

Constitution & Bylaws Committee Meeting

Minutes May 2, 2013

Present: Colin P. Ashley (CPA), Anne Donlon (AD), Eero Laine (EL), and Ben Miller (BM)

Absent: Amy Martin (AM)

Plenary

I. Approval of Agenda

Executive Committee

BM calls the meeting to order at 1:15 p.m.

Steering Committee

1. EL moves to approve; CPA seconds; the motion passes unanimously.

Constitution and Bylaws

II. Approval of Minutes from March 5, 2013

Grants

1. BM notes that one of sentences in the draft minutes is incomplete (page 4); he amends it to read "AM shares information from her program."

Health & Wellness

1. EL motions to approve the minutes with that emendation; CPA seconds; the motion passes unanimously.

Media Board

Outreach

III. Old Business

Student Services

a. Clarification, perhaps through bylaws, to Constitution V.3 and III.2.3 – seat "death" and replacements due to vacancy – together with Bylaw 7.1: Academic Appeals Officers

1. BM presents Constitution V.2.1.a and b, and suggests that there may be a way to make the "seat death" more efficient, as seats are difficult to fill, and then it makes quorum hard to meet.
2. EL notes that seat death exists in the constitution: that it requires going through the list of runners-up, and then, once exhausted, there is a call for nominations.
3. EL presents the procedure in the case of chartered org lapses in leadership.
4. BM notes that at-large representatives are not mentioned in V.2.1.
5. EL suggests that we might pursue proxies as part of the solution to the quorum issue.
6. EL notes that having discontinuous program representation may lead to the loss of representatives.
7. BM asks whether we should leave it as is.
8. EL notes that this problem can be solved with proxies.
9. BM notes for posterity that "within 20 business days" means start within 20 business days.

b. 7.1. Academic Appeals Officers

1. BM presents the bylaw, in which the Program Representative "shall be asked to serve out the remainder of the term," and notes that it raises the issue of whether the DSC

representative can fill the Academic Appeals Officer without a nomination for Academic Appeals Officer having been made during elections.

2. AD notes that there is also the question of whether a person who was elected program representative but who is removed would continue to serve as the Academic Appeals Officer.
3. BM suggests that two sentences could be added to clarify if the Program Representative declines what happens, and if the Program Representative is later removed, do they remain as the Academic Appeals Officer.
4. EL notes that this is something that should be looked into next year, how the committee is convened, and that the student officers are not necessarily included. EL suggests that this is something that the Governance Task Force could follow up on.
5. BM notes Constitution III.2.3 regarding “at large representatives” and suggests a similar language in bylaw 7.1: during the DSC nominations period, “any program representative nominee from a program without nominees for its Academic Appeals Officer shall be a presumptive nominee for Academic Appeals Officer which they can accept or decline.”
6. BM also asks whether 7.1.a should include “which they can accept or decline.” EL suggests that “shall be asked” may be sufficient.

IV. New Business

a. Emeritus DSC Leadership Advisory Board (EDLAB)

1. EL reports that EDLAB has been discussed at other meetings. EL reports that this year the Executive Committee appointed five former members of DSC leadership to an Emeritus DSC Leadership Advisory Board. The board met once, and there was some online discussion. EL suggests including Chris Sula’s email and the discussion in the google doc into these minutes. EL summarizes: EC appoints three people per year for three-year terms; they wouldn’t have any voting or budgetary power; they would be strictly advisory. BM asks for clarification on eligibility. EL suggests that DSO would allow for affiliate employees and members to serve. BM suggests that the membership could be stipulated in a similar way to the Advocate Advisory Board, to have different constituents represented, and to say “when possible.”

BM suggests moving to part c, because of time.

- b. AP / DSC coordination, communication, and other considerations, incl. a possible AP Advisory Board and/or scheduled in-person check-ins: one of many conversations that will need to happen
- c. Hiring committee bylaw (1.4)
 1. BM presents the issue in bylaw IV.3.1.4 that the Advocate Advisory Board has two elected positions (DSO, DSC, and Chartered Org Leader) so it is unclear who should serve on the hiring committee. EL notes that the issue may lie in the stipulation that the hiring committee member must be a “board member” rather than a nominee.
 2. EL notes that in the case of multiple elected positions, the hiring committee representative can be decided by number of votes.

