**BYLAWS OF THE GOVERNANCE COUNCIL OF
THE CRAIG NEWMARK GRADUATE SCHOOL OF JOURNALISM AT
THE CITY UNIVERSITY OF NEW YORK**

Amended and Approved by the Newmark J-School Governance Council on May 9, 2023

Article I. The governing body of The Craig Newmark Graduate School of Journalism at CUNY will be the Newmark Graduate School of Journalism Governance Council.

Article II. The Newmark Graduate School of Journalism Governance Council

2.1 Membership

The Governance Council will have voting and non-voting members. Voting members will include the dean and associate dean; all full-time faculty; directors of subject concentrations, the Engagement Journalism and Entrepreneurial Journalism programs; four representatives selected by the adjunct and consortial faculty who are not otherwise Council members; two elected representatives of the school's full-time staff; three elected student representatives; and the secretary of the Governance Council. Non-voting members will include assistant deans and all other directors of administrative departments at the school.

No individual can have more than one vote on the Council and proxy votes are not allowed. A Council member must be present to vote, but administrative directors may appoint a staff member to attend in their stead.

Adjunct/consortial faculty representatives will serve two-year terms on the Governance Council; adjunct/consortial faculty members will vote for representatives during the 12th week of every other spring semester for the following academic year; nominations and self-nominations will be submitted to the secretary of the Council by the end of the 10th week of the spring semester every other academic year and he/she will oversee the election.

Administrative representatives also will serve two year terms. The selection process will take place using the same process and timetable as that for adjunct/consortial faculty representatives. All directors of administrative departments will serve as non-voting members of the Council, unless elected to represent staff, and may send a substitute to meetings when they cannot be present.

If replacement members to the Council or committees are needed between elections, the executive committee of the Governance Council will appoint representatives to complete a term.

Student representatives will be selected by the student body to serve a one-year term.
Two students will be selected by the elected representatives of the Student Graduate Council each spring and a third student, from the incoming class, will be selected in the fall.

2.2 Executive Committee
The Governance Council will have an executive committee that will consist of a chairperson, the chairpersons of all standing committees, the dean, the associate dean, the secretary of the Council, and a student representative. The executive committee will prepare the agenda for Council meetings. It may act with all of the authority of the Governance Council when a meeting of the Council cannot be scheduled in time to deal with an urgent matter. The executive committee will report to the Governance Council at its next regular meeting any official actions it took since the last Council meeting.

2.3 Duties

The duties of the Governance Council will be as follows:

1. To work with the dean to formulate educational policy for The Craig Newmark Graduate School of Journalism and to oversee standards for admission, academic performance, and degree requirements for students, consistent with the bylaws and policies of the CUNY Board of Trustees and other CUNY policies and procedures;
2. To review programs and curricula leading to the master's degrees and advanced certificates.
3. To consider any other academic matters of the Newmark Graduate School of Journalism and make recommendations to the dean and CUNY Board of Trustees;
4. To consider reports and recommendations of the Council's standing committees;
5. To recommend strategic initiatives and directions for the school.
6. To elect the chairperson of the executive committee and the secretary of the Council to two-year terms;
7. To appoint the six faculty members to serve as the faculty panel for service on the faculty-student disciplinary committee in accordance with Section 15.5 for the bylaws of the CUNY Board of Trustees;
8. To review and recommend revisions to the governance document of the Newmark Graduate School of Journalism and the bylaws of the Governance Council;
9. To provide advice to the dean on budget matters.

2.4 Officers

1. Chairperson of the Governance Council. **The dean of the Newmark Graduate School of Journalism will serve as chairperson of the Governance Council and preside over its meetings.** In the absence of the dean, the chairperson of the executive committee will preside.
2. The chairperson of the executive committee. The chairperson of the executive committee will be elected to a two-year term by the Council from among full-time faculty members and program directors on the Council. The secretary of the Council will call for nominations by the second week of the fall semester and the election shall take place within a week. The chairperson will preside over the meetings of the executive committee. In the absence of the chairperson, the dean will preside.
3. The secretary of the Governance Council is an elected position and is automatically a voting Council member. The secretary will:

    - Prepare meeting agendas based on the directions of the dean and executive committee;
    - Send out proper notice of Council meetings (at least 10 days in advance), including the agenda for each meeting;
    - Prepare and distribute minutes of all Council meetings;
    - Maintain and have custody of all records of the Council and standing committees;
    - Supervise election of Council representatives and filling of vacancies;
    - Maintain the meeting calendar for governance council and standing committees.

Article III. Committees

3.1 General Policy on Standing Committees

The Newmark J-School Governance Council will establish standing committees as enumerated in Section 3.3 below and such other committees as it deems necessary to the discharge of its responsibilities.

