

BYLAWS OF THE COLUMBIA CLIMATE GRADUATE COUNCIL AT THE COLUMBIA CLIMATE SCHOOL, COLUMBIA UNIVERSITY

Table of Contents

Article I. Responsibilities of The Executive Board
Section I. Executive Board General Responsibilities
Section II. Presidential Responsibilities.
Section III. Vice President of Internal Affairs Responsibilities.
Section IV. Vice President of External Affairs Responsibilities.
Section V. Vice President of Finance Responsibilities.
Section VI. Vice President of Climate and Equity Responsibilities.
Section VII. Additional Responsibilities of all the Executive Board.

Article II. Responsibilities of CCGC Meetings and Committees
Section I. CCGC Meetings.
Section II. Yearly CCGC Responsibilities.
Section III. Finance Committee.
Section IV. Climate and Equity Committee.
Section V. *Ad Hoc* Committees.

Article III. Responsibilities of Council Representatives & External Groups
Section I. Council Representatives.
Section II. Failure of Responsibilities.
Section III. Representatives to External Groups

Article IV. Nominations and Elections
Section I. Rules and Procedures

Article V. External Advocacy Requests
Section I. Terms and Conditions

Article I. Responsibilities of the Executive Board and the Officers

I. Executive Board General Responsibilities

1. To maintain communication with Administration of the Columbia Climate School via monthly meetings with the Dean of the Climate School and relevant staff of the Dean's office to receive input information from.
2. To select graduate student representatives to sit on those Climate School Committees on which students serve.
3. To solicit and designate proposals for the use of Columbia Climate Graduate Council (CCGC) funds.
4. To evaluate the current work of the standing and *ad hoc* committees.
5. To evaluate the creation of new and continued relevance of existing *ad hoc* committees.
6. To set the agenda for CCGC monthly meetings.

II. Presidential Responsibilities

1. Create agendas and run all Executive Board and Columbia Climate Graduate Council meetings.
2. Work with the Executive board on strategic planning of the short-term and long-term goals of CCGC for their respective terms.
3. Oversee and ensure reasonable progress of CCGC projects from Executive board members and CCGC committees, including *ad hoc* committees.
4. Represent interests and concerns of the Columbia Climate School to the Dean and the rest of Columbia University.
5. Follow up with Council Representatives and Executive Board members who miss two consecutive monthly meetings.
6. Order food for CCGC Executive Board meetings with the Vice President of Internal Affairs.

III. Vice President of Internal Affairs Responsibilities

1. Assist with all duties of the President.
2. Run Executive Board and Council meetings in the absence of the President.
3. To assist the President in planning and organizing CCGC's operational duties, both short-term and long-term.
4. Serve as one of the event liaisons for booking venues with the Vice President of Climate and Equity and coordinate with administration/staff (e.g., The Forum, Schermerhorn).

5. Maintain and update the contact list for Council Representatives (CRs), and their respective statuses within CCGC.
6. Coordinate with the Vice President of External Affairs in soliciting the Council Representatives for the CCGC following elections.
7. Be incharge of upkeep of all CCGC constitutional amendments (Bylaws & Constitution).
8. Take minutes and attendance at all respective CCGC meetings (Executive, Council, and Administrative)

IV. Vice President of External Affairs Responsibilities

1. Assist with all duties of the President.
2. Run meetings in the absence of the President and Vice President of Internal Affairs.
3. Conduct and be the point of contact for all CCGC related elections to external groups and Council Representatives.
4. Oversee the progression of CCGC projects from all CCGC committees.
5. Contact other graduate student governments across Columbia University for potential collaborative events and opportunities.
6. Create and distribute sections for CCGC-related announcements to the Climate School newsletter bi-weekly which cover topics of election updates, activities, CCGC funded events, and open opportunities if available at CCGC.
7. Coordinate with Climate School Administration on Executive Board Profiles on the Climate School website.

