a student activity fee allocating body.
  - e. Upon resignation, any stipend will be prorated for time served. Any officer who is removed for cause will forfeit all stipends conferred in this Article. - Added by Amendment on 5/14/2018.

**ARTICLE IV - GSGA EXECUTIVE COUNCIL GENERAL RESPONSIBILITIES**

1. The Executive Council shall be composed of the President, Vice President, Treasurer, and Communication Officer.
2. The Executive Council shall set policies and conduct the general administration and revise articles and bylaws of the constitution when needed.
3. The Chairperson of the Executive Council shall be the President of the GSGA.
4. The Executive Council shall meet regularly on a monthly basis; the President may also convene the Executive Council as necessary.
5. The Executive Council shall serve as the Finance/Budget Committee; responsibilities of this committee include budgeting for student organizations and clubs.
6. All student clubs using student activity fees or supplemental funding sources are under the auspices of the GSGA with the Executive Council and Senate as its allocating and governing bodies.
7. Proposals and suggestions for expenditures may come informally from any GSGA member, yet must be relayed to the Treasurer who will present it to the President for consideration and approval. The President can seek expenditure or budgetary approval from CUNY SPH Budget Committee as needed. (Added by Amendment on 09/29/2019)
8. All expenditures of the GSGA student activity funds must be proposed and recorded formally in writing by the Executive Council and approved by at least a two-thirds Senate majority.
9. The GSGA Executive Council may propose or advise bylaw reforms within the GSGA authority's scope to the Senate and/or The President can issue an executive order if the senate is not assembled and/or to meet an emergency of GSGA as determined by the President. (Added by Amendment on 09/29/2019)
10. Senate members have the power to bring such proposals or advised motions by the GSGA Executive Council before the Senate the floor as proposed legislation for an official vote and potentially enact them if at least a two-thirds Senate majority vote is met. The Senate can be called into emergency session by The President when Executive Orders are issued or when emergency proposals that need (a) the Senate votes on proposal(s) or (b) the Senate by majority vote overturns the President's Executive Order. (Added by Amendment on 09/29/2019)
11. Members of the Executive Council may meet with respective program student bodies or individual students.
12. Members of the Executive Council are responsible for obtaining a monthly update from each chartered club reporting club activities and spending (see ARTICLE XI on club chartering)

## **ARTICLE V - GSGA EXECUTIVE COUNCIL OFFICERS AND RESPONSIBILITIES**

### **Section I: Duties of the President**

The GSGA President shall be a matriculated student enrolled in a program at CUNY SPH.

The President's duties are:

1. To serve as the spokesperson for the matriculated students at CUNY SPH and the GSGA Executive Council, and to express their concerns and interests to CUNY SPH's Administration and Staff, students-at-large, and the media;
2. To preside at functions of the GSGA;
3. To preside at meetings of the Senate and of the Executive Council;
4. To act as liaison on behalf of the GSGA;
5. To coordinate the allocation of supplemental funding sources;
6. To create new elected GSGA positions (contingent upon approval by the GSGA Executive Council and two thirds majority vote of the Senate). If the Senate is not assembled to approve the creation of new GSGA positions, the President can create interim positions and appoint necessary officials till a general election can be held or be voted upon by an assembled Senate.; (Added by Amendment on 09/29/2019)
7. To be a good presiding officer with knowledge of parliamentary procedures and ensure fair, collective-decision making procedures;
8. To represent the GSGA, or see that a person is appointed to represent the president at all campus meetings where representation is required;
9. To see that club agendas are devised before the start of the semester;
10. Delegate responsibilities to the rest of the GSGA Executive Council and maintain a professional image in every setting;
11. Has the authority to assemble and appoint a non-elected cabinet of additional officers/advisors/representatives as needed to meet the needs of the GSGA and the CUNY SPH students alike. Has the authority to fill and appoint officials to vacant elected positions of Treasurer, Communications Officer, and Vice-President, in an interim capacity to serve the needs of GSGA till a special general election is held; or until the Senate by two-thirds majority vote authorizes and approves the interim appointment to official appointment, and would not be required to hold a special general election. Can request the Senate to vote on senator replacements in the case of vacant senate roles; Senate has to approve senator replacements by two-thirds majority vote. (Added by Amendment on 09/29/2019)
12. To select a Vice President in the case that no person runs for Vice-President and the second place runner-up in the election for the President declines the Vice President position;
13. To meet with any GSGA member and student or students and student bodies as needed.
14. Developing annual budget with the GSGA Treasurer and seeking approval from CUNY SPH College Association Committee for approval. Overseeing how GSGA money is spent, either directly dictating expenditure or authorizing it or seek authorization from the Treasurer and/or Senate as required.

