

**Undergraduate Student Government | Brooklyn College, CUNY**  
**CONSTITUTION**

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**Preamble**

We, the undergraduate students of Brooklyn College, recognizing students' need for representation in matters of higher education, college governance, and academic policy, do hereby establish this constitution of the Undergraduate Student Government of Brooklyn College. All undergraduate students shall be constituents of this government, and as such, shall be entitled to representation, student government services, and votes in all general and special elections thereof.

This organization shall be known as Undergraduate Student Government of Brooklyn College, hereinafter referred to as "USG."

The Division of Student Affairs, Brooklyn College, shall be hereinafter referred to as "BCDSA."

CUNY Student Identification Number, shall be hereinafter referred to as "EMPLID."

Grade Point Average, shall be hereinafter referred to as "GPA."

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**Article I - Legislative Branch**

**1.1** All legislative powers, herein granted, shall be vested in a "Student Senate" or "Senate."

**1.2** The Senate, in its entirety, shall consist of all currently serving "Student Senators" or "Senators" up to a maximum of twenty one (21) duly-certified Senators.

**1.3** "Officers of Student Senate" or "Officers" shall preside over the Senate. The Officers shall consist of a "President of Student Senate" and a "Clerk of Student Senate".

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**Article II - Executive Branch**

**2.1** All executive powers, herein granted, shall be vested in an "Executive Cabinet" or "Cabinet".

**2.2** The Cabinet shall consist of duly-certified "Executive Officers" or "Officers" and a "Commissioner of Elections" or "Commissioner". The Officers shall each preside over designated "Executive Offices" or "Offices". The Commissioner shall preside over USG elections.

**2.3** "Cabinet Officials" or "Officials" shall preside over the Cabinet. The Officials shall consist of a "Chair of the Cabinet", a "Deputy Chair of the Cabinet", and a "Clerk of the Cabinet".

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**Article III - Terms**

**3.1** A "term of office" or "term" shall be one (1) fiscal year.

**3.2** A term shall begin on July 1st; as such, Senators and Officers shall hold office and perform their regular duties until the last day of the following June.

**3.3** No student may serve as Senator for more than three (3) terms; no student may serve in the same Officer position for more than two (2) terms.

**3.4** A Senator or Officer appointed to fill a vacancy shall only serve for the remainder of a term. Service time shall not be counted against an appointee during the Spring Semester.

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#### **Article IV - Membership**

**4.1** Upon “declaring candidacy” or being “nominated for appointment” to the Student Senate or Executive Cabinet, a “declared candidate” or “nominee” must be certified by BCDSA, must remain certified at the time of their election or appointment to office, and must remain certified throughout their term of office.

**4.2** To become certified, a candidate or nominee must be enrolled at Brooklyn College as an undergraduate student for the Spring and Fall Semesters, within the fiscal year during which their term occurs, and shall be in good academic standing with a minimum cumulative GPA of 2.0.

**4.3** Upon receiving declarations of candidacy, the acting Commissioner of Elections shall submit the names and EMPLIDs of declared candidates to BCDSA for certification. Upon certification, or upon the failure to become certified, the Commissioner shall notify the candidate.

**4.4** Upon receiving nominations for appointment, the acting Clerk of the Cabinet shall submit the names and EMPLIDs of nominees to BCDSA for certification. Upon certification, or upon failure to become certified, the Clerk of the Cabinet shall notify the nominee and the nominating body.

**4.5** Any student holding a formal position within USG shall be bound to uphold this USG Constitution, the USG Bylaws, and all other laws or policies regularly established.

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#### **Article V - Amendments**

**5.1** All engagements entered into, upon the establishment of this USG Constitution and USG Bylaws, shall continue from one student government to another unless they are Amended or Changed as provided in the USG Bylaws.

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**Undergraduate Student Government | Brooklyn College, CUNY**  
**BYLAWS**

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Undergraduate Student Government, Brooklyn College

**Article I: Legislative Branch**

**Section 1 - Student Senators**

1. Upon election or appointment to the “Student Senate” or “Senate”, a candidate or appointee shall become a “Senator-elect.”
2. Upon attending a General Meeting in an official capacity, a Senator-elect shall become an acting “Student Senator” or “Senator”. Prior to the meeting, a Senator-elect shall affirm to uphold the USG Constitution, these USG Bylaws, and all other laws or policies regularly established.
3. Senators shall be afforded the privilege to speak, and the rights to introduce legislation, vote, and count for quorum at all Regular General Meetings.
4. Senators may serve on up to one (1) Legislative Committee in the Bylaws, and two (2) Executive Councils in the Bylaws.
5. Senators shall be entitled to a stipend as established by the USG Budget and authorized by BCA. To collect a stipend, council members must submit all necessary documentation to the Treasurer. Qualification of stipend depends on the senator’s attendance and due diligence on the respective committees. The Treasurer shall inform any senator if they are found ineligible for a stipend. Stipend amount and limitations shall be in accordance with the CUNY Manual of General Policy, specifically Section 7.156, which outlines the stipend limits and restrictions.
6. Senators must:
  - a. Attend all regularly scheduled Senate Meetings
  - b. Volunteer at all regularly scheduled USG events deemed mandatory by the President of the Student Senate
  - c. Develop and maintain good public relations between the Senate and the undergraduate students of Brooklyn College.
7. Senators held in contempt of the Senate, or impeached and removed from office for any reason forfeit their right to a stipend and may not collect one at any point.
8. Senators may not serve concurrently as Officers with the exception of the Student Advocate. Senators must resign before serving as an Officer.
9. Senators may send and receive official communication addressed to and from their respective position within student government and shall be empowered to sign all documents, receipts, releases, and other instruments requiring the signature of a duly-certified Student Senator.
10. Senators may resign by submitting a written and signed letter to the President of the Student Senate. Senators will be considered resigned at the start of the next meeting after the letter is submitted. Senators who resign will forfeit their stipend for the period they resign in.

**Section 2 - Officers of Student Senate**

1. The Student Senate shall include “Officers of Student Senate” or “Officers”. The Officers shall consist of a president and a clerk.
2. The acting “President of Student Senate” shall be the Vice President; the acting “Clerk of Student Senate” shall be the Chief of Staff.
3. Officers shall not be afforded the right to introduce legislation, vote, or count for quorum at meetings of the Senate or its committees, except for as authorized in these Bylaws.
4. Officers, in consultation with the Senate, may conduct research necessary to formulate legislation pertaining to the overall law and policies of student government.
5. Officers shall act as the principal representatives through whom the Senate announces and publicizes its actions or decisions, and as such, shall report all affirmative legislation of the Senate to the Cabinet.

6. Officers may send and receive official communication addressed to and from their respective position within the student government and shall be empowered to sign all documents, receipts, releases, and other instruments requiring the signature of a duly-certified Senate Officer, and as such, shall develop and maintain good public relations on behalf of the Senate and the undergraduate students of Brooklyn College. Officers shall maintain an accurate and updated list of Senators; including the name and contact information of each Senator.

### **Section 3 - The President of Student Senate**

1. The Vice President, as acting President of Student Senate, shall preside as chair over all Regular General Meetings, and at the request of the incoming Vice President, may preside as chair over the First General Meeting of the newly elected Senate for the following term.
2. The President of the Senate, may appoint any Senate approved Executive Officer or Council member to serve as an "Alternate Senator". Alternate Senators shall serve for the entire meeting; however they shall not be afforded the right to introduce legislation, shall not be permitted to receive a stipend in this capacity, and may not make any motions other than motions of privilege.
3. In the absence of the Vice President, the Chief of Staff, or any Senator, by direction from the Vice President, may serve as President pro tempore, and shall assume the duties, functions, and responsibilities of the President of Student Senate, unless otherwise designated by the Vice President. In the case the Vice President, or his or her designee, is absent and no replacement was appointed by the Vice President, the Chief of Staff, or in the absence of the Chief of Staff any Executive Officer or Senator, shall call the meeting to order and the Senate shall immediately vote on an interim chair. With the affirmative vote of a plurality of Senators, an interim chair shall be seated for the length of the meeting, or until the return of the Vice President.

### **Section 4 - The Clerk of Student Senate**

1. The Chief of Staff, as acting Clerk of Student Senate, shall preside as clerk over all General Meetings.
2. In the absence of the Chief of Staff, any Senator, by direction from the Vice President or Chair, may serve as Clerk pro tempore, and shall assume the duties, functions, and responsibilities of the Clerk of Student Senate unless otherwise designated by the Vice President.

