ARTICLE I: NAME
Section 1. The name of this committee shall be the Student Affairs Committee (SAC) of the Columbia University Senate.

ARTICLE II: PURPOSE
Section 1. The purpose of this committee is to represent the students of Columbia’s various constituent schools at the University level.

Section 2. Its jurisdiction shall cover matters of student life including, but not limited to, student organizations, student housing, extracurricular activities, and student concerns in the community. The Committee’s jurisdiction, however, is restricted to matters of University-wide student concerns, and to concerns of students in more than one faculty or school. Where student interests are closely related to the interests of other groups in the University, SAC shall cooperate with other appropriate committees of the Senate.

ARTICLE III: MEMBERSHIP
Section 1. The Student Affairs Committee shall consist of all 24 student Senators, as well as one non-Senator observer from Union Theological Seminary.

Section 2. The election of student members to the University Senate is specified in Chapter II, section 21b of the University Statutes.

ARTICLE IV: LEADERSHIP
Section 1. The leadership of the committee shall consist of either one Chair or two Co-Chairs, who shall automatically serve on the Executive Committee of the University Senate for a one-year term. The remaining one or two seats open for student Senators on the Senate’s Executive Committee shall be chosen by election from within the Student Affairs Committee and will be called vice-chairs. The three students in the Senate’s Executive Committee shall also constitute the three-person SAC Executive Committee. The SAC Executive Committee shall strive to have both undergraduate and graduate student representation, as specified in Article V, Section 3.

Section 2. Powers and Duties of SAC Chair or Co-Chairs:
a. The Chair or Co-Chairs shall preside at all meetings of the organization, with the exception of leadership elections (see Article V, Section 4), and shall prepare the agenda for all meetings.
b. The Chair or Co-Chairs will mediate any conflicts between Senators, staff, and staffers.
c. Final decisions about all committee assignments fall to the Chair or Co-Chairs, but discussion should include the three-person SAC Executive Committee. Student Senators will have an opportunity to submit their committee preferences to the SAC Executive Committee at the fall retreat. Committee assignments will be made on the basis of seniority and particular domain knowledge and expertise. In the case that a certain University Senate committee has specific requirements for membership, including but not limited to factors such as gender and undergraduate versus graduate student status, assignments to these committees will be made with these requirements in mind. Following committee assignment decisions, the Chair or Co-Chair must send SAC members a document with explanations of their decision-making.
d. If any Senator breaks Senate rules or Committee rules, it is the responsibility of the Chair or Co-Chairs to investigate any charges, accusations, or suspicions, and determine the appropriate course of action. If Senate or Committee rules are broken by a Senator, the Chair or Co-Chairs may remove the student from Senate Committees. The entire SAC Executive Committee will be involved in the discussion, and the final decision will be made by the Chair or Co-Chairs. The ability to remove a student from the Senate, however, can only take place through a recall election.

Powers and Duties of SAC Executive Committee:
a. The SAC Executive Committee shall solicit input for agenda items from the full SAC at least three days prior to the meeting. Any agenda item submitted by a student Senator at least twenty-four hours before the meeting must be placed on the agenda.
b. The SAC Executive Committee members shall create a media plan to decide (1) how media requests will be handled; (2) who is allowed to speak on behalf of SAC and under which conditions; and (3) communications protocols within SAC. No single party may speak to the press on behalf of SAC regarding an issue unless the current SAC has voted to give them this power.
c. The SAC Executive Committee will manage all requests for Quality of Life data and reports. They will use their discretion in submitting these requests for approval by the Chair of the Senate Executive Committee.
d. The SAC Executive Committee shall have regular meetings with various administrators representing student Senators, including but not limited to the Office of the President. The SAC Executive
Committee will keep SAC informed of all meetings with administrators and will seek input from SAC as a whole.
e. One member of the SAC Executive Committee shall attend the quarterly Trustee Business meeting. The Executive Committee shall also meet annually with the Trustee Student Life Committee.
f. At least one member of SAC executive committee should have a one-on-one check-in with each SAC member once per semester.

ARTICLE V: ELECTION OF LEADERSHIP

Section 1. SAC leadership is elected annually in the spring, and any member of SAC who is not running for the office being voted on at the particular time is eligible to cast a ballot. The election must take place prior to the last official SAC meeting of the academic year. Elections for the SAC Chair or Co-Chairs and remaining Executive Committee seats should be conducted at the same meeting, but the Chair or Co-Chair meeting will occur first. Any candidate who does not win in the Chair or Co-Chair election is eligible to run for Executive Committee seats. If a single Chair is elected and two Executive Committee seats remain open, the voting to fill one of those seats will occur first, followed by a second round to fill the other. The winner of the first round is ineligible to vote in the second round, because that person stands for a different seat but the same office.

Section 2. Senators already in office must remain on the Senate the next academic year to run for the positions of Chair, Co-Chair, or Executive Committee member. Senators up for re-election within their school are also eligible to run for any position, although they must forfeit the position if they lose their election. Individuals who are not yet on the Senate but have been elected to serve the following academic year are invited to attend and observe the election process and run for a position, but do not yet have the eligibility to vote.

