

BY-LAWS

INTRODUCTION

The following set of by-laws shall govern the General Studies Student Council (GSSC) and its members in all relevant situations. The GSSC By-laws are intended to address both the unique situations and daily activities of the GSSC by preserving the rights of the individual and obeying the will of the majority. The GSSC By-laws shall remain subservient to the GSSC Constitution and the policies of Columbia University in the City of New York. The primary goal of the GSSC By-laws is to provide an operating structure for the GSSC, so that its members may serve their fellow students to their fullest ability.

ARTICLE I: MEMBERSHIP

1. Class of Membership

- a. **Officers** – Those members who are defined by the GSSC Constitution and Article II of the GSSC By-laws
- b. **Associates** – Those members who are liaisons, delegates, or sit on a committee without holding an office and with no ability to vote
- c. An Officer may fulfill the role of an Associate, but no Officer may hold two voting positions.

2. Qualifications for Membership

- a. **Officers** – In order to be eligible for membership as an Officer of the GSSC, a student must be qualified as described in Article III, Section 1 of the GSSC Constitution.
- b. **Associates** – In order to be eligible for membership as an Associated of the GSSC, a student must be enrolled at Columbia University in the School of General Studies and be in good standing with the Dean of Students Office.

3. Methods for Becoming a Member

- a. **Officers** – In order to become an Officer of the GSSC, a student must satisfactorily complete the methods as described in Article III of the GSSC Constitution.
- b. **Associates** – In order to become an Associate of the GSSC, a student must be appointed by an Executive Officer as described in Article IV of the GSSC By-laws.

4. Duties, Rights, and Obligations of Members

- a. **Officers** – The duties of each Officer shall be described in Article V of the GSSC Constitution and in Article II of the GSSC By-laws. Additional duties may be assigned by the Executive Board, as needed for each Officer to best serve the GS Student Body and the GSSC Constitution. Each Officer shall have the right to vote and speak during Council meetings. Each Officer shall be obligated to attend all meetings as described in Article III Section 4 of the GSSC Constitution and Article VIII of the GSSC By-laws.
- b. **Associates** – Each Associate shall have their duties assigned by the relevant Executive Officer.

ARTICLE II: MEMBERS

1. **Executive Officers** – Members of the GSSC who are members of the Executive Board shall be known as Executive Officers. Their titles and duties shall be as described in Article V of the GSSC Constitution and as follows:
 - a. The Student Body President shall:
 - i. Bear primary responsibility for the execution of all GSSC directives.
 - ii. Keep the Executive Board abreast of all current business via weekly Executive Board meetings and other modes of communication.
 - iii. Keep the GS student body updated on all relevant issues through email communication.
 - iv. Meet with an advisor from the Student Life Office office at least once per month to provide updates on the GSSC
 - v. Actively engage with the Policy Committee on initiatives.
 - vi. Attend other GSSC committee meetings as needed.
 - vii. Facilitate the appointment process
 - b. The Vice President of Policy shall:
 - i. Assist the Student Body President in the fulfillment of his or her duties.
 - ii. Assume the role of Student Body President in the event of the resignation, impeachment, or ineligibility of the current Student Body President.
 - iii. Have explicit knowledge of parliamentary procedure.
 - iv. Uphold non-budgetary inter-group relations with administrators and the executive boards of other councils and governing boards.
 - v. Identify goals and initiatives to deliver progress in the areas of academic services, student services, financial aid, housing, and any other relevant areas.
 - vi. Develop and expand the Policy Committee to include delegates and liaisons as needed to achieve progress and encourage student involvement.
 - vii. Oversee the updating of the Constitution and its By-laws in accordance with resolutions and amendments passed by the GSSC.
 - c. The Vice President of Finance shall:
 - i. Assist the Student Body President in the fulfillment of his or her duties.
 - ii. Implement timely and fair procedures for the funding of the GSSC.
 - iii. Uphold budgetary inter-group relations with administrators and the executive boards of other councils and governing boards.
 - iv. Advise the GSSC regarding the Student Activities Fee.
 - v. Serve on the Activities Board at Columbia, keeping the GSSC abreast of relevant issues on the governing board.
 - vi. Identify goals and initiatives to deliver progress in the areas of budgeting, funding, financial procedures, allocations, financial reporting, and any other relevant areas.
 - vii. Develop and expand the Finance Committee to include delegates and liaisons as needed to achieve progress an encourage student involvement.
 - d. The Vice President of Communications shall:
 - i. Assist the Student Body President in the fulfillment of his or her duties.
 - ii. Uphold non-budgetary inter-group relations with administrators and the executive boards of other councils and governing boards.
 - iii. Facilitate communication between the GS student body, members of the GSSC, and the GS administration
 - iv. Oversee the taking of minutes at weekly GSSC meetings.

- v. Identify goals and initiatives to deliver progress in the areas of communications, transparency, integrity, informational resources, dissemination of information, and any other relevant areas.
 - vi. Facilitate the coverage of GSSC activities by campus publications
 - vii. Develop and expand the Communications Committee to include delegates and liaisons as needed to achieve progress and encourage student involvement.
 - viii. Be responsible for sending out weekly newsletter to the GS student body.
- e. The Vice President of Campus Life shall:
- i. Assist the Student Body President in the fulfillment of his or her duties.
 - ii. Uphold non-budgetary inter-group relations with administrators and the executive boards of other councils and governing boards.
 - iii. Identify goals and initiatives to deliver progress in social, academic, pre-professional, philanthropic events, and any other relevant areas.
 - iv. Develop and expand the Campus Life Committee to include delegates and liaisons as needed to achieve progress and encourage student involvement.
- 2. Officers** – Appointed or elected members of the GSSC who are not members of the Executive Board and have voting rights shall be known as Officers. Their titles and duties shall be described in Article V of the GSSC Constitution and as follows:
- a. The Chief Policy Representative shall:
- i. Sit on the Policy Committee.
 - ii. Be the Vice Chair of the Policy Committee.
 - iii. Assist the Vice President of Policy in the fulfillment of his or her duties.
 - iv. Seek out, identify, and create policy initiatives.
 - v. Fulfill all special assignments as delegated by the Vice President of Policy
- b. The Chief Finance Representative shall:
- i. Sit on the Finance Committee.
 - ii. Be the Vice Chair of the Finance Committee.
 - iii. Assist the Vice President of Finance in the fulfillment of his or her duties.
 - iv. Seek out, identify, and create financial initiatives.
 - v. Fulfill all special assignments as delegated by the Vice President of Finance
- c. The Chief Communications Representative shall:
- i. Sit on the Communications Committee.
 - ii. Be the Vice Chair of the Communications Committee.
 - iii. Assist the Vice President of Communications in the fulfillment of his or her duties.
 - iv. Seek out, identify, and create communications initiatives.
 - v. Fulfill all special assignments as delegated by the Vice President of Communications
- d. The Chief Campus Life Representative shall:
- i. Sit on the Campus Life Committee.
 - ii. Be the Vice Chair of the Campus Life Committee.
 - iii. Assist the Vice President of Campus Life in the fulfillment of his or her duties.
 - iv. Seek out, identify, and create events initiatives.
 - v. Fulfill all special assignments as delegated by the Vice President of Campus Life

- e. The Academic Affairs Representative shall:
 - i. Sits on the Policy Committee.
 - ii. Ensure that information concerning academic issues shall be made available to the GS student body.
 - iii. Provide opportunities for interaction between students and faculty in various major departments as needed.
 - iv. Uphold relations with other Academic Affairs Representatives from other councils.
 - v. Organize the GSSC Excellence in Teaching Awards and nomination and selection process.
 - vi. Fulfill all special assignments as delegated by the Vice President of Policy.
- f. The Student Services Representative shall:
 - i. Sit on the Policy Committee.
 - ii. Ensure that information concerning student services shall be made available to the GS student body.
 - iii. Maintain a relationship with advisors from the Student Life Office and Students & Administrative Services at Columbia University.
 - iv. Monitor the quality of student service and address concerns that may involve, but are not limited to:
 - 1. The Office of the Registrar
 - 2. Student Financial Services
 - 3. Academic Information Systems
 - 4. University Housing
 - 5. Athletic Facilities
 - 6. Dining Services
 - 7. Health Services
 - v. Uphold relations with other Student Service Representatives from other councils
 - vi. Fulfill all special assignments as delegated by the Vice President of Policy.
- g. The University Senator shall:
 - i. Sit on the Policy Committee.
 - ii. Maintain a relationship with the:
 - 1. Dean of the School of General Studies.
 - 2. Dean of Enrollment Management.
 - 3. Director of Educational Financing.
 - 4. Dean of Students.
 - iii. Provide weekly updates to council regarding non-confidential Senate matters.
- h. The Comptroller shall:
 - i. Sit on the Finance Committee.
 - ii. Assist the Vice President of Finance in the fulfillment of his or her duties.
 - iii. Attend the weekly Campus Life Committee meeting in order to keep track of necessary vendors and payments in support of GSSC events.
 - iv. Obtain an outline of planned student activities from the Campus Life Committee for budgeting purposes by the third week of each semester.
 - v. Ensure Campus Life Committee members are aware of the B-form/application process and assist in the processing of B-forms, invoices, and W-9 vendor set-up process.
 - vi. Advise student organizations about GSSC financial procedures and allocations.
 - vii. Fulfill all special assignments as delegated by the Vice President of Finance.
 - viii. Provide weekly updates to the Campus Life Committee and representatives on the status of their remaining budgets.

