

**Constitution of the Undergraduate Student Council**  
**New York University Tandon School of Engineering**

**Article I: Name**

The name of this organization shall be the “Undergraduate Student Council of the New York University Tandon School of Engineering.” The Undergraduate Student Council shall be referred to in this constitution as TUSC, Student Council, or the Council and New York University Tandon School of Engineering shall be referred to as Tandon.

**Article II: Purpose**

The purpose of the Student Council shall be to:

Serve as the officially designated representative of the undergraduate student body and to advocate to the administration and corporation (Board of Trustees) on behalf of the student body and, when requested, provide student representatives to committees;

Seek student input, ideas, suggestions, evaluations and comments on all aspects of the operation of Tandon and to channel student comments to the appropriate administrators or faculty members;

Provide guidance and assistance to clubs and organizations regarding programs, events, services and financial matters and to serve as a communications mechanism between all such student groups;

Enhance the educational mission of Tandon by providing social, cultural, educational, and developmental programs, events and services;

Enhance the educational experience of Tandon students by providing value towards their Innovation and Entrepreneurial goals, providing leadership opportunities, Community and Global building and in the process be transparent about our use of resources.

Assure that all events, programs and services offered by student clubs, organizations, societies, and other groups are open to all undergraduate students of NYU community regardless of race, sex, religion, national origin, physical disability, sexual orientation, or age except as permitted by law.

New York University is committed to equal treatment and opportunity for its students, to maintaining an environment that is free of bias, prejudice, discrimination, and harassment, and to establishing complaint procedures for allegations involving students.

Protect the rights and responsibilities of the undergraduate student body and to work with other members of the Tandon community to maintain and improve the quality of education and social experience received at Tandon.

## **Article III: Duties and Powers**

### Section 1.

The Student Council retains the right to provide programs, events, and services in accordance with its stated purpose. Additionally, the Student Council reserves for itself additional duties and powers as prescribed by this constitution.

### Section 2.

The Student Council shall supervise and conduct its own elections according to procedures provided in this constitution and rules established by the New York University Student Government Assembly.

### Section 3.

The Student Council may arrange and conduct special assembly meetings of the student body or portions of the student body if deemed necessary.

### Section 4.

The Student Council shall recommend for registration and recognition of student clubs, organizations, societies and other groups in accordance with Tandon policies. The Council shall validate elections of officers and the continuation of club operations as necessary; and reserves the right to make recommendations to the administration to revoke the registration or recognition of student organizations according to the rules of this constitution and/or Tandon policy.

### Section 5.

The Student Council may reserve the right to remove or limit these specific powers within reason to any student organization affiliated with Tandon but not for a period to exceed one academic year.

### Section 6.

The Student Council may establish reasonable requirements for membership of the Student Council providing that such requirements are consistent with Tandon policy, federal and state law, and the rules of Student Council, and are applied to all members. These requirements may include, but are not limited to, office hours, minimum meeting requirements, committee requirements and minimum grade point average requirements.

## **Article IV: Membership**

### Section 1.

The Student Council members are defined as all elected or appointed persons to any of the

positions in this article.

## Section 2.

Membership in the Student Council shall be open to all undergraduate students pursuing a degree at the Tandon School of Engineering,. Additionally, all Student Council members must be in good academic standing as defined by the Tandon Student Handbook and must hold a minimum grade point average of 2.5 on a 4.0 scale, unless otherwise stated in this document. No member can hold more than one position on the Council concurrently. These officers shall perform duties prescribed by this constitution and its by-laws and by the parliamentary authority adopted by the Council.

## Section 3. Executive Board

The Student Council Executive Board shall consist of the following elected officials: President, Vice President, Chief of Staff, Treasurer, Secretary, Director of Student Success, Director of Programming, Director of Marketing, and Senator.

### Paragraph A.

The minimum qualification for any position of the Executive Board of the Student Council are a minimum of two completed semesters of classes at Tandon, a total of no less than thirty credits overall, a minimum grade point average of 2.8 on a 4.0 scale, and at least one previous term of involvement in a recognized club or organization.

### Paragraph B.

No student shall serve as an Executive officer for a period in excess of four years.

### Paragraph C. President

The President of Student Council may not be the President or Vice President of any other registered or recognized club or organization at New York University concurrently.

### Paragraph D. Alternate Senator

The Student Council shall have an Alternate Senator that performs the duties in the absence of the Senator.

## Section 4. Commissioners

There shall also be elected Commissioners that serve the following offices: Marketing and Public Relations, Marquee Events, Diversity, Wellness, Faculty & Alumni Relations, Service & Civic Engagement, and Student Organizations.

## Section 5.

The Student Council may establish minimum qualifications for other officer positions provided that these qualifications are approved by the Student Council, and documented one semester prior to the election of officers.

## Section 6.

The immediate past president of the Student Council may be invited to serve as a voting member of the Student Council for one semester provided that they are registered for undergraduate classes and are not otherwise serving on the Council.

## Section 7. Advisors

### Paragraph A.

The Student Council shall have the right to select staff and faculty advisors of the organization in addition to any advisors assigned by the administration. The Office of Student Activities shall serve as the principal advisor to the organization and will administer the Student Activities Fee budget. Advisors shall be welcome at all Student Council meetings except when excluded by a majority vote of the general council.