Approving, Modifying/Disapproving all budgetary items or documents that are approved by the Treasurer or voted upon by Senate. (Added by Amendment on 09/29/2019)

## **Section II: Duties of the Vice President**

The GSGA Vice President shall be a matriculated student enrolled in a program at CUNY SPH.

The GSGA Vice President for University Relations' Duties are:

1. To ensure a fluid transition of power: should the President resign, or be unable to perform, the Vice President is appointed by the constitution, without need for election or voting, to be the acting president for the remainder of the term of office;
2. To assist the President in acting as liaison on behalf of the GSGA with the Dean of Students and College President;
3. To act as liaison on behalf of the GSGA— including, through regularly communication and reminders about important regulations and deadlines — with SPH departments, including those departments not represented by student clubs;
4. To act as mediator to student clubs, assisting in organizational or leadership matters;
5. To assist clubs in using allocated monies during the academic year, including assistance with at least two (one per semester) required club events in coordination with the Treasurer;
6. To assist the Treasurer in helping student clubs prepare and modify budgets and properly complete, submit, and revise the required documents for reimbursements or other payments;
7. To maintain a database of all student clubs at CUNY SPH.

## **Section III: Duties of the Treasurer**

The GSGA Treasurer shall be a matriculated student enrolled in a program at CUNY SPH.

The GSGA Treasurer's duties are:

1. The executive financial officer of GSGA responsible for overseeing how GSGA money is spent, either directly dictating expenditure or authorizing it or seek authorization from the President as required. Responsible for obtaining approval from GSGA President on budgetary expenses. Responsibility to ensure that the GSGA has enough money to carry out their stated aims and objectives, and that they do not overspend, or under spend. Report to the Executive meetings and/or to the GSGA President and CUNY SPH Board to ensure checks and balances and seek any permissions. Maintain accurate records and supporting documentation with a high level of detail that provides a clear audit trail for all transactions. Responsible for receiving, keeping, and disbursing revenues. 1a. To ensure an easy transition of power: should the Treasurer resign, or be unable to perform, or the position remain vacant, the Treasurer can be appointed by the President in an interim capacity and/or can be replaced by an elected Senator appointed by the President for the remainder of the academic year; (Added by Amendment on 09/29/2019)

2. To be responsible for the recording of all monies;
3. To disburse student activity fee funds as voted by the Senate and Executive Council;
4. To keep records of all financial transactions;
5. To be responsible for budget allocations;
6. To assist the president in the coordination and allocation of supplemental funding sources;
7. To hold meetings (as needed) with club representatives to assist clubs in budgeting and financial reporting;
8. To follow all CUNY Fiscal Guidelines.

#### **Section IV: Duties of the Communication Officer**

The GSGA Communication Officer shall be a matriculated student enrolled in a program at CUNY SPH.

The GSGA Communication Officer's duties are: 1. To be responsible for public relations of the GSGA;

2. To communicate and coordinate with official CUNY SPH communications staff;
3. To be responsible for announcing important GSGA-related matters to the matriculated student body through appropriate communication channels;
4. To conduct a survey (at least once a year) of matriculated student attitudes, opinions, and general awareness of issues affecting student and academic life;
5. To keep an up-to-date copy of the GSGA bylaws and have it available at every meeting.
6. Maintain a complete and accurate digital database of all reports presented to the organization by committees of officers;
7. To keep an accurate and up-to-date list GSGA members, their addresses and telephone numbers, and record their attendance at each meeting;
8. To record meeting minutes and retain records of all final votes that transpire for any measures, motions, laws, elections, or performance of professional duties that require a formal vote be taken.

In addition to the GSGA officers of the Executive Council (listed below), the President can establish committees to assist with the operations of the GSGA. The President shall determine the serving length, and duties of the committees.