- i. The Social Chair shall:
 - i. Sit on the Campus Life Committee and act as liaison between the Vice President of Campus Life and the Vice President of Communications.
 - ii. Assist the Vice President of Campus Life in the fulfillment of his or her duties.
 - iii. Organize the annual spring GSSC Gala.
 - iv. Organize the annual fall GSSC Orientation Event.
 - v. Offer assistance to other GSSC members in planning events.
 - vi. Fulfill all special assignments as delegated by the Vice President of Campus Life.
- j. The Alumni Affairs Representative shall:
 - i. Sit on the Campus Life Committee.
 - ii. Assist the Vice President of Campus Life in the fulfillment of his or her duties.
 - iii. Provide opportunities for interaction between students and alumni.
 - iv. Coordinate with the Chief Communications Representative to properly promote all alumni-related events.
 - v. Monitor the quality of alumni programming at the university and address concerns that may emerge.
 - vi. Maintain a relationship with the:
 - 1. Office of Alumni and Development.
 - 2. Associate Director for Alumni Relations at General Studies.
 - vii. Fulfill all special assignments as delegated by the Vice President of Campus Life.
- k. The International Students Representative shall:
 - i. Sit on the Campus Life Committee.
 - ii. Assist the Vice President of Campus Life in the fulfillment of his or her duties.
 - iii. Provide opportunities for interaction between international and non-international students.
 - iv. Monitor the quality of international student life at the university and address concerns that may emerge.
 - v. Fulfill all special assignments as delegated by the Vice President of Campus Life.
- l. The Jewish Theological Seminary (JTS) Students Representative shall:
 - i. Sit on the Campus Life Committee.
 - ii. Assist the Vice President of Campus Life in the fulfillment of his or her duties.
 - iii. Provide opportunities for interaction between JTS and non-JTS students.
 - iv. Monitor the quality of JTS student life at the university and address concerns that may emerge.
 - v. Fulfill all special assignments as delegated by the Vice President of Campus Life.
- m. The Family and Working Students Representative shall:
 - i. Sit on the Policy Committee.
 - ii. Assist the Vice President of Policy in the fulfillment of his or her duties.
 - iii. Work on policy initiatives on behalf of working students and students with families.
 - iv. Monitor the quality of working student and students with family life at the university and address concerns that may emerge.
 - v. Work with on campus organizations that promote the well-being of students with families and working students.
 - vi. Fulfill all special assignments as delegated by the Vice President of Policy.

- n. The Veteran Students Representative shall:
 - i. Sit on the Policy Committee.
 - ii. Assist the Vice President of Policy in the fulfillment of his or her duties.
 - iii. Work on policy initiatives on behalf of veteran students.
 - iv. Monitor the quality of veteran services at the university and address concerns that may emerge.
 - v. Maintain a relationship with all veteran affairs officials at Columbia University.
 - vi. Fulfill all special assignments as delegated by the Vice President of Policy.
- o. The Community Services Representative shall:
 - i. Sit on the Campus Life Committee.
 - ii. Assist the Vice President of Campus Life in the fulfillment of his or her duties.
 - iii. Provide philanthropic opportunities for the GS student body.
 - iv. Maintain a relationship with the Community Impact program at Columbia University.
 - v. Have explicit knowledge of Community Impact in order to better inform the GSSC Campus Life Committee.
 - vi. Seek out, identify, and create community service initiatives for the GS student body.
 - vii. Work with other GSSC committees as needed.
 - viii. Fulfill all special assignments as delegated by the Vice President of Campus Life.
- p. The First Year Class Treasurer shall:
 - i. Be in their first year at Columbia University.
 - ii. Sit on the Finance Committee.
 - iii. Assist the Vice President of Finance in the fulfillment of his or her duties.
 - iv. Manage the First Year Class budget.
 - v. Fulfill all special assignments as delegated by the:
 - 1. First Year Class President.
 - 2. First Year Class Vice President.
 - 3. Vice President of Finance.
 - vi. Keep a general ledger of the First Year Class council's expenditures.
- q. The Senior Class Treasurer shall:
 - i. Be classified academically as a senior.
 - ii. Sit on the Finance Committee.
 - iii. Assist the Senior Class President and the Senior Class Vice President in the fulfillment of their duties.
 - iv. Manage the Senior Class budget.
 - v. Fulfill all special assignments as delegated by the:
 - 1. Senior Class President.
 - 2. Senior Class Vice President.
 - 3. Vice President of Finance.
 - vi. Keep a general ledger of the Senior Class council's expenditures.
- r. The First Year Class President shall:
 - i. Be in their first year at Columbia University.
 - ii. Sit on the Campus Life Committee.
 - iii. Provide opportunities for First Year GS students to come together for class-specific social and educational purposes.
 - iv. Uphold relations with the First Year Class Presidents from other councils.
 - v. Collaborate with the Student Life Office to plan and execute First Year Class activities.
 - vi. Fulfill all special assignments as delegated by the Vice President of Campus Life.

- s. The First Year Class Vice President shall:
 - i. Be in their first year at Columbia University.
 - ii. Sit on the Campus Life Committee and act as liaison between the Vice President of Campus Life and the Vice President of Communications.
 - iii. Attend Events Committee meetings.
 - iv. Assist the First Year Class President in the fulfillment of his or her duties.
 - v. Assume the First Year Class President's responsibilities in his or her absence.
 - vi. Assume the role of First Year Class President in the event of the resignation, impeachment, or ineligibility of the First Year Class President.
 - vii. Fulfill all special assignments as delegated by the First Year Class President and the Vice President of Campus Life.
 - viii. Coordinate with the Sophomore Class President of other councils.
- t. The Senior Class President shall:
 - i. Be classified academically as a senior.
 - ii. Sit on the Campus Life Committee.
 - iii. Provide opportunities for Senior Class GS students to come together for class-specific social and educational purposes.
 - iv. Uphold relations with the Senior Class Presidents from other councils.
 - v. Collaborate with the Student Life Office to plan Senior Class events including, but not limited to:
 - 1. the Senior Cruise
 - 2. Senior Fund
 - 3. Senior Week
 - vi. Fulfill all special assignments as delegated by the Vice President of Campus Life.
 - vii. Oversee the selection of the Senior Class representative to sit on the Senior Week Committee.
- u. The Senior Class Vice President shall:
 - i. Be classified academically as a senior.
 - ii. Sit on the Campus Life Committee.
 - iii. Assist the Senior Class President in the fulfillment of his or her duties.
 - iv. Assume the role of Senior Class President in the event of the resignation, impeachment, or ineligibility of the Senior Class President.
 - v. Fulfill all special assignments as delegated by the Senior Class President and the Vice President of Campus Life.
 - vi. Coordinate with the Junior Class Presidents of other councils.
- v. The Students with Disabilities Representative shall:
 - i. Sit on the Policy Committee.
 - ii. Assist the Vice President of Policy in the fulfillment of his or her duties.
 - iii. Gauge salient issues among students with disabilities through an annual survey.
 - iv. Coordinate with the Office of Disability Services to implement policy initiatives for students with disabilities.
 - v. Act as a liaison with any governing body directly or indirectly associated with students with disabilities or accessibility on campus.
 - vi. Fulfill all special assignments as delegated by the Vice President of Policy.

- w. The Diversity and Equity Representative shall:
 - i. Sit on the Policy Committee.
 - ii. Monitor quality of student life as it relates to underrepresented groups including, but not limited to:
 - 1. Race.
 - 2. Ethnicity.
 - 3. Sexual orientation.
 - 4. Gender expression.
 - 5. Socioeconomic status.
 - 6. Religion.
 - iii. Coordinate with the Office of Multicultural Affairs to implement policy initiatives for students from underrepresented groups.
 - iv. Work on policy initiatives that promote social and academic equity for students from underrepresented groups.
 - v. Act as a liaison on behalf of underrepresented groups and provide opportunities for inclusive, fully integrated student interactions.
 - vi. Assist the Vice President of Policy in the fulfillment of his or her duties.

