

Student Governance & Committee Appointment Reference Book

Prepared By:
Office of the Vice President for Student Affairs
2900 Bedford Avenue – Brooklyn, NY 11210
Tel (718) 951-5352 – Fax (718) 951- 4453
www.brooklyn.cuny.edu

TABLE OF CONTENTS

Introduction	3
Summary of Student Appointed Positions	4
Brooklyn College Policy Council	5
The Brooklyn college Policy Council Standing Committees	8
Executive Committee	8
Fiscal, Infrastructure and Planning Committee	8
External Relations Committee on College and Community	8
Committee on Faculty-Student Relations	9
Governance Committee	9
Brooklyn College Association (BCA)	10
Brooklyn College Association (BCA) Budget Committee	10
Brooklyn College Auxiliary Enterprise Corporation	11
Brooklyn College Auxiliary Enterprise Corporation Audit Committee	12
Brooklyn College Student Services Corporation (BCSSC)	13
Brooklyn College Student Center Advisory Committee	15
Committee on Space Allocation	15
Faculty Council	15
Committee on Admissions	16
Committee on Campus Planning	16
Committee on Computer Utilization and Education Technology	16
Committee on General Education	16
Committee on Undergraduate Curriculum and Degree Requirements	17
Committee on Graduate Curriculum and Degree Requirements	17
Committee on Honorary Degrees	18
Committee on the Library	18
Committee on Master Planning, Education and Budget	18
Faculty-Student Disciplinary Committee	18
CUNY University Student Senate (USS)	20
Brooklyn College Student Election Review Committee (SERC)	24
Child Care Services Board	26
Brooklyn College Technology Fee Committee	27
Workplace Violence Advisory Team (WVAT)	27
Presidential Advisory Committee for Emergency Medical Care	28
Advisory Committee on Campus Security	29

INTRODUCTION

Brooklyn College has a proud history of honoring the principles of shared governance, which is the idea that students, faculty, and administration should collaborate in the governance of the college. The *Brooklyn College Student Governance and Committee Appointment Reference Book* aims at providing an overview of the opportunities available to students interested in participating in the governance of Brooklyn College. Through the student government bodies, governing committees, and college-wide referendum, students have direct participation in the organization of campus life at Brooklyn College.

This reference book provides an aggregate list and overview of the Brooklyn College governance committees in which students can serve. In the interest of lending an understanding to the commitment associated with service to each committee, passages from their governing documents or a description of the committee are included in this document. Please reference the governing documents for each respective governing body for a complete outline of their governing structure.

The two student governments at Brooklyn College play a fundamental part in the shared governance experience. The Brooklyn College student government presidents, by virtue of their role as representatives of the student body, serve or appoint student leaders to serve on a number of key committees.

The Brooklyn College Division of Student Affairs is committed to working with students to enhance student participation in all facets of student life. If you have any questions or need additional information regarding student governance or committee appointments, the key offices below would be a great place to start.

Key Offices:

Office of the Assistant Dean of Students

2113 Boylan Hall

P: 718.951.5352

Undergraduate Student Government (USG)

311 Student Center

P: 718.951.5524

E: USG@brooklyn.cuny.edu

Graduate Student Organization (GSO)

309 Student Center

P: 718.951.5503

E: BrooklyncollegeGSO@gmail.com

SUMMARY OF STUDENT APPOINTED POSITIONS

Name of Committee	Total Reps	Student Specification
The Brooklyn College Policy Council	10 Students	Presidents: USG & GSO; 8 additional Student Government appointments
Policy Council Standing Committees		
• Executive Committee	1 Student	Elected by the students in Policy Council
• Fiscal, Infrastructure and Planning	2 Students	Presidents of the student governments or their designees
• External Relations Committee on College and Community	2 Students	Selected from among the Presidents of the student governments or their designees
• Committee on Faculty-Student Relations	3 Students	Presidents of the student governments or their designees
• Governance Committee	2 Students	Selected from among the Presidents of the student governments or their designees
Brooklyn College Association, Inc. (BCA)	6 Students	Presidents: USG, & GSO; USG Assembly appoints 3 students
• BCA Budget Committee	2 Students	Presidents: USG, & GSO
Brooklyn College Auxiliary Enterprise Corporation	5 Students	Presidents of USG, & GSO; 3 elected Student Government members
• Auxiliary Enterprise Committee on Audit	1 Student	1 student member from the -four listed above who fits designated qualifications
Brooklyn College Student Services Corporation	2 Students	Presidents: USG (or VP), & GSO (or VP)
• Student Center Advisory Committee	6 Students	USG, GSO: Each appoint 3 students
• Committee on Space Allocation	2 Students	Presidents: USG, & GSO
Faculty Council Committees		
• Committee on Admissions	1 Student	
• Committee on Campus Planning	2 Students	
• Committee on Computer Utilization and Educational Technology	1 Student	
• Committee on General Education	1 Student	
• Committee on Undergraduate Curriculum and Degree Requirements	5 Students	
• Committee on the Library	1 Student	
• Committee on Master Planning, Educational Policy & Budget	1 Student	
• Faculty-Student Disciplinary Committee	3 Students	Student members shall be elected by vote in campus wide election; otherwise, the President appoints
• Committee on Student Advisement	1 Student	
• Committee on Graduate Curriculum and Degree Requirements	1 Student	1 matriculated student in the graduate division
• Committee on Honorary Degrees	1 Student	
• Committee on Review of Interdisciplinary Programs	1 Student	
CUNY University Student Senate (USS)	4 students	2 USS delegates & 2 alternate delegates elected by USG, GSO equally
Brooklyn College Student Election Review Committee (SERC)	3 Students	2 USG; 1 GSO
Child Care Services Board	2 students	1 BC student parent with a child in the center; 1 student nominated by USG
Tech Fee Committee	5 Students	Presidents of USG, & GSO; 3 students
Workplace Violence Advisory Team	2 Students	
Presidential Advisory Committee for Emergency Medical Care	3 Students	USG President or designee; 2 officers of Emergency Medical Squad

Advisory Committee on Campus Security	2 Students	
---------------------------------------	------------	--

BROOKLYN COLLEGE POLICY COUNCIL

Student Representatives: Ten (10) Students

Frequency of Meetings: 3 times/semester

The Brooklyn College Policy Council makes recommendations to the president in all areas of operation of the college, serves as a forum for discussing issues of college concern, and may submit recommendations for action to other college governance bodies.

