

Columbia College Student Council Constitution

The students of Columbia College elect the Columbia College Student Council (CCSC) to serve as their primary representative, advocate, and liaison to the Columbia University community, including its administration, faculty, alumni and students, as well as to the public. The CCSC is charged with gathering and expressing student opinion, actively representing student views, appropriately addressing student concerns, ensuring that college students are fully apprised of all information of impact to their undergraduate experience, responsibly and equitably distributing student activity fees, and working with other student groups to program college wide events designed to foster cohesiveness within the entire undergraduate population.

Article I. Membership and Duties

Section 1. The CCSC shall be comprised of the following members:

Columbia College Student Body President
Vice President for Policy
Vice President for Campus Life
Vice President for Funding
Vice President for Communications
Senators (3)
Senior Class President
Senior Class Vice President
Junior Class President
Junior Class Vice President
Sophomore Class President
Sophomore Class Vice President
First-year Class President
First-year Class Vice President
Academic Affairs Representative
Student Services Representatives (2)
Class Representatives [non-voting] (12)
GSSC Liaison [non-voting]
ESC Liaison [non-voting]
SGA Liaison [non-voting]

Section 2. The Executive Board of the CCSC shall be comprised of the following members:

President
Vice President for Policy
Vice President for Campus Life
Vice President for Funding
Vice President for Communications

Section 3. Student Body President

The Student Body President will serve as the primary spokesperson for and representative of the student body of Columbia College. The Student Body President shall chair CCSC meetings and bear ultimate responsibility for the execution of all CCSC initiatives. The Student Body President shall maintain relations with the Administration, Faculty, Alumni, Members of the Morningside Heights Community, and other undergraduate student governing bodies. The Student Body President reserves the right to serve ex officio on any CCSC committee. The Student Body President shall maintain, promote, and execute this Constitution.

Section 4. Vice President for Policy

The primary responsibility for the Vice President for Policy shall be to advise and guide all CCSC members concerning business that relates to both University and College policy and coordinate their initiatives with regard to these matters. The Vice President for Policy shall assist the President with the fulfillment of his or her policy oriented duties. The Vice President for Policy shall also bear responsibility for all nominations to University and College administrative committees. The Vice President for Policy reserves the right to serve as chair of any ad-hoc committee convened by the CCSC to address issues of College or University policy. The Vice President for Policy shall also communicate with the head delegate to the Ivy Council in order to keep council apprised of issues of consequence to the Columbia College student body.

Section 5. Vice President for Campus Life

The Vice President for Campus Life shall serve as the CCSC's primary representative to student organizations on campus, as well as oversee the programming initiatives of the class councils and policy representatives. The Vice President for Campus Life shall chair the Presidents Council in order to ensure inter-class communication and coordination. The Vice President for Campus Life will also serve as an advocate for student groups on campus. The Vice President for Campus Life shall work with student groups to foster intergroup cooperation, organize events that work to inform student groups of campus resources, gather information and opinion from student groups, organize the Intergroup Assembly, and maintain accurate information on all student groups on the intergroup website. Additionally, the Vice President for Campus Life will be responsible for organizing the CCSC's only two school-wide programming initiatives: The Tree Lighting Ceremony and Columbia College Days.

Section 6. Vice President for Funding

The Vice President for Funding shall ensure the fair and timely funding of student activities and shall assist the President with the fulfillment of his or her funding related duties. The Vice President for Funding shall administer and monitor the CCSC budget and advise the CCSC on all financial matters. The Vice President for Funding shall also serve as a board member of the Activities Board at Columbia (ABC) according to the ABC's Constitution, and maintain communication with the Student Governing Board (SGB) at Earl Hall, Community Impact (CI), Intergreek Council (IGC), and Club Sports (CS) in order to stay apprised of their needs.

Section 7. Vice President for Communications

The Vice President for Communications shall be the primary administrator of the CCSC's intra-council communication and organization; keep records of all actions taken by the CCSC; distribute summaries of CCSC meetings; compile meeting agenda; publish an annual report of the CCSC to the student body which includes a record of accomplishments, votes of the membership, and ongoing projects and distribute it two weeks prior to the election; serve as the CCSCs representative on the Lerner Hall Committee on Scheduling and Programming; and maintain a record of attendance at CCSC meetings.