V. Vice President of Finance Responsibilities

1. Responsibility for overseeing the budget of the CCGC.
2. Responsibility of categorizing line items of the budget that are recognizable to the Council throughout the academic year.
3. Report to the CCGC at the end of each semester regarding its financial standing.
4. Chair the Finance Committee that reviews funding request proposals for graduate student events and projects at the Climate School, which will primarily include Climate School lecture grants and other social activities.
5. Present recommendations from the Finance Committee on funding requests made to CCGC at Executive Board and Council meetings.
6. Evaluate financial costs of new CCGC initiatives.
7. Coordinate with the Climate School Administration on the annual budget given to the CCGC and provide recommendations on areas for increased funding with consent from the Council.

VI. Vice President of Climate and Equity Responsibilities.

1. Responsible for keeping Inclusion, Diversity, Equity, and Accountability as a top concern for the CCGC, and for leading conversations surrounding Climate Science through an inclusive lens.
2. Create an avenue for discussion amongst the Climate School's graduate student community to share information regarding DEI initiatives and policy ideas.
3. Plan all events with the President and Vice President of Internal Affairs pertaining to the Climate and Environmental Justice, Activism, Science, Finance, etc. and other forms of entertainment, such as the Climate Museum and related exhibits throughout NYC, Speaker Series, Climate Week.
4. Conduct the annual Climate Student Satisfaction Report to gauge Graduate students on the above issue areas and explore student concerns and relevant calls for action affecting the school's community.
5. Direct the Climate and Equity Committee to focus on specific areas of graduate student concern, such as study spaces, student health, accessibility, public safety, housing, financial affairs, etc. and assist in connecting said concerns to the relevant offices and departments on campus and at the Climate School.
6. Plan monthly cultural events fostering education and cultural diversity with Climate School Administration.
7. Actively develop ideas for speaker series and other events through a Climate Justice scope that are open to all Climate School students.

VII. Additional Responsibilities of all the Executive Board:

1. Perform all duties, regulations, and restrictions as mandated by the Bylaws and Constitution.
2. Attend all Executive Board & required Committee meetings.
3. Attend all CCGC meetings.
4. Attend all Columbia Climate School Administration Meetings
5. Perform timely transitions to their successors as Executive Board Members, no later than three weeks after election. This includes, but is not limited to, the sharing of documents, processes, and methods for a smooth transition.

Article II. Responsibilities of CCGC Meetings and Committees

I. CCGC Meetings

1. To receive reports from the Executive Board, University Student Senator, External Group Representatives, and from Committees (standing and *ad hoc*).
2. To vote on funding recommendations reported out of the Committees.
3. To hear comments and concerns from the Council Representatives and provide the opportunity for new business to be solicited.
4. To serve as open forums in which Climate School graduate students can speak directly to and ask questions of CCGC Executive Board Members and guest speakers.

II. Yearly CCGC Responsibilities

1. Elect its new Executive Board Members and Council Representatives by the end of October, coordinated by the previous Executive Board Members of the CCGC.
2. Coordinate the appointment of Representatives to External Groups.

III. Finance Committee:

1. Chaired by the Vice President of Finance.
2. Review the current requirements and guidelines for student initiative grants (SIGs) and student travel grants and identify inefficiencies and propose new and modified guidelines that prove to be more rigorous, clear, equitable, and accessible.
3. Review, recommend, and suggest modifications to grant applications (committee members must avoid conflicts of interest otherwise abstain)
4. Convene one week prior to monthly CCGC meetings to develop grant recommendations and deliver recommendations of grants to CCGC meetings.
5. Provide a frequent review of CCGC's financial status versus planned budget.

IV. Climate and Equity Committee

1. Chaired by the Vice President of Climate and Equity.
2. Work with members of the Student Life Committee to address graduate student concerns with an IDEA focus on relevant issues.
3. Draft and distribute the Climate Student Feedback Report to graduate students at the Columbia Climate School to gather feedback on the community's range of issues especially under the topic.
4. Identify areas of immediate, mid-term and long-term issues amongst graduate students and set priorities as well as draft action plans to address them.