The Brooklyn College Governance Plan

Article I. The Policy Council

- A. The membership of the Policy Council shall consist of an equal number of administrators, faculty and students:
 1. Members of the Administration to be designated as follows:
 - a. The President of Brooklyn College who shall chair the Policy Council;
 - b. Additional members of the administration selected by the President from among the following: vice presidents, assistant vice presidents, deans.
 - c. Any additional members needed to bring the total members of the Administration to 10, which shall be the minimum. These members are to be selected in a manner determined by the members of the administration designated in 1(b) above with the approval of Policy Council.
 2. Members of the faculty are to be chosen as follows:
 - a. One representative of the Steering Committee of Faculty Council;
 - b. One representative of the Liaison Committee of the Council on Administrative Policy;
 - c. Faculty members at large (except administrators with a title of assistant dean or above) to bring the total number of faculty representatives to the same number as members of the Administration, to be elected biennially in May, to serve in the following two academic years, in a manner to be determined by Faculty Council with the approval of Policy Council. Faculty members at large may be reelected.
 3. Students are to be chosen as follows:
 - a. The two presidents of the two student government bodies;
 - b. Additional students to bring the total number of student representatives
 - c. to the same number as administrators, to be selected annually in a manner

- d. determined by the Student Governments with the approval of Policy Council.
 4. Should the number of members of the Administration, as determined in section 1, change during the biennial period commencing with the faculty election, the following procedures shall be followed;
 - a. If the number increases, an equal increase in the membership of faculty and students shall be effected, by the selection process indicated in 2.c. and 3.b.;
 - b. If the number decreases, the additional members to bring the Administration membership to the same level as that of the faculty and students shall be selected in a manner determined by the Administrators designated in 1 (a)-(b) above with the approval of Policy Council.
 5.
 - a. If one of the members designated in paragraph 1. a or b above shall be unable to serve for an entire semester or for the balance of a semester, a replacement shall be selected in the manner used in paragraph 4.b.
 - b. If one of the student government presidents shall be unable to serve for an entire semester or for the balance of a semester, a replacement shall be selected by the student government presidents.
 6. Each constituency (administrators, faculty, and students) shall choose three alternates to serve with voice and vote at any meeting in the absence of their respective members.
- B. The Policy Council shall meet at least three times a semester and more frequently if necessary. Special meetings may be called by the President or by the Executive Committee and shall be called at the request of any eight members of the Policy Council.
- C. The functions of Policy Council shall be as follows:
1. Recognizing the legislative authority of Faculty Council in matters of curriculum and degree requirements, of the Student Governments in matters of student affairs, of the Council on Administrative Policy and the Promotions and Tenure Committee on matters of personnel, the Policy Council may make recommendations in all areas of the operation of the college to the President.
 2. The Policy Council shall serve as a forum for discussing issues and problems of general college concern; shall advise the President both in response to his/her requests for counsel and upon its own initiative; shall provide through

its existence a formal body for each constituent group to express its viewpoint and to communicate with other elements of the college community; and shall submit recommendations for action as appropriate to the Faculty Council, to the Council on Administrative Policy, and to the student governments.

3. The Policy Council shall be responsible for approving any and all new governance proposals and assuring that they meet standards of the Trustees of The City University of New York and standards of Brooklyn College. The Policy Council shall determine that the proposals provide a role for students, faculty, and administrators. The Policy Council shall also monitor the functions of individual legislative and administrative bodies to assure that no constituent body exceeds its jurisdiction.
4.
 - a. The Policy Council shall establish standing committees, which shall be responsible for continuing study of and reporting on college policy. These shall include, but not be limited to:
 1. An Executive Committee
 2. A Nominating Committee
 3. A Budget Committee
 4. A College and Community Committee
 5. A Campus Facilities Committee
 6. A Long Range Planning Committee
 7. A Committee on College Governance
 - b. The Policy Council shall also have the authority to appoint and charge ad hoc committees as it sees fit.
 - c. In the case of both standing committees and ad hoc committees, the Policy Council may draw students, faculty, or administrators including members of the support staff from the college community at large. In addition to the college's constituencies represented on the Policy Council, there are other groups, which should be consulted, such as community people and alumni.
 - d. With regard to goals, priorities, policy guidelines, budget and the overall direction of the college, the President shall work closely with the appropriate Policy Council committees.
 - e. The Policy Council shall prepare its own bylaws consistent with this governance plan and the Bylaws of the Board of Trustees of The City University of New York

Bylaws of the Brooklyn College Policy Council

Standing Committees: There shall be five standing committees described below on which members shall serve one-year terms of service. The membership of such committees shall include at least one member from each constituency of.

EXECUTIVE COMMITTEE

Student Representatives: One (1) Student

Frequency of Meetings: TBD

The Executive Committee shall consist of four (4) members; one representative of each constituency elected by that constituency during the first Policy Council meeting of the academic year, or sooner, and the President of Policy Council who shall serve as chairperson. The Executive Committee shall act as a nominations committee and as a steering committee; prepare the agenda for Policy Council meetings; supervise the work of standing and ad hoc committees of Policy Council; and act for Policy Council in emergencies. Each academic year, the committee shall act as a nominations committee only after that year's election of members to the Executive Committee. In addition to recommendations from the Executive Committee for service on Policy Council committees, nominations from the floor shall always be appropriate.