#### **ARTICLE VI - GSGA SENATE**

1. Functions of the GSGA Senate are as follows:
  - a. To introduce formal legislation and motions to amend the constitution and bylaws within the scope of the GSGA's authority.;
  - b. To approve through formal vote measures concerning how to allocate the student activity fee and proceeds and whereby the GSGA Executive Council implements the measures so voted upon by majority;

- c. To decide upon policies put up for vote before them;
  - d. To function as a pool from which members of the Judicial Board and a replacement Treasurer may be drawn;
  - e. To determine, as the body from which the Judicial Board is drawn from, the constitutionality of proposed amendments to the constitution and bylaws;
  - f. To collaborate with other administrative, GSGA, and student bodies as determined by the constitution and bylaws.
2. Eligibility for the Senate membership shall be matriculation in a program at CUNY SPH.
  3. Each type of program of CUNY SPH: Certificate program, Master's degree program, and Doctoral program; will be permitted a certain number of senate seats.
  4. The number of senatorial seats shall be a total of 7: 1 from among certificate program students, 4 from among master's degree students, 2 from among doctoral degree students.
  5. A functional Senate shall consist of at least: 2 master's degree students, and 1 doctoral degree student.
  6. Senators shall hold office for one academic year, and shall be eligible for reelection for a subsequent term. Senators cannot serve in a Senate seat for more than 2 terms.
  7. Elections shall be held annually within each program during the spring semester, and results shall be returned to the Office of Student Services. In case of a runoff, a majority of the votes cast within that program shall constitute the election.
  8. Vacancies occurring during the course of the academic year shall be filled by special election held by the GSGA Executive Council; the same eligibility rules in Article VI section 4 governing the candidates.
    - a. Additionally, vacancies occurring during the course of the academic year shall be filled by special election held by the GSGA Executive Council, with the exception of a vacancy involving the Office of the President.
  9. The Senate shall meet regularly during the academic year in October, December, March and May. A special meeting of the Senate may be called by the President of the GSGA at his/her discretion or upon the petition of a majority of senators.
  10. Proposals for bylaw reforms within the GSGA authority's scope may come formally as proposed legislation from the Senate, from whom at least a two-thirds majority vote is needed for the reform to be enacted.
  11. Each Senator has one vote at Senate meetings, elections, and other official matters where voting is

required.

12. In the event of a tie vote during Senate meetings, confirmation processes, and elections, the Vice President shall be granted authority to cast the decisive vote to break the tie.

13. Should the Treasurer resign, be unable to perform, or the position remain vacant, the treasurer is replaced by an elected Senator appointed by the President or by a presidential appointee with the approval of two-thirds of the senate for the remainder of the academic year (Added by Amendment on 09/29/2019)

14. The number of Senate seats allowed for each program track (certificate, Master's degree, and doctorate) can be changed by a 2/3rd vote by the Senate only (and never by the Executive Council).

15. A senator or senators may assemble or meet with respective program student bodies or individual students.

#### **ARTICLE VII - GSGA BALLOTING RULES**

1. Balloting must be completed by students via secure process which ensures one vote per registered student for each round of voting and for one candidate.

2. GSGA regular or non-special elections will be held no later than the fourth week of April (except for special circumstances as allowed by CUNY SPH).

3. No individual may hold more than one elected office in the GSGA at the same time.

4. Only matriculated students (pursuing a graduate degree or certificate within the CUNY SPH) are eligible for candidacy for office unless otherwise specified.

5. All GSAC candidates will have the right to wage a full campaign in keeping with the rules and budgeting limitations the Student Election Rules Committee (SERC).

6. In the event that a student office is vacated before the term of office is over, the student who assumes the responsibilities of that office does so only for the remaining of that term. When that term is over, so are the responsibilities of the student replacement.

7. All GSGA officers and Senate candidates will be eligible to serve for one term (one year), and can be re-elected to the same office for an additional consecutive term.

8. GSGA officers and Senators appointed as replacements or selected to fill vacancies by order of succession or votes are eligible to run for the same office that they have been appointed a student replacement to in the next spring election.

9. For the positions of President, Treasurer, and USS delegate, voting is open to matriculated certificate,



master's degree, and doctoral SPH students; every student shall get one count to his or her name to choose one President, One Treasurer, and one USS delegate for a given round of voting.

10. The number of Senate seats going into an election must be decided before the Election starts

11. During the election period, matriculated students from each type of CUNY SPH program will each nominate and vote for a senator or senators matching the type of program amongst them.

- a. Certificate students can only nominate and vote for certificate student senatorial candidates.
- b. Master's degree program students can only nominate and vote for master's degree student senatorial candidates.
- c. Doctoral students can only nominate and vote for doctoral degree program student senatorial candidates.