- x. The Social Media Representative shall:
 - i. Sit on the Communications Committee.
 - ii. Maintain all GSSC-related social media outlets including, but not limited to:
 - 1. Facebook.
 - 2. Twitter.
 - 3. Instagram.
 - 4. Snapchat.
 - iii. Regularly inform the GS student body on GSSC-related events.
 - iv. Assist the Vice President of Communications in the fulfillment of his or her duties.
 - v. Fulfill all special assignments as delegated by the Vice President of Communications.

3. Associates – Non-voting, appointed members of the GSSC shall be known as Associates.

Attendance at their respective committee meetings is mandatory, while attendance at regular GSSC meetings is strongly encouraged. Their titles and duties shall be as follows:

- a. The Legislative Assistants (two positions) shall:
 - i. Sit on the Policy Committee
 - ii. Be appointed by the University Senator at the beginning of his or her term as outlined in Article IV of the GSSC By-laws. Supplemental appointments may also occur in the event of a mid-year vacancy.
 - iii. Be familiarized with the duties and responsibilities of the University Senator.
 - iv. Be fettered to the University Senator and hold no special powers beyond those delegated to them by the University Senator. Their term of service shall coincide with the University Senator’s term as outlined in Article III Section 2 Part A of the GSSC Constitution.
 - v. Assist the University Senator in the fulfillment of his or her duties.
- b. The Technology Chair shall:
 - i. Sit on the Communications Committee.
 - ii. Assist the Vice President of Communications in the fulfillment of his or her duties.
 - iii. Collaborate with all four GSSC committees to evaluate technological solutions that can improve council processes.
 - iv. Manage suite of existing council tech assets including, but not limited to website management and share drive administration.

- v. Offer assistance to all Communications Committee initiatives and programs.
- vi. Fulfill all special assignments as delegated by the Vice President of Communications.
- c. The Vice Alumni Affairs Representative shall:
 - i. Sit on the Campus Life Committee.
 - ii. Be appointed by the Alumni Affairs Representative at the start of his or her term as outlined in Article IV of the GSSC By-laws.
 - iii. Assist the Alumni Affairs Representative in the fulfillment of his or her duties.
 - iv. Fulfill all special assignments as delegated by the Vice President of Campus Life and the Alumni Affairs Representative.
 - v. Assume the role of Alumni Affairs Representative in the event of the resignation, impeachment, or ineligibility of the current Alumni Affairs Representative.

ARTICLE III: ELECTIONS

1. Elections – The GSSC Annual Elections shall be conducted as described in Article IV of the GSSC Constitution and as follows:

- a. Timeline
 - i. GSSC elections shall be held annually before the last day of classes in the spring semester.
 - ii. The date will be set by the Columbia Elections Board (CEB), making every effort to align the date with the other Columbia undergraduate councils.
 - iii. The selected date must be announced at least five weeks prior to the elections.
- b. Eligible Positions
 - i. The following positions will be eligible for new representation at each year at the time of annual elections:
 1. Student Body President
 2. Vice President of Policy
 3. Vice President of Finance
 4. Vice President of Campus Life
 5. Vice President of Communications
 6. International Students Representative
 7. Jewish Theological Seminary (JTS) Students Representative
 8. Working Students Representative
 9. Veteran Students Representative
 10. Senior Class President
 11. Senior Class Vice President
 - ii. The University Senator will be elected in accordance with the GSSC Constitution (Article III Section 2).
 - iii. The following positions are also eligible for new representation each year. These positions will be determined by instant runoff as a result of the outcome of their respective Vice Presidents' elections:
 1. Chief Policy Representative
 2. Chief Finance Representative
 3. Chief Campus Life Representative
 4. Chief Communications Representative

2. Columbia Elections Board (CEB)

- a. Formation
 - i. The GSSC shall nominate two members to the Columbia Elections Board, hereafter referred to as the CEB, by Week 6 of the Spring Term. None of the members shall be a member of the council. The CEB shall be advised by the GS Assistant Director of Student Life.
 - ii. No later than Week 3 of the Spring Term, the GSSC shall publicize the availability of Election Commissioner positions to the GS student body, with the Policy Committee's email address (gsscpolicy@columbia.edu) made available for students to express interest. Current GS students who do not serve on the GSSC and do not intend to run in the upcoming or following election may be nominated to the CEB.
 - iii. Additionally, the GSSC Policy Committee will serve the CEB in an advisory non-voting role for any questions pertaining to the procedures or legitimacy of all elections-related activity.
 - iv. The GSSC shall interview nominees and elect them to the CEM by a plurality vote.
- b. Conflicts of Interests
 - i. A GSSC-appointed member of the CEB must resign should a conflict of interest arise involving a candidate. The CEB shall be the final judge of such conflicts of interests.
 - ii. If a member of the CEB resigns during his or her term, he or she is still ineligible to run in the Spring GSSC elections or apply to fill a GSSC vacancy that year.
- c. Authority and Removal of Members
 - i. The CEB shall exist as an independent regulatory body while abiding by the GSSC Constitution and By-laws.
 - ii. The GSSC or CEB may remove any of its GSSC-appointed members by a 2/3 vote, excluding the member in question, for misconduct as defined by the GSSC By-laws.
- d. The CEB shall:
 - i. Ensure a fair and constitutional election process.
 - ii. Serve one-year terms commencing immediately upon the disbandment of the previous CEB after the annual elections.
 - iii. Create and distribute an Election Packet to interested members of the GS student body at least two weeks prior to the election that includes:
 1. A list of relevant election dates
 2. A copy of these Election By-laws
 3. Relevant forms, including but not limited to:
 - a. Intent to Run.
 - b. Endorsement.
 - c. Rule Violation Forms.
 - iv. Specify office hours during which they will view campaign materials.
 - v. Rule on submitted Rule Violation Forms.
 - vi. Compile a voter guide to be distributed to the GS student body electronically one week prior to Election Day.
 - vii. Establish a timetable of deadlines for candidacy declaration and campaign materials and start and finish times for campaigning.
 - viii. Use only official Columbia email accounts for election-related communication.
 - ix. Administer in-person voting on Election Day in Lewisohn Hall.

- e. Rules and Precedence
 - i. The CEB shall draft and approve Annual Election Rules for each election, delineating debate procedures, restrictions, and any other rules that the CEB deems necessary for the efficient and orderly conduct of the elections. The Rules shall be presented to the GSSC and subsequently published to the GS student body. The GS Assistant Director of Student Life shall keep a copy of the Rules.
 - ii. The CEB shall draft and approve a Post-Elections Commission Report delineating any inefficiency in the elections process and any actions taken against violations. The Report shall be presented to the GSSC and subsequently published to the GS student body. The GS Assistant Director of Student Life shall keep a copy of the Report.
- f. Budget – The GSSC shall legislate a separate budget for the CEB for the Annual Elections.

3. Candidate Eligibility

- a. Any GS student who meets the criteria outlined in Article III Section 1 of the GSSC Constitution may run for a GSSC position.
- b. Students wishing to run for a position must submit an Intent to Run Form by the deadline set forth by the CEB.
- c. In the event that no student applies for a given position, the deadline may be extended for that position only.
- d. Any student who wishes to run for the office of Senior Class President or Senior Class Vice President must be classified academically as a senior, as defined by the Student Life Office, for the entirety of the upcoming academic year.
- e. No student shall run for more than one position.
- f. All candidates must agree to attend the GSSC retreat at the beginning of the academic year for which he or she is running.

4. Presidential Election – A candidate for the position of Student Body President cannot run unopposed. Candidates for this position must have spent one academic year in GS with a minimum of 12 credits completed over two consecutive semesters upon taking office. In the absence of an opposing candidate, the CEB will defer the race to a Special Election. Relevant campaigning and other deadlines will be readjusted accordingly to suit the new election date.

5. Election Threshold

- a. A minimum number of 100 votes is required for a candidate to secure a position within the GSSC
- b. The CEB will defer the race for any position where the winning candidate does not secure 100 votes to a Special Election.

6. Campaigning

- a. All campaign activities are subject to official university regulations. If the CEB determines that a university regulation has been violated, it shall have the right to remove involved candidates from the election.
- b. Inappropriate or defaming language and images are prohibited in all campaign materials, subject to the discretion of the CEB. If a candidate has any question regarding the appropriateness of any campaign materials, he or she is responsible for checking with the CEB.
- c. Candidates are responsible for the campaign-related actions of those whom they encourage, request, or solicit to be a part of their campaign. Furthermore, candidates are responsible for notifying such persons of the CEB guidelines and Election By-laws.
- d. Candidates are responsible for checking with the CEB when considering campaign activities not described in these regulations.
- e. Campaign Materials
 - i. Candidates may spend up to \$100 on campaign-related promotional materials.