FISCAL, INFRASTRUCTURE AND PLANNING COMMITTEE

Student Representatives: Two (2) Students

Frequency of Meetings: TBD

The Fiscal, Infrastructure and Planning Committee shall consist of nine (9) members, three (3) members representing each constituency. Members of the administration shall include the Associate Vice President for Finance, Budget & Planning / Chief Financial Officer; the Assistant Vice President for Facilities, Planning and Operations; and the Associate Provost for Institutional Planning and Assessment. Student members shall be the Presidents of the student governments or their designees. The committee shall advise on budgetary matters, the physical plant, and evaluation of current academic programs and structure of the College; and shall develop recommendations for Policy Council advisement to college bodies concerned with long range planning. The committee shall report to Policy Council periodically as the need arises.

EXTERNAL RELATIONS COMMITTEE ON COLLEGE AND COMMUNITY

Student Representatives: Two (2) Students

Frequency of Meetings: TBD

The External Relations Committee on College and Community shall consist of six (6) members with equal representation from each constituency. Student members shall be selected from among the Presidents of the student governments or their designees. The President, who will serve as a representative from the administration, shall serve as chairperson. The External Relations Committee shall be charged with reviewing the working relationships of the college with all segments of the Brooklyn community and making suggestions for enhancing the image of the college within the borough. This committee shall meet as the need arises and report to council.

COMMITTEE ON FACULTY-STUDENT RELATIONS

Student Representatives: Three (3) Students

Frequency of Meetings: TBD

The Committee on Faculty-Student Relations shall consist of seven (7) members: three faculty members; three student members, who shall be the Presidents of the student governments or their designees; and one member of the administration, who shall sit on the committee ex officio and act as chairperson, to be appointed by the President from Academic Affairs. The committee shall be charged with examining faculty-student relationships, including counseling, and with accepting related agenda items, which may be proposed, by any one of the constituencies. This committee shall meet as the need arises and report to council.

GOVERNANCE COMMITTEE

Student Representatives: Two (2) Students

Frequency of Meetings: TBD

The Governance Committee shall consist of two administrators named by the President, a member of the Steering Committee of Faculty Council and a member of the Liaison Committee of CAP, and two students, who shall be selected from among the Presidents of the student governments or their designees. The Governance Committee shall serve as a screening committee for the Policy Council in matters involving governance and shall make recommendations with respect to adjudication of conflicts or problems in the area of governance referred to the Policy Council. It shall serve as a supervisory body for the implementation of changes in governance.

BROOKLYN COLLEGE ASSOCIATION (BCA)

Student Representatives: Six (6) Students

Frequency of Meetings: Once/month

[The Brooklyn College Association \(BCA\)](#) is responsible for the supervision and review of student activity fee supported budgets and the administration and management of student activity fees—to promote and cultivate educational and social relationships among the students, faculty and staff of the college. Also, to aid the students in their work, study, living and extracurricular activities.

BCA meets once a month; its subcommittee, the Budget Committee, meets twice a month. The BCA is composed of 13 voting directors and up to six (6) alternates.

The composition of the board of directors shall be as follows:

- The college president or his/her designee, as chair.
- Two college administrators and one administrator alternate, each appointed by the college president.
- Two members of the college faculty and up to two faculty alternates, each appointed by the college president and consists of faculty members elected by the Faculty Council.
- Six students and up to three student alternates, consisting of the presidents of the three student governments and other students selected by the student governments from among the elected members of the student governments.
- Two independent directors appointed by the college president.

BROOKLYN COLLEGE ASSOCIATION (BCA) BUDGET COMMITTEE

Student Representatives: Two (2) Students

Frequency of Meetings: Twice/month

The board of directors shall have a Budget Committee consisting of the three student government presidents and two directors elected by the Budget Committee by the board from among the faculty and administrative directors.

The following are reviewed by the Budget Committee and recommended to the BCA for approval:

- Referenda budgets, including budgets of allocating bodies (USG and GSO)
- Increases or changes in salaries and stipends
- Trip approvals
- Permission to spend over \$1,250 on a vendor
- Fund balance requests

BCA meetings are posted in Student Activities Central, 302 Student Center and on the college calendar.

BROOKLYN COLLEGE AUXILIARY ENTERPRISE CORPORATION

Student Representatives: Four (4) Students

Frequency of Meetings: at least once/semester

By-laws of Brooklyn College Auxiliary Enterprise Corporation:

ARTICLE I - ORGANIZATION

Section 1 – Name. This corporation shall be known as the BROOKLYN COLLEGE AUXILIARY ENTERPRISES CORPORATION (the “Corporation”).

Section 2 – Purpose. The Corporation is organized under the New York Not-for-Profit Corporation Law and is operated exclusively for the charitable purpose of supporting Brooklyn College of The City University of New York (the “College”), as is more fully set forth in the Corporation’s Certificate of Incorporation.

Section 3 – Members. The Corporation shall have no members.

ARTICLE II – BOARD OF DIRECTORS

Section 1 - Powers and Composition. The property, affairs, business and concerns of the Corporation shall be vested in a Board of Directors consisting of thirteen Directors. The composition of the Board of Directors shall be as follows:

- The College President or his/her designee;
- The Senior Vice-President for Finance and Administration of the College;
- The Associate Vice President for Budget and Planning and Chief Financial Officer of the College
- The Assistant Vice President for Facilities Planning and Operations of the College
- Two members of the College faculty appointed by the College President from a panel of four full-time faculty members elected by the College’s Faculty Council;
- Four students, two of whom shall be the student government presidents, and two of whom shall be elected by the student governments from among the elected members of the student governments, with the student seats allocated on a basis that will provide representation, as nearly as practicable, in proportion to the student enrollment by headcount from the respective constituencies; and
- Two Independent Directors appointed by the College President.