Section 8. Senators (3)

Senators will serve on the University Senate. The Senators shall advocate the interests of the Columbia College student body to the University Senate and shall keep the CCSC apprised of all University Senate activities. Senators must attend all Senate meetings, including sub-committee and Student Caucus meetings.

Section 9. Class President

The Class President shall represent his or her class to the CCSC; advocate for his or her class on all class-oriented issues; program social, academic, and informational events for that class; chair the class council which is comprised of the Class President, the Class Vice-President, and three Class Representatives; and have the power to enumerate positions other than Class Representatives on the class council as seen fit.

Section 10. Class Vice President

The Class Vice President shall represent his or her class to the CCSC; assist the Class President with the advocacy and programming responsibilities as outlined in Section 9; serve on the class council; and assume the Presidents responsibilities in his or her absence.

Section 11. Academic Affairs Representative

The Academic Affairs Representative shall be responsible for examining issues relating to academic affairs and College academic policy. The Academic Affairs Representative shall act as the student body's primary liaison for academic affairs to the faculty and administration. The Academic Affairs Representative shall oversee the maintenance and update of the courseguide each semester and shall act as liaison to the Committee on Academic Awards. The Academic Affairs Representative shall coordinate with the Committee on Instruction and the Committee on the Core Representative to address all academic issues of consequence to the Columbia College student body.

Section 12. Student Services Representatives (2)

The Student Services Representatives shall promote the improvement of student services, which include, but are not limited to: undergraduate residence halls, dining services, security, health services, athletic facilities, computing and libraries, career services, renovations and facilities management, and Alfred Lerner Hall. The Student Services Representatives also act as the primary liaison between the student body and the University's administrators of student services. The Student Services Representatives shall be involved in all CCSC directives pertaining

to student services.

Section 13. Class Representatives (12)

The Class Representative shall be a non-voting member of the CCSC and a voting member of his or her class council. He or she shall assist the Class President and Class Vice-President with the advocacy and programming responsibilities outlined in Section 9, and shall attend all class council meetings called by the Class President or Vice President. In addition, the Class Representative shall attend the first CCSC meeting of every month and other CCSC meetings specifically designated by the Student Body President. The Class Representative shall serve on CCSC subcommittees and assist other CCSC board members as needed.

Section 14. Liaisons

The CCSC both sends and receives liaisons from other governing bodies in the interest of maintaining relations and open communication. Liaisons shall be appointed by a 2/3 majority vote by the CCSC council to serve a 1 year term. Three such representatives shall be appointed to the Engineering Student Council (ESC), the General Studies Student Council (GSSC), and the Student Government Association of Barnard (SGA). Liaisons are required to attend not only the said other council meeting but sit as a non-voting member at the CCSC meetings.

Article II. Terms of Office

Section 1. Terms of office for the membership of the CCSC

The terms of office for all CCSC members shall end at noon on the day of University Commencement, at which point the terms of their successors shall begin.

Section 2. Number of positions to be held

No member may hold two elected offices within the CCSC during the course of a term. A member must resign an office in order to announce candidacy for another concurrent office.

Section 3. Attendance Policy

Members who incur three unexcused absences, as defined by the Columbia College Student Body President, in the course of the academic year will automatically be subject to the removal procedures outlined in Section 4. Unexcused tardiness, defined as arriving at meetings after call to order, will be counted as half an absence.

Section 4. Removal Procedures

A. Members who do not fulfill their duties of office as set forth in this constitution can be subject to removal.

B. Removal proceedings for any member of the CCSC can be initiated by any two members of the CCSC, followed by a majority vote of the CCSC.

C. Once removal proceedings have been initiated, those initiating the proceedings must present written documentation explaining the accusations to the CCSC as a whole. The member against whom the proceedings have been initiated shall have the opportunity to respond in writing to the

CCSC as a whole.

D. A 2/3 majority of the CCSC will be required to remove any member from office.

Section 5. Membership Replacement

A. Article V will pertain to all vacant seats, whether by resignation, removal, or other circumstances, on the CCSC with the exception of the Executive Board.

B. Seats vacated before the Fall First-Year elections will be filled by a vote of the student body during the First-Year election period.

C. Seats vacated after the First-Year Elections, will be filled by appointment through a 2/3 majority vote of the CCSC. The CCSC is required to call for nominations from the student body.

D. If the Presidency of the CCSC is vacant, the Vice President for Policy, will ascend to the Presidency. The Vice President for Policy position will then be filled in the manner described in Section 5, article E.