### **Section 5 - Legislative Committees**

1. The Senate may establish "Legislative Committees" or "Committees", including "Subcommittees", as they deem necessary.
2. Committees and Subcommittees shall be established temporarily by a Simple Resolution. The action must include a committee name, reasons for establishment, the precise nature of its enumerated powers and obligations, and its number of voting members.
3. Committees and Subcommittees shall rule as far as applicable and may adopt policy governing their procedure. Such policy shall not be inconsistent with or contradict the USG Constitution, these Bylaws, or established provisions of law and shall be available to the public generally.
4. Committees and Subcommittees shall designate a presiding chair and a presiding clerk by holding an internal vote and may grant such powers as applicable.
5. Any formal question regarding the powers and obligations of an established committee after establishment shall be ruled on by the Committee on Rules and Ethics.

### **Section 6 - The Committee on Legislative Affairs**

1. A "Committee on Legislative Affairs", or "Legislative Affairs Committee", is hereby established.
2. The Committee shall not exceed ten (10) voting members at any time. Only Senators may serve as voting members. Members shall be appointed by the Student Advocate. The Student Advocate shall serve as a voting member and chair of the committee.

3. The Committee shall deliberate and debate matters of academic, campus, and community affairs involving undergraduate students.
4. The Committee shall serve as a steering committee for all legislation under its jurisdiction.

#### **Section 7 - The Committee on Rules and Ethics**

1. A “Committee on Rules and Ethics”, or “Rules and Ethics Committee”, is hereby established.
2. The Committee shall not exceed five (5) voting members at any time. Five (5) Senators shall be chosen at random in a public forum. and shall serve upon each selected Senator's willingness.
3. The Committee shall serve as the oversight committee on government affairs, and as such, shall have jurisdiction over the USG Constitution, the USG Bylaws, all law and policies regularly established, and interpretation of the Constitution and Bylaws.
4. The Committee shall adjudicate and arbitrate conflicts of legislative, executive, and disciplinary actions involving student government and its members.
5. The Committee shall have jurisdiction over interpretations of the USG Constitution and Bylaws and any decisions made by the committee shall be submitted to the clerk of the Senate and shall be binding for the remainder of the term. With a 3/5th vote of the whole body, the Senate may overturn an interpretation by the Rules and Ethics Committee.

#### **Section 8 - Filling Vacancies**

1. In the case of a vacancy on senate, the President of the Student Senate shall send out an open call for interest to the general student body to collect interest in nominations for the open seat
2. Any student interested in receiving a nomination shall submit a written statement to the President of the Student Senate before the agenda for the meeting in which the election is held is finalized
3. Current Senators shall hear personal statements from all students interested in nomination who attended the meeting and have submitted a written statement
4. Current Senators shall participate in ranked choice voting to select which students shall be included on the Simple Proposition of Nomination.

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Undergraduate Student Government, Brooklyn College

### **Article II: Executive Branch**

#### **Section 1 - Executive Officers**

1. Upon election or appointment to “Executive Office”, a candidate or appointee shall become an “Officer-elect.”
2. An Officer-elect shall affirm to uphold the USG Constitution, these USG Bylaws, and all other laws or policies regularly established, and upon doing so and the start of the term shall become an “Executive Officer” or “Officer”.
3. All appointed officers shall be presented for confirmation to the Student Senate. After confirmation, officers shall be treated as elected members of student government within USG and college policies.
4. Officers shall act as heads of each Executive Office, and as such, shall assume all powers and take all actions they deem necessary according to policy and law.
5. Officers shall act as the principal spokesperson through whom their Executive Office announces and publicizes its actions, and as such, shall report to the Cabinet, all affirmative actions they have taken to execute the laws and policies of the student government.

6. Officers shall preside as chair over each council established under the authority of their office and shall appoint “Council members” to each council by Executive Proposition of Appointment, unless otherwise specified by these bylaws.
7. Officers shall delegate to Council members authority within their power and such tasks as they deem necessary, unless as provided in these bylaws. Councils shall be filled no later than the second week of the Fall semester.
8. Officers shall designate a clerk for each Council under their Office, and may also designate an acting chair for a Council should they deem it necessary.
9. Officers shall be considered sitting members of the “Executive Cabinet” or “Cabinet”, and as such, each Officer shall be afforded the privilege to speak, and the rights to introduce propositions, vote, and count for quorum at all Cabinet Meetings.
10. Officers shall be entitled to a stipend as established by the USG Budget and authorized by the BCA. Stipend amount and limitations shall be in accordance with the CUNY Manual of General Policy, specifically Section 7.156, which outlines the stipend limits and restrictions.
11. Officers may not serve concurrently as a Senator with the exception of the Student Advocate. Officers must resign before serving as a Senator.
12. Officers of the Executive Cabinet may not serve concurrently on the Executive Boards of any clubs or organizations chartered under USG.
13. Officers may send and receive official communication addressed to and from their respective office and shall be empowered to sign all documents, receipts, releases, and other instruments requiring the signature of an Officer, and as such, shall develop and maintain good public relations on behalf of their office, the Cabinet, and the undergraduate students of Brooklyn College. Officers shall provide their contact information to the Cabinet Officials. Officers shall maintain an accurate and updated list of Council members; including their names and contact information.

## **Section 2 - Cabinet Officials**

1. The Executive Cabinet shall include “Cabinet Officials” or “Officials”. The Officials shall consist of a chair, a deputy chair, and a clerk.
2. The acting “Chair of the Cabinet” shall be the President; the acting “Deputy Chair of the Cabinet” shall be the Vice President; and the acting “Clerk of the Cabinet” shall be the Chief of Staff.
3. Officials shall be afforded the privilege to speak, and the rights to introduce propositions, vote, and count for quorum at all Cabinet Meetings, provided these rights are exercised within their capacity as Executive Officers.
4. Officials, in consultation with the Cabinet, shall conduct research necessary to formulate propositions pertaining to the overall law and policies of student government.
5. Officials shall act as the principal representatives through whom the Cabinet announces and publicizes its actions or decisions, and as such, shall report all affirmative directives of the Cabinet to the Senate.
6. Officials may send and receive official communication addressed to and from the Cabinet and shall be empowered to sign all documents, receipts, releases, and other instruments requiring the signature of a Cabinet Official, and as such, shall develop and maintain good public relations on behalf of the Cabinet and the undergraduate students of Brooklyn College. Officials shall maintain an accurate and updated list of the names and contact information of each Officer.

## **Section 3 - The Office of President**

1. An “Office of President” is hereby established, and shall be headed by the duly-certified “President”.
2. The President shall be the acting Chair of the Cabinet and chief executive officer of student government.



3. The President, as acting Chair of the Cabinet, shall preside as chair over all Cabinet Meetings.
4. The President shall, in collaboration with the Treasurer, submit a budget to the Senate.
5. The President of USG shall send to the President of Brooklyn College a list of all College-wide committee appointments by the end of July and shall notify the Senate. After this time, if any open seats remain, the vice president shall nominate appointees to fill them.
6. The President shall oversee the other members of the executive cabinet in their official roles.

#### **Section 4 - The Office of Vice President**

1. An "Office of Vice President" is hereby established, and shall be headed by the duly-certified "Vice President".
2. The Vice President shall serve as acting Deputy Chair of the Cabinet and President of Student Senate.
3. The Vice President, as acting Deputy Chair of the Cabinet, upon instruction from the President, shall preside as chair or clerk over Cabinet Meetings, and shall assume the duties, functions, and responsibilities of the Chair of the Cabinet, or the Clerk of the Cabinet, unless otherwise designated by the President.

#### **Section 5 - The Office of Chief of Staff**

1. An "Office of Chief of Staff" is hereby established, and shall be headed by the duly-certified "Chief of Staff".
2. The Chief of Staff shall serve as the acting Clerk of the Cabinet, Clerk of Student Senate, chief administrative officer, and librarian of student government, and as such, shall administer and document the laws, policies, and actions of the student government.
3. The Chief of Staff, as acting Clerk of the Cabinet, shall preside as clerk at all Cabinet Meetings.
4. The Chief of Staff shall maintain accurate and up-to-date versions of the Constitution, Bylaws, and all active laws passed by student government, and shall send these documents to the Press Director for immediate publishing.
5. The Chief of Staff, as chief administrative officer, shall be responsible for the operation and maintenance of the student government office, facilities, property, and material supplies.
6. The Chief of Staff shall maintain record of student government item inventories and manage the delegation of items owned by USG to clubs requesting them for events and other purposes
7. The Chief of Staff, as acting librarian, shall keep record of all proceedings of student government including introduced legislation, public statements, recorded votes, and disposition of all parliamentary points raised.
8. The Chief of Staff, on an annual basis, shall submit copies of all legislation, official public statements, recorded votes, and all other official documents pertaining to the operations of student government, to the Brooklyn College Library for archiving.