1. It will be the function of each committee to maintain a continuing study of the subjects committed to its charge, as described in Section 3.3 of these bylaws, and to report to the Council at least once per semester. Committee reports and requests for action by the full Council must be sent to the secretary of the Council at least 12 days prior to a meeting of the Governance Council so items can be included in the agenda and sent to the entire J-School community at least 10 days in advance of a meeting.
2. All recommendations and proposals for Governance Council action will make explicit what action the committee seeks the Council to approve.
3. Ad hoc committees may be created, as needed, either by appointment by the dean or by vote of the Governance Council.
4. There will be no proxy votes; to vote, a committee member must be present.
5. One person can serve on a maximum of three committees.
6. Committee chairs are responsible for ensuring that all committee members and members of the J-School's community have at least 10 days advance notice of a committee meeting. Any items to be discussed or voted on must be distributed along with notice of the meeting.
7. Chairs are also responsible for posting minutes from the meeting in the Governance Council Google Drive file in a timely fashion afterwards. Student representatives are responsible for ensuring that students are kept apprised of committee action, as appropriate.

3.2 Membership

1. Committee members will be drawn from the faculty, staff and students appointed by the Student Graduate Council, and may include those who do not sit on the Graduate Council or the Governance Council. Membership of each committee is specified under the description of each standing committee listed under Section 3.3. Elected faculty and administrative staff committee members will serve two-year terms; student members will serve one-year terms. Standing committee elections will be conducted every other spring semester during the 12th week; nominations and self-nominations will be submitted to the secretary of the Council by the end of the 10th week of the spring semester every other academic year and s/he will oversee the election.
2. Each committee will elect a chair annually from among its faculty members. Until the election takes place, the person who chaired the committee in the previous year will remain the chair and will continue to serve on the Governance Council's executive committee. If the previous chair is no longer available to serve in this capacity, the chair of the executive committee will call the first meeting of the new term. Each committee may request the services, as consultants, of CUNY personnel who are not members of the committee, and may invite them to participate, without vote, in any or all of the committee meetings.
3. When an opening occurs on a committee, the J-School's executive committee shall appoint a replacement to serve until the next scheduled election. If the opening is created by departure of the committee chair, the chair of the executive committee will preside over the election of a new chair at the committee's next meeting.

3.3 Standing Committees of the Newmark J-School Governance Council and their responsibilities.

1. Curriculum and Degree Requirements Committee. Membership will consist of eight faculty members, two students, an elected staff representative, and the associate dean. The director of Newmark J+ shall be a non-voting committee member.
    a. To consider general educational policy concerning curriculum and the review of Newmark J-School programs.
    b. To recommend standards and requirements for all degree and certificate programs.
    c. To make recommendations to the Council concerning courses, programs and curricula leading to a graduate degree or certificate from the Newmark Graduate School of Journalism. This responsibility includes recommendations concerning the addition and withdrawal of programs and courses and changes in titles, descriptions and prerequisites for courses. When the committee meets for these purposes, the

chief librarian and director of technology will participate as non-voting members, unless elected to the committee.

   d. To recommend standards of retention and matriculation for all degree and certificate programs at the school.
   e. To consider issues raised by faculty and/or students regarding any program's curriculum and academic policies.
   f. To receive an annual report on the school's professional education offerings to ensure that they align with the mission and standards of the school.
   g. To ensure that the school clearly identifies and continually updates learning outcomes for all of its degree and certificate programs
   h. To design and continually update an appropriate assessment instrument(s) to help gauge how successfully the school is meeting its stated learning outcomes.
   i. To oversee collection of data/student work as part of the assessment process and to invite external evaluators to assist in an annual assessment.
   j. To conduct the annual assessment
   k. To compile the assessment results, report them to the curriculum committee and the dean, and make recommendations to the curriculum committee for curricular revisions deemed necessary to close any gap between stated learning outcomes and assessment findings.

2. Campus Life and Facilities Committee. Membership will consist of four faculty members, two students and an elected staff representative. The assistant director of student affairs, the director of facilities and public safety, and the director or assistant director of technology will serve as non-voting members of the committee, unless elected to represent staff.
   a. To review, recommend and report to the Governance Council on the security and maintenance of offices, classrooms, sanitary facilities and common school areas.
   b. To solicit concerns and suggestions from the student body about non-curricular school policies, campus life, and facilities, by meeting at least once per semester with the student-run Graduate Council.
   c. To reach out to faculty to solicit concerns and suggestions about school policies, campus life, and facilities.
   d. To serve as a liaison between the Graduate Student Council and the Newmark J-School's administration and faculty – a conduit to ensure that concerns and suggestions raised by the student body are considered by the appropriate committee or administrators.
   e. To assist the Graduate Student Council in planning extracurricular events, including speakers, seminars and workshops, and social activities.
   f. To recommend and report to the Governance Council, when appropriate, on recruitment, orientation, graduation, and student needs including financial aid, personal counseling and registration.