3. BM seems that the intention was that the board be involved in hiring, and that it should be an advisory board member.
4. CPA suggests that perhaps the Advisory Board can elect a representative.
5. BM suggests that it could be in descending order of the candidate pool.
6. CPA suggests that it may be problematic that the rest of the advisory committee could not serve. EL says that it may be good to retain the elected members of the advisory committee participate in the hiring committee.

EL leaves the meeting at 2:10 p.m.

7. AD suggests the language “the Co-Chair for Student Affairs shall contact the elected board members according to the descending number of votes received in the last election for the board.”
8. CPA expresses a preference for the Advisory Board electing one of its members to serve on the hiring committee.

BM tables New Business IV.b.

V. Announcements

None.

VI. Adjournment

CPA motions to adjourn; AD seconds; the motion passes unanimously.

The meeting is adjourned at 2:22 p.m.

from Chris Alen Sula <chrisalensula@gmail.com>

Apr 9

to Eero, Anne, Anick, Jared, Gregory, Suzanne, ccb, ufs, uss

I'm happy to help with governance. I think the most crucial issues are outlining membership, appointment procedures, and framing the mission/vision. Since I wasn't there, I'd like to contribute some ideas.

On the subject of membership, I see there was discussion of having the membership appointed each year. My initial reaction is that one-year terms seem short if we really want this to facilitate institutional memory. Also, logically, if we think there is any value in EC members providing their advice, there is no reason to categorically restrict more recent EC members' advice. To me, this suggests a staggered structure--say 3 people each year for 3 year terms. A first-year ECer would have a hand in selecting 3 members (1/3 of total), a second-year ECer would have a hand in selecting 6 (2/3 of total) and third-year ECer would have a hand in selecting 9 members (all). This feels right to me, in terms of giving more longstanding EC members more weight in choosing their advisors--longstandingness being a vote of confidence from plenary, of course.

I do think there is also a case to be made for allowing reappointments, within a certain limit--say, 2 reappointments with at least 3 years before the next possibility of appointment. I say this because otherwise, we may exhaust more recent members (because they will be known to co-chairs who follow not too long after them, as opposed to more distant ones), leaving little stock of older generations several years down the road.

The numbers could be played with a bit here (again: 9 members total, 3-year terms, max 3 terms in a row with possibility of reapp after 3 year break)...my general points were more multi-year terms, staggered, and reappointment with rest periods. I would, however, like to hear if there are concerns about this, or other ideas about the structure. I am in heavy governance mode at Pratt right now, so I thought I would take a stab at this.

Hope all are well,

Chris

Materials for Agenda Item III.a: Clarification, perhaps through bylaws, to Constitution V.3 and III.2.3 – seat “death” and replacements due to vacancy – together with Bylaw 7.1: Academic Appeals Officers

Discussion 1: We find out in III.2.3 how seats are created, but how long do they last? e.g. What does V.3’s “within 20 business days” refer to? If there’s a long list of alternate candidates, as is often the case for At-Large reps, it’s quite possible to have the list outlast the regular election cycle. Should the OGM still be trying to fill those seats even when there’s only one meeting left in the semester, or is there a time when it makes sense to “kill” the seat instead?

Discussion 2: DSC Program Representatives often become the de facto Academic Appeals Officers for their programs, but don’t always know what that means or want to do it. (In some cases, they’re not even aware they’re expected to do it.) As currently written, Program Reps can’t say no... but they only get asked if the seat was filled, then became vacant. If no one is nominated, are DSC Program Reps automatically pulled in, or not? And what are the consequences of that?

DSC CONSTITUTION

a) from III.2.3. Nomination and Election of Representatives

The students of the DSO as a whole shall elect At-Large Representatives to the DSC for each academic year. For each 200 members of the DSO, or part thereof, as of March 1, there shall be up to one At-Large Representative seat.

The students of each doctoral program, doctoral subprogram, and masters program or subprogram that is not affiliated with or part of a doctoral program (hereafter, all referred to as “program”), where that program is officially recognized by the Graduate Center Registrar, shall elect Program Representatives to the DSC each academic year. For each program, there shall be up to:

- a. one Program Representative seat for the first 100 students or part thereof; and
- b. one Program Representative seat for each additional 100 students or part thereof as of March 1.