12. Candidates who receive the most votes will be determined the winner. In the event of a tie for any position, a second round of voting for the candidates vying for that specific position will be held. If necessary, additional rounds of voting will occur until a winner is determined. After the final ballots have been counted and a winner has been determined, SERC will review the results and vote to certify the election.

13. Voting results and determined winners shall be made public after final ballots have been counted.

#### **ARTICLE VIII - ADDITIONAL GSGA OFFICER RULES**

1. When Executive Council meetings are held, all officers must be present.
2. Amendments to the constitution shall be presented by GSGA officers (even if proposed by non-GSGA officers).
3. Said amendments shall be passed by 2/3rd of the Senate votes.
4. Executive Council and Senate members shall not simultaneously hold club leadership positions.
5. Amendments to constitution and bylaws within the scope of the GSGA's authority shall be passed by 2/3rd of the Senate votes or by the Executive Council officers should the Senate not be assembled.

#### **ARTICLE IX - USS DELEGATE**

1. The CUNY University Student Senate (a CUNY umbrella institution) Delegate and Alternate for

CUNY SPH shall be chosen by ballot from all SPH program student votes during the General Election.

2. The Delegate/Alternate shall serve as the CUNY SPH liaison between the rest of the GSGA and the CUNY USS.
3. The Delegate/Alternate shall attend the CUNY USS retreats and conferences as needed and required.
4. The Delegate/Alternate is not considered a member of the Senate and is not considered a member of the Executive Council; the USS delegate though is a member of the GSGA
5. The Delegate/Alternate shall serve only one year at a time until the next general election.
6. In the absence of an elected Delegate/Alternate, any GSGA member can serve as Delegate/Alternate without losing their position on the GSGA. - Added by Amendment on 7/20/2017.

#### **ARTICLE X - JUDICIAL BOARD**

1. The Judicial Board shall be assembled after elections and the Senate has been selected.
2. The Judicial Board shall consist of the Vice President and two Senators chosen and voted upon by the Senate.
3. Any question of interpretation of the current constitution must be brought to the Judicial Board, whose decision shall be binding. Changes to the constitution shall follow the procedures and authorities listed previously and do not require approval of the Judicial Board. - Added by Amendment on 5/14/2018.
4. The Vice President shall chair the Judicial Board, and in the case of a tie, he/she shall vote.
5. In the absence of the Senate, the Judicial Board shall comprise of three elected Executive Council Officers (President, Vice-President, and Treasurer) with the Vice-President as chair.

#### **ARTICLE XI - CLUB CHARTERING AND BUDGET**

1. The Executive Council shall reach out to student clubs and shall hold individual appointments and/ or workshops, to assist in the club chartering and budgeting processes.
2. The Executive Council may create an advisory committee comprising of representatives from student clubs, and for those departments not represented by a student club, a student department representative. The advisory committee shall meet on an as needed basis and advise the Executive Council in issues related to the chartering and budgeting processes.

3. The Executive Council shall require the following documents from each student club to be chartered.

These documents shall comprise the club chartering packet:

- a. Attendance sheet and minutes of election meeting- this shall include printed names and signatures of all members present at the meeting at which club officers are elected, as well as minutes from that meeting;
- b. Signature profile form- this shall include three (3) original signature profile forms, completed and signed by the club President, Vice President, Treasurer, and Secretary;
- c. Constitution- this shall include the student club name, purpose, officers, committees, membership, meetings, quorums and amendments;
- d. Student Organization Registration Form – this shall include at least 6 matriculated students as active members, including the Club President and Treasurer.

4. The Executive Council shall upon validation of club membership, notify the student club of its decision in writing.

5. Following the chartering process, the Executive Council shall require the following documents from each student club that is chartered:

- a. Budget request form;
- b. Cover letter – the format of this letter shall be developed by the Executive Council and shall include such items as, explanation of previous budget request, allocation and expenditures, explanation why monies were not spent, if applicable explanation of current budget request and prioritization of said requests.

6. The budget allocation process shall be complete before the start of a new term.

7. The student club shall revise the required budget documents to reflect the budget allocation and resubmit to the Executive Council and advisory committee to discuss this appeal in a timely manner.

8. The student club shall be responsible for setting an agenda or plan of activities for the semester, and submitting monthly updates to the Executive Council to report club activities and spending.