#### **Section 6 - The Office of Treasurer**

1. An "Office of Treasurer" is hereby established, and shall be headed by the duly-certified "Treasurer".
2. The Treasurer shall serve as the acting chief financial officer of student government, and as such, shall maintain the USG Budget and the USG BCA reserves fund.
3. The Treasurer may, with the approval of the USG President, appoint an Executive Financial Assistant to aid them in their role whose duties will be up to the Treasurer's discretion
4. The Treasurer shall keep a record of all income and expenditures of student government, and shall issue a monthly report detailing all expenses and allocations and the total remaining budget. This report shall also include the Treasurer's opinion as to the possible need of the USG for more funding or of current excess funding.

5. The Treasurer shall appropriate and allocate funds to duly-chartered student organizations in accordance with the ratified budget for that fiscal year. Refusing to allocate a student organization the exact amount entitled to it shall constitute grounds for forfeiture of office.
6. The Treasurer shall initiate the transfer of any funds approved by an allocating body within twenty-four (24) hours of adjournment of the meeting of the allocating body in which the funds were approved.
7. The Treasurer shall send the meeting minutes of the allocating body to each club in which their grant was voted on. If denied the Treasurer shall issue a reason as to why.
8. The Treasurer may enact budget modifications, including but not limited to line transfers and BCA fund reserve withdrawals.
9. The Treasurer shall monitor the fiscal affairs of Brooklyn College generally, and shall take such actions necessary to establish policy that is beneficial to the student body.
10. The Treasurer shall draft a budget for the President to submit to the Senate for ratification.
11. The Treasurer shall set a date and supply the documents for all recipients of stipends from USG to submit their request for a stipend. Recipients shall be afforded a two (2) week notice prior to the deadline, and at least a one (1) week window in which to submit documentation. These may run concurrently.
12. The Treasurer may not deny funds on the basis of cultural identity or event mission, if aligned with the club's mission.
13. The Treasurer reserves the right to deny requests if submitted out of timeline.
14. The Treasurer must explain the reasoning as to why requests are denied or if modified, explain why.
15. The Treasurer must ensure a culturally diverse Club Funding Council. The Treasurer must train the Club Funding Council members as to how to review grant requests and provide club allocation budget reports every quarter.

#### **Section 7 - The Office of Press Director**

1. An "Office of Press Director" is hereby established, and shall be headed by a duly-certified "Press Director".
2. The Press Director shall be the principal spokesperson and representative through whom the student government announces and publicizes its actions or decisions.
3. The Press Director may appoint, with the approval of the USG President, a maximum of 3 members at any given time as a Press Team to aid them in their role.
4. The Press Director shall work in conjunction with the President towards representing the executive branch's messages and goals and may perform such additional actions as it deems necessary to represent the student government.
5. The Press Director shall have the principal responsibility of maintaining the website, maintaining an online and social media presence, and maintaining a program to promote student engagement with student government, promote campus affairs, and market the student government generally.

#### **Section 8 - The Office of Club Director**

1. An "Office of Club Director" is hereby established, and shall be headed by a duly-certified "Club Director."
2. The Club Director shall have the primary responsibility of maintaining communication with clubs, and as such, shall act in an advisory role to club leaders.
3. The Club Director shall plan and execute trainings for club leaders by collaborating with Student Affairs at least once a semester.
4. The Club Director shall collaborate with student organizations to increase social life and student activities on campus.

5. The Club Director shall issue a report each semester to the senate as to new requests of clubs or potential clubs, requests that were voted on and their result, as well as outstanding requests.
6. The Club Director shall, in conjunction with the Treasurer, host a Fall workshop about club funding, event planning, and member engagement.

### **Section 9 - The Office of Events Director**

1. An “Office of Events Director” is hereby established, and shall be headed by a duly-certified “Events Director.”
2. The Events Director shall serve as events coordinator, and as such, shall have jurisdiction over events and the planning process for said events.
3. The Events Director may, with the approval of the USG President, appoint a Deputy Events Coordinator to aid them in their role, and may also appoint a Volunteer Coordinator to assist in collecting, coordinating, and messaging volunteers for events.
4. The Events Director shall contact vendors and ensure that they submit required documentation, submit all relevant paperwork at the appropriate time, and shall be responsible for coordinating and communicating with liaisons in conjunction with the President.
5. The Events Director, in conjunction with the President, shall be responsible to communicate with the Director of Student Activities regarding upcoming events, orientations, and so forth.

### **Section 10 - The Office of Student Advocate**

1. The “Office of Student Advocate” is hereby established, and shall be headed by the Chair of the Student Affairs Committee, unless designated otherwise by the President, who shall serve as the duly-certified “Student Advocate.”
2. The Student Advocate must be a currently elected member of the Student Senate.
3. The Student Advocate shall serve as chair of the Legislative Affairs Committee, and lead legislative workshops for senators.
4. The Student Advocate shall provide counsel to students in areas of academic or personal concern; including biased grading, gender/identity discrimination, and personal safety on campus.
5. The Student Advocate shall work with the Brooklyn College Administration and the relevant Brooklyn College governance committees to improve student life generally; including the state of facilities, educational policy, academic curriculum, and club services.
6. The Student Advocate shall have the right to sit at all Cabinet meetings with voice but no vote.

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Undergraduate Student Government, Brooklyn College

## **Article III: Executive Councils**

### **Section 1 - Executive Councils**

1. Executive Offices may establish “Executive Councils” or “Councils” as they deem necessary.
2. Councils shall be established temporarily, by Executive Propositions, or permanently, by amending these bylaws. The action must include the council name, reasons for establishment, the precise nature of its enumerated powers and obligations, and its number of voting members.
3. Councils shall rule as far as applicable and may adopt policy governing its procedure. Such policy shall not be inconsistent with or contradict the USG Constitution, these USG Bylaws, or established provisions of law and shall be available to the public generally.

4. The power of any council or committee established by the Executive Cabinet shall derive from the authority granted by the Cabinet. And the Cabinet may, at any time, rule in place of or overrule any decision made by an Executive council or committee.
5. Any matriculated Brooklyn College undergraduate student in good academic standing shall be eligible to serve on up to two (2) Councils in these Bylaws. Council Members must maintain ethical standards.
6. Council members may be entitled to a stipend as established by the USG Budget and authorized by the BCA. To collect a stipend, council members must submit all necessary documentation to the Treasurer. Qualification of stipend depends on the council member's attendance and due diligence on the respective committees. The Treasurer shall inform any council member if they are found ineligible for a stipend. Stipend amount and limitations shall be in accordance with the CUNY Manual of General Policy, specifically Section 7.156, which outlines the stipend limits and restrictions.
7. Council members with three (3) unexcused absences, or who are removed from office for any reason forfeit their right to a stipend and may not collect one at any point.
8. The Chair, if a Council fails to reach quorum, may appoint any duly-certified Student Senator to serve as an "Alternate member". Alternate members shall serve for the entire meeting. Alternate members shall not be afforded the right to introduce propositions, make motions other than motions of privilege, and shall not be permitted to receive a stipend in this capacity.
9. A report from each council meeting of all action taken and any discussions had shall be sent to the next scheduled general meeting of the Cabinet

## **Section 2 - The Office of the Treasurer: The Club Funding Council & Grant Request Approval Process**

1. A "Club Funding Council" is hereby established.
2. The Council shall adhere to the Grant Approval Process established in these bylaws:
  - a. The Club Funding Council shall have the power and duty to review and approve grant requests of \$1,000 or less or any requests not requiring BCA approval from any duly-chartered USG student organization.
  - b. Upon the affirmative recommendation of the Council, the Executive Cabinet shall have the power and duty to approve grant requests of more than \$1,000 or any requests needing BCA approval from any duly-chartered USG student organization.
  - c. The Treasurer shall establish a "Grant Request Form" at their discretion. This form shall be available online and shall be the sole means for a student organization to request money.
  - d. The Treasurer shall establish comprehensive guidelines pertaining to grants for club travel, merch guidelines, grant limits for clubs, etc. The guidelines of the previous fiscal year shall carry over until such time as new guidelines are published to the campus community.
  - e. The Treasurer shall convene meetings of the Club Funding Council so as to ensure the timely approval of grant requests.
  - f. The Club Funding Council shall adhere to the CUNY Fiscal Accountability Guidelines in the consideration of grant requests.
  - g. The Treasurer must tell the council about any reserve pulls to fund club events/requests.
  - h. The Club Funding Council may attach such terms to approved grants as it sees necessary and proper, including but not limited to maximum per-person funding for trips, limiting the use of grant monies to specific purposes, and requiring student contributions.
  - i. Grant requests shall not be approved for suspended organizations, even upon a vote of the Club Funding Council or Executive Cabinet. The transferring of funds to suspended organizations shall constitute grounds for forfeiture of office for the Treasurer and the President.