Section 3. To ensure adequate balance between undergraduate and graduate student representation in leadership, at least one of the three students (including the SAC Chair or Co-Chairs) elected to serve on the Senate Executive Committee should be an undergraduate student and at least one should be a graduate student. If two undergraduate Co-Chairs are elected, the remaining Executive seat is restricted to graduate students, unless no graduate student wishes to run. If two graduate Co-Chairs are elected, the remaining Executive seat is restricted to undergraduate students, unless no undergraduate wishes to run. If one undergraduate Chair is elected and the first Executive seat also goes to an undergraduate, the remaining Executive seat is restricted to graduate students, unless no graduate student wishes to run. If one graduate Chair is elected and the first Executive seat also goes to a graduate student, the remaining Executive
seat is restricted to undergraduates, unless no undergraduate student wishes to run.

**Section 4.** The current SAC leadership will solicit volunteers for an Election Coordinator from the full Student Affairs Committee in the early spring and select an individual who will not be returning to the University Senate in the next academic year to oversee the full election process. The Election Coordinator must stay neutral publicly, but will be allowed to vote in any elections. The Election Coordinator is responsible for releasing an election timeline to the full Student Affairs Committee at least one month prior to the scheduled election.

**Section 5.** At least two weeks prior to the election, the Election Coordinator will ask each candidate or pair of candidates to submit a one-page platform that must be received by the Election Coordinator ten days prior to the election and distributed by the Election Coordinator to the Student Affairs Committee at least one week prior to the election. The platform should specify the personal background of the candidate(s), such as name, school, and expected Commencement year, and provide both an overall vision and specific goals for the office.

**Section 6.** Only Senators, Senators-elect, and the Senate staff member assigned to SAC may remain in the room during the election meeting, but only current Senators can participate in group discussion. Current Senators, however, may privately consult the Senator-elect from their school, but is not required to do so. The Election Coordinator will prepare a standard set of questions to be asked of all candidates. Following the Election Coordinator’s line of questioning for each candidate or pair of candidates, any sitting student Senator may ask a question. Each candidate or pair of candidates will appear one at a time during the questioning period, with the others waiting outside the room. The order of candidates questioned will be selected by drawing names from a hat or a similarly randomized process. Following questioning, all candidates will be asked to leave the room, during which time open discussion will be permitted between the voting Senators. The Election Coordinator will moderate this discussion while remaining neutral and ensure that all Senators have an opportunity to be heard. After the discussion, the full group of candidates will be brought back into the room. If clarification is needed from any candidate on an issue, any Senator can call for further questions and candidates can be brought back into the room.

**Section 7.** Once the questioning process is over, the candidates will once again be asked to leave the room, and votes shall be cast by secret ballot by marking a checkbox next to candidate names. Ballots should be printed with a listing of all the possible candidates, including those who may drop down from previous rounds. There should be no identifying information of
the voter. The Election Coordinator will confidentially count the ballots. A simple majority of the vote is required for a candidate or ticket to win. If a simple majority is not achieved in the first round, voters will choose between the top two selections, whether individual candidates or two-person tickets. When a simple majority is achieved, the Election Coordinator will declare a tentative winner. Any member of SAC may then review the ballots, and if there is any issue, call for a revote. 2/3 of the people present must vote for a revote to occur. If there is no issue or call for revote, the Election Coordinator can then certify a winner.

Section 8. The SAC Chair or Co-Chairs and Executive Committee members shall assume office at the last scheduled SAC meeting of the year. All terms will expire at the last scheduled SAC meeting of the following year.

Section 9. The SAC Chair or Co-Chairs and Executive Committee members shall assume office at the last scheduled SAC meeting of the year. All terms will expire at the last scheduled SAC meeting of the following year, unless there is a recall election. To initiate a recall of a person or persons on the SAC Executive Committee, any member of SAC must submit a petition to the SAC Executive Committee identifying who they would like to recall with signatures from at least one-third of the membership of the full SAC at the current time. At the next SAC meeting, the recall vote will be placed at the top of the agenda. A vote of at least two-thirds of the membership of the full SAC at the current time is required to successfully recall someone. Any Senator recalled from SAC leadership remains in the Senate, unless recalled by their constituents.

ARTICLE VI: MEETINGS

Section 1. SAC meetings will occur on a roughly monthly basis. For any votes at a meeting to be considered valid, a quorum of 2/3 of the current membership is required. All non-election meetings are governed by the current edition of Robert’s Rules of Order.

Section 2. In addition to regular meetings, SAC will also have two retreats: one at the start of the fall semester and one at the start of the spring semester.

ARTICLE VII: STANDING AND AD HOC COMMITTEES

Section 1. The organization shall have the following standing committees: Social and Bylaws.

Section 2. The duties of each of the standing committees are as follows:
a. Social: to schedule opportunities for SAC members to socialize outside of formal meetings, while striving to be as inclusive as possible with regards to the different budgetary and transportation needs of SAC members

b. Bylaws: to review the Bylaws of the Student Affairs Committee and make recommendations for any amendments to the full SAC

**Section 3.** The Chair or Co-Chairs shall have the authority to establish ad hoc committees as may be necessary from time to time to carry out the work of the Student Affairs Committee.

**Section 4.** The Chair or Co-Chairs shall appoint the chairpersons of all committees, but membership for any standing committee is open and voluntary.

**ARTICLE VIII: AMENDMENTS**

**Section 1.** While the Bylaws standing committee will actively review the Bylaws annually and make recommendations if needed, any SAC member may propose amendments to the Bylaws during any SAC meeting. The amendment will then be placed on the agenda for the next SAC meeting.

**Section 2.** An amendment to the Bylaws will pass with a simple majority of SAC members present at the meeting, but the usual quorum of 2/3 of the membership is required for a vote to be valid.