STUDENT ACTIVITIES ASSOCIATION BYLAWS

Policy Id:
SA.002 - Student Activities Association Bylaws

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Last Modified:
July 1, 1992
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ARTICLE I: TITLE

This document is the Bylaws of the John Jay College of Criminal Justice student Activities Corporation, Inc., hereinafter referred to as the "Corporation."

ARTICLE II: PURPOSE

The Corporation shall have the responsibility for administration, management and supervision of the John Jay College Student Activity Fee.

ARTICLE III: ORGANIZATION

The Corporation shall be administered by a Board of Directors, hereinafter referred to as the "Corporate Board". The Corporate Board shall consist of thirteen members (a chairperson appointed by the College President, 3 administration; 3 faculty, and six students elected by the student body):

- Chairperson appointed by the College President Vice President for Administration
- Director of Financial Affairs and Planning Associate Dean of Students (Secretary)
- Three faculty members
- President of the Student Government (Vice Chair)
- Vice-President of the Student Government
- Treasurer of the Student Government
- Secretary of the Student Government
- Senior Representative from the Student Council
- Junior Representative from the Student Council

The three faculty members shall be appointed by the college President from a panel of eight elected by the College Council of John Jay College of Criminal Justice. The faculty members shall serve for a period of three years at the pleasure of the College President.

The senior and junior class representatives shall be the senior and junior representatives receiving the highest number of votes for representative to their respective classes. If no representative qualifies from a class then the Student Council shall elect a Corporate Board member from among its members provided that all student members of the Corporate Board must be elected by the student body. If one of the administrative
positions on the Corporate Board is vacant, the College President shall appoint another administrator to fill the position.

The Corporate Board shall operate consistent with the Bylaws, policies and regulations of the City University of New York and any policies, regulations and orders of John Jay College of Criminal Justice. The Corporate Board shall review all college student activity fee, including student government fee allocations and expenditures for conformance with expenditure categories defined in the 16.2 of the Bylaws of the City University of New York and the Board of Directors shall disapprove any allocation or expenditure it finds does not so conform, or is inappropriate, improper or inequitable.

The parliamentary procedures at the meetings of the Corporate Board and its Committees shall follow the most recent edition of Robert's Rules of Order.

**ARTICLE IV: BUDGET COMMITTEE**

The Budget Committee of the Corporate Board shall have the responsibility for developing and allocating a Student Activity Fee budget subject to review and approval by the Corporate Board. The Budget Committee shall consist of seven members (2 administration, 1 faculty member, and four students including the student government president) as follows:

- Vice President for Student Affairs
- Director of financial Affairs and Planning (Vice Chair)
- One faculty member from the Board of Directors
- President of the Student Council (Chair Person)
- Vice President of the Student Council
- Treasurer of the Student Council
- Secretary of the Student Council
- Associate Dean of Students (non-voting secretary)

All actions of the Budget Committee require the approval of a simple majority of the membership voting.

**ARTICLE V: COLLEGE PURPOSES FUND**

The College, subject to the Bylaws of the City University of New York and the approval of the Board of Trustees of the City University of New York, may establish a College Purposes fund.
ARTICLE VI: FEE ALLOCATION AND REVIEW PROCESS

Each year in June, the Budget Committee shall develop an initial budget for the following academic year not to exceed an amount equal to ninety per cent (90%) of the previous year's budget. This budget shall be submitted to the Corporate Board for review for conformance with the Bylaws and policies of the City University of New York. The budget shall include the following:

- Estimates of Revenue by Source (including a specific motion for the allocation of the prior year surplus if any).
- Allocation of Revenue into appropriate funds, including:
  - Earmarked Student Activity Fee Funds
  - General Student Activity Fee Funds
  - College Purposes Fund
  - Total Allocations for Student Government and Committee Activities
- Review and supervision guidelines as provided in Article VII.

The Corporate Board shall not consider any budget, or budget revision, that has not been approved as an official action of the Budget Committee. Budget Committee items which relate to expenditure of funds allocated or earmarked to the Student Government and its Committees shall not come before the Budget Committee unless specifically approved by the Student Council.

In the event a budget has not been approved by the Budget Committee at the start of the academic year, until such time as a budget has been passed, the following procedure shall apply. The Chairperson of the Board of Directors and the Chairperson of the Budget Committee may authorize emergency expenditures for specific activities from available funds. Such expenditures, however, shall not exceed a cumulative limit of one twelfth for each month in which the budget is not passed by the Budget Committee of the amount authorized in the previous year's budget for the specific activity. Such expenditures must be made from the fund that was the source of funding in the previous year.

ARTICLE VII: REVIEW AND SUPERVISION

If the Corporate Board does not approve the budget or portions of the budget, the whole budget shall be returned to the budget committee with the specific concerns of the Corporate Board noted for further deliberation by the budget committee and subsequent resubmittal to the Corporate Board. If the budget is not approved within thirty (30) days, those portions of the budget voted on by the Corporate Board shall be allocated. The
The unapproved portions of the budget remain unallocated until the Corporate Board and the Budget Committee agree upon and approve allocations. The same procedure applies to all Student Government and Student Government Committee Budgets.

**ARTICLE VIII: STUDENT LEADERS**

The Executive Board of the Student Government (President, Vice President, Secretary and Treasurer) shall be designated as student leaders under the stipend policy as adopted by resolution of the Board of Trustees of the city University of New York on April 25, 1983. Stipends, as approved by the Corporate Board, will be distributed in nine equal installments beginning the first day of September and ending on the first day in May. Stipends will not be paid prior to the first working day of the month according to guidelines established by the Budget Committee and approved by the Corporate Board. The amount of each stipend shall be determined by the Budget Committee and shall not exceed the maxima established by the Board of Trustees of the City University of New York.

The Corporate Board shall order the suspension or termination of the payment of a stipend upon suspension or impeachment of any student leader as provided for in the Charter of the Student Government of John Jay College of Criminal Justice. Any student paid a stipend shall submit monthly time and attendance statements, with the request for disbursement. These statements shall include, as attachments, the minutes of required official meetings chaired by the respective student leaders.

**ARTICLE IX: AMENDMENTS**

These bylaws may be amended by a two-thirds vote of the membership of the Corporate Board. The amendment must then be submitted to the President for approval. If the College President approves the amendment, it shall be forwarded to the Board of Trustees of the city University of New York for final approval.