3. The Council shall consist of six (6) undergraduate students nominated by the Treasurer and confirmed by the Senate.
4. The Council shall appoint one of its members to the Temporary Grant Approval Committee (TGAC) at their first meeting referenced in Section 9 of this Article.
5. All Council Members must attend a CUNY fiscal accountability training with the Brooklyn College Administration before they may be certified.
6. The Council Members shall be required to complete a disclosure of conflict of interest form indicating their membership and/or positions in any student organization. Members shall recuse themselves from any formal vote involving an organization on their disclosure form.

### **Section 3 - The Office of the Treasurer: The Temporary Grant Approval Committee & Grant Approval Process during Breaks and Emergency Situations**

1. The Undergraduate Student Government (USG) shall have a Temporary Grant Approval Committee (TGAC) who shall operate in emergency situations and during the following periods; Summer session, Winter session, Spring break, and when classes are not in session.
2. Emergency situations are defined as circumstances that could not have been foreseen that require immediate action and cannot wait until the next scheduled meeting of the Club Funding Council or the Executive Cabinet. These may include, but are not limited to, natural disasters, or significant disruptions to USG operations.
3. The TGAC shall consist of the Treasurer, the President, and one member of the Club Funding Council.
4. The Club Funding Council shall appoint one of its members to the TGAC at their first meeting. Any member of the Club Funding Council or a Senator may serve as an alternate on the TGAC. Alternates may not replace both the president and the treasurer.
5. The Treasurer shall serve as the Chair of the TGAC, and shall have the power to convene the committee as needed in accordance with these bylaws.
6. All TGAC meetings are considered emergency meetings, and must be open to the general public.
7. The TGAC, for the duration of emergency meetings, shall have and may exercise the powers of the Club Funding Council and the Executive Cabinet, solely for the purposes of approving grant requests.
8. The TGAC shall adhere to the rules and guidelines set forth in Section 8 while processing grant requests.
9. The TGAC shall keep minutes of its proceedings and shall report on these proceedings to the Club Funding Council and the Executive Cabinet at or before the next scheduled meeting after an emergency meeting or meetings. Failure to report shall constitute grounds for forfeiture of office for the Treasurer and the President.

### **Section 4 - The Office of Club Director: The Club Operations Council & Club Chartering Process**

1. A "Club Operations Council" is hereby established.
  - a. The Council shall have jurisdiction over relations with Club board members; issues between clubs and the administration, and issues concerning club registration.
  - b. The Council shall have the power and duties to review Charter Requests, existing charters, and violations by duly-chartered student organizations.
  - c. The Council shall review all Charter Requests and existing charters adhering to Section 2.17.
  - d. The Council shall be composed of five (5) members nominated by the Club Director and be confirmed by the Senate.

- e. The Council Members shall be required to complete a disclosure of conflict of interest form indicating their membership and/or positions in any student organization. Members shall recuse themselves from any formal vote involving an organization on their disclosure form.
  - f. The Council shall be charged with maintaining good relations with and providing advice to club leaders in matters including but not limited to club registration, elections, recruitment, event planning, and club funding.
  - g. The Council shall, in conjunction with the Council on Club Funding, host a Fall workshop about club funding, event planning, and member engagement.
1. The powers and duties to approve or deny charter requests and to revoke or mandate edits to existing charters shall be vested in the Club Operations Council.
    - a. The Club Director shall maintain a Charter Request Process, including, at the least:
      - i. A constitution template for prospective student organizations to follow,
      - ii. An interactive review process during which the submitters are able to make edits to their request,
      - iii. A Charter Approval Meeting between the Club Operations Council and one or more of the submitters, no later than four (4) weeks after the date of the submission.
    - b. The Council shall approve or deny an organization's charter request. When considering a charter request, the Council shall take into account the general need for the prospective organization, the existence of similar organizations already on campus, the value that the organization would bring to Brooklyn College, and any other criteria that the Council may establish in accordance with the CUNY Bylaws, the Brooklyn College Governance plan, and Brooklyn College policy in general. The Council may not deny a charter request based on the organization's political stance.
    - c. In order to revoke or revise an existing charter, the Council must hold a Charter Review Meeting, giving at least one (1) week notice to the organization. Members of the organization's executive board shall be afforded the right to speak in the Meeting, should they attend.
    - d. Upon the approval, denial, or revocation of a charter, the Club Operations Council shall submit a written report, signed by the Club Director, to the President, the organization, with the charter or charter request, the vote taken, and the reasons for the Council's decision.
    - e. A constitution approved by the Council and signed by the Club Director shall constitute a valid USG charter and as such, shall enable a student organization to register undergraduate students as official members, hold elections for executive board positions, receive Student Activity Fee Monies from USG, and hold events on and off campus.
    - f. The Council's decision on any charter request will be based solely on the club's submission of a properly completed Constitution and its demonstration of a bona fide intent to sponsor programs, activities, or events for students at Brooklyn College.
    - g. Any amendments to an existing organization's constitution shall be considered amendments to the organization's charter, and as such, shall be subject to approval by the Club Director.
    - h. Upon investigation and four-fifths ( $\frac{4}{5}$ ) vote of the Council, a student organization may be found in violation of the USG Constitution, these USG Bylaws, or law generally. Such a violation shall constitute ground for the suspension of the offending organization's charter. Such violations include but are not limited to violating the terms of a USG grant, denying a student membership or access to an event on any discriminatory basis, hazing, charging mandatory membership dues, misuse of the Student Activity Fee, and incitement of violence.
    - i. Upon the suspension of an organization, the Council shall provide for the offending organization to restore their charter by establishing reasonable criterion by which to judge the organization's subsequent validity.

- j. In the event the Council denies or revokes a Clubs Charter, the club may appeal the decision to the Director of Student Affairs. All appeals must be in writing and must be submitted within ten (10) business days of the decision.
- k. A suspended organization shall not be allowed to register new members, access the funds in their Brooklyn College Central Depository account, or hold official events on or off campus.
- l. All chartered student organizations shall be required to upload approved and up-to-date copies of their constitutions, signed by the Club Director, to the student activities online platform in use. Failure to do so shall constitute grounds for suspension of the organization.

#### **Section 5 - The Office of Events Director: The Elections Council**

- 1. An "Elections Council" is hereby established.
- 2. The Council shall have the powers, duties and responsibilities of administering and enforcing the provisions of the USG Bylaws, and the rules, regulations and orders applicable to the student government elections process.
- 3. The Council shall issue and adopt such rules, regulations, orders, and procedures necessary for the operation and direction of the Elections Commissioner.
- 4. The Council shall perform its duties and actions in accordance with regulations set by the College Wide Elections Review Committee or "CWERC."
- 5. The Council shall be composed of five (5) members. Council Members shall consist of the Treasurer, Press Director, the Elections Commissioner, the President, and the Events Director, who shall preside as acting chairperson of the Council. Members shall continue serving in their capacity as Officers while serving on the Council.
- 6. The Council may appoint such assistance necessary for the Council or Commissioner to operate.
- 7. The Treasurer shall manage and direct the fiscal affairs of the election and shall prepare and approve proper disbursements of funds when appropriate.
- 8. The Treasurer shall perform such duties and functions as prescribed by the Council and any funds transferred shall be used for all necessary and proper expenses of the election, as determined by the Council, to conduct a fair and honest election.
- 9. The Council shall communicate with BCDSA and ITS to ensure proper balloting format, to submit a list of campaigns, and to properly conduct the elections.
- 10. The Council shall inform the student body of the dates of the election and dates of petitioning and shall have the function of advising and informing the undergraduate students of election procedures and other public notices necessary for the proper administration and conduct of the electoral process.