In the event that any of the foregoing administrative positions does not exist at the College at any time, the College President shall designate an administrator to fill such vacancy on the Board for all purposes of these By-laws.

Each Director shall have the right to vote.

BROOKLYN COLLEGE AUXILIARY ENTERPRISE CORPORATION AUDIT COMMITTEE
Student Representatives: One (1) Student Frequency of Meetings: TBD

By-laws of Brooklyn College Auxiliary Enterprise Corporation:

ARTICLE V - COMMITTEES

B. Audit Committee. The Board shall have an Audit Committee, which shall consist of the two Independent Directors and one student Director elected by the Board, who also meets the definition of Independent Director. The Audit Committee shall oversee the accounting and financial reporting processes of the Corporation and the audit of the Corporation's financial statements. The Audit Committee's responsibilities shall include the following:

- annually select or renew the selection of an independent auditor to conduct an audit, subject to the approval of The City University of New York;
- review with the independent auditor the scope and planning of the audit prior to the audit's commencement;
- upon completion of the audit, review and discuss with the independent auditor:
 - (A) any material risks and weaknesses in the internal controls identified by the auditors;
 - (B) any restrictions on the scope of the auditor's activities or access to requested information;
 - (C) any significant disagreements between the auditor and management; and
 - (D) the adequacy of the Corporation's accounting and financial reporting processes;
- annually consider the performance and independence of the independent auditor;
- oversee the adoption, implementation of, and compliance with the Corporation's conflict of interest policy; and
- report on the committee's activities to the Board.

BROOKLYN COLLEGE STUDENT SERVICES CORPORATION (BCSSC)

Student Representatives: Four (4) Students

Frequency of Meetings: Once/Semester

Bylaws of the Brooklyn College Student Services Corporation (BCSSC)

Article I: Name and Purpose

Section 1. Name

The Corporation shall be known as the Brooklyn College Student Services Corporation hereinafter referred to as the Corporation.

Section 2. Purposes

- 2.1 To administer and maintain the Brooklyn College Student Center whose function is to serve the vital educational, social, cultural and recreational needs of the students of Brooklyn College of the City University of New York.
- 2.2 To administer or invest any and all fees and moneys received by it, and to apply and expand the income and principal of the Corporation in carrying out its purpose.
- 2.3 To be the liaison with the administration of Brooklyn College to insure the proper maintenance and safe operation of the Center.
- 2.4 To employ such persons as may be necessary and advisable to carry out its purposes.
- 2.5 To make such rules, regulations and bylaws for the conduct of the Corporation, including rules and regulations for the operation and maintenance of its property, as may be necessary and advisable to carry out the purposes of the Corporation.
- 2.6 To exercise such powers as are incidental and conducive to the attainment of the objectives and purposes of the Corporation provided that it shall not operate for a profit. No part of the net earnings shall inure to the benefit of any member thereof.

Article II: Membership

Section 1. Eligibility

- 1.1 A Director cannot designate another person to represent him/her at a meeting of the Corporation, except where otherwise stated herein.
- 1.2 The members of the Corporation, who shall also serve as the Board of Directors, shall be those persons who occupy the following positions at Brooklyn College.

1.3 Membership:

- 1.3.1 The President of Brooklyn College.
- 1.3.2 The Chief Student Affairs Officer of Brooklyn College.
- 1.3.3 The Vice President for Finance and Administration of Brooklyn College.
- 1.3.4 The Associate Provost for Academic Programs at Brooklyn College.
- 1.3.5 The Administrator, Dean or Director responsible for Student Affairs Programming & Assessment.
- 1.3.6 The Director of Student Engagement at Brooklyn College.
- 1.3.7 The Administrator, Executive Director or Director of Alumni Affairs at Brooklyn College.

- 1.3.8 The Executive Director of the Brooklyn College Student Services Corporation, who sits with voice but no vote.
- 1.3.9 The President of the Student Government of the College of Liberal Arts and Sciences.
- 1.3.10 The Vice President of the Student Government of the College of Liberal Arts and Sciences.
- 1.3.11
- 1.3.11 The President of the Graduate Student Organization [GSO], or the Vice President of GSO if the President cannot attend.
- 1.3.12 The President of the Student Center Advisory Committee.
- 1.3.13 The member-at-large of the Student Center Advisory Committee.
- 1.3.14 The Chief Financial Officer at Brooklyn College, who serves ex-officio as Treasurer of the Corporation, shall sit with voice but no vote.

BROOKLYN COLLEGE STUDENT CENTER ADVISORY COMMITTEE

Student Representatives: Six (6) Students

Frequency of Meetings: TBD

Bylaws of the Brooklyn College Student Services Corporation (BCSSC)

Article V. Student Center Advisory Committee

Section 1. Purpose, Eligibility and Responsibility

- 1.1 There shall be a Student Center Advisory Committee consisting of students who are enrolled in Brooklyn College and/or who pay a Student Activity Fee at Brooklyn College.
- 1.2 This committee shall work in conjunction with the Executive Director of the Student Center to formulate policies and standards necessary for the operation of the Student Center. This committee shall also work with the Executive Director of the Student Center to formulate a budget for presentation to the Board of Directors.

Section 2. Membership

- 2.1 The Student Center Advisory committee shall consist of the following members, and the members will be selected as determined by each respective Student Government body:
 - 2.1.1 Three (3) members selected by the Undergraduate Student Government.
 - 2.1.2 Three (3) members selected by the Student Government of the Graduate Division.