No seat shall exist until a nomination for its At-Large or Program Representative has been accepted during the nominations process, with the first acceptance creating the first seat and each additional acceptance creating the additional seat(s) up to the total number allowed. After nominations have closed, students in a program without Program Representative seats may create one or more seats, up to the maximum number allowed, by sending a request to the Steering Committee with the name(s) of their *pro tempore* representative(s), signed by the lesser of 20 or one-quarter of the students in that program. The Steering Committee may create At-Large Representative seats, up to the maximum number allowed, at its discretion.

V.2. Replacement Due to Vacancy

V.2.1. Representatives

Whenever a seat is vacated due to reasons other than the natural end of a term, the Steering Committee shall attempt to fill the vacant seat within 20 business days by following these procedures in the listed order.

- a. The DSO member who received the next highest number of votes in the preceding elections for the vacant seat shall be asked to serve out the remainder of the term. This method shall be carried out until a member accepts the position or until the list is exhausted.
- b. In the case of a program seat, the Steering Committee shall issue a call for nominations to all students in the affected program, which shall remain open for ten business days. Should one more students than the number of available seats accept nomination for Program Representative, the Steering Committee shall conduct a special election of students in the program. The election shall remain open for ten business days and the person(s) receiving the most votes shall be the duly elected representative(s). If no nominations are made after ten business days, then the seat shall be dissolved with the understanding that it can be recreated by petition as outlined above, and the dissolution shall reported at the following Plenary meeting.
- c. In the case of exhaustion of the list of At-Large Representative nominees, the Steering Committee shall appoint a representative.
- d. This selection shall be reported at the following Plenary meeting and ratified by a simple majority vote of the DSC.

DSC BYLAWS

B. 7. Election of Delegates to External Entities

The DSC shall conduct elections for the following student delegates, making results known through the Co-Chair for Communications by June 1 of each year.

1. 7.1. Program Delegates

The students in each program shall elect from among students enrolled in that program delegates to the following positions during DSC elections each year:

- a. Academic Appeals Officer (1 student per program)

The term of office for each delegate shall be one year, commencing on July 1. Whenever a seat is vacated due to reasons other than the natural end of a term, the DSO member who received the next highest number of votes in the preceding elections for the vacant seat shall be asked to serve out the remainder of the term. This method shall be carried out until a member accepts the position or until the list is exhausted, at which point the DSC Program Representative(s) shall be asked to serve out the remainder of the term.

2. 7.2. DSC Delegates

The DSCE shall elect from its own membership delegates to the following positions at its first meeting:

- a. Auxiliary Enterprises Board Members (2 members and 3 co-chairs, ex-officio)
- b. College Association Officer (3 members and 3 co-chairs, ex-officio)
- c. Research Foundation Board Member (1 member enrolled in a doctoral program)
- d. Student Technology Fee Committee Representative (3 members, the Officer for Technology and Library, ex-officio, and 2 alternates)
- e. University Student Senate Alternate (1 alternate)

The term of office for each delegate shall be one year, commencing on July 1, with the exception of the Research Foundation Graduate Student Representative, who shall have a term of two years expiring in the spring of odd years.

Whenever a seat is vacated due to reasons other than the natural end of a term, the Executive Committee shall appoint a replacement, which appointment shall lapse at the next scheduled Plenary meeting when an election shall be held. Any delegate may be removed according to the procedures enumerated in Article V.3.2 of the Constitution.

3. 7.3. DSO Delegates

The DSO shall elect from its own membership delegates to the following positions during DSC elections each year:

- a. Faculty-Student Disciplinary Committee Panel (6 members)
- b. Student Elections Review Committee Representatives (4 members)

The term of office for each delegate shall be one year, commencing on July 1. Whenever a seat is vacated due to reasons other than the natural end of a term, the DSO member who received the next highest number of votes in the preceding elections for the vacant seat shall be asked to serve out the remainder of the term. This method shall be carried out until a member accepts the position or until the list is exhausted, at which point the Executive Committee shall appoint a replacement, which appointment shall lapse at the next scheduled Plenary meeting when an election shall be held.