5. Members are expected to attend monthly CCGC meetings to share any progress made within the Climate School and receive feedback on how to further develop measures in the lens of Climate Justice to bolster an inclusive Climate School community.

V. *Ad Hoc* Committees

1. Proposal for an *ad hoc* committee must be submitted in writing one meeting in advance of the CCGC meeting at which the vote is taken. Proposals must include:
    - The primary purpose of its existence
    - How the CCGC would benefit from its existence
    - Its proposed longevity
2. The creation or dissolvement of an *ad hoc* committee shall require a simple majority vote of the CCGC. The President shall be tasked to appoint the chair of each *ad hoc* committee. The chair of each *ad hoc* committee shall also be a full voting member regardless of whether that individual was or wasn't a member of CCGC before the creation of the *ad hoc* committee.

Article III. Responsibilities of Council Representatives & External Groups

I. Council Representatives

1. To serve as liaisons between CCGC and the graduate student body of the Columbia Climate School.
2. To attend and participate in all CCGC monthly meetings on behalf of Climate School students.
3. To participate in at least one of the standing committees listed in Article II or serve as a Representative to an External Group affiliated with CCGC.

II. Failure of Responsibilities

1. Failure of a Council Representative to meet all of the aforementioned tasks in Article III, Section I., will result in a status of bad standing within the CCGC. Two unexcused meetings per semester will be considered an acceptable limit for absences; any more will result in bad standing status.

III. Representatives to External Groups

1. To serve as liaisons between CCGC, the Columbia Climate School, and their respective external group.
2. Represent to the best of their abilities the interest of the academic graduate students at the Columbia Climate School.
3. Report to the CCGC any new developments regarding relevant issues from the meetings of external groups during monthly meetings.

Article IV. Nominations and Elections

I. Rules and Procedures

1. Nominees for an Executive Board position shall be encouraged to complete an application distributed by the Climate School Administration. Completed applications must be submitted prior to the deadline determined by the Administration.
2. Executive Board Electoral Candidates are expected to submit a candidate statement to Climate School Administration for the official ballot following confirmation of their initial application.
3. One week before the predetermined October deadline, polls will open amongst the constituent body of the Climate School Graduate Student Constituency to vote for candidates of the five Executive Board positions.
4. Polls will close at midnight on the day of the predetermined deadline, giving previous CCGC board members and Climate School Administration the opportunity to count and verify the election results before organizing the CCGC October Meeting, where results will be announced.
5. If a candidate is not elected for a particular position, they shall be eligible to run for another position that has not yet been filled after the initial election cycle. The candidate will then submit an application of interest to the Climate School Administration in a self-nomination period and will be subject to an internal election from the CCGC.
6. In the event that there are no nominations for a given Executive Board Office, the President is permitted to appoint a person into the vacant position. If the President has not yet been elected, the Vice President of Internal Affairs shall work with the Climate School Administration on conducting a search for the CCGC President.

Article V. External Advocacy Requests

I. Terms and Conditions

The Columbia Climate Graduate Council serves as a channel of communication between the graduate students at the Climate School and related offices. CCGC fulfills this role through advocacy and productive dialogue with this network and its constituents. However, there are times when CCGC is called upon to advocate by other means, whether it be with a statement, or the signing on to a letter, etc. In these circumstances, the CCGC will follow the below procedure:

1. The Executive Board will bring the issue to the attention of council representatives at the next council meeting, with a vote then occurring regarding the action requested following Robert's Rules of Order.
2. If the President of the Council deems the issue to be of high priority, or if the circumstances do not allow for the timeline specified above, the following turnaround time will be followed:
    1. The Executive Board will take at least three business days to discuss and vote whether to proceed with the advocacy requested.
    2. If approved by the Executive Board, the matter will then be communicated to council representatives via email with at least three business days allotted for feedback and/or voting, with the same quorum requirements necessary as any vote occurring during a normal meeting as specified in the Constitution, Article VII, Section I. If quorum requirements are not reached in three business days, voting will be extended or halted at the discretion of CCGC's Executive Board.