## **ARTICLE XII - RESIGNATION**

1. Upon resignation of any GSGA Executive Council officer, the Executive Council shall convene, nominate a replacement, and bring their choice before the Senate for approval, with the exception of a Vacancy involving the Office of the President

2. The Senate shall vote on the new choice and elect based on majority approval (two vote margin over nearest opponent shall constitute a majority)

3. If more than two candidates are seeking office and a majority vote is not reached, the candidate with the fewest votes shall be eliminated and a second vote shall be taken.

4. In the interim period, the line of succession shall be as follows:

Ranking The GSGA Executive Council officers' rank shall be:

1. President - who shall be replaced by the Vice President and the Vice President assuming President's duties.

2. Vice President - who shall be replaced by a chosen Senator, with said chosen Senator determined by a simple majority vote among the Senators.

3. Treasurer - who shall be replaced by an elected Senator appointed by the President for the remainder of the academic year and/or the Treasurer can be appointed by the President in an interim capacity till the Senate approves the appointment by a simple majority vote among the Senators; (Added by Amendment on 09/29/2019)

4. Communication Officer shall be replaced by nominations listed to the Senate and the Senate shall vote upon the choice to confirm them or through another elective means by the rest of the GSGA Executive Council in the event a Senate has not been assembled.

#### **ARTICLE XIII - GSGA OFFICER TERM OF OFFICE AND TRANSITION PERIOD**

1. Terms of office for the GSGA Executive Council, the CUNY SPH USS Delegate, and the GSGA Senate shall be in accordance to the academic year, July 1 through June 30.

2. During the transition period (post election through June 30), the current Executive Council and Senate and the incoming Executive Council and Senate will hold a minimum of one transition meeting to ensure a continuity of the existing procedures of the GSGA. - Added by Amendment on 5/14/2018.

3. The current Executive Council and Senate, individually and collectively, will train the incoming Executive Council and Senate in their individual and collective roles. - Added by Amendment on 5/14/2018.

4. Immediately post elections, the current President may provide the incoming President with a recommendation for a Communication Officer. The incoming President chooses an incoming Communication Officer who must attend the transition meeting ex-officio and is officially confirmed on or after July 1. - Added by Amendment on 5/14/2018.

5. In the event that the incoming President does not accept the recommendation for a Communication Officer, the incoming President is responsible for choosing a Communication Officer by July 1st or delegating the responsibilities to another incoming GSGA member. - Added by Amendment on 5/14/2018.

**ARTICLE XIV - ABSENTEE RULES** (added by Amendment on 11/4/2018)

1. The GSGA and meeting obligations.

- a. The GSGA:
- b. Members of the GSGA
- c. USS Representatives
- d. and or Executive Council;

Are all obligated to notify:

- a. the President
- b. or Communications Officer
- c. or Vice President, if needed,

With a week of advance notice prior to scheduled GSGA meeting(s) when there is an absence or inability to attend a meeting.

2. This will allow the Executive division to either call off or permit the meeting to continue.

3. The President is a necessary figure at meetings unless:

- a. Specifically denoted by a majority of the GSGA and agreed to by the President.
- b. The President is able to send the Vice President in place to call and preside over the meeting with the order documented in writing.

4. Reasons for missing meetings.

- a. In exchange for missing a meeting, a member must have a valid reason that matches any of the following:
  - i. Unanticipated changes to work hours
  - ii. Unanticipated changes to course hours or scheduled exams
  - iii. Unanticipated family matters
  - iv. Unanticipated delays in transportation/ travelling
  - v. Unanticipated health reasons (sick or ill) or
  - vi. Other issues (to be specified in writing within 1 week after the announcement, of inability to attend);
- b. and must get the approval of the President or Vice President.

5. Appeal.

- a. If the President or Vice President objects the GSGA member can appeal.
- b. If the appeal is done, it requires Senate approval by 2/3rd majority, excluding the member in question.
- c. If the appeal is denied, the resulting decision is a DEMERIT ABSENCE
- d. If a member of the GSGA is granted leave, that member must directly or indirectly must note this feature in the minutes of the meeting(s) they missed.
  - i. An email to the communications officer or the GSGA President or executive staff would suffice.

6. DEMERIT ABSENCE

- a. shall follow as the result of the following:

- i. Inability to note in the meeting minutes their absences within the timelines described above
  - ii. Inability to provide a valid reason in a timely fashion or at all
  - iii. Missing a meeting without any notification in a chat, log, or sufficient contact with the other GSGA members.
  - iv. Not attending at all during any of the duration of a meeting when they indicated they would be attending.
- b. Members of GSGA and the executive council as well as USS members are obligated to notify in a week in advance of an absence.
- c. No more than 3 consecutive absences or 4 in total are allowed.