COMMITTEE ON SPACE ALLOCATION

Student Representatives: Two (2) Students

Frequency of Meetings: TBD

Bylaws of the Brooklyn College Student Services Corporation (BCSSC)

Article VIII. Committee on Space Allocation

- 1.1 The Committee on Space Allocation shall consist of five (5) members, each with an equal vote, as follows:
 - 1.1.1 The three (3) student government presidents.
 - 1.1.2 Two (2) administrative members of the Board of Directors of the Brooklyn College Student Services Corporation, appointed by the President of the Corporation.
 - 1.1.3 The Director of the Student Center shall attend meetings with voice but no vote.
- 1.2 The Committee on Space Allocation shall meet at least once per academic semester, no later than ten (10) days before a regular meeting of the Corporation's Board of Directors.
 - 1.2.1 The Committee on Space Allocation shall elect its own chairperson during its first meeting of the academic year.
- 1.3 The Committee on Space Allocation shall meet to review the permanent use and control of space in the Brooklyn College Student Center, and make recommendations to the Board of Directors regarding any proposed changes to the permanent use and control of space. The Board of Directors may not consider a change to the usage of Student Center Space without the recommendation of the Committee on Space Allocation.

FACULTY COUNCIL

Overview: Faculty Council serves as the legislative body of the faculty. The faculty, through the Faculty Council, is responsible for the formulation of policy related to the admission and retention of students, student attendance, curriculum, awarding of college credit and granting of degrees. The membership of Faculty Council is composed of all department chairs; an additional delegate from each department elected by department members; delegates-at-large, equal to the number of instructional departments, elected by divisions (Arts, Humanities, Sciences, and Social Sciences); and up to five members chosen from heads of interdisciplinary programs.

Below are [committees of the faculty council](#) that have student representation on them.

COMMITTEE ON ADMISSIONS

Student Representatives: One (1) Student

Frequency of Meetings: TBD

The Committee on Admissions (Undergraduate) shall consist of four members of the faculty and one student. The committee shall monitor all policies and procedures involving the recruitment, admission and placement of students, shall evaluate these policies and procedures, and shall make recommendations to Faculty Council for their improvement whenever appropriate. The committee shall have access to the college records needed to carry out this responsibility. The committee shall submit an annual report in May and any other reports that it considers advisable.

COMMITTEE ON CAMPUS PLANNING

Student Representatives: Two (2) Students

Frequency of Meetings: TBD

The Committee on Campus Planning shall consist of four faculty members and two student members. The faculty-student Committee on Campus Planning is to review the allocation, reallocation, maintenance, and rehabilitation of currently available space; to recommend, if necessary, that specific space assignments be initiated, changed, or eliminated; to recommend procedures concerned with campus security. The committee shall submit to Faculty Council in March an annual report of its activities

COMMITTEE ON COMPUTER UTILIZATION AND EDUCATION TECHNOLOGY

Student Representatives: One (1) Student

Frequency of Meetings: TBD

The Committee on Computer Utilization and Educational Technology shall consist of four members of the faculty and one student. The committee shall make recommendations to the Faculty Council with respect to the use of college computer facilities for teaching and administrative purposes, for faculty research, and for other relevant functions. The committee shall keep the college and the various departments aware of the latest developments in educational technology and advise on problems of procurement and distribution of technological educational equipment and facilities. It shall submit to the Faculty Council at its regular March meeting an annual report of its activities.

COMMITTEE ON GENERAL EDUCATION

Student Representatives: One (1) Student

Frequency of Meetings: TBD

The Committee on General Education shall consist of seven members of the faculty and one student. The function of the committee shall be to review the implementation of the general education curriculum and to make recommendations for any desirable modification. It shall monitor the implementation of the Academic Foundation document, to the extent that it has not been superseded by the general education curriculum.* Subject to present authority of other committees of Faculty Council, it shall submit its recommendations concerning such matters to Faculty Council for approval. It shall receive proposals for general education from the sponsoring departments and, after approving them, transmit them to the Committee on Curriculum and Degree Requirements for presentation to Faculty Council with recommendations. The committee shall have access to all information needed to carry out its charge and shall report annually to Faculty Council in May on the effectiveness of the general education curriculum.

** Original version approved by Faculty Council, 24 October 1978; revised in February 23, 2011.*

COMMITTEE ON UNDERGRADUATE CURRICULUM AND DEGREE REQUIREMENTS

Student Representatives: Five (5) Students

Frequency of Meetings: TBD

The Committee on Undergraduate Curriculum and Degree Requirements shall consist of five members of the faculty and five students. It shall be charged with reviewing proposals concerning curriculum and degree requirements submitted to it by the departments and programs, and it shall transmit its recommendations on these proposals to the Faculty Council. Changes in the requirements of departments and programs, collateral prescriptions, course descriptions and prerequisites, new courses and courses to be withdrawn shall be reviewed by the Committee on Undergraduate Curriculum and Degree Requirements after approval by the concerned department or program. The committee shall recommend to the Faculty Council as need arises the establishment of ad hoc committees to consider specific curricular problems. The committee shall submit recommendations to the Faculty Council when and as required. It shall submit to the Faculty Council at its regular May meeting an annual report of its activities.

COMMITTEE ON GRADUATE CURRICULUM AND DEGREE REQUIREMENTS

Student Representatives: One (1) Student

Frequency of Meetings: three/semester

The Committee on Graduate Curriculum and Degree Requirements shall consist of five members of the faculty and one matriculated student in the graduate division. It shall have the power to formulate and recommend to the Faculty Council general educational policy concerning the review and reevaluation of graduate curricula. It shall have the power to make recommendations concerning the admission of departments to the Graduate Division, the general structure of the curriculum including courses of study, requirements for graduation, course offerings, comprehensive examinations and theses, and counseling in the Graduate Division. The committee shall submit recommendations to the Faculty Council when and as required. It shall submit to Faculty Council at its regular May meeting an annual report of its activities.

COMMITTEE ON HONORARY DEGREES

Student Representatives: One (1) Student

Frequency of Meetings: TBD

The Committee on Honorary Degrees shall consist of four members of the faculty and one student. It may make recommendations to the President and shall consider the President's nominee(s) for an honorary degree from Brooklyn College and shall submit to Faculty Council the name(s) of any such nominee(s) whom it wishes to recommend for an honorary degree. The committee shall be guided in its deliberations and procedures by the relevant directives of the Board of Trustees and of the Council of Presidents.