#### **Section 6 - The Office of Student Advocate: The Civic Affairs Council**

- 1. A "Civic Affairs Council" is hereby established.
- 2. The Council shall consist of four (4) to eight (8) members
- 3. The Council shall be a coalition of student leaders within the Brooklyn College community and shall discuss issues concerning campus safety and security, displays of racism or hostility, other inappropriate displays on campus, overall atmosphere, appearance, cleanliness of the campus, and matters of student life, generally, and present ideas to Cabinet and Senate.
- 4. The Council shall represent students to all external governments at the local, state, and national levels and shall have jurisdiction over issues concerning educational policy and programs, matters of curriculum and instruction, improvement of quality of education, organization and operation of academic support functions,



maintaining relations with Academic Departments, ensuring that there is a student on each Department's "Committee on Curriculum", and matters of academic affairs, generally.

5. The Council may organize trips to the New York State Legislature to lobby for increased funding and other issues that are deemed important to the student body.
6. The Council shall work towards representing the executive branches' messages and goals and may perform such additional actions as it deems necessary to advocate for students.

#### **Section 7 - The Office of the President: The Committee on Oversight of the Student Activity Fee**

1. A "Committee on Oversight of the Student Activity Fee" or "Student Activity Fee Oversight Committee" or "SAFOC" is hereby established.
2. The Committee shall not exceed five (5) voting members at any time. Members shall be appointed by the President.
3. The Committee shall serve as an Oversight Committee over organizations outside of student government that receives Student Activity Fee monies directly from the College Association, other than student news organizations. The committee shall have no jurisdiction over the Undergraduate Student Government.
4. For all organizations under its jurisdiction The Committee shall be informed of all expenditures, and must approve any governance changes.
5. The Committee may enact sanctions over any organization for failure to follow that organization's constitution or bylaws, or any other rules as set forth by the college, university, or any applicable laws. Sanctions may include anything up to and including the seizure of Student Activity Fee funding.
6. The Committee may propose sanctions to Cabinet over any executive or employee of an organization for failure to follow that organization's constitution or bylaws, or any other rules as set forth by the college, university, or any applicable laws. Sanctions may include anything up to and including suspension or expulsion from an organization, or termination of employment. Any employment termination must be in accordance with college and university policy and all applicable laws.

#### **Section 8 - The Office of the Club Director: Council of Club Presidents**

1. A "Council of Club Presidents" or "CCP" is hereby established
2. The Committee shall not exceed six (6) voting members at any time. Members shall be appointed by the President.
3. Only registered presidents of registered campus clubs and organizations with valid charters, as described in Article 3 Section 4, may serve as voting members on the Council, with the exception of the Club Director.
4. The Council shall be a coalition of student leaders within the Brooklyn College community and shall discuss issues concerning club life and policies, USG's communication to club leaders, and other club-related subjects, and present ideas to Cabinet and Senate.
5. The Council may organize Town Hall meetings for Club Leaders to discuss issues concerning club life and policies.

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Undergraduate Student Government, Brooklyn College

### **Article IV - Meetings**

#### **Section 1 - Parliamentary Procedure**

1. At each meeting of student government, there shall be a presiding chair and a presiding clerk.
2. The presiding chair shall organize and convene the meeting and may use discretion in determining decorum, debate, and parliamentary procedure when not in conflict or inconsistent with the USG



Constitution, these Bylaws, or the provisions by parliamentary rules and usage as set forth in the most recent edition of Robert's Rules of Order.

3. The presiding chair shall prepare and distribute to each member, a "Calendar", at least one (1) week prior to the relevant time period. The presiding chair shall prepare and distribute to each member, an "Agenda", prior to or at the relevant meeting. The presiding chair may only vote in a meeting when their vote would affect the result of the vote.
4. The Agenda shall be made public and accessible from any public listing in which the meeting is visible.
5. The presiding clerk of a meeting shall transcribe, publish, and transmit to each member of the body, a copy of the minutes by the next meeting. At each meeting, the body shall approve the minutes from the previous meeting. The approved minutes of all meetings shall be transmitted to the Chief of Staff, posted online, and readily accessible for public inspection and copying pursuant to the New York State Freedom of Information law.
6. The presiding clerk of a meeting shall serve as parliamentarian, and as such, shall have initial and final authority on procedural matters of parliamentary rules and usage. The parliamentarian shall have speaking privileges and shall exercise these privileges primarily to make points of order and other motions related to parliamentary procedure.
7. At each meeting of student government, quorum shall be a majority of all members.

## **Section 2 - General Meetings**

1. A "First General Meeting" of the Senate for Senate Elects shall be held at such date, time, and place as determined by the acting Officers of Student Senate, must be held during common hours, and may be held as early as Reading Day of the Spring Semester or as late as the last day of June. Action shall be limited to publishing the Agenda of the Senate, completing roll call, collecting and passing information, guided discussion, introducing an Executive order of Appointment, passing a budget, publishing the Calendar of the Senate, general announcements, and voting to adjourn. All action taken shall go into effect immediately upon the start of the term. Should neither of the acting Officers of Student Senate be able to preside as chair, a chair shall be chosen by the Vice President-elect.
2. First General Meetings shall be open to the general public, and as such, a notice of the date, time, and place shall be transmitted to each Senator-elect and announced publicly, in a manner that is easily accessible to the college community, no less than one (1) week before the meeting.
3. A "Regular General Meeting" shall be held at such date, time, and place as determined by the Calendar of the Senate, must be held during club hours, and may be held as early as July 1st,
4. Regular General Meetings shall be open to the general public, and as such, a notice of the date, time, and place shall be announced publicly, in a manner that is easily accessible.

## **Section 3 - Committee Meetings**

1. "Committee Meetings" shall be held at such date, time, and place as determined by the Calendar of the Senate, may be held during club hours, and may be held as early as July 1st.
2. Committee Meetings shall be open to the general public, and as such, a notice of the date, time, and place for each meeting shall be announced publicly, at least 24 hours before the meeting time, in a manner that is easily accessible.

## **Section 4 - Cabinet Meetings**

1. "Cabinet Meetings" shall be held at such date, time, and place as determined by the Calendar of the Cabinet, may be held during club hours, and may be held as early as July 1st.
2. Cabinet Meetings shall be open to the general public, and as such, a notice of the date, time, and place of a Cabinet Meeting shall be announced publicly, at least 24 hours before the meeting time, in a manner that is easily accessible.

## **Section 5 - Council Meetings**

1. "Council Meetings" shall be held at such date, time, and place as determined by the Calender of the Cabinet, may be held during club hours, and may be held as early as July 1st.
2. Council meetings shall be open to the general public, and as such, a notice of the date, time, and place of each meeting shall be announced publicly at least 24 hours before the meeting time, in a manner that is easily accessible.

## **Section 6 - Special Meetings**

1. "Special Meetings" shall be held at such date, time, and place as called by the presiding chair or upon the request by a majority of the body, and may be held as early as July 1st.
2. Special Meetings shall be open to the general public, and as such, a notice of the date, time, and place for each meeting shall be transmitted to each Member and announced publicly, in a manner that is easily accessible.

## **Section 7 - Executive Sessions**

1. Upon an affirmative vote by a majority of all present and voting members, taken in an open meeting pursuant to a motion identifying the general area or areas of the subject or subjects to be considered, the body may conduct an "Executive Session", however, no action by formal vote shall be taken to appropriate public moneys. Attendance at an Executive Session shall be permitted to any member of the public or any other persons authorized by the body.
2. The student government shall be bound by and comply with all the provisions of the New York State Open Meeting Law, and in the event of an unquestioned conflict with Open Meetings Law, the conflicting provisions of these Rules shall yield to the provisions of the Law.

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Undergraduate Student Government, Brooklyn College

## **Article V: Actions**

### **Section 1 - Government Action**

1. The work of student government is initiated by the introduction and enactment of "Legislative Actions" or "Legislation" and "Executive Directives"
2. Legislation shall include Bills, Propositions for Simple Resolutions, and Propositions for Joint Resolutions.
3. Directives shall include Propositions for Executive Proclamations and Executive Orders.
4. With the exception of amendment bills and revision bills, all legislation and directives shall expire at the end of the term.
5. Introduced legislation or directives must be transmitted to the presiding clerk and endorsed by the names of all Sponsors. The presiding clerk shall transmit approved legislation and directives to the appropriate body for consideration and action.
6. Unless otherwise stated, all legislation, in order to pass, shall require a majority of the body to vote in favor.
7. Enacted legislation or directives must be signed by the presiding chair and attested to by the Clerk. Upon receiving all proper endorsements, enacted legislation or directives shall become law. All newly passed laws shall be sent to the Press Director to be published.