7. DEMERIT ABSENCE ACCUMULATION:

- a. When there are three or more consecutive demerit absences from any of GSGA meetings called the GSGA member may be asked to:
  - i. Resign (collecting payment proportional to the duties performed only at the discretion of the GSGA members)
  - ii. Continue as a member with right to stipend declined and forfeited completely

8. Senators will be responsible for self-monitoring demerits absences of Senators and members of the Executive Council.

October 1, 2019 Version

## **Appendix I - List of GSGA Officers**

### **Executive Council:**

- **1 President (elected)**
- **1 Vice President (elected, tie-breaking)**
- **1 Treasurer (elected)**
- **1 Communication Officer (not elected)**

### **Senators (7):**

- **4 Masters Students (elected only by registered Masters students)**
- **2 Doctoral Students (elected only by registered Doctoral students)**
- **1 Certificate student representative (elected only by registered Certificate Program students)**

### **Ex Officio:**

- **1 USS Delegate (elected)**
- **1 USS Alternate (elected)**

### **Judiciary (assembled after elections):**

- **Vice President**
- **2 Senators**

## **Appendix II - Amendments**

July 20, 2017: ARTICLE IX (USS DELEGATE) ADDED PARAGRAPH 6. In the absence of an elected Delegate/Alternate, any GSGA member can serve as Delegate/Alternate without losing their position on the GSGA.

March 18, 2018: ARTICLE III - GSGA STRUCTURE. ADDED PARAGRAPH 5. The GSGA Executive Council officers and Senators may receive stipends for their service. Stipends must be listed in the approved GSGA annual budget, in accordance with the guidelines of the CUNY Manual of General Policy (Article VII Policy 7.156), and in accordance with the following guidelines:

- a. The President, Vice President, and Treasurer may each receive a maximum of four hundred dollars per regular semester (Fall and Spring), payable on or after the last day of the semester.
- b. Each Senator and the Communications Officer may receive a maximum of three hundred dollars per regular semester (Fall and Spring), payable on or after the last day of the semester.
- c. The USS Delegate and Alternate may not receive a stipend.
- d. No member of the GSGA shall for the same period receive more than one stipend, or be an employee of or receive any other compensation from a student activity fee allocating body.

May 14, 2018: ARTICLE III - GSGA STRUCTURE. ADDED NOTE TO PARAGRAPH 5. e. Upon resignation, any stipend will be prorated for time served. Any officer who is removed for cause will forfeit all stipends conferred in this Article.

May 14, 2018: ARTICLE X - JUDICIAL BOARD. CHANGED PARAGRAPH 3.

Original: Any question of interpretation of the constitution (including any constitutional question, amendment, motion, regulation, or legislative matter) must be brought to the Judicial Board, whose decision shall be binding.

New: Any question of interpretation of the current constitution must be brought to the Judicial Board, whose decision shall be binding. Changes to the constitution shall follow the procedures and authorities listed previously and do not require approval of the Judicial Board.

May 14, 2018: ARTICLE XIII - GSGA OFFICER TERM OF OFFICE. TITLE CHANGED TO “ GSGA OFFICER TERM OF OFFICE AND TRANSITION PERIOD.” PARAGRAPH 2-5 ADDED.

2. During the transition period (post election through June 30), the current Executive Council and Senate and the incoming Executive Council and Senate will hold a minimum of one transition meeting to ensure a continuity of the existing procedures of the GSGA.



October 1, 2019 Version

3. The current Executive Council and Senate, individually and collectively, will train the incoming Executive Council and Senate in their individual and collective roles.

4. Immediately post elections, the current President may provide the incoming President with a recommendation for a Communication Officer (e.g. candidates who ran for other positions but were not elected). The incoming President chooses an incoming Communication Officer who must attend the transition meeting ex-officio and is officially confirmed on or after July 1.

5. In the event that the incoming President does not accept the recommendation for a Communication Officer, the incoming President is responsible for choosing a Communication Officer by July 1st or delegating the responsibilities to another incoming GSGA member

November 4, 2018:

The following:

**ARTICLE XIV - ABSENTEE RULES**

1. If any Executive Council member of the GSGA is absent for three consecutive Executive Council meetings (or three consecutive meetings otherwise required of GSGA Executive Council officers), despite extraneous circumstances, he or she may be removed from office by a majority vote of the Executive Council members present at the next Executive Council meeting.