COMMITTEE ON THE LIBRARY

Student Representatives: One (1) Student

Frequency of Meetings: TBD

The Committee on the Library shall consist of four members of the faculty and one student. It shall have power to formulate policy in those matters which relate to the effectiveness of the Library in furthering the educational aims of the college. It shall evaluate in cooperation with the Library Department the services of the Library. The committee shall also act as an advisory body to the Chairman of the Library Department. The committee shall submit all major policy formulations to the Faculty Council for approval before their implementation. It shall submit to the Faculty Council at the regular March meeting an annual report of its activities.

COMMITTEE ON MASTER PLANNING, EDUCATION AND BUDGET

Student Representatives: One (1) Student

Frequency of Meetings: TBD

The Committee on Master Planning, Educational Policy and Budget shall consist of six members of the faculty and one student. It shall be charged with identifying current and emerging needs in all areas within the jurisdiction of the faculty and with making appropriate recommendations. In addition, the committee shall consider the budgetary policy of the college, particularly in effect of budgetary decisions on the academic program. The committee shall exercise an advisory role in the formation of the fiscal policy of the college and shall keep the Faculty Council informed on all developments in this area. The committee shall consult with all student, faculty, and administrative agencies pertinent to its duties and shall have access to all relevant documentations. It shall submit to the Faculty Council reports and recommendations appropriate to its charge, including an annual report in May.

FACULTY-STUDENT DISCIPLINARY COMMITTEE

Student Representatives: Three (3) Students

Frequency of Meetings: TBD

The Faculty-Student Disciplinary Committee consists of seven members as provided in the Bylaws of the Board of Trustees (Sec. 15.3, Par. g): The faculty-student disciplinary committee shall consist of three faculty and three student members plus a chairperson. The faculty members shall be selected by a lot from a panel of six elected annually by the appropriate faculty body from among the persons having faculty rank or faculty status and the student members shall be selected by a lot from a panel of six elected annually in a election in which all students registered at the college shall be eligible to vote. In the event that the student or faculty panel or both are not elected, the president shall have the duty to select the panel or panels which have not been elected. No member of the committee shall serve more than two consecutive terms. The

chairperson of the committee shall be selected by the committee from among the remaining members of the panel and shall have the power to vote in case of a tie. A quorum shall consist of at least two students and two faculty members. Persons who are to be participants in the hearing as witnesses or have been involved in preferring charges or who may participate in appeals procedures or any other person having a direct interest in the outcome of the hearing shall be disqualified from serving on the hearing panel. A lawyer from the general counsel's office of the board may be present to act as legal advisor to the committee. The duties and procedures of the committee are further described in other paragraphs of this section of the bylaws. It shall submit an annual report to the Faculty Council at its regular May meeting.

CUNY UNIVERSITY STUDENT SENATE (USS)

Student Representatives: Four (4) Students

Frequency of Meetings: monthly

Constitution of the University Student Senate the City University of New York:

PREAMBLE:

We, the duly elected representatives of the student leadership of the City University of New York, in order to preserve the accessibility, affordability and excellence of higher education within the City of New York and to protect the rights of the student body and to inform when their rights are threatened, to further the cause of public higher education and to promote the general welfare of its student constituents and the University, do hereby establish and ordain this Constitution.

ARTICLE II: Purpose of the Organization

The purpose of this organization shall be to:

- a) Protect and defend the quality of education of the City University of New York for all students and to endeavor to maintain and enhance the accessibility of that quality education to the people of the City of New York; thereby upholding the University's policy of access and excellence and shall create its own policies to such effect.
- b) Represent the interests of the students of the City University of New York by communicating all student positions on all issues to the City University's campuses, faculty and administrators; Chancellery, Board of Trustees, New York City Legislature, Mayor, New York State legislature, Governor, United States Congress, President of the United States and such other governmental and private agencies as shall be deemed necessary to effect this purpose and shall work effectively with all aforementioned entities to best serve this purpose. It shall serve as the principal lobbying organization for the students of the University and shall make public its position on any action for the purpose of informing its constituents and the general public of the City of New York.
- c) Serve as the liaison between the students of the City University and other State Student Associations and governmental and private groups and to inform students of the significant occurrences within those groups.
- d) Support, enhance, encourage and develop, by its own choosing and its own methods, the student leadership on the individual campuses for the purposes of strengthening student participation on all issues, at all levels throughout the University.
- e) Serve as an information network for its electorate with knowledge on all issues concerning the University. This information shall include, but is not limited to, academic program planning, tuition, budgetary matters, college services, scholarships and student governance.

- f) Appoint student representatives for all University-wide committees and task forces established by the Chancellery or the Board of Trustees for the purposes of serving the University.
- g) Advise the Board of Trustees, the Chancellery, and all standing and subsequent Trustee Committees on all matters regarding the welfare of the students and the University including, but not limited to Academic Affairs, Fiscal Affairs, Student Affairs and Public Relations.
- h) Encourage, support and work with the individual campus governments to establish and maintain additional student support programs sponsored by the governments, such as campus emergency loan programs and scholarship programs.
- i) Assist the student governments in developing viable and steady working relationships with their campus officials, as well as identifying any possible hindrances to the goal of a productive collegiate environment.
- j) Promote and encourage the free and spirited interchange of ideas and methods of operations between the campus governments and, upon invitation, recommend to the campuses methods to improve their governance structures, to better serve the students on their campuses.
- k) Serve as the supreme student organization for implementing the objectives set forth in the Preamble, subject only to New York State Higher Education Law, Board of Trustees' Bylaws and the Fiscal Accountability Handbook. It shall govern itself based upon the structure and ideals expressed in its own Constitution and Bylaws.