- ii. Within 24 hours of purchasing campaign materials, candidates must present the CEB with receipts of purchase. The CEB will count and copy all receipts, and will be responsible for notifying candidates when their \$100 maximum is reached.
 - iii. Campaign materials may not be procured through donations, sponsorships, employer resources, or any other means not described in the GSSC By-laws. If a candidate has any questions regarding the legitimacy of any campaign materials, he or she should contact the CEB.
 - iv. The CEB will make every effort to ensure fairness in campaigning means across candidates.
- f. Endorsements
 - i. To obtain an official endorsement, a candidate or party and the endorsing organization must comply with the following regulations:
 - 1. The party or candidate must obtain a Candidate Endorsement Form from the CEB.
 - 2. The party or candidate must present their platform at a full meeting of the student organization's executive board.
 - 3. The endorsing organization must be provided with a copy of the rules regarding endorsements.
 - 4. If the candidate seeking endorsement is a member of the student group's executive board, then he or she must abstain from the vote.
 - 5. The Candidate Endorsement Form must be completed and signed by the candidate seeking the endorsement and the President of the endorsing organization.
 - 6. If the candidate is the President of the student group for which he or she is seeking endorsement, then the next highest-ranking officer must preside over the vote and sign the Candidate Endorsement Form.
 - ii. Candidates must submit completed Campaign Endorsement forms to the CEB. Candidates may not publicize an endorsement until the form has been submitted and approved.
 - iii. Endorsing organizations may not provide financial or material support to candidates. Their members may campaign on behalf of candidates, but must comply with all election rules. Candidates may not campaign on event flyers of their endorsing organizations.
 - iv. Candidates may not be endorsed by the:
 - 1. GSSC (General Studies Student Council)
 - 2. CCSC (Columbia College Student Council)
 - 3. ESC (Engineering Student Council)
 - 4. Barnard SGA (Student Government Association)
 - 5. List College Students Council
 - 6. Activities Board at Columbia
 - 7. Student Governing Board
 - 8. Community Impact
 - 9. Club Sports Governing Board
 - 10. Inter-Greek Council
 - 11. General Studies faculty or administration
 - 12. CEB (Columbia Election Board)
- g. Parties – Candidates for the positions of Class President and Class Vice President for the same class may run together on a single ticket as a party. Each party must be identified on a single

Intent to Run Form. If the party is elected, each candidate will hold the office stated on the Intent to Run Form.

7. Voting

- a. Ballots
 - i. Ballots shall be prepared by the Student Life Office and must be approved by the CEB two days prior to the start of the election.
 - ii. Candidates names shall be grouped according to the position for which they are running and listed alphabetically.
- b. Advertising
 - i. It is imperative that the entire GS student body be made aware of the elections so that every eligible student has the opportunity to become a candidate, and so that every student feels vested in the outcome of the election.
 - ii. The CEB and GSSC, with support from the Student Life Office, should advertise the elections through a variety of means, including:
 1. Flyers
 2. Emails
 3. the GSSC website.
 - iii. Within one week of the election, the GSSC Communications Committee will produce and distribute 250 non-candidate-specific flyers providing students with:
 1. the election date
 2. contact information for the CEB
 3. the voting website link.
 - iv. Within one week of the elections, all official GS electronic communication, notably the Owl, shall prominently feature information about the elections, including:
 1. links to the candidate statements
 2. the Election Day voting link
 3. contact information for the CEB.
- c. **Voting**
 - i. Internet Voting
 1. The ballot will be held on a secure server on the University network
 2. Voting will open at 10am EST on the day of the election and end promptly 72 hours thereafter.
 3. Proper precautions will be taken with Columbia University Information Technology (CUIT) and/or other appropriate Columbia entities in order to ensure a fair election.
 4. Any evidence of a security breach or other violation affecting the integrity of the voting process will force a revote.
 - ii. In-person Voting
 1. Voting will take in the GS Lounge in Lewisohn Hall from 10-4pm via electronic media on all days of the election period.
 2. Voting stations must be staffed by at least two people at all times. Only non-candidate GSSC members, CEB members, and Student Life Office staff are permitted to supervise voting.
 3. Voting stations must be set up for secret voting including partitions.
 4. Rule Violation Forms shall be made available at the voting site.

- d. Tally of Votes
 - i. Votes are tallied by the Student Life Office and confirmed by the CEB.
 - ii. A simple plurality of votes will determine the victor of each position.
 - iii. Once elections close, candidates have 24 hours to issue any remaining election complaints to the CEB and any ballot complaints to the Student Life Office.
 - iv. If the CEB or the Student Life Office receives any complaints within this 24-hour period, all results will be withheld until the dispute is resolved. Otherwise, the CEB shall release unofficial election results to the candidates once the 24-hour complaint period has lapsed.
 - v. Candidates may not disclose election results in any way until official results have been disclosed. Infractions of this rule will be addressed by the Student Life Office.
 - vi. A candidate may request a recount if the numerical difference between the candidate's totals and the named winner's total is less than 10% of all votes cast in that race. Such requests must be submitted to the CEB within 24 hours of the announcement of the results. The recount will be undertaken by the Student Life Office in consultation with CUIT.
 - vii. When releasing the results to the candidates and to the school, the CEB shall include the percentage of votes received by each candidate.
 - viii. The CEB shall release all results to the GS student body within 2 hours after the announcement to the candidates.

8. Elections By-Law Violations

- a. Alleged Rule Violations
 - i. Allegations of rule violations by any candidate must be submitted, in writing using a Rule Violation Form, to the CEB
 - ii. Upon receiving the allegation, the CEB shall immediately give a copy of this statement to the accused candidate. The candidate may submit a rebuttal to the CEB within 24 hours.
 - iii. The CEB shall reach a decision within two days of receiving the rebuttal, or if no rebuttal is received, within two days of receiving the Violation Form.
 - iv. Allegations of rule violations by any member of the CEB must be submitted, in writing using a Rule Violation Form, to the GSSC Vice President of Policy.
 - v. Upon receiving the allegation, the GSSC Vice President of Policy shall immediately give a copy of this statement to all members of the GSSC and to the accused CEB member. The CEB member may submit a rebuttal to the GSSC within 24 hours.
 - vi. The GSSC shall reach a decision, via email voting with a 2/3 majority vote for or against removal from the CEB, after the 24-hour rebuttal period has expired or after the initial 24-hour period after the statement is received if there is no rebuttal.
- b. Penalties
 - i. Candidates may not misinterpret themselves or other candidates with fraudulent information in any campaign activities, and may not remove or deface other candidates' campaign materials. At the discretion of the CEB, violations of this nature will subject the candidate to possible suspension or termination of all campaigning privileges.
 - ii. Paid advertising of any kind is prohibited. At the discretion of the CEB, violations of this nature will subject the candidate to possible termination of electronic campaigning privileges and strip the candidate of endorsement privileges.
 - iii. No candidate may contact an individual based on information obtained from the following list. At the discretion of the CEB, violations of this nature will subject the candidate to possible suspension or termination of all campaigning privileges.
 - 1. petition

2. sign-in sheet
 3. club list
 4. listserv (distribution list)
 5. any list compiled by the GSSC
- iv. Campaigning may not take place within the GS Lounge on the day of the election. If a candidate is found campaigning in the GS Lounge on Election Day, in-person voting will be suspended until the campaigning ceases and all campaign materials are removed from the GS Lounge.
 - v. Candidates may not offer food or alcoholic beverages in an effort to garner votes. At the discretion of the CEB, violations of this nature will subject the candidate to possible termination of electronic campaigning privileges and strip the candidate of endorsement privileges.
 - vi. Candidates may not begin their campaigning until their Intent to Run Form has been accepted by the CEB. If a candidate campaigns beforehand, he or she will be docked campaigning privileges for the same number of days that he or she campaigned early.
 - vii. Candidates may not violate University policies in their campaign efforts. Violations of this nature will disqualify the candidate from the elections and further action may be taken by University administration.
 - viii. Candidates who do not adhere to the penalties imposed upon them by the CEB will automatically be disqualified from the elections.

9. Special Elections

- a. In the event of an uncontested race for Student Body President, a special election will be held for this position two weeks following the receipt of the challenging candidate's Intent to Run Form by the CEB.
- b. Intent to Run Forms will continue to be accepted until two weeks before the last day of classes. After this time, the special election must take place during the fall semester.
- c. In the event of a vacancy for the University Senator position, candidates will be recruited for and a special election will be conducted pursuant to the Senate election guidelines.
- d. In the event that a candidate fails to receive 100 votes in a two-candidate election, a special election will be held for the position following the receipt of any additional candidate's Intent to Run Form by the CEB. The winner will be determined by a plurality vote.
- e. In the event that a candidate fails to receive 100 votes in an election with more than two candidates, a special election between the top two candidates will be held for the position. The winner will be determined by a plurality vote.

ARTICLE IV: APPOINTMENTS

1. Purpose – A formal process to conduct appointments to the GSSC, in order to fill vacant positions as needed. These appointments shall take place during one of the following conditions:

- a. Spring Appointments
- b. Fall Appointments
- c. Supplemental Appointments
- d. Committee Appointments

2. Spring Appointments – Following the GSSC Annual Elections, the GSSC shall conduct appointments for the following academic year.