Amended to Say:

**ARTICLE XIV - ABSENTEE RULES**

**1. The GSGA and meeting obligations.**

- e. The GSGA:**
- f. Members of the GSGA**
- g. USS Representatives**
- h. and or Executive Council;**

**Are all obligated to notify:**

- d. the President**
- e. or Communications Officer**
- f. or Vice President, if needed,**

**With a week of advance notice prior to scheduled GSGA meeting(s) when there is an absence or inability to attend a meeting.**

**2. This will allow the Executive division to either call off or permit the meeting to continue.**

**3. The President is a necessary figure at meetings unless:**

- c. Specifically denoted by a majority of the GSGA and agreed to by the President.**
- d. The President is able to send the Vice President in place to call and preside over the meeting with the order documented in writing.**

**4. Reasons for missing meetings.**

- b. In exchange for missing a meeting, a member must have a valid reason that matches any of the following:**

- i. Unanticipated changes to work hours
  - ii. Unanticipated changes to course hours or scheduled exams
  - iii. Unanticipated family matters
  - iv. Unanticipated delays in transportation/ travelling
  - v. Unanticipated health reasons (sick or ill) or
  - vi. Other issues (to be specified in writing within 1 week after the announcement, of inability to attend);
- b. and must get the approval of the President or Vice President.

**5. Appeal.**

- a. If the President or Vice President objects the GSGA member can appeal.
- b. If the appeal is done, it requires Senate approval by 2/3rd majority, excluding the member in question.
- c. If the appeal is denied, the resulting decision is a DEMERIT ABSENCE
- d. If a member of the GSGA is granted leave, that member must directly or indirectly must note this feature in the minutes of the meeting(s) they missed.
  - i. An email to the communications officer or the GSGA President or executive staff would suffice.

**6. DEMERIT ABSENCE**

- b. shall follow as the result of the following:
  - i. Inability to note in the meeting minutes their absences within the timelines described above
  - ii. Inability to provide a valid reason in a timely fashion or at all
  - iii. Missing a meeting without any notification in a chat, log, or sufficient contact with the other GSGA members.
  - iv. Not attending at all during any of the duration of a meeting when they indicated they would be attending.
- b. Members of GSGA and the executive council as well as USS members are obligated to notify in a week in advance of an absence.
- c. No more than 3 consecutive absences or 4 in total are allowed.

**7. DEMERIT ABSENCE ACCUMULATION:**

- b. When there are three or more consecutive demerit absences from any of GSGA meetings called the GSGA member may be asked to:
  - i. Resign (collecting payment proportional to the duties performed only at the discretion of the GSGA members)
  - ii. Continue as a member with right to stipend declined and forfeited completely

**8. Senators will be responsible for self-monitoring demerits absences of Senators and members of the Executive Council.**

October 1, 2019 Version

September 29, 2019:

The following:

September 29, 2019: ARTICLE IV GSGA EXECUTIVE COUNCIL GENERAL RESPONSIBILITIES, ITEM # 7. CHANGED.

Original: Proposals and suggestions for expenditures may come informally from any GSGA member, yet must be relayed to the Treasurer who will present it to the Senate for a formal vote.

New: Proposals and suggestions for expenditures may come informally from any GSGA member, yet must be relayed to the Treasurer who will present it to the President for consideration and approval. The President can seek expenditure or budgetary approval from CUNY SPH Budget Committee as needed.

September 29, 2019: ARTICLE IV GSGA EXECUTIVE COUNCIL GENERAL RESPONSIBILITIES, ITEM # 9. CHANGED.

Original: The GSGA Executive Council may propose or advise bylaw reforms within the GSGA authority's scope to the Senate.

New: The GSGA Executive Council may propose or advise bylaw reforms within the GSGA authority's scope to the Senate and/or The President can issue an executive order if the senate is not assembled and/or to meet an emergency of GSGA as determined by the President.

September 29, 2019: ARTICLE IV GSGA EXECUTIVE COUNCIL GENERAL RESPONSIBILITIES, ITEM # 10. CHANGED.

Original: Only Senate members have the power to bring such proposals or advised motions by the GSGA Executive Council before the Senate the floor as proposed legislation for an official vote and potentially enact them if at least a two-thirds Senate majority vote is met.