E. Any position on the Executive Board that is vacated at any time during the academic year, will be filled by appointment through a 2/3 majority vote of the CCSC. The CCSC is required to call for nominations from the student body.

Article III. Meetings

Section 1. Chair of the CCSC Meetings

The President shall chair all CCSC meetings as a non-voting member. In the case of the President's absence, the Vice President for Policy will chair the meeting.

Section 2. Voting

A. All votes will be taken by open roll-call voting, except at the discretion of the chair.

B. A quorum of the CCSC is required for all votes to be binding; a quorum is defined as 2/3 of the voting members of the CCSC.

C. Votes will be recorded by the Vice President for Communications in the official CCSC minutes.

D. Unless otherwise specified in this Constitution, a vote shall pass with a simple majority.

E. The chair shall only vote in the case of a tie.

Article IV. Distribution of Funds

Section 1. The CCSC is responsible for the fair distribution of Columbia College Student Activities Fees and bears ultimate responsibility to its constituents for the use of those fees.

Section 2. The CCSC can reserve whatever funds it deems necessary and desirable for its own expenses and activities.

Section 3. The CCSC delegates the power to distribute its funds to all of Columbia's recognized student groups with participating Columbia College students through five governing boards: the Activities Board at Columbia (ABC), the Intergreek Council (IGC), the Student Governing Board

of Earl Hall (SGB), Community Impact (CI), and Club Sports (CS). However, the CCSC may also distribute funds directly to student groups and individuals in the form of co-sponsorships.

Section 4. The CCSC, in conjunction with the ESC, shall set policies for receiving allocation requests from the governing boards during the spring semester for the next academic year. The CCSC, in conjunction with the ESC, shall set policies for receiving appeals requests from the governing boards during the fall semester for that academic year. Appeals are not guaranteed and should not be expected.

Article V. Elections

Section 1. The Elections Board is the branch of CCSC established to conduct and publicize all CCSC elections, as is outlined in Article V. of the CCSC Constitution, and is funded by the CCSC.

Section 2. The Elections Board shall consist of five Columbia College students appointed by the CCSC, who do not serve on the CCSC and do not intend to run in a CCSC election during their one-year term. The CCSC will appoint one selected member to serve as the Elections Board Chair. Appointments for the incoming Elections Board shall be made after CCSC Spring Elections.

Section 3. The CCSC will appoint one selected member of the Elections Board to serve as the Elections Board Chair. The EB chair will be selected by a majority vote of the Council. The Elections Board Chair will serve as the head of the Elections Board, and will be the primary liaison for communicating with the CCSC. The Chair will be responsible for arranging all Elections Board meetings and ensuring that the elections are well publicized and run according to schedule. The Chair will also be responsible for ensuring that all committee members remain impartial throughout the elections process. All internal Elections Board decisions will be mediated by the Chair.

Section 4. The CCSC will have no jurisdiction over EB. However, any member of the Columbia College student body may appeal an EB decision to the CCSC. An appeal of an EB decision will be handled by the judicial committee, who will decide to either uphold or overturn the EB decision. The judicial committee will be composed of five Columbia College Seniors who are members of the CCSC. One of the five judicial committee members shall be the CCSC President who will chair the judicial committee. If the CCSC President is not a senior, then he or she shall not be on the judicial committee and instead the Senior Class President will chair the judicial committee. The chair of the committee shall choose the members of the committee.

Section 5. Any changes to the EB Constitution must be approved by the CCSC by a 2/3 majority vote.

Section 6. For the purpose of the Elections Board, the voting Columbia College Student Body is defined as any currently enrolled Columbia College student. In addition, students are eligible to

run for any position on CCSC as long as they are a currently enrolled Columbia College student and not members of the Elections Board. If they are not currently enrolled, they may petition the Elections Board for permission to run for a CCSC office.

Article VI. Constitution

Section 1. This document shall become the binding governing charter for the Columbia College Student Council when ratified.

Section 2. This Constitution may be amended only by a 2/3 majority vote according to the conditions outlined herein.

Section 3. The CCSC shall form a committee to review its Constitution no less frequently than every third year.

Section 4. The CCSC shall adopt a set of by-laws which must be approved by a 2/3 majority vote of the membership within the first 30 days of every academic year.

- A. The by-laws record information supplemental to the information contained in this document.
- B. The by-laws contain information and policies requiring annual review and approval.

Last revised September 10, 2005