3. Technology and Library Committee. Membership will consist of five faculty members including the chief librarian, two students, and an elected staff representative. The director of technology and any members of their staff whom they so delegate will serve as non-voting members of the committee, unless elected to represent staff.
   a. To propose and review computer and multimedia technology plans, budgets and strategies as they impact on the instructional, research and administrative functions at the school.
   b. To participate in the development of the research center's goals, priorities, plans and requests.
   c. To provide advice to aid the research center in delivery of services.
   d. To allocate expenditure of student technology fees.

e. To recommend technology and research center purchases by the school, and technology requirements for incoming students.

4. Strategic Planning Committee. Membership will consist of seven faculty members, two students, the associate dean, an administrative staff representative, and an alumni representative. The assistant dean for external affairs and the director of technology will serve as non-voting members. The responsibility of the committee will be:
   a. To review the annual implementation of the school's strategic plan and to oversee development of strategic plan updates.
   b. To monitor the relationship between the School's annual budget allocations and the priorities of the school's strategic plan and make recommendations to the dean when they diverge.
   c. To consider the strategic direction and positioning of the school's curriculum in light of trends in graduate journalism education and the profession, and to outline the steps needed to implement changes.
   d. To ensure that the state of the school's infrastructure is consistent with the expansion opportunities identified in the strategic lan

5.. Diversity Committee. Membership will consist of four faculty members, two students, and two elected staff representatives. The director of student affairs and the associate director of multicultural recruitment will serve as non-voting members, unless elected to represent staff. In addition, there will be one non-voting alumni representative. The responsibilities of the committee will be:
   a. To develop a diversity plan that will communicate the values of the school around inclusivity and sensitivity and engender respect towards all members of the community.
   b. To make sure the recommendations of the diversity plan are implemented.
   c. To propose solutions to impediments to an inclusive environment and monitor progress.
   d. To keep students, faculty, and staff informed about issues and activities relating to diversity at the school.
   e. To monitor efforts to recruit a diverse student body, faculty, and administrative staff.
   f. To promote best practices in improving course content around diversity matters, recommend ways to maintain diversity in course content; promote an atmosphere of tolerance and free expression, and to make recommendations to the dean when the school falls short.
   g. In instances where the committee receives reports or complaints about any member of the journalism school community, that information is to be referred by the committee chair to the administrative office at the school that is tasked with handling such matters.

Article IV. Meetings

4.1 The Governance Council will meet at least once per semester, and all members of the Newmark J-School community must be advised of that date at least two weeks in advance. A meeting agenda and any items to be voted on by Council members must be sent out to the school's community at least 10 days prior to the meeting. **The dean will convene the Council and the committee chairs will convene meetings of the standing committees.**

4.2 The dean may also call special meetings of the Council or any of its committees; in such instances, all members must receive at least 10 days' notice and a listing of all items to be acted upon at the special meeting. The secretary of the Council will call a special meeting of a committee upon the request of a majority of committee members; the secretary will call a special meeting of the Governance Council upon the request of at least 10 members.

4.3 A majority of Council members eligible to vote will constitute a quorum at all meetings.

4.4 **During the regularly scheduled spring semester meeting, the dean will report on the Newmark J-School's budget request to CUNY for the upcoming academic year. During the regularly scheduled fall semester meeting, the dean will report on the Newmark J-School's budget as approved by the university and state for that academic year.**

4.5 All meetings of the Governance Council and its standing committees will be open to all members of the Newmark J-School community. All members of the J-School community have the right to speak at Governance Council meetings under procedures to be established by the Council.

Article V. Rules of Order

5.1 The procedures of the Newmark J-School Governance Council and its committees will be governed by Robert's Rules of Order, newly revised, in all cases in which they are applicable and are not inconsistent with these bylaws.

Article VI. Amendments and Review

6.1 The Newmark J-School Governance Council bylaws may be amended by a two-thirds affirmative vote of the members present, there being a quorum at any stated or special meeting of the Governance Council. The text of the proposed amendment must be sent in writing to every member of the Governance Council at least 10 days before the meeting at which the proposed amendment is to be considered. At least every three years, a faculty committee appointed by the executive committee will review the School's governance plan and the Council's bylaws for possible revisions.