4. **Materials for Agenda Item IV.b:** AP / DSC coordination, communication, and other considerations, incl. a possible AP Advisory Board and/or scheduled in-person check-ins: one of many conversations that will need to happen
5. Discussion 1: Bylaw 4.1.d sets up the Coordinator Responsibilities; do these need major revision, minor clarification, or...?
6. Discussion 2 and 3: Bylaw 1.5 sets up the review mechanism for senior employees, which at the moment falls heavily on the CCB. Do we want to revise this process? One possibility that has been raised: the Advocate has an advisory board, defined in Bylaw 4.2, with members drawn from other affiliates, DSC, and DSO. Would such a setup for the AP help keep lines of communication open about goals/activities?
7. Discussion 4: Are there any other new mechanisms we want to put in to make it easier to fulfill the goals of the AP?
- 8.

9. DSC BYLAWS

10. 4.1. Adjunct Advocacy and Affairs

a) a. Name and Purpose

The name of this activity shall be The Adjunct Project to recognize the ongoing interest of the DSC in adjunct issues affecting Graduate Center students. The Adjunct Project shall advocate on behalf of and disseminate information to and concerning the Graduate Center student adjuncts and those with equivalent teaching responsibilities, with attention given to the CUNY-wide adjunct situation and the state of academic labor as a whole.

b) b. Hiring Coordinators

The coordinators must be matriculated Graduate Center students with experience as CUNY adjuncts or adjunct-equivalent roles and shall be selected according to DSC hiring procedures. Other specific qualifications may be stipulated by the hiring team.

c) c. Coordinator Tenure and Compensation

The coordinators shall serve from July 1 to June 30 and receive a stipend as determined by the DSO Stipend & Wage Schedule

d) d. Coordinator Responsibilities

The coordinators shall be jointly responsible for:

- recruiting members for the Adjunct Project;
- updating website content and producing other publicity regarding issues and events relevant to their domain;
- stimulating awareness and discussion of adjunct issues among the broader Graduate Center community; and
- hiring consultants, contingent on need and funding.

Each coordinator shall be primarily responsible for the position to which he or she has been appointed; however, these positions do not have exclusive domains but are rather a division of labor in a cooperative effort.

i. The Coordinator for Advocacy and Education shall be responsible for:

- serving as primary liaison to graduate student adjuncts;
- raising awareness of adjunct rights and benefits; and
- addressing immediate structural or systematic issues affecting graduate student adjuncts.

ii. The Coordinator for Organization and Planning shall be responsible for:

- organizing regular Adjunct Project meetings and maintaining membership contact lists;
- maintaining a directory of relevant Graduate Center, CUNY, PSC, and other contacts;
- receiving input on and facilitating implementation of long-term planning; and
- serving as official liaison to the DSC.

iii. The Coordinator for Labor Relations shall be responsible for:

- facilitating reciprocal communication with the PSC and other labor-related entities;
- representing the interests of graduate student adjuncts to the PSC;
- serving as primary spokesperson in contract negotiations; and
- identifying changes in national, state, and local labor relations relevant to graduate student adjuncts.

e) Hiring Consultants

When hiring consultants, the coordinators must hire matriculated Graduate Center students following at least two weeks of public advertisement. Compensation for consultants shall be determined through negotiations between the coordinators and the Co-Chair for Business.

f) Outside Revenue

The coordinators are encouraged to solicit extra funds through any legitimate means. Such funds shall be deposited by the Co-Chair for Business and the Steering Committee shall allocate discretionary funds in the amount of the revenues.

11.1.5. Review and Reappointment of Senior Employees

Unless otherwise specified, all senior non-contractual positions hired by the DSC shall follow these procedures.

a) Annual Goals and Quarterly Review

By August 15 of each academic year, each senior employee shall submit to the Co-Chair for Business a description of goals within each of his or her duties as enumerated in the Bylaws. The Steering Committee shall review these goals at its September meeting and provide written feedback through the Co-Chair for Business. Goals should be revised accordingly in coordination with the Co-Chair for Business. Employees shall submit quarterly updates to the Co-Chair for Business describing progress within their revised goals one week in advance of the October, December, February, and April Steering Committee meetings. The Steering Committee may choose to hold additional meetings in these months dedicated to personnel business, in which case employees' quarterly reports shall be submitted to the Co-Chair for Business one week in advance of these personnel meetings. The Steering Committee shall provide written feedback on these reports through the Co-Chair for Business.

b) Reappointment

The Executive Committee shall conduct an annual review of all students hired for senior non-contractual positions and make a verbal report to the Steering Committee at its February meeting or, in the case of a separate personnel meeting, at its February personnel meeting. If satisfied with the performance, the Steering Committee may offer reappointment for the following year without opening a regular job search.