ARTICLE II: Membership of University Student Senate

Section 2.1 Representation and Voting

Each Division of each College shall be entitled to representation in USS as follows:

- a) *Senior College* – One Delegate who shall be an undergraduate day session student; one Delegate who shall be an undergraduate evening session student; and one Delegate who shall be a graduate student. Where there is no differentiation between day and evening session undergraduate students, or where there is only one undergraduate government, there shall be one (1) undergraduate Delegate designated as either day or Full-Time and one undergraduate Delegate designated either evening or part-time.
- d) Each Delegate shall be entitled to vote.
- e) Any Division of any College not represented at two (2) regularly scheduled Plenary Sessions (Unexcused absences) shall have its voting privileges suspended and both Delegate and Alternate positions deemed vacant immediately following the absence of both the Delegate and Alternate at the Roll Call of the third meeting.

i. Said Delegate and Alternate, their Dean, and their Student Government shall be notified by the Vice Chair for their Division immediately after the second unexcused absence from a regularly scheduled Plenary Session. Notice shall include process of suspension as outlined in this Article, and right of student government to replace delegate/alternate positions.

ii. Notice of suspension of voting privilege and vacancies shall be sent by certified mail as well as e-mail to suspended Delegate and Alternate, their Dean and their student government no later than three days after the third unexcused absence. Failure to respond shall confirm removal.

iii. Suspended Delegate and/or Alternate may appeal in person, verbally or in writing, her/his/their suspension from USS. A majority vote of members present and voting shall be required for reinstatement of seat and privileges.

Section 2.2 Delegates

- a. No person shall be a Delegate who is not a duly registered student at the College and Division which he/she represents.
- b. Each Delegate shall obtain certification of his/her status through the office of the Vice Chancellor of Student Affairs with a letter of election from the Dean of Students of his/her College prior to the first regularly scheduled meeting of the academic year. This certification shall be requisite to the seating of a Delegate.

Section 2.3 Duties of Delegates

- a. Each Delegate shall represent the interests of the students of his/her Division to USS.
- b. Each Delegate shall attend all regularly scheduled and/or unscheduled meetings of USS, or in the alternative shall designate his/her Alternate to attend such regularly scheduled and/or unscheduled meeting of USS in his/her stead.
- c. Each Delegate shall serve on at least one USS Standing Committee other than the Steering Committee and shall attend all meetings of his/her Committee(s) and shall accept and execute the tasks assigned to him/her by his/her Committee(s).
- d. All Full-Time Undergraduate Delegates shall carry a minimum of twelve (12) credits per semester (except in the case of a College on a quarterly system).
- e. All undergraduate delegates shall have a minimum grade point average of 2.0 in their current degree program.
- f. All graduate delegates shall have a minimum grade point average of 3.0 in their current degree program.

Section 2.4 Alternates

- a. Each Division of each College may elect an Alternate to the USS. Each Alternate shall have the same qualifications and duties as a Delegate and shall be chosen in the same manner as the Delegate from his/her College and Division.
- b. An Alternate shall be an ex-officio, non-voting member of USS, except in the absence of the Delegate from his/her College and Division, at which time(s) such Alternate shall exercise the duties of said Delegate.
- c. Except in the absence of a Delegate, an Alternate shall not be included in the consideration of a quorum.
- d. The term of the Alternate shall be identical with that of the Delegate from his/her Division and College.

BROOKLYN COLLEGE STUDENT ELECTION REVIEW COMMITTEE (SERC)

Student Representatives: Four (4) Students Frequency of Meetings: As need during elections

College Wide Election Review Committee Bylaws

Article 1

The Brooklyn College Student Election Review Committee (SERC), hereafter referred to as the College Wide Election Review Committee [C. W. E. R. C.], established pursuant to Article 15.2d of the Bylaws of the Board of Trustees as the principal body for approving election procedures and certification of elections for student government shall be constituted and shall function in accordance with the provisions of the present Bylaws.

Article 2

The Committee shall be composed of a body of Brooklyn College students, faculty, administration and staff.

Article 3

1. The Committee shall have nine (9) members.
 - a. Four (4) students, apportioned equally among the academic divisions of the College (Undergraduate Division – 3 students, , and Graduate Division – 1 student).
 - b. Five (5) members from the faculty/administration/staff.
 - c. A student, who for purposes of membership on the committee, could be regarded as a student of more than one academic division, but shall be deemed to be a student of the division in which he/she is matriculated.
2. By August 1st of each academic year, the College President, or his/her designee, shall address a written request to the Student Governments inviting them to undertake, within a given time, the nomination of persons to accept the duties and responsibilities as a member of the College Wide Election Review Committee (C.W.E.R.C.); newly appointed members will take office on October 1st.
3. Each Student Government President shall recommend for appointment, within the stipulated timeframe, four (4) students and five (5) faculty/administrators/staff to serve on the Committee.
 - a. To ensure that the Committee is non-partisan, none of the student nominees shall be a member of Student Government, a Student Government Committee, or a Student Government Political Party.
 - b. Before making these recommendations, Student Government President is advised to consult its student legislative body, its student organizations, and its student body at large.
 - c. If recommendations are not received from Student Government within the stipulated timeframe, the President of the College or his/her designee shall appoint the member(s) of the Committee for that division.

4. The President of the College, after receiving Student Government recommendations from the Dean for Student Life, shall appoint the members of the Committee.

CHILD CARE SERVICES BOARD

Student Representatives: Four (4) Students Frequency of Meetings: monthly

BYLAWS OF THE BROOKLYN COLLEGE CHILD CARE SERVICES, INC:

ARTICLE I: General

Section 1. Name. The name of this corporation shall be the Brooklyn College Child Care Services Corporation, hereinafter referred to as to “Corporation.”

