CONSTITUTION OF THE CAMPUS ASSOCIATION FOR
STUDENT ACTIVITIES (CASA)
As adopted March 25, 1970
Last Amended May 25, 1988

Name

Article I. Name

The name of this organization shall be The Campus Association for Student Activities (CASA).

Purpose

Article II. Purpose

Section 1. It shall be the responsibility of this organization to initiate, fund and administer programs and activities of benefit the students and faculty of Lehman College and the community at large.

Section 2. It shall be the responsibility of this organization to implement, where feasible, the policy directives of that legislative body legally mandated by the student body to establish policy.

Section 3. It shall be the responsibility of this organization to cooperate fully with any and all organizations in the advancement of the legitimate interests of the Lehman College community.

Section 4. It shall be the responsibility of this organization to insure that the interests of the students are protected in the development and operation of the physical plant and the supporting facilities of Lehman College.

Powers

Article III. Powers

Section 1. This organization shall have the power to initiate, fund and administer programs and activities and to allocate the funds formerly held by the Student Government Association.

Section 2. This organization shall have the power to make recommendations on matters concerning the physical plant and supporting facilities and shall have the power to utilize and distribute facilities under student control.

Proscribed

Article IV. Proscribed Powers
Powers

Section 1. This organization shall not have the power to establish policy on matters of academic policy, that power being reserved for the mandated legislative body.

Section 2. This organization shall not have the power to establish policy on matters of non-academic power, except in areas concerning the physical plant and supporting facilities, that power being reserved for the mandated legislative body.

Section 3. This organization shall not fund or administer any program or activity in conflict with policy directives issued by the mandated legislative organization.

Organization

Article V. Organization

The powers of the organization shall be vested in the Executive Committee.

Executive Committee Membership

Article VI. Executive Committee Membership

Section 1. The members of the Executive Committee shall be the President, two Vice-Presidents, the Campus Facilities Officer, the Communications Officer, the Community Activities Programmer, the Financial Planner, the Research Planner, the SGS Student Activities Coordinator, and the Student Services Programmer. In addition to these elected officers, there shall be four representatives chosen by and from the mandated legislative body, as well as the chairman of the Athletic Board.

Section 2. The elected officers shall be chosen in general elections held in the Spring of each year. All students shall be eligible to vote and to hold office, except that the SGS Student Activities Coordinator must be an SGS student.

Term of Office

Section 3. The term of office of these elected officers shall be from 1 June of the year of their election until the following 31 May.

Recall

Section 4. Recall. Upon petition of at least 15% of the student body, any executive officer, elected or appointed, shall be recalled. In such case, an election shall be held within three weeks of the recall petition presentation. The
Impeachment

Section 5. **Impeachment.** By written request of at least 12 members of the Executive Committee, any Executive officer may be impeached. The final decision on removal shall be made by the Judicial Board of this organization. If the Judicial Board orders the officer's removal, an election shall be held within three weeks of that order. The officer in question may seek re-election. If re-elected, the officer shall not be subject to impeachment on the same violation. The grounds for impeachment and removal shall be: improper handling of funds, culpable violation of this Constitution, gross incompetence or infringement of the rights of any member of the Lehman College community.

Vacancies

Section 6. If a vacancy is created within the first six months of the term of office of any executive officer, an election shall be held within three weeks. If a vacancy is created after the first six months, the Executive Committee shall elect a suitable successor.

Section 7. The method of selection, term of office, and procedures for filling vacancies among the four representatives from the legislative body shall be made by that body. However, the representatives chosen shall be subject to the recall and impeachment procedures enumerated in Sections 4 and 5 of this article.

Section 8. In the event that no one is elected to a given Executive position, the Executive Committee shall elect an individual to the position.

Executive Committee Meetings

Article VII. Executive Committee Meetings

Meeting Notice

Section 1. The Executive Committee shall hold monthly meetings. At least one week's notice must be given all members of these meetings.

Open Meetings

Section 2. All meetings of the Executive Committee shall be open to the entire community. Subject to the normal restrictions that can be placed on debate, each member of this community has the right to speak at meetings of the Executive Committee.
Special Meetings
Section 3. The President may call special meetings provided 24 hours' notice is given to all members. Upon the request of at least five members of the Executive Committee, the President shall call a special meeting.

Presiding Officer
Section 4. The President shall preside over all meetings. In his absence, the first vice-president shall preside. In his absence, the second vice-president shall preside. In the event that none is present, the committee shall select a temporary chairman.

Quorum
Section 5. A simple majority of the membership shall constitute a quorum to transact business.

Parliamentary Procedure
Section 6. All meetings of the Executive Committee shall be held in accordance with the rules and regulations of parliamentary procedure as set down in the latest edition of Robert's Rules of Order, except as otherwise provided in this constitution.

Secretary & Parliamentarian
The President shall appoint a Secretary and a Parliamentarian who shall be non-voting members.

Referendum
Article VIII. Referendum

Upon the presentation of a position within 5 school days of an Executive Committee action, signed by not less than 10% of the student body, any action by the Executive Committee shall be put to the students in referendum. Such referendum shall be held within 3 weeks of presentation. The presentation of the petition shall suspend action until a referendum is held.