12. 4.2. Student Newspaper

a) Name and Purpose

The name of the newspaper shall be *The Advocate*, because the purpose of the paper is to be an advocate for students. The editor-in-chief shall determine editorial policies while respecting the following priority: the Advocate shall primarily serve CUNY graduate students as their general forum and as a source of news and information pertaining to their rights and educational, cultural, and professional interests. The editor-in-chief independently determines editorial policy.

b) Advocate Advisory Board

The Advocate Advisory Board shall make recommendations concerning non-editorial newspaper policies to the editor-in-chief and/or the Steering Committee as appropriate. The Board shall be composed of the editor-in-chief, one member of the DSC elected from and by the DSCE at its May meeting, one member elected from and by the DSO during DSC elections each spring, one current or former chartered organization chair elected during DSC elections each spring, and one representative of each DSC affiliate, except the Advocate, appointed by unanimous decision of the senior employees of that affiliate. All Board members must be registered students during their terms of office. All members of the Advocate Advisory Board, including the editor-in-chief, shall have equal voting power. The Advocate Advisory Board shall meet at least twice each semester.

13. **Materials for Agenda Item IV.c:** IV.3 Hiring committee bylaw (1.4)

14. Discussion: Bylaw 1.4.a states that the final member of the hiring team shall be chosen as follows: "If an advisory board exists for the affiliate, the Co-Chair for Student Affairs shall contact the board members according to descending number of votes received in the last election for the board until a board member accepts the position." How to resolve this "descending number of votes" given that there were multiple elections? Is it by descending size of electing body (e.g. DSO, DSCE, Steering, Affiliate)?

15.

16. **1.4. Hiring Procedures**

Unless otherwise specified, all senior non-contractual positions hired by the DSC shall follow these procedures.

a. Hiring Team

An ad-hoc committee (hereafter known as "the hiring team") shall be convened, consisting of the Co-Chair for Student Affairs, ex-officio, one At-Large Steering Officer named by the Steering Committee, one DSC representative named by the Steering Committee, one member of the DSO named by the Steering Committee, and one other member chosen as follows: If an advisory board exists for the affiliate, the Co-Chair for Student Affairs shall contact the board members according to descending number of votes received in the last election for the board until a board member accepts the position; in the absence of a board for the affiliate, the member shall be appointed by unanimous decision of the current senior employees of that affiliate who are not applicants for the position. Any matriculated students who have previously held but are not current applicants for the position shall be ex-officio advisors to the hiring team, with voice but not vote at all meetings, including executive sessions. The team shall elect its own chair from among the voting members.

b. Public Advertisement of Positions

Public advertisement of the vacancy shall be made at least two weeks before the application deadline. The Steering Committee shall maintain [an updated list of acceptable media for public advertisement](#).

c. Meetings

All meetings of the hiring team, including interviews, must achieve a quorum of a majority of the voting members of the hiring team and shall be subject to DSC meeting requirements.

d. Interviews and Additional Materials

Any voting member of the hiring team may request that any candidate be interviewed or interviewed a second time. Additional materials may be requested of applicants, provided that all applicants are asked to provide them, by a simple majority of the voting members of the hiring team.

e. Hiring and Removal

Successful candidates shall be hired by a simple majority of the voting members of the hiring team, shall serve at the pleasure of the DSC under the supervision of the Co-Chair for Business and the Steering Committee.

f. Retention of Applications and Expedited Searches

The Co-Chair for Student Affairs shall maintain copies of all application materials for a period of one year. In the case of mid-year vacancies in any senior employee position for any affiliate, the Co-Chair for Student Affairs may conduct an expedited search by reconvening the most recent hiring team for any senior position for that affiliate. The reconvened team may hire a candidate from among those applicants without conducting a full search or may vote to open a full search. In the case of differing job titles and functions among senior employees of the same affiliate, all candidates from searches within the past year shall be considered, regardless of the specific title to which they applied, and the reconvened hiring team must be the most recent hiring team for any of these positions.

