Stella and Charles Guttman Community College

STUDENT SERVICES COMMITTEE

Bylaws

March 9, 2019
The Stella and Charles Guttman Community College Governance Plan, hereafter “Governance Plan”, defines the Council as “the governing body of the College and, subject to the authority of the Bylaws of the CUNY Board of Trustees. All Standing Committee meetings shall be conducted in conformance with Robert’s Rules of Order, Latest Edition, except as otherwise required by law or CUNY Bylaws. The bylaws for the Standing Committees of the College Council of Stella and Charles Guttman Community College, hereafter “Guttman”, shall conform to the requirements of the Open Meetings Law of the State of New York (Public Officers Law, Article 7) governing public institutions. The Council and its Standing Committees shall be organized to serve Guttman Community College of the City University of New York, and its policies, practices, and resolutions shall be interpreted to only apply to this College. The bylaws for the College Council will apply to all meetings, recommendations, and resolutions determined by the body.

I. Powers and Function

The Student Services Committee shall:
1. Review and recommend policies and procedures pertaining to student life and welfare, campus-wide cultural and educational events, professional opportunities and student engagement matters.
2. Further develop and advise student support services to promote student success academically, personally and professionally.

II. Membership

The membership of the Student Services committee shall be organized as described by the Governance Plan. The composition of the membership shall not be altered unless through formal amendment and approval of the Governance Plan.

a. Attendance: Attendance at the Student Services committee meetings is mandatory for those elected to serve on the Student Services. Members are expected to notify the Chair of the Student Services Committee at least two (2) days prior to the scheduled meeting if he/she is to be absent. Members are permitted two (2) absences from the Student Services Committee per academic year unless otherwise arranged with the Chair for extended absences.

b. Membership Action: The Student Services Committee may, by a majority vote at a regular meeting, reprimand or remove a Student Services member for failing to abide by membership requirements of the Student Services Committee, including more than two unexcused absences or other sufficient cause. The member may choose to respond to the proposed action prior to the scheduled vote.

c. Quorum: As per the Governance Plan (IV. 2), A majority of the voting members of the Student Services Committee must be present to constitute a quorum and for passage of a measure within the chair’s authority.

III. Duties of Student Service’s Committee Chair

The Chair of the committee shall preside over all committee meetings, shall call each meeting to order, and shall adjourn each meeting. The Chair shall serve as moderator of meetings of the committee and shall be responsible for adhering to the requirements of Open Meetings Law of the State of New York and Robert’s Rules
of Order, latest edition. The chair of the committee shall serve for one (1) term and shall not be elected for more than three (3) consecutive terms.

IV. Meetings of the Student Services Committee

a. **Time of Meetings:** The Student Services Committee shall meet at least twice per semester as per the Governance Plan at dates and times determined by the Student Services Committee Chair.

b. **Agenda:** The Student Services Committee Chair shall also prepare the agenda for Student Services Committee meetings, and distribute the Agenda to the college community electronically by the Publically accessible pages on the College’s website shall be reserved and dedicated to Council matters, including the agendas of the standing committees.

c. **Meeting Protocol:** The Chair shall adjourn the meeting upon majority vote at the time listed on the agenda or before if all agenda items have been addressed. Student Services Committee shall be held as listed on the Council’s calendar as determined by the Legislative Committee each academic year. The Chair shall call the meeting to order and adjourn the meeting. The Chair shall be responsible for adhering to the meeting’s scheduled time and shall be responsible for moderating the meeting according to Robert’s Rules of Order, latest edition. The Chair shall ensure that all resolutions are recorded in the minutes and forwarded to the College Council for vote within one (1) week of the committee meeting.

d. **Minutes:** The Chair shall appoint a member of the committee to take minutes at each committee meeting. Minutes shall be forwarded to the Secretary of the Council for public presentation within two (2) weeks of approval. Minutes shall include a record of attendance.

e. **Conduct of Meetings:**

   i. **Resolutions:** All resolutions must be voted on by the College Council. Committees of the College Council are responsible only for drafting resolutions and providing the requisite materials needed for a vote by the College Council.

V. Ad Hoc Committees

a. The Student Services Committee may establish and abolish committees as needed to advance the activities of the Student Services Committee.