- a. Purpose – To secure highly qualified student leaders for the GSSC in order to best serve the GS student body and the GSSC Constitution.

- b. Administrant – The newly elected Executive Board, herein within this section known as the Executive Board Elect (EBE), shall administer the Spring Appointments.
- c. Definitions
 - i. Special Appointment – All positions that are eligible for GSSC Annual Elections and that remain vacant following those elections shall be considered Special Appointments and shall take precedence over the General Appointments.
 - ii. General Appointment – All position that are designated as non-elected, voting positions shall be considered General Appointments, which include:
 - 1. Alumni Affairs Representative
 - 2. Chief Campus Life Representative
 - 3. Chief Communications Representative
 - 4. Chief Finance Representative
 - 5. Chief Policy Representative
 - 6. Social Chair
- d. Timeline and Location
 - i. Spring appointment shall be conducted during the spring semester, after the GSSC Annual Elections and before commencement.
 - ii. Spring Appointments shall be conducted in a location at Columbia University, at the discretion of the EBE.
 - iii. Positions available for the Spring General Appointments and the Spring Special Appointments shall be announced to the GS student body no later than the release of the official and final election results of the GSSC Annual Elections.
 - iv. Applications will be collected electronically by the current Vice President of Communications and delivered to the EBE by the newly elected Student Body President. The Vice President of Communications shall verify that each application has been properly received with a prompt confirmation email.
 - v. The application deadline for all Spring Appointments will be one week after the official and final election results of the GSSC Annual Elections have been released. The applications shall be delivered no later than 24 hours following the deadline.
 - vi. Upon conclusion of the Spring Appointments, the Vice President of Communications shall notify the GS student body of the results.
 - 1. The notifications shall take place immediately following the approval of the final applicant.
 - 2. These results shall be a matter of public record.
- e. Procedure
 - i. Special Appointments
 - 1. Special Appointments take precedence over General Appointments
 - 2. These positions shall be filled in order of succession, as defined by the GSSC Constitution and Article VII of the GSSC By-laws, then followed by Senior Class President and Senior Class Vice President.
 - 3. If any of the EBE positions are vacant, the current officer shall participate as a substitute officer in the appointment process for said position.
 - a. If the current officer of that position seeks the nomination for said position, the appointment process will proceed without that substitute officer.

- b. If the current officer of that position holds another position on the EBE, the appointment process will proceed without that substitute officer.
 4. An officer of the EBE may apply for a Special Appointment to a different vacant position on the EBE. No substitute be used to fill in for this officer's original position during the approval process for his or her new position.
 - a. If an officer of the EBE is approved for a vacant office, that officer's original position will be vacant until filled by a Fall Special Appointment.
 - b. An officer of the EBE who is an applicant for a vacant position shall not have a vote in his or her own approval.
 5. For each position, the EBE, with any required substitute officer and all newly elected officers, shall review and interview all applicants, then nominate one applicant for an approval vote.
 - a. The General Body of the GSSC shall vote for or against the nomination.
 - b. There shall be no abstentions in this vote.
 6. A majority of the votes are required for approval.
 - a. If the nomination is approved, the applicant immediately becomes part of the EBE and relieves his substitute officer.
 - b. If the nomination is declined, the EBE, along with any required substitute officers, shall nominate another candidate.
 7. This cycle of proposals shall continue until a candidate has been selected or there are no remaining candidates.
 8. If no candidate is approved, the position shall remain vacant until the Fall Appointment.
- ii. General Appointments
 1. General Appointments shall follow the completion of Special Appointments.
 2. For each position, the EBE, with any required substitute officer and all newly elected officers, shall review and interview all applicants, then nominate one applicant for an approval vote.
 - a. The General Body of the GSSC shall vote for or against the nomination.
 - b. There shall be no abstentions in this vote.
 3. A majority of the votes are required for approval.
 - a. If the nomination is approved, the applicant immediately becomes part of the EBE and relieves his substitute officer.
 - b. If the nomination is declined, the EBE, along with any required substitute officers, shall nominate another candidate.
 4. This cycle of proposals shall continue until a candidate has been selected or there are no remaining candidates.
 5. If no candidate is approved, the position shall remain vacant until the Fall Appointment.

- 3. Fall Appointments** – During the fall semester, the GSSC shall conduct appointments for the academic year.
- a. Purpose - To secure highly qualified student leaders for the GSSC in order to best serve the GS student body and the GSSC Constitution.
 - b. Administrant – The GSSC Executive Board
 - c. Definitions
 - i. Special Appointment – All positions that are eligible for GSSC Annual Elections and that remain vacant following those elections and the Spring Appointments shall be considered Special Appointments and shall take precedence over the General Appointments.
 - ii. General Appointment – All remaining positions that are designated as non-elected, voting positions shall be considered General Appointments including, but not limited to:
 - 1. Academic Affairs Representative
 - 2. Community Services Representative
 - 3. Comptroller
 - 4. Diversity & Equity Representative
 - 5. Family & Working Students Representative
 - 6. First Year Treasurer
 - 7. International Students Representative
 - 8. Jewish Theological Seminary (JTS) Students Representative
 - 9. Senior Class Treasurer
 - 10. Social Media Representative
 - 11. Student Affairs Representative
 - 12. Students with Disabilities Representative
 - 13. Veterans Students Representative
 - d. Timeline and Location
 - i. Fall Appointments shall be conducted during the fall semester, within two weeks of the first day of the semester
 - ii. Fall Appointments shall be conducted in a location at Columbia University, at the discretion of the GSSC Executive Board.
 - iii. Positions available for all Fall Appointments shall be announced to the GS student body no later than 11:59pm on the first day of the semester.
 - iv. Applications will be collected electronically by the Vice President of Communications and delivered to the GSSC Executive Board.
 - v. The application deadline for all Fall Appointments will be two weeks after the first day of the semester. The applications shall be delivered no later no later than 24 hours following the deadline.
 - e. Procedure
 - i. Special Appointments
 - 1. Special Appointments take precedence over General Appointments.
 - 2. These positions shall be filled in order of succession, as defined by the GSSC Constitution and Article VII of the GSSC By-laws, then followed by Senior Class President and Senior Class Vice President.

3. For each position, the GSSC Executive Board shall review and interview all applicants, then nominate one applicant for an approval vote.
 - a. The General Body of the GSSC shall vote for or against the nomination.
 - b. There shall be no abstentions in this vote.
4. A majority of the votes are required for approval.
 - a. If the nomination is approved, the applicant immediately becomes part of the GSSC
 - b. If the nomination is declined, the GSSC shall nominate another candidate.
5. This cycle of proposals shall continue until a candidate has been selected or there are no remaining candidates.
6. If no candidate is approved, the position shall remain vacant until the Supplemental Appointment.

ii. General Appointments

1. General Appointments shall follow the completion of Special Appointments.
2. For each position, the GSSC Executive Board shall review and interview all applicants, then nominate one applicant for an approval vote.
 - a. The General Body of the GSSC shall vote for or against the nomination.
 - b. There shall be no abstentions in this vote.
3. A majority of the votes are required for approval.
 - a. If the nomination is approved, the applicant immediately becomes part of the GSSC
 - b. If the nomination is declined, the GSSC shall nominate another candidate.
4. This cycle of proposals shall continue until a candidate has been selected or there are no remaining candidates.
5. If no candidate is approved, the position shall remain vacant until the Supplemental Appointment.

4. Supplemental Appointments – Throughout the academic year, the GSSC shall hold supplemental appointments to fill any voting position that becomes vacant following both Spring and Fall Appointment conditions.

- a. Purpose - To secure highly qualified student leaders for the GSSC in order to best serve the GS student body and the GSSC Constitution.
- b. Administrant – The GSSC Executive Board
- c. Definitions
 - i. In the event that a GSSC position remains vacant following both the spring and fall appointments, or becomes vacant at any time during the academic year, said position shall be filled through a Supplemental Appointment.
 - ii. Supplemental Appointments may not be used in lieu of spring or fall appointments
- d. Timeline and Location
 - i. Supplemental Appointments shall be conducted during the academic calendar year; no sooner than two weeks after the first day and no later than two weeks before the last day of either the fall or spring semesters.
 - ii. Supplemental Appointments shall be conducted in a location at Columbia University, at the discretion of the GSSC Executive Board.