Section 2. N-F-PCL. The Corporation is organized under the provisions of the New York Not-for-Profit Corporation Law. References in these By-Laws to sections of that law will for convenience be preceded by the abbreviation “N-F_PCL”.

Section 3. Offices. The principal office and any additional office o the Corporation shall be located it he County of Kings, City and State of New York at such places as the Board of Directors, hereinafter referred to as the “Board”, may designate from time to time.

ARTICLE II: Purpose

The Corporation shall encourage, plan, organize, develop, establish, operate and maintain child care services and programs for dependent children of registered, matriculated full-time students, and as space permits, for children for no-matriculated students at Brooklyn College, such services and programs to be provided by a child care center, hereinafter referred to as the “Center”, operated by the Corporation and located at Brooklyn College.

ARTOCLE III: Philosophy; Nondiscrimination

Section 1. Philosophy. The services and programs of the Center shall be designed to nurture children physically, emotionally, and intellectually and socially.

Section 2. Nondiscrimination. The Center shall not discriminate on the basis of race, religion, color, creed, gender, sexual preference, disability, national or ethnic origin in the admission of children or in the administration sf programs and policies.

ARTICLE IV: Board of Directors

Section 1. Powers. The corporate powers are vested in the Board of Directors, which shall determine and control all fiscal and policy matters. The corporation shall have no members.

Section 2. Directions. The Directors of the Corporation shall be as follows:

- The Dean of the School of Education, Brooklyn College
- The Vice President for Student Life, Brooklyn College
- The Vice President for Finance and Administration, Brooklyn College
- The Assistant Vice President for Facilities, Planning and Operations, BC
- The Assistant Dean of Student Development, Brooklyn College
- The assistant Dena of the School of Education, Brooklyn College
- One Brooklyn College student who is a parent with a child in the Center
- On student nominated by the elected student government of Brooklyn College
- One faculty member elected by the faculty of the School of education, Brooklyn College

BROOKLYN COLLEGE TECHNOLOGY FEE COMMITTEE

Student Representatives: (4) Students Frequency of Meetings: TBD

Overview

The Brooklyn College Provost chairs the Technology Fee Committee. The committee has 4 student representatives, including the two student government presidents and additional students. The committee convenes to review technology fee related proposals during the beginning of the Spring Semester. Proposals reviewed by the committee is given one of the following designations: approved in whole, approved in part, declined, or held in queue for possible funding later in the year. Technology Fee Committee decision are communicated in writing to each submitter, typically within one month after the STF decisions are made.

WORKPLACE VIOLENCE ADVISORY TEAM (WVAT)

Student Representatives: 2 Frequency of Meetings: TBD

In Compliance with the University's Workplace Violence Prevention Program approved by the CUNY Board of Trustees, this advisory committee is appointed by the president with the following charge:

- a. Assist the president in responding to workplace violence by reviewing occurrences and making recommendations;
- b. Assess the potential problem of workplace violence;
- c. Assess campus readiness for dealing with workplace violence;
- d. Evaluate Incidences to prevent future occurrences; and
- e. Use prevention, intervention, and interview techniques in responding got workplace violence.

On an annual basis, the WVAT will conduct a physical site evaluation of the College's workplace to determine the presence of factors that my pace employees at risk of workplace violence, and prepare a report of the findings.

PRESIDENTIAL ADVISORY COMMITTEE FOR EMERGENCY MEDICAL CARE

Student Representatives: Four (4) Students

Frequency of Meetings: TBD

BROOKLYN COLLEGE OF THE CITY UNIVERSITY OF NEW YORK CHARGE OF THE PRESIDENTIAL ADVISORY COMMITTEE FOR EMERGENCY MEDICAL CARE

MANDATE OF THE COMMITTEE:

Subject to the general authority of the President, the Committee is to receive reports from the Emergency Medical Squad and from others on the campus interested in emergency medical care; to review and develop policies relating to this subject; to receive and review proposed budgets and personnel actions by the Emergency Medical Squad; and otherwise to exercise a general overview of this activity as it delivers medical services on the campus. The Committee will consider also the relationship between the Emergency Medical Squad and other campus medical services, and shall make recommendations to the President in this regard.

MEMBERSHIP OF THE COMMITTEE:

The Committee shall consist of eight members; two of whom will be designated by the Vice President for Student Affairs, the director of the Office of Campus and Community Safety Services, and the advisor of the Emergency Medical Squad. The remaining membership shall consist of four students. Two of these students shall be executive officers of the Emergency Medical Squad, the president of the Undergraduate Student Government designee and the or his/her designee. The Administrative Director of the Emergency Medical Squad shall serve as an ex-officio member of the committee with voice but no vote. The Chairman of the Committee shall be the Vice President for Student Affairs or his/her designee. In the event the Committee is deadlocked on a particular issue or action for two consecutive meetings, the Chairperson shall so report to the President. The President shall then cast an additional ballot to break the tie. The President shall review the size and nature of the membership of the Committee from time to time.

ADVISORY COMMITTEE ON CAMPUS SECURITY

Student Representatives: (2) Students Frequency of Meetings: Once Per Semester

Overview

The committee is appointed by the President with the following charge:

- a. How the college educates the campus community about sexual assault, including security personnel and those person who advise or supervise students, about sexual assault;
- b. How the college educates the campus community about personal safety and crime prevention;
- c. How the college reports sexual assaults and deals with victims during investigations;
- d. How the college refers complaints to appropriate authorities;
- e. What provisions the college has for counseling victims; and
- f. How the college responds to inquiries from concerned persons.

The law also requires the college to inform incoming students about sexual assault prevention measures including: nature and common circumstances relating to sex offenses on college campuses; college procedures for handling sex offenses; applicable laws and regulations on sex offenses and associated penalties; available counseling and support services for victims; and, methods to advise and update students about security procedures. The committee is required to submit an annual report on its findings and recommendations; the report shall be available to the public upon request.