Budget
Article IX. Budget

Section 1. It shall be the responsibility of the President and the Financial Planner to propose a budget to the Executive Committee at its first meeting.

Section 2. It shall be the responsibility of the President to give notice of the proposed budget to the members at least two weeks in advance of the meeting. He shall also be responsible to give notice of the proposed budget to the student body at large at least one week in advance of the meeting.
Section 3. A simple majority shall be sufficient to adopt the budget and make amendments to it.

Executive Officers  
Article X. Executive Officers

President  
Section 1. The President shall be the chief executive and administrative officer of this organization. He shall:

a. preside at meetings of the Executive Committee;

b. have the power to call the Executive Committee into special session;

c. be the official representative of this organization to all organizations and individuals with whom the organization may have contact, save as otherwise stipulated in this constitution;

d. be finally responsible for the administration of this organization;

e. have the power of the Executive Committee when it is unable to meet. All decisions made under this clause must be ratified at the first meeting of the Executive Committee after the action is taken, which, when school is in session, shall be within one week of such action;

f. appoint, with the advice and consent of the Executive Committee, all representatives to Student/Faculty Committees within the jurisdiction of this organization;

g. appoint a secretary and a parliamentarian.

Vice-Presidents  
Section 2. Vice-Presidents

Clause 1. Individuals shall seek election to the position of either Executive Vice-President or Board Vice-President.

Clause 2. Executive Vice-President

The Executive Vice-President shall:

a. assist the President in the performance of his duties;

b. perform all duties of the President when the President is not able to;

c. succeed to the presidency in the event that the President resigns;
d. become Acting President in the event that the President is removed from office or recalled;

e. be manager of the office of this organization;

f. be responsible for the management and supervision of the organization's Duplicating Service.

Clause 3. Board Vice-President

The Board Vice-President shall:

a. assist the President in the performance of his duties;

b. perform the duties of the Executive Vice-President when he is not able to;

c. be responsible for the continuing evaluation of all programs and activities sponsored by this organization;

d. be the official liaison of this organization to the independent boards;

e. be the chairman of the Club Board.

Campus Facilities Officer

Section 3. Campus Facilities Officer

The Campus Facilities officer shall:

a. be a member ex officio of the Campus Center Planning Board and ultimately to the body responsible for the supervision and maintenance of the Campus Center;

b. be responsible for insuring that student interests are met in the operation of the bookstore, cafeteria, and library and shall be the official representative in the management of those services. He shall be an ex officio member of all regulatory committees for such campus services;

c. be responsible for the allocation of space in student facilities;

d. be responsible for student participation in the administration of Student Hall;

e. be a member ex officio of all committees dealing with the physical Master Plan of the college;
f. be responsible for insuring that student interests are adequately met in the development and maintenance of the physical plant of Lehman College;
g. be responsible for student representation in matters concerning campus security.

Communications Officer

Section 4. Communications Officer

The Communications Officer shall:

a. be responsible for all publicity of the activities and programs of this organization;
b. be responsible for the administration of the Information Service of the organization;
c. be the official representative of the organization to the Public Relations division of the college;
d. insure that the student body is adequately informed of the activities and programs of the organization;
e. be chairman of the Publications Board;
f. be advisor to all campus organizations concerning publicity regulations.

Community Activities Programmer

Section 5. Community Activities Programmer

The Community Activities Programmer shall:

a. advise student groups with respect to involvement in the community;
b. initiate and administer programs of benefit to the members of the community and the students of Lehman College;
c. be responsible for the administration of such programs as community tutorials, campus tours, benefit performances, workshops and lecture series, etc.;
d. be official representative to all campus committees or organizations dealing with community work.

Entertainment Programmer

Section 6. Entertainment Programmer

The Entertainment Programmer shall:
a. be responsible for the administration of all cultural and social activities sponsored by the organization;
b. be responsible for the administration of the Cinema society;
c. be responsible for the administration of the Travel Coordinating Board;
d. prepare, in conjunction with the Communications Officer, a social calendar for the campus;
e. coordinate student groups with respect to their social programs.

Financial Planner  
Section 7. Financial Planner

The Financial Planner shall:

a. draw up the budget of the organization in conjunction with the President;
b. provide periodic reports on the financial status of the organization;
c. be responsible for insuring that money is spent in accordance with the regulations established by the Executive Committee;
d. investigate ways and means of increasing the funds of the organization.

Research Planner  
Section 8. Research Planner

The Research Planner shall:

a. be responsible for preparing quarterly reports of the activities of the organization in conjunction with the communications officer;
b. investigate new ways and means of operating existing programs;
c. assist all other executive officers in the planning of new programs and activities;
d. keep records of value to the organization such as rules and regulations of the Board of Higher Education, relevant bills and proposals before the City Council, State Legislature, and the Congress;
e. be the NSA coordinator for Lehman College;
f. assist the members of the legislative body in research on matters of importance to them;
g. be responsible for devising ways and means of ascertaining the opinions and desires of students and faculty in matters of relevance to this organization for the legislative body.