- iii. Positions available for all Supplemental Appointments shall be announced to the GS student body weekly.
 - iv. Applications will be collected electronically by the Vice President of Communications and delivered to the GSSC Executive Board.
 - v. Applications for each position shall have a deadline set forth by the GSSC Executive Board.
- e. Procedure
- i. The Vice President of Communication shall disseminate information to the GSSC and the GS student body regarding all open positions of the GSSC after the spring and fall appointments on a weekly basis.
 - ii. The Vice President of Communication shall develop a system for receiving all applications for said positions.
 - iii. All applications shall be delivered to the GSSC Executive Board within 48 hours of their acceptance.
 - iv. Any GSSC Officer may also recommend an applicant for an open position on the GSSC. Any recommendation must be submitted to the GSSC Executive Board before the application deadline.
 - v. A current officer on the GSSC may apply for any vacant position on the GSSC.
 - 1. If the Officer is appointment for the vacant position, his or her previous position will be vacant until filled by a Supplemental Appointment.
 - 2. An Officer of the GSSC who is an applicant for a vacant position shall not vote during the approval process.
 - vi. For each position, the GSSC Executive Board shall review and interview all applicants, then nominate one applicant for an approval vote.
 - 1. The General Body of the GSSC shall vote for or against the nomination.
 - 2. There shall be no abstentions in this vote.
 - vii. A majority of the votes are required for approval.
 - 1. If the nomination is approved, the applicant immediately becomes part of the GSSC
 - 2. If the nomination is declined, the GSSC shall nominate another candidate.
 - viii. This cycle of proposals shall continue until a candidate has been selected or there are no remaining candidates.
 - ix. If no candidate is approved, the position shall remain vacant until the Supplemental Appointment.
 - x. The frequency of Supplemental Appointments is at the discretion of the GSSC Executive Board.

5. Committee Appointments. Throughout the academic year, the GSSC shall hold committee appointments to fill any Associate, non-voting position as needed by the GSSC.

- a. Purpose - To secure highly qualified student leaders for the GSSC in order to best serve the GS student body and the GSSC Constitution.
- b. Administrant – The GSSC Executive Board
- c. Definitions
 - i. All positions within the GSSC that are non-voting and non-elected shall be considered for Committee Appointments.
 - ii. Said positions shall be composed of Associates, as described in Article I of the GSSC By-laws.

- d. Timeline and Location
 - i. Committee Appointments shall be conducted as needed throughout the academic year.
 - ii. Committee Appointments shall be conducted in a location at Columbia University, at the discretion of the GSSC Executive Board.
 - iii. Positions available for all Committee Appointments shall be announced to the GS student body as needed.
 - iv. Applications will be collected by the relevant Executive Officer.
 - v. Application deadlines shall be at the discretion of the relevant Executive Officer
- e. Procedure
 - i. Committee Appointments shall be made at the discretion of the relevant Executive Officer.
 - ii. The GSSC Executive Board shall be notified of all Committee Appointments.

6. Exclusions

- a. Resignations and Ineligibilities of the Executive Board Elect (EBE) – If a member of the EBE, other than the Student Body President, is found to be ineligible or resigns after the announcement of the Spring Special Appointments, that position shall be filled during the Fall Appointments or Supplemental Appointments, as needed.
- b. Student Body President
 - i. The Student Body President may not, under any circumstances, be appointed.
 - ii. If the Student Body President position becomes vacant, the rules for succession outlined in Article IV of the GSSC Constitution and Article VII of the GSSC By-laws apply.
 - iii. If there is no elected officer of the GSSC available to succeed to the position of Student Body President, a Special Election shall take place as stipulated in Article VII of the GSSC By-laws.
- c. University Senator
 - i. The University Senator may not, under any circumstances, be appointed.
 - ii. If the University Senator position becomes vacant, a Special Election will be held in order to fill that position.

ARTICLE V: RESIGNATIONS

1. **Purpose** – A formal process for GSSC Officers to relinquish their position and title prior to the end of their term in office.
2. **Administrant** – The GSSC Executive Board shall administer all resignations.
3. **Definition** – The resignation must be a voluntary request to relinquish one’s GSSC position and title.
4. **Timeline and Location** – Resignations may occur at any time and from any location.
5. **Procedure**
 - a. The officer must submit a Letter of Intent to Resign, via email or in person, to the Student Body President.
 - i. The Letter of Intent to Resign must contain:
 1. Name and Title of the officer.
 2. Time the resignation shall take effect.
 3. A clause specifying that the resignation is voluntary
 4. An explanation for the necessity of the resignation
 - ii. Within 48 hours of receiving the Letter of Intent to Resign, the Student Body President will present this letter to the other members of the GSSC Executive Board, the Chief Policy Representative, and the Student Life Office.

- iii. The GSSC Executive Board, in conjunction with the Chief Policy Representative, shall review the Letter of Intent to Resign and choose to either accept or refuse the resignation.
 1. If the resignation is accepted, the officer requesting to resign shall be notified of the decision within 24 hours by the Student Body President. The resignation shall take place in accordance with the requested timeframe.
 2. If the resignation is refused, the officer requesting to resign shall be notified of the decision within 24 hours by the Student Body President. Reasons to refuse the resignation can include, but are not limited to:
 - a. Not adhering to the guidelines set forth within Section V of the Article.
 - b. Suspicion of coercion.
 3. Except in rare cases, refusing a Letter of Intent to Resign can lead to complications, refusing should be used sparingly.

6. Exclusions

- a. Student Body President - If the Student Body President is requesting to resign, the Vice President of Policy shall take his or her place in all situations that are required for the resignation to take place.
- b. University Senator - Because the University Senator serves two governing bodies, this Officer may not resign from the GSSC without first resigning from the University Senate.

ARTICLE VI: IMPEACHMENT

1. Purpose – A formal process to expel GSSC Officers for violations of the GSSC Constitution and the GSSC By-laws.

2. Administrant – The GSSC Executive Board shall administer all impeachment proceedings.

3. Definitions

- a. Impeachment – A formal process in which a GSSC Officer is accused of violations of the GSSC Constitution and/or the By-laws. The outcome of said impeachment proceedings may lead to expulsion.
- b. Punishment – A punitive action imposed by the GSSC as retribution for a violation of the GSSC Constitution and/or the By-laws.
- c. Expulsion – The removal of an Officer from the GSSC.

4. Timeline and Location

- a. Impeachment shall occur only while classes are in session.
- b. Impeachment Reports shall be delivered Monday through Friday, excluding:
 - i. Reading Days
 - ii. Finals
 - iii. University Holidays
- c. Impeachment proceedings shall be held in the regularly scheduled time and location of the GSSC General Body Meeting.

5. Procedure

- a. Initiation of Impeachments
 - i. Any GSSC Executive Officer may initiate impeachment proceedings.
 - ii. Said GSSC Executive Office will create an Impeachment Report and deliver it to the Student Body President
 1. The Impeachment Report shall contain:
 - a. Name and position of the Officer to be impeached
 - b. Time(s) and location(s) of the Officer's violation(s)
 - c. The name of each Article and Section within the GSSC Constitution or the By-laws that the Officer violated.
 - d. A description of specific events and actions of the Officer that were in violation of the GSSC Constitution or By-laws.
 - e. A recommendation for punishment or expulsion.
 2. If the Student Body President is the Officer in question, the Impeachment Report shall be delivered to the Vice President of Communications.
 - iii. The Impeachment Report shall be disseminated to the GSSC Executive Board and to the Officer in question via email by the Student Body President or Vice President of Communications.
 - iv. The Officer in question shall have 48 hours upon receipt of the Impeachment Report to submit a written rebuttal to the GSSC Executive Board.
 1. This written rebuttal shall be received by the Student Body President or the Vice President of Communications and then disseminated to the GSSC Executive Board.
 2. Failure to submit a written rebuttal within 48 hours indicates a forfeiture of the Officer's right to dispute the Impeachment Report.
 - v. The Student Body President or the Vice President of Communications will publish the Impeachment Report and written rebuttal to the GSSC at least 48 hours prior to the next scheduled GSSC General Body Meeting.
- b. Impeachment Proceedings
 - i. The impeachment of an Officer accused of the violation(s) contained within the Impeachment Report shall commence during the next scheduled GSSC General Body Meeting following the receipt of said Officer's rebuttal by the GSSC. If the Office in question was previously excused from the next meeting, the proceedings will commence the following weekly meeting.
 - ii. The impeachment proceedings shall take precedence over all other business.
 - iii. The Executive Officer who created the Impeachment Report shall address the GSSC and initiate discussion for a vote on the punishment or expulsion of the Officer in question.
 1. The Officer in question has the right to give a rebuttal statement to precede all other discussions. If the Officer in question is unexcused from the meeting, he or she waives this right.
 2. The Officer in question shall be giving the opportunity to respond to all questions. If the Office in question is unexcused from the meeting, he or she waives this opportunity.
 3. No additional violations may be addressed that were not detailed within the Impeachment Report.
 4. No additional punishments, including expulsion, may be addressed that were not detailed within the Impeachment Report.