### **Section 2 - Amendments & Revisions**

1. Amendments may be introduced to the Senate at regularly scheduled meetings
2. Amendments are designated by the Fiscal Year, followed by "Amendment" followed by its number

3. Amendments to the USG Constitution or Bylaws, including the establishment of permanent positions, committees, offices, or councils may be introduced by any undergraduate student upon co-sponsorship by eleven (11) Senators. Amendment shall be ratified upon an Affirmative vote by a 3/4ths Majority of the Whole Senate and the signature of the President.
4. Revision Bills shall be required for revising the entire Constitution or Bylaws for purposes of formatting updates and general editing. Revisions may be introduced by any undergraduate student upon co-sponsorship by eleven (11) Senators. Revisions shall be ratified upon an Affirmative vote by a 2/3rds Majority of the Whole Senate and the signature of the President.

### **Section 3 - The Simple Resolution**

1. A "Proposition for Simple Resolution", "Simple Proposition", or "S. Prop" may be submitted to the Senate.
2. Simple Propositions concern the operation or opinion of the Senate.
3. Simple Propositions are designated by "Simple Proposition", followed by its number.
4. After consideration and adoption by the Senate, a simple proposition shall be signed into a Simple Resolution (S. Res) as a Simple Resolution by the Vice President. Simple Resolutions must be signed and attested to by the Chief of Staff.
5. Examples of Simple Propositions for Resolution may include:
  - a. A Simple Proposition of Inquiry. A Senator may introduce the Proposition to the Rules and Ethics Committee in order to obtain an interpretation of the USG Constitution, these Bylaws, or student government law generally. The Committee's interpretation shall be considered binding and shall be taken into account in the execution of all further actions.
  - b. A Simple Proposition of Challenge. A Senator may introduce the Proposition to the Rules and Ethics Committee in order to challenge the constitutionality of any legislation that has been approved and enacted. The Committee's decision shall be considered binding. Upon ruling a law unconstitutional, the law shall immediately cease to be enacted.
  - c. A Simple Proposition of Establishment. A Senator may introduce the Proposition in order to establish an ad-hoc committee and delegate to it whatever powers and duties the Senator deems necessary and proper.
  - d. A Simple Proposition of Nomination. The Senate may, with a simple resolution, add to this body by nominating new Senators up to a maximum of twenty one (21) concurrently serving Senators. A Senator, with at least one (1) cosponsor, may introduce the Proposition. The Senate may meet the nominee before the proposition is introduced by holding a hearing.
  - e. A Simple Proposition of Opinion. The Senate may pass this to show their opinion on a particular matter.
  - f. A Simple Proposition of Impeachment. Impeachment Propositions can be submitted by any student when a senator, officer, or council member of USG is suspected of violating the USG Constitution, these Bylaws, or USG law generally. The Senate's decision shall be considered binding. Upon passage of a Simple Resolution of Impeachment, the member of USG named therein will be removed from their position.
  - g. A Simple Proposition of Removal. The senate may remove any official who has been impeached by the Rules and Ethics committee pursuant to the rules set forth in these bylaws.
  - h. A Simple Proposition of Reinstatement. A member suspended but not expelled may be reinstated and regain all rights of a regular member.
  - i. A Simple Proposition of Stipend Reinstatement. The Senate may reinstate the Stipend for any student government official who had their stipend revoked for any reason during the term. Stipends may not be given for any time an official did not serve.

- j. A Simple Proposition of Appeal. Any member of student government that is the subject of a Resolution of Violation may introduce the Proposition to the Senate prior to their Trial. If approved, no Proposition of Expulsion or Proposition of Sanction may be introduced in relation to the violation.

#### **Section 4 - The Joint Resolution**

1. A "Proposition for Joint Resolution" or "Joint Proposition" may be introduced in the Senate or in the Cabinet.
2. Joint Resolutions are used for expressing facts, principles, and opinions of both branches.
3. Joint propositions require an affirmative vote by a majority of all members from each branch.
4. Joint propositions, upon consideration and approval by both branches, must be signed by each presiding officer into law as Joint Resolutions.
5. Examples of Joint Propositions for Resolution may include:
  - a. A Joint Proposition of Revision may revise law other than the Constitution or Bylaws.
  - b. A Joint Proposition of Opinion. This shall be used to state the opinion of USG as a whole on a particular matter.
  - c. A Joint Proposition of Appointment. The President shall, through a Joint Resolution, appoint a Commissioner of Elections.

#### **Section 5 - The Executive Resolution**

1. An "Executive Proposition" may be introduced in the Cabinet.
2. Executive Propositions concern the operation or opinion of the Cabinet. It is designated by "E. Prop." followed by its individual number.
3. Executive propositions introduced in the Cabinet is designated by "E. Prop.", followed by its individual number that it retains throughout all its parliamentary stages.
4. Examples of Executive Propositions may include:
  - a. Executive Proposition of Appeal. The Cabinet may pass this to appeal any council decision.
  - b. Executive Proposition of Opinion. The Cabinet may pass this to show their opinion on a particular matter.
  - c. Executive Proposition of Resignation. An Officer may resign by signing and submitting a Proposition of Resignation to a Cabinet Official.

#### **Section 6 - The Executive Order**

1. An "Executive Order" shall be approved and enacted into law only by the President.
2. Executive Orders are designated by "Executive Order" followed by its number.
3. Executive Orders concern the operation or opinion of the President and may be used to provide established changes to policy that shall not extend past the current term.
4. Executive Orders, upon consideration and approval by the President, must be signed by the President.
5. Examples of Executive Orders may include:
  - a. Executive Order of Nomination. The President shall nominate individuals to all members requiring senate and or cabinet approval as stated in these bylaws.
  - b. Executive Order of Appointment. The President shall appoint members to positions not needing Senate and or Cabinet approval.
  - c. Executive Order of Establishment. The President may create ad-hoc committees as they see fit.

- d. Executive Order of Proclamation.
- e. Executive Order of Termination. The President may remove any executive officer, besides the Vice President, from office.
- f. Executive Order of Veto. The President may veto a Bill passed by the Senate. The President must submit the Executive Order to an Officer of Student Senate within seven (7) days.

## **Section 7 - Style of Legislation**

1. Legislation shall be styled in accordance to precedence.

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Undergraduate Student Government, Brooklyn College

## **Article VI: Elections**

### **Section 1 - The Election Commissioner**

1. A "Commissioner of Elections" or "Elections Commissioner" shall be an independent, undergraduate student, who shall not be serving in student government at the time of being nominated, nor running for a position for the following term.
2. The Commissioner shall be nominated by the Elections Council and confirmed by the Senate. The Commissioner can be removed from office upon a unanimous vote by the other members of the Elections Council.
3. The Commissioner shall not promote, market, or participate in supporting any campaigns and shall remain impartial throughout the election process.
4. The Commissioner shall be entitled to a stipend as established by the senate and authorized by the BCA and may be provided office space in the Student Center.
5. The Commissioner is hereby empowered to execute documents, records, or other instruments requiring an authorized signature.
6. The Commissioner shall administer and enforce the provisions of these USG Bylaws applicable to the student government elections process.
7. The Commissioner shall prepare, design, duplicate, and reproduce all necessary forms and paperwork necessary for the electoral process.
8. The Commissioner shall issue and adopt such rules, regulations, orders, and procedures necessary for the proper and effective enforcement of the election laws and the operation and direction of the USG elections.
9. The Commissioner shall pro-adjudicate any and all complaints, charges, disputes, or appeals made pursuant to law, rules, regulation, or other procedures in regard to the USG elections.
10. The Commissioner may appoint such assistance necessary, such as a Deputy Commissioner, and such other assistants deemed appropriate, to allow for regular operation. The Commissioner reserves the right to remove Deputy Commissioners from office.
11. The Commissioner has the sole power to preside over the student government elections. The Commissioner's decisions and interpretation are final with the exception of an appeals process.
12. Any appeals on the Commissioner's decisions must go through the CWERC. The CWERC is the only body (other than the Vice President of Student Affairs, the President of Brooklyn College and the CUNY Board of Trustees) with the authority to overturn the Commissioner's decisions.