New: Senate members have the power to bring such proposals or advised motions by the GSGA Executive Council before the Senate the floor as proposed legislation for an official vote and potentially enact them if at least a two-thirds Senate majority vote is met. The Senate can be called into emergency session by The President when Executive Orders are issued or when emergency proposals that need (a) the Senate votes on proposal(s) or (b) the Senate by majority vote overturns the President's Executive Order.

September 29, 2019: ARTICLE V, SECTION I, DUTIES OF THE PRESIDENT ITEM #6. CHANGED.

Original: To create new elected GSGA positions (contingent upon approval by the GSGA Executive Council and two-thirds majority vote of the Senate);

New: To create new elected GSGA positions (contingent upon approval by the GSGA Executive Council and two thirds majority vote of the Senate). If the Senate is not assembled to approve the creation of new GSGA positions, the President can create interim positions and appoint necessary officials till a general election can be held or be voted upon by an assembled Senate.;

October 1, 2019 Version

September 29, 2019: ARTICLE V, SECTION I, DUTIES OF THE PRESIDENT ITEM #11. CHANGED.

Original: To select (not elected) a cabinet of additional officers as needed to meet the needs of the GSGA and the CUNY SPH students alike;

New: Has the authority to assemble and appoint a non-elected cabinet of additional officers/advisors/representatives as needed to meet the needs of the GSGA and the CUNY SPH students alike. Has the authority to fill and appoint officials to vacant elected positions of Treasurer, Communications Officer, and Vice-President, in an interim capacity to serve the needs of GSGA till a special general election is held; or until the Senate by two-thirds majority vote authorizes and approves the interim appointment to official appointment, and would not be required to hold a special general election. Can request the Senate to vote on senator replacements in the case of vacant senate roles; Senate has to approve senator replacements by two-thirds majority vote.

September 29, 2019: ARTICLE V, SECTION I, DUTIES OF THE PRESIDENT ITEM #14. ADDED.

New: Developing annual budget with the GSGA Treasurer and seeking approval from CUNY SPH College Association Committee for approval. Overseeing how GSGA money is spent, either directly dictating expenditure or authorizing it or seek authorization from the Treasurer and/or Senate as required. Approving, Modifying/Disapproving all budgetary items or documents that are approved by the Treasurer or voted upon by Senate.

September 29, 2019: ARTICLE V, SECTION III, DUTIES OF THE TREASURER ITEM #1. CHANGED.

Original: To ensure an easy transition of power: should the Treasurer resign, or be unable to perform, the Treasurer is replaced by a Senator elected by the Executive Board for the remainder of the school year;

New: 1. The executive financial officer of GSGA responsible for overseeing how GSGA money is spent, either directly dictating expenditure or authorizing it or seek authorization from the President as required. Responsible for obtaining approval from GSGA President on budgetary expenses. Responsibility to ensure that the GSGA has enough money to carry out their stated aims and objectives, and that they do not overspend, or under spend. Report to the Executive meetings and/or to the GSGA President and CUNY SPH Board to ensure checks and balances and seek any permissions. Maintain accurate records and supporting documentation with a high level of detail that provides a clear audit trail for all transactions. Responsible for receiving, keeping, and disbursing revenues. 1a. To ensure an easy transition of power: should the Treasurer resign, or be unable to perform, or the position remain vacant, the Treasurer can be appointed by the President in an interim capacity and/or can be replaced by an elected Senator appointed by the President for the remainder of the academic year;

October 1, 2019 Version

September 29, 2019: ARTICLE VI, GSGA SENATE #13. CHANGED.

Original: Should the Treasurer resign, or be unable to perform, the Treasurer is replaced by an elected senator for the remainder of the academic year.

New: Should the Treasurer resign, be unable to perform, or the position remain vacant, the treasurer is replaced by an elected Senator appointed by the President or by a presidential appointee with the approval of two-thirds of the senate for the remainder of the academic year.

September 29, 2019: ARTICLE XII, RESIGNATION - Ranking The GSGA Executive Council officers' rank shall be - #3. CHANGED.

Original: Treasurer - who shall be replaced by a chosen Senator, with said chosen Senator determined by a simple majority vote among the Senators.

New: Treasurer - who shall be replaced by an elected Senator appointed by the President for the remainder of the academic year and/or the Treasurer can be appointed by the President in an interim capacity till the Senate approves the appointment by a simple majority vote among the Senators;