- iv. The Executive Office who created the Impeachment Report shall motion for a vote on the punishment or expulsion of the Officer in question:
 1. This vote shall be taken by a secret ballot.
 2. This vote requires a $\frac{3}{4}$ majority consensus to pass.
 3. There shall be no abstentions in this vote.
 4. The result of this vote shall be final and effective immediately. The Student Life Office shall be notified of the result of this vote.

6. Exclusions

- a. Transfer, Suspension, or Expulsion from School of General Studies
 - i. Should an Officer transfer out of, be suspended from, or be expelled from the School of General Studies, the Officer shall be automatically impeached.
 1. The Office in question shall be notified of his or her impeachment by the Student Body President or the Vice President of Communications.
 2. The notification requires no Impeachment Report, written rebuttal, or Impeachment proceedings.
 - ii. The Officer in question shall be given 48 hours to resign.
 - iii. If no resignation is submitted, the Officer in question shall be expelled from the GSSC.
 1. Expulsion is automatic; no vote is required.
 2. The Student Body President or the Vice President of Communications shall notify the GSSC and the Student Life Office.
- b. Resignations
 - i. An Officer may resign during the impeachment process up to the start of the Impeachment proceedings.
 - ii. Resignations procedures shall be defined in Article V of the GSSC By-laws.
 - iii. If an Officer successfully resigns, the impeachment process shall close and no longer be considered a matter of public record.
- c. University Senator
 - i. Because the University Senator serves two governing bodies, this Officer may continue to server their term on the University Senate upon impeachment by, punishment by, or expulsion from the GSSC.
 - ii. The University Senate may be notified of the result of any impeachment proceedings regarding this Officer.
- d. Associates of the GSSC
 - i. Any Associate of the GSSC may be removed from their position by the relevant Executive Officer.
 - ii. This removal shall be immediate and without rebuttal.
 - iii. This removal shall be conducted at the discretion of the relevant Executive Officer.

ARTICLE VII: SUCCESSIONS

1. **Purpose** – A formal process for electing Officers to assume a higher vacant elected position and title.
2. **Administrant** – The GSSC Executive Board or the GSSC Executive Board Elect shall administer all successions.

3. Definitions

- a. Succession
 - i. Shall be an automatic process as described in Article IV of the GSSC Constitution
 - ii. Shall only include Officers who have been elected by the GS student body.
- b. Order of succession to the position of Student Body President:
 - i. Vice President of Policy
 - ii. Vice President of Finance
 - iii. Vice President of Communications
 - iv. Vice President of Campus Life
- c. Senior Class Vice President will automatically succeed to Senior Class President

4. Timeline and Location – Successions shall be implemented where and when as needed.

5. Procedure

- a. Student Body President
 - i. Should the Student Body President become unable to ineligible to perform his or her duties, the next Officer in the line of succession shall assume his or her duties.
 - 1. This Officer shall only vote in the event of a tie when acting as Student Body President.
 - 2. This Officer shall assume the title of Acting Student Body President until one of the following occurs:
 - a. The Student Body President becomes able or eligible to resume his or her duties.
 - b. The Student Body President resigns as defined by Article V of the GSSC By-laws.
 - c. The Student Body President is expelled through impeachment as defined by Article VI of the GSSC By-laws.
 - 3. If the Student Body President becomes able or eligible to resume his or her duties, the Office who temporarily assumed those roles shall resume his or her original position.
 - 4. If the Student Body President should resign or be expelled by impeachment, the Officer who assumed those duties shall become the new Student Body President.
 - ii. If the Student Body President has not been chosen prior to the start of the current GSSC, or if the Student Body President Elect fails to qualify, the next elected Officer in the line of succession shall become Student Body President.
 - iii. If the Student Body President Elect is not willing to assume the position at the start of the current GSSC, the next Officer in the line of succession shall become Student Body President.
- b. Senior Class President
 - i. Should the Senior Class President become unable or ineligible to perform his or her duties, the Senior Class Vice President shall assume his or her duties.
 - 1. This Officer shall assume the title of Acting Senior Class President until one of the following occurs:
 - a. The Senior Class President becomes able or eligible to resume his or her duties.
 - b. The Senior Class President resigns as defined by Article V of the GSSC By-laws.

- c. The Senior Class President is expelled through impeachment as defined by Article VI of the GSSC By-laws.
 - 2. If the Senior Class President becomes able or eligible to resume his or her duties, the Officer who temporarily assumed those roles shall resume his or her original position.
 - 3. If the Senior Class President should resign or be expelled by impeachment, the Officer who assumed those duties shall become the new Senior Class President.
- ii. If the Senior Class President has not been chosen prior to the start of the current GSSC, or if the Senior Class President Elect fails to qualify, the Senior Class Vice President shall become Senior Class President.
- iii. If the Senior Class President Elect is not willing to assume the position at the start of the current GSSC, the Senior Class Vice President shall become Senior Class President.

6. Exclusions

- a. If an Officer ascends to the position of Student Body President or Senior Class President, his or her previous position shall be left vacant. This vacancy will be filled by appointment, as described in Article IV of the GSSC By-laws.
- b. If there is no Senior Class Vice President then the position of Student Class President will be filled by appointment, as described in Article IV of the GSSC By-laws.
- c. Only an elected member of the GSSC may succeed to the position of Student Body President.
 - i. If an appointed Officer holds the next position in the line of succession, that Officer shall be ineligible for succession, and the following elected Officer in the line of succession ascends to the position of Student Body President.
 - ii. If no elected Officers remain in the line of succession to the position of Student Body President, a Special Election shall be held as outlined in Article III of the GSSC By-laws.
 - 1. Until the official results of said Special Election are announced by the Student Life Office, the first appointed Officer in the line of succession shall temporarily assume the Student Body President duties.
 - 2. When an appointed Officer assumes the Student Body President duties, he or she shall assume the title of Acting Chairman of the GSSC.
 - 3. This Officer shall only vote in the event of a tie when acting as Chairman of the GSSC.
- d. Succession is outlined in Article IV of the GSSC Constitution and, as such, it is an Officer's duty to comply with the line of succession. Any Officer who refuses may be subject to impeachment.

ARTICLE VIII: MEETINGS

1. Council Meetings

- a. Purpose – The GSSC shall hold meetings in order to perform their organizational, administrative, and leadership functions as to best serve the GS student body and the GSSC Constitution.
- b. Time and Location
 - i. The GSSC shall hold weekly meetings each Tuesday at a time decided by the Executive Officers at the beginning of each term no later than 8:30pm EST while fall and spring semester classes are in session. In the event of a necessary time change for an extenuating circumstance that affects quorum, all Officers must vote on a rescheduled time no later than one week in advance.

- ii. The GSSC shall hold weekly meetings in the Jed D. Satow Conference Room on the fifth floor of Lerner Hall at Columbia University.
- c. Quorum and Attendance
 - i. Quorum shall be 2/3 of all Officers of the GSSC
 - ii. Attendance at the GSSC weekly meeting shall be mandatory for all Officers of the GSSC.
 - iii. The GSSC Executive Board may grant a limited number of excused absences at their discretion, but any individual having more than four excused absences in a semester may be subject to impeachment. Executive Officers may not excuse themselves.
 - iv. Absentee voting is not allowed.
 - v. Partial absence shall be considered for:
 - 1. Arrival after the conclusion of the roll call at the beginning of a meeting or absence upon adjournment of a meeting.
 - 2. Absence from a substantive portion greater than 25% of a meeting, as determined by the start and end times of said meeting, at the discretion of the Student Body President.
 - vi. Four partial absences shall be considered one unexcused absence.
- d. Parliamentary Authority
 - i. The rules contained in the current edition of Robert's Rules of Order shall govern the GSSC in all cases to which they are applicable and in which they are not inconsistent with the GSSC Constitution, the GSSC By-laws, and any special rules of order the GSSC may adopt.
 - ii. The Vice President of Policy shall serve as the Parliamentarian.
 - iii. Only GSSC Officers, as defined by Article II of the GSSC By-laws, may vote during council meetings. The Student Body President may only vote in the event of a tie.

2. Executive Board Meetings

- a. Purpose – The GSSC Executive Board shall hold meetings in order to perform their organizational, administrative, and leadership functions as to best serve the GS student body and the GSSC Constitution.
- b. Time and Location
 - i. The GSSC shall hold weekly Executive Board meetings, on a day and time at the Student Body President's discretion.
 - ii. The GSSC shall hold Executive Board meetings in a location at Columbia University, at the Student Body President's discretion.
 - iii. The time and location of each Executive Board meeting shall be announced to all Executive Officers at least one week prior to the meeting. If a meeting announcement is not made before the timeframe, the rules of attendance for that meeting shall be suspended.
- c. Quorum and Attendance
 - i. Quorum shall be a simple majority of all Executive Officers
 - ii. Attendance at the Executive Board meeting shall be mandatory.
 - iii. The Student Body President may grant a limited number of excused absences at his or her discretion.
 - iv. Absentee voting is not allowed.
 - v. The President shall approve of anyone who is not on the Executive Board attending executive sessions.
- d. Parliamentary Authority – The Student Body President shall define and implement all parliamentary procedures for the Executive Board meetings.