### **Section 2 - Declaring a Campaign**

1. The student government election season shall take place over a five-week period. The first week of petitioning will begin no later than March 15.

- a. Week one shall be for declaring and petitioning;
  - b. Week two shall be for declaring and petitioning;
  - c. Week three shall be for petitioning and campaigning;
  - d. Week four shall be for validation and campaigning;
  - e. Week five shall be for campaigning and balloting.
2. "Campaigns" may include:
  - a. Groups or individual students seeking to sponsor referenda.
  - b. Individual students seeking to serve as a Student Senator.
  - c. Two (2) students seeking to serve as President and Vice President as a ticket.
  - d. Individual students seeking to serve as USS Delegates
  - e. Individual students seeking to serve as USS Alternate Delegates.
  - f. Individual students seeking to serve as Student Disciplinarian and Alternate Student Disciplinarian.
3. To declare a campaign, candidates and sponsors must complete and submit a Campaign Declaration form within the allotted declaration period.
4. Upon submitting the form, a campaign shall receive petition forms and shall become a "Declared Campaign". Declared Campaigns shall receive an election guide.
5. Upon declaration of a campaign, students seeking office shall become "Declared Candidates", groups or individual students sponsoring referenda shall become "Declared Sponsors".
6. Declared Campaigns are prohibited from changing any of this information once petitions have been distributed. Candidates names or Referendums titles shall be transcribed at the top of all petition pages by the Election Commissioner before distribution. Any alteration of declared or transcribed information shall require another Campaign Declaration. The Commissioner has discretion over how many petitions can be distributed to each campaign.
7. Declarations not submitted in accordance with these regulations shall be considered null and void.

### **Section 3 - Petitioning and Campaigning**

1. Declared Campaigns shall be permitted to promote and advertise their campaign to the public. All limits and boundaries must be equally applied to all candidates.
2. Petitioning requirements shall be four-hundred (400) valid signatures for a President and Vice Presidential ticket, one-hundred (100) valid signatures for each candidate running for Student Senate, main and alternate USS Delegates, and main and alternate Student Disciplinarians. Petitioning to run a referendum requires ten (10) percent of all undergraduate students.
3. Only undergraduate students shall be allowed to sign petitions and vote in USG elections, and may sign an unlimited number of petitions for tickets, candidates, and referenda. All signatures must be accompanied by the EMPLID.
4. Declared Campaigns shall submit their petitions within the allotted petitioning period and upon submission shall receive a receipt from the Commissioner. The receipt shall contain the following information: Campaign name, number of signatures submitted, date and time of submission, signatures of Declared Sponsors or Declared Candidates.
5. The Commissioner shall make copies of each receipt; the original being kept by the Commissioner, and one copy being kept by the Declared Campaign. When receiving returned petitions, the Commissioner shall only accept petitions that have the requisite number of signatures and accompanying EMPLIDs. This initial count does not determine validity or invalidity of signatures.

6. The Commissioner shall submit the petitions of each Declared Campaign to Brooklyn College Student Activities for validation by validators.

#### **Section 4 - Validation and Balloting**

1. Upon being notified of validation, a Declared Campaign shall become a “Validated Campaign”.
2. Upon validation of a campaign, Declared Candidates shall become “Validated Candidates”, Declared Sponsors shall become “Validated Sponsors”.
3. Students may each rank Valid Candidates for any USG office or position in order of preference.
4. Students shall each be permitted up to twenty-one (21) single transferable votes for candidates to Student Senate.
5. Students shall each be permitted one (1) instant-runoff vote for a Presidential ticket.
6. Students shall each be permitted two (2) instant-runoff votes for candidates for two (2) USS Main Delegate positions and two (2) instant-runoff votes for two (2) USS Alternate Delegate positions.
7. Students shall be permitted four (4) instant-runoff votes for four (4) Student Disciplinarian positions.
8. Students shall be permitted to write-in a candidate for any office or position stated above. Students shall be permitted one (1) instant-runoff vote per write-in.
9. No party or group will be indicated to appear on the ballot. Candidates shall be listed in alphabetical order by their last names.
10. Immediately after voting is completed, the votes shall be publicly tabulated. The ballots shall be counted by the method of ranked choice voting. The initial round of counting shall be a count of the first choices marked on each ballot. If any campaign receives a majority of the first choices, that campaign shall be declared the winner.
11. If no candidate receives a majority of first choices, there shall be a second round of counting. The last-place candidate shall be eliminated, and all the continuing ballots shall be recounted. Each continuing ballot shall be counted as one vote for that ballot’s highest ranked advancing candidate.
12. If no candidate receives a majority at the second round of counting, there shall be a third round of counting, continuing in the manner prescribed above.
13. The process of eliminating the last-place campaigns and recounting all the continuing ballots shall continue until one campaign receives a majority of the votes in a round or until the number of remaining campaigns equals the number of seats available for that office or position. The campaign(s) reaching a majority or lasting through the rounds shall be declared the winner(s).
14. Ballots that do not list a preference for any given round or that have no choices marked other than choices for eliminated candidates, shall not be counted in that round or any subsequent round.
15. When tabulation is completed, the Commissioner shall notify each campaign of the results.

#### **Section 5 - Special Elections**

1. In the case that the USG President or Vice President is found unfit to serve or removed from office, the Election Commissioner, in communication with the Division of Student Affairs, shall schedule a special election following the same procedures as a standard election.



## **Article VII: Violations**

### **Section 1 - Reporting and Investigating Government Violations**

1. Any Student Senator or Executive Officer may propose and submit a “Resolution of Violation” to be introduced or considered by the Rules and Ethics Committee. Any undergraduate student may submit a Resolution of Violation with at least one (1) Senator or Officer as a sponsor.
2. The Resolution of Violation shall apply to only one Senator or Officer at a time and shall be a written statement that includes the name of the Senator or Officer, a list of the violations that may have been committed, and all details or specifications available.
3. Any member of the student body may report allegations and evidence of perceived violations by submitting a Resolution to any member of student government. The member of student government must submit the Resolution to an Officer of Student Senate. The Officer of Student Senate must introduce the Resolution to the Rules and Ethics Committee at their next immediate Committee Meeting and the charges shall be brought to the full committee.
4. If a student wishes to file an inquiry or violation against a member then they are required to serve as the complainant.
5. If the Rules and Ethics Committee receives a resolution pertaining to one of its usual members, the Member in question shall recuse themselves from the investigation and subsequent hearing on said Resolution. The Ethics Committee shall appoint another Member to serve temporarily. This temporary appointment shall not count towards the appointee’s maximum number of committees.
6. A member shall be afforded the opportunity to resign at any time.
7. Any aggrieved student or group may appeal such adverse action by any duly-certified member of USG. On appeal an aggrieved student or group shall be entitled to a hearing following due process procedures in the CUNY Bylaws. Following such hearing the duly elected Student Senate shall have the authority to dismiss, confirm or reject the adverse action.

### **Section 2 - Government Violation Hearings**

1. The Rules and Ethics Committee, upon receiving a Resolution, shall hold an open hearing, deliberate, and call the violation into question. A member or organization shall be sent a written notification prior to their hearing. The notification shall include the time, date, and location of the hearing.
2. The hearing shall apply to only one member or organization at a time.
3. The hearing shall be held by the Committee. The violation will be considered individually. The complainant(s) and the alleged violator(s) shall be present. The member or organization may have one representative. Witnesses to the alleged violations may be summoned.
4. The results of the investigation, a report, and a recommendation must be presented no more than ten (10) days after the investigation launched. Hearings by the Committee on alleged violation(s) shall be concluded within seven (7) days following the conclusion of the election. The Committee shall then immediately transmit a report of the case to the Senate. The Resolution includes the name of the Senator or Officer, a report of the violation that were decidedly committed, and all details or specifications available.
5. Only a formal Hearing by the Senate may result in sanctions. Sanctions must be fair and within the scope of the violation. The Senate may not impose a sanction(s) against a member or organization prior to the conclusion of a hearing.
6. Upon presentation of the report and recommendation, the Senate shall debate the charges in a hearing, for a period not to exceed one hour.
7. The member or organization shall be afforded the right to plead their case prior to the deliberations being held. A legal counsel or designee may speak on behalf of the member or organization.