**SGS Student Activity Coordinator**

Section 9. SGS Student Activity Coordinator

The SGS Student Activity Coordinator shall:

a. insure that where feasible, programs and activities sponsored by this organization are extended to students in SGS;

b. initiate and administer programs of interest and value to SGS students;

c. explore the possibility of establishing a separate activity association for evening session students;

d. be the official representative to the Administration and Faculty of SGS.

**Student Services Programmer**

Section 10. Student Services Programmer

The Student Services Programmer shall:

a. be responsible for the administration of the Freshman Orientation Program, Tutorial Program, Leadership Training, athletic affairs, draft counseling;

b. be responsible for initiating and administering other programs of service to the students.

**Internal Organization**

Section 11. Internal organization

It shall be the responsibility of each of the officers to establish at the beginning of each year a committee system or other appropriate internal organization and submit such for the advice and consent of the Executive Committee. He shall submit names for various appointments subject to the advice and consent of the Executive Committee. In all matters in the jurisdiction of the Executive Officers, they shall have full authority unless otherwise restricted by the Executive Committee.

**SGS Student Activities**

Article XI. SGS Student Activities

The students of the School of General Studies reserve the right to establish an independent student activities
association. A constitution of such an association must be approved by 2/3 of those SGS students voting on the referendum.

Independent Boards

Article XII. Independent Boards

Section 1. Independent Boards
The Boards and Organizations specified in this article shall be independent of the organization and of the legislative body as to organization and operation. They shall have the power to adopt their own constitutions and bylaws except that these shall not conflict with the Constitution of this organization or the legislative body. The Chairmen of these Boards shall have the right to place items before the Executive Committee and, when those rights are being discussed, shall have all floor rights except the vote, except when he is an Executive Committee member he is entitled to vote.

Judicial Board

Section 2. Judicial Board

Clause 1. As early in the first term after the adoption of this Constitution as possible, the Executive Committee shall work with the legislative body to establish the jurisdiction, selection of members, qualification for members and their term of office for the Judicial Board.

Clause 2. Until such is accomplished to the mutual agreement of both, the Judicial Board as established in Article VII, Section 2 of the Student Government Association Constitution (as revised March 1, 1970) shall continue in operation.

Board of Elections

Section 3. Board of Elections

Clause 1. As early in the first term after the adoption of this Constitution as possible, the Executive Committee shall work with the legislative body to establish the powers, selection and qualification of members, terms of office for a Board of Elections.

Clause 2. Until such is accomplished to the mutual agreement of both groups, the Board of Elections as established in Article VII, Section 3 of the Student Government Association Constitution (as revised March 1, 1970) shall continue in operation.

Internship Union

Section 4. Internship Union

Clause 1. The Internship Union shall be an organization open to all students except the members of the Executive Committee and shall provide services
Clause 2. They shall have the power to establish their own internal organization, election and termination of officers, and shall supervise their own operation.

Section 5. Club Board/Committee on Clubs

a. The Standing Committee on Clubs, also known as the Club Board, shall be responsible for the disbursement of funds to the duly registered clubs on campus, and shall establish the criteria and regulations it deems necessary to achieve that end;

b. Its membership shall consist of the Board Vice-President who shall preside, the Financial Planner, Campus Facilities Officer, Student Services Programmer, and Research Planner. A quorum shall be a simple majority of the membership;

c. The President of CASA may appoint members to fill vacancies on the Club Board, and may, with the advice and consent of the Club Board, appoint one or more Executive Board officers to bring the Club Board’s membership to six;

d. Decisions of the Club Board may be reversed by a 3/4 vote of the Executive Committee;

e. The Board Vice-President may request Club Board matters to be voted upon by the Executive Committee when it is not otherwise possible for the Club Board to meet.

Article XIII. Transition

Section 1. This Constitution shall become operative upon the termination of the terms of those Student Government Executive Officers in office at the time of the adoption of this Constitution.

Section 2. This Constitution must be ratified by 2/3 of those voting in referendum.

Section 3. Once adopted and in operation, this Constitution shall replace the Constitution of the Student Government Association. The SGA shall be members of that legislature ex officio.

Article XIV. Legislative Body

Section 1. Any proposal for a legislative body must receive 2/3 approval by the students.
Section 2. In the event that this Constitution becomes operative before the students in referendum have adopted a proposal for a student legislature, 15 students elected at large by the student body shall constitute an interim legislature. The Executive Committee of this organization shall be members of that legislature ex officio.

**Amendments**

Article XV. Amendments

Section 1. Any amendment to this Constitution except amendments to Articles VII, X, XII, must be ratified by a 2/3 of those students voting in referendum.

Section 2. Any amendment to Articles VII, X, XII, must be ratified by 3/4 vote of the Executive Committee at two consecutive meetings or by 2/3 vote of the student body.

Section 3. By petition of 500 students, the Executive Committee shall place the amendment called for in that petition before the student for their approval.