3. Committee Meetings

- a. Purpose – The four separate GSSC Committees shall hold meetings in order to perform their organizational, administrative, and leadership functions as to best serve the GS student body and the GSSC Constitution.
- b. Time and Location
 - i. The GSSC shall hold Committee meetings weekly, while fall and spring semester classes are in session, on day and time determined by each Committee.
 - ii. The GSSC shall hold Committee meetings in a location at Columbia University, determined by each Committee.
 - iii. The time and location of each Executive Board meeting shall be announced to all Executive Officers at least one week prior to the meeting. If a meeting announcement is not made before the timeframe, the rules of attendance for that meeting shall be suspended.
- c. Quorum and Attendance
 - i. Quorum shall be determined by the Vice President of each Committee.
 - ii. Attendance at the Committee meeting shall be mandatory for all members within that Committee.
 - iii. The Vice President of each Committee may grant a limited number of excused absences at their discretion, but any individual having more than four excused absences in a semester may be subject to impeachment. The Vice President of each Committee may only be excused by the Student Body President.
 - iv. Absentee voting is not allowed.
 - v. Partial absence shall be considered for:
 - 1. Arrival after the conclusion of the roll call at the beginning of a meeting or absence upon adjournment of a meeting.
 - 2. Absence from a substantive portion greater than 25% of a meeting, as determined by the start and end times of said meeting, at the discretion of the Vice President of each Committee.
 - vi. Four partial absences shall be considered one unexcused absence.
- d. Parliamentary Authority – The Vice President of each Committee shall define and implement all parliamentary procedures for his or her respective Committee.

4. Special Meetings

- a. Purpose – The GSSC may hold Special meetings as needed throughout the academic year in order to perform their organizational, administrative, and leadership functions as to best serve the GS student body and the GSSC Constitution.
- b. Time and Location – The times and locations of these Special meetings shall be announced to all relevant members at least one week prior to the meeting. If a meeting announcement cannot be made before this timeframe, the rules of attendance for that meeting shall be suspended.
- c. Quorum and Attendance
 - i. Quorum shall be a simple majority of required attendees.
 - ii. Attendance requirements for Special meetings shall be at the discretion of the GSSC Executive Board.
 - iii. Absentee voting is not allowed.
- d. Parliamentary Authority – The organizer of any Special meeting shall define and implement all parliamentary procedures for his or her meeting.

5. Electronic Meetings

- a. Purpose
 - i. The GSSC may hold Electronic meetings as needed throughout the academic year in order to perform their organizational, administrative, and leadership functions as to best serve the GS student body and the GSSC Constitution.
 - ii. The GSSC shall hold Electronic meetings only when such issues need to be addressed before the next scheduled Council Meeting.
- b. Time and Location
 - i. Electronic meetings shall be conducted via email sent to each Officer's official Columbia University email address.
 - ii. Electronic meetings shall be asynchronous, lasting for no longer than 72 consecutive hours.
- c. Quorum and Attendance
 - i. Quorum shall be a response from a simple majority of all GSSC Officers.
 - ii. Attendance shall be optional.
 - iii. Attendance shall be determined by an appropriate response within the 72-hour timeframe.
 - iv. Failure to reply with 72 hours shall result with in a Not Voting (NV).
- d. Procedure
 - i. The Student Body President shall email each Officer with the issues to be addressed
 - ii. Each Officer will "reply all" with his or her response for each issue.
 1. Each response may be "yes," "no," or abstain.
 2. If an Officer chooses to abstain, he or she shall attach a brief statement detailing why he or she abstained.
 - iii. The results of these votes shall be recorded and added to the minutes of the following Council Meeting.

6. Other Meetings

- a. Purpose – Any organization holding a meeting in which a GSSC member must attend is considered an Other Meeting.
- b. Time and Location – Shall be defined by the hosting organization.
- c. Attendance
 - i. Attendance for Other meetings shall be mandatory.
 - ii. The GSSC Executive Board may grant excused absences at their discretion. Executive Officers may not excuse themselves.
- d. Parliamentary Authority – Shall be defined by the hosting organization.

ARTICLE IX: EXECUTIVE BOARD

1. **Members** – The following GSSC Officers shall serve on the Executive Board and be known as the GSSC Executive Officers.
 - a. Student Body President
 - b. Vice President of Policy
 - c. Vice President of Finance
 - d. Vice President of Communications
 - e. Vice President of Campus Life
2. **Purpose** - The GSSC Executive Board shall perform their organizational, administrative, and leadership functions to best serve the GS student body and the GSSC Constitution.

3. **Authorities and Responsibilities** – In addition to the authorities and responsibilities previously defined, the GSSC Executive Board shall have the power to:
 - a. Establish broad policies and objectives for the GSSC.
 - b. Hold meetings as needed to best serve the GS student body and the GSSC Constitution.
 - c. Nominate candidates for the positions within the GSSC.
 - d. Impeach GSSC Officers.
 - e. Ensure the availability of adequate financial resources for the GSSC and approve expenditures of less than a predetermined amount each academic year.
 - f. Speak on behalf of the GSSC.
4. **Rules of the Board** – The Student Body President may adopt rules and policies for the GSSC Executive Board, in order to best serve the GS student body and the GSSC Constitution, so long as such rules do not contradict said Constitution and By-laws.
5. **Exclusions** – The authorities and responsibilities of the GSSC Executive Board include, but are not limited to, those detailed within this Article.

ARTICLE X: COMMITTEES

1. **Purpose** – The GSSC shall form committees as to best serve the GS student body and the GSSC Constitution.
2. **Administrant** – The GSSC Executive Board shall form and administer all committees
3. **Composition**
 - a. Standing Committees
 - i. The GSSC shall have four Standing Committees as follows:
 1. Policy Committee
 2. Finance Committee
 3. Communications Committee
 4. Campus Life Committee
 - ii. Standing Committees shall be chaired by the respective GSSC Vice Presidents.
 - iii. Standing Committees may be composed of Officers, Associates, and any other student or Alumni of Columbia University, as needed to best serve the GS student body and the GSSC Constitution.
 - iv. Standing Committees shall be conducted as described in Article VIII of the GSSC By-laws.
 - b. Subcommittees:
 - i. Also known as Non-Standing Committees as described in Article VI of the GSSC Constitution.
 - ii. The Committees may form subcommittees, as needed, to best serve the GS student body and the GSSC Constitution.
 - iii. Subcommittees shall each be chaired by an Officer from that relevant Standing Committee.
 - c. Special Committees
 - i. The GSSC may form Special Committees, as needed, to best serve the GS student body and the GSSC Constitution.
 - ii. The Student Body President shall appoint the chair of any Special Committee

ARTICLE XI: AMENDMENTS

- 1. Purpose** – A formal process for the GSSC to amend the GSSC By-laws.
- 2. Administrant** – The Vice President of Policy shall administer all amendments to the GSSC By-laws.
- 3. Definitions**
 - a. Amendment – The process of changing or adding to the GSSC By-laws.
 - b. Revision – The process of rewriting the GSSC By-laws.
- 4. Timeline and Location**
 - a. Amendments shall occur only while classes are in session.
 - b. Proposed amendments shall be disseminated to the GSSC Officers at least 72 hours prior to voting on them.
 - c. Amendment votes shall be held at the regularly scheduled time and location of the GSSC General Body meeting.
- 5. Procedure**
 - a. Notification
 - i. Any GSSC Officer may notify the Vice President of Policy in the case of a problem or potential addition to the GSSC By-laws.
 - ii. The Vice President of Policy shall review all inquiries.
 - b. Conclusion
 - i. After reviewing the problem or addition, the Vice President of Policy shall do one of the following:
 1. Create an Amendment to the Article in question
 - a. This amendment may replace the original working in the appropriate Article or Section.
 - b. This amendment may add to the original wording in the appropriate Article or Section.
 2. Create an Amendment to the GSSC By-laws, which adds an additional Article and/or Section to the document.
 3. Inform the notifying Office that no addition or change shall be made.
 - c. Dissemination and Voting
 - i. If the Vice President of Policy creates an Amendment to the GSSC By-laws, it requires a 3/5 majority vote of quorum to ratify the change.
 - ii. All Amendments shall be disseminated to the GSSC Officers at least 72 hours prior to voting on them.
- 6. Exclusions**
 - a. No Amendment may be created which is in violation of the GSSC Constitution or the rules and regulations of Columbia University.
 - b. If more than 25% of the GSSC By-laws are to be altered at any one time, the result shall be known as a revision. Revised By-laws shall be labeled by edition.