8. Upon conclusion of the hearing, the Senate shall decide a verdict of guilty or not guilty and proceed to disclose their verdict(s). A member or organization shall be sanctioned only upon a guilty verdict.
9. The Senate shall keep written minutes of all hearings and issue written opinions explaining the circumstances surrounding each violation conviction. All results from a hearing shall make clear the applied sanction(s) and the reasoning for the applied sanction(s). These records shall be delivered to the Chief of Staff.

### **Section 3 - Government Violations**

1. Violations are breaches of the rules and procedures specified in these USG Bylaws, and law and policies regularly established.
2. Malfeasance, misfeasance, or nonfeasance in office are grounds for expulsion; including but not limited to the inability to communicate with the Officers of Student Senate, failure to complete delegated tasks, or intentional abuse of power or misconduct while in office. Use of hateful speech or derogatory language are grounds for expulsion and removal from office.
3. Contempt of the body, including repeated violations of these rules or violation of any qualification for certification.
4. Failure to attend to the duties of his/her office as outlined in the governing documents
5. An Executive Officer may not serve concurrently as elected officers of any student organization.
6. Officers shall be required to disclose any conflicts of interest.
7. Uneven application and enforcement of any USG policy or procedure, including but not limited to enforcement of timelines on requests, rules governing club funding, rules governing events, etc., shall be grounds for expulsion and removal from office.
8. It shall be to the sole discretion of the presiding chair whether to recognize as present a member arriving after roll has been called.
9. Failure to fill the Councils or Brooklyn College Committees by the second week of the Fall semester shall constitute nonfeasance.
10. Absence without prior valid excuse from two (2) regular meetings or two (2) meetings of the committee(s) to which a member has been duly appointed in a term.
11. Any member absent without prior valid excuse from three (3) Meetings, shall be "In Contempt".
12. Any member who has a prior recurring schedule requirement, academic or otherwise, which impedes upon their ability to attend meetings shall not be deemed qualified to sit on the body.

### **Section 4 - Government Sanctions**

1. A member "In Contempt" who has not been expelled shall be considered suspended upon the fourth (4th) such absence as the case may be, and shall not be entitled to a vote at Meetings. No vote or formal action shall be required to suspend a Representative "In Contempt of the Senate". The attendance of a member "In Contempt of the body" shall not be used toward constituting quorum at any meeting, the calculated quorum shall be changed due to a suspension, however suspended members shall count towards the body's maximum.
2. A formal expulsion shall be necessary to expel a member.
3. No Senator or Officer may be tried for any alleged act for which they have been acquitted by any local, state, or federal, criminal or civil court.
4. The presiding chair has discretion over absences and may excuse or clear absences.
5. The loss of certification shall be immediately reported to the Chief of Staff.

6. Upon finding a loss of certification, the Senator or Officer not certified shall be considered suspended; the Rules and Ethics Committee shall notify the suspended Senator or Officer and the Student who challenged the certification.
7. The Senate shall have the final word on removal from office.
8. Upon the President's removal or resignation from office, the following Officers shall assume the office of President in the order set forth, until a new special election for president is held:
  - a. Vice President
  - b. Chief of Staff
  - c. Treasurer
  - d. Club Director
  - e. Press Director
  - f. Events Director
  - g. Student Advocate
  - h. The senior-most member of the Student Senate

### **Section 5 - Reporting and Investigating Campaign Violations**

1. Upon report of an alleged violation, the Commissioner shall investigate the allegation.
2. Any Campaign accused of a violation must be notified in writing prior to the investigation by the Commissioner. The notification must include who reported the violation. Cases against the Commissioner must be referred directly to the CWERC.
3. The Commissioner shall utilize all means at their disposal to adjudicate election violations in the most expedient, but fair manner possible. All dispute resolution formats and hearing procedures shall be proscribed in Minutes. The selected method of dispute resolution shall be convened with all due haste after CWERC approves the charges or grants review on appeal.
4. The accused shall be allowed to speak in their defense at a hearing.

### **Section 6 - Campaign Violation Hearings**

1. The Commissioner, upon receiving a complaint, shall hold an open hearing, deliberate, and call the violation into question. A Campaign shall be sent a written notification prior to their hearing. The notification shall include the time, date, and location of the hearing.
2. The hearing shall apply to only one Campaign at a time.
3. A hearing shall be held by the Commissioner. Each violation will be considered individually. The complainant(s) and the alleged violator(s) shall be present. Each campaign in the election may send one representative. Witnesses to the alleged violations may be summoned.
4. The results of the investigation, a report, and a recommendation must be presented no more than ten (10) days after the investigation launched. Hearings by the Commissioner on alleged violation(s) shall be concluded within seven (7) days following the conclusion of the election. The Commissioner shall then immediately transmit a report of the case to CWERC. The Report includes the name of the campaign violators, a list of the violations that were decidedly committed, and all details or specifications available.
5. Only a formal Hearing may result in sanctions. Sanctions must be fair and within the scope of the violation. The Elections Commissioner may not impose a sanction(s) against a campaign or candidate prior to the conclusion of a hearing.
6. Upon presentation of the report and recommendation, the Commissioner shall determine beyond all reasonable doubt whether or not a violation has occurred. If such a determination is made, the Commissioner shall then immediately determine if it warrants a hearing.

7. The Campaign shall be afforded the right to plead their case prior to the deliberations being held. A legal counsel or designee may speak on behalf of the Campaign.
8. Upon conclusion of the hearing, the Commissioner shall disclose their verdict(s) to the Campaign and proceed to decide a verdict. A Campaign shall be sanctioned only upon a guilty verdict.
9. The Commissioner shall keep written minutes of all hearings and issue written opinions explaining the circumstances surrounding each violation conviction. All results from a hearing shall make clear the applied sanction(s) and the reasoning for the applied sanction(s). These records shall be delivered to the Chief of Staff.

### **Section 7 - Campaign Violations**

1. Misuse of posters and signs including using permanent adhesive, placing them in unauthorized locations, sabotage, damaging, or removing opposing posters or signs.
2. Making defamatory or libelous statements.
3. Use of student government space, offices, or other facilities, for storage of campaign materials. For purposes of this section, Student Government shall be defined as the entire office space located on the third floor of the Student Center and all facilities therein.
4. Use of any of the following college owned equipment: Copying machines and printers not publicly available to all students, including printers in the library and library cafe and machines from clubs and offices.
5. Use of mailing lists provided by a Brooklyn College administrative office or via Blackboard.
6. Disturbing or distracting any regularly established Brooklyn College activities or programs such as regularly scheduled classes and extracurricular programs on or off campus.
7. Threatening, harassing, or assaulting any of the candidates or members of student government.

### **Section 8 - Campaign Sanctions**

1. Sanctions available and are explicitly limited to:
  - a. Removal or Deletion of Materials: Commissioners are required to immediately remove any advertising that is not placed in an authorized area;
  - b. Temporary Suspension of Campaign Activities: Should a candidate or referendum campaign be suspended, all of its operations must cease. The suspended campaign, including campaign staff, may not campaign for or against any campaign in the race. Candidates or Sponsors of a campaign that has been suspended, may still campaign for or against candidates or campaigns.
  - c. Candidate Disqualification and removal from the ballot.
  - d. Revocation of candidacy and forfeiture of office. If the offender won election when the violation occurred, the votes for that office shall be retallied with the votes in favor of the disqualified candidate allocated to the voters next choice.
  - e. Loss of eligibility: Permanent loss of eligibility from holding any student government office, elected and appointed. The offender shall have the right to apply for eligibility to participate in Student Government one (1) year after sanction; and upon being denied may reapply for said eligibility on a yearly basis. Each application will be at the discretion of the Commissioner.

## ENACTMENT

The foregoing Constitution and Bylaws, having been unanimously approved and ratified through the process outlined in Article VI, Section 2, by the Undergraduate Student Government Senate of Brooklyn College on May 13<sup>th</sup>, 2025, and signed by the President on May 13<sup>th</sup>, shall take effect as the governing document of the Undergraduate Student Government as of the date listed below.

Nothing in this Constitution and Bylaws shall be construed to deny or disparage rights retained by the students of Brooklyn College. This Constitution and Bylaws shall be the supreme governing document of the Undergraduate Student Government of Brooklyn College, superseding all prior versions.

Date of Enactment:

May 13th, 2025

Enacted by:

*Noam Abrahams*

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**Noam Abrahams**

**President**

Undergraduate Student Government

Brooklyn College | CUNY

Witnessed by:

*Taseen Islam*

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**Taseen Islam**

**Chief of Staff**

Undergraduate Student Government

Brooklyn College | CUNY