### Paragraph B.

The advisor shall support and guide the Student Council in all matters they choose to pursue in the forthcoming academic year, while ensuring that the council adheres to all relevant university policies. The advisor shall also advocate for the Student Council, where appropriate, and their mission in all discussions held between the advisor and other members of the faculty and administration.

## Section 8.

Members of the Student Council will be elected or appointed in accordance with this constitution and its by-laws and any additional resolutions established by the election committee and approved by the general council.

## Section 9.

The Student Council may appoint a parliamentarian to rule on points of parliamentary procedure. In the absence of a parliamentarian, an advisor may serve as the parliamentary authority as deemed necessary.

## **Article V: Elections**

### Section 1. All University Elections Period

The elections of representatives shall take place in open elections of the entire student body of the school. The elections timeline shall coincide with the All-University elections period as set forth by the New York University Student Government.

## **Section 2. Mandatory Elections**

The President and Senator must be elected by a plurality of the student body of the School of Engineering in an open election. In the event that an elected president or senator relinquishes their office before the end of their term they shall be replaced in the following manner:

## **Section 3. Election Policy and Procedure**

The Student Council will follow all elections procedures set forth and established by the Student Government Assembly as they apply. The Student Council shall set and uphold additional election policies as necessary. These shall be stated in the Election Policy document, as decided upon and enacted by the Student Council.

# **Article VI: The Executive Board**

## **Section 1.**

The Executive Board of the Student Council shall consist of the President, Vice President, Chief of Staff, Senator, Secretary, Treasurer, Director of Programming, Director of Marketing and Director of Student Success. The Executive Board shall act on behalf of the Council between meetings but cannot reverse any decision of the General Council.

## **Section 2. The President**

### **Paragraph A.**

The President of the Student Council shall report to the Office of Student Activities.

### **Paragraph B.**

The President shall call all general meetings of the Student Council, set the agenda for each meeting, and preside over all its meetings unless authority is handed to someone else.

### **Paragraph C.**

The President shall be the chief liaison between the student body and the administration of Tandon, and shall represent the student body at all official functions of Tandon as necessary in accordance with this constitution.

### **Paragraph D.**

The President shall keep records of all their activities, which shall be turned over to their successors.

### **Paragraph E.**

The President, or a designated alternate, is responsible for attending all relevant New York University Student Government duties as assigned.

### Section 3. The Vice President

#### Paragraph A.

The Vice President shall report to the President of Student Council.

#### Paragraph B.

The Vice President shall provide guidance and assistance to the Director of Programming and the Director of Student Success regarding advocacy, finances, records, or facility use and shall represent the student body at all functions as necessary.

#### Paragraph C.

The Vice President shall assume the duties of the President when deemed necessary.

#### Paragraph D.

The Vice President shall assume the duties of the President should the office become vacant, until such a time that a new President is elected or appointed.

#### Paragraph E.

The Vice President shall keep records of all their activities, which shall be turned over to their successors.

### Section 4. The Chief of Staff

#### Paragraph A.

The Chief of Staff shall report to the President of the Student Council.

#### Paragraph B.

The Chief of Staff shall assume duties of the President if the President and the Vice President are unable to meet required expectations.

#### Paragraph C.

The Chief of Staff shall be tasked with recruiting, establishing, and chairing the Student Council Volunteer Committee.

#### Paragraph D.

The Chief of Staff shall be charged with organizational responsibilities as indicated in the Constitution bylaws.

#### Paragraph E.

The Chief of Staff shall keep records of all their activities, which shall be turned over to their successors.

Paragraph F.

The Chief of Staff serves as an ex-officio member of the Sustainable Solutions Committee with voice but no vote.

Section 5. Treasurer

Paragraph A.

The Treasurer shall report to the President of the Student Council.

Paragraph B.

Treasurer shall be the financial advisor to the Student Council and to all recognized student organizations.

Paragraph C

The Treasurer shall administer the Student Council budget and keep all necessary records to this effect. The final Student Council budget shall be presented by the Treasurer to the general council for approval.

Paragraph D.

The Treasurer shall have Supplemental Funding Meetings, calling and presiding over all meetings of the committee. It is the purpose of the committee to collect all budget applications from, and to allocate Student Council funds to, registered or recognized student organizations. All final decisions will be made in collaboration with the Office of Student Activities.

Paragraph E.

The Treasurer shall keep records of all his/her activities, which shall be turned over to their successors.

Section 6. Secretary

Paragraph A

The Secretary shall report to the President of the Student Council.

Paragraph B

The Secretary shall oversee the Constitution and make sure the council follows it appropriately. The Secretary shall also keep a current copy of this constitution on file at all times.

Paragraph C

The Secretary shall keep records of all their activities, which shall be turned over to their

successors. The Secretary shall also have primary responsibility for the maintenance of all Student Council files and correspondence.

**Paragraph D**

The Secretary shall be responsible for the recording, posting, and keeping of minutes for all Student Council meetings. A copy of the minutes shall be distributed to all members of the Student Council for approval. The Secretary shall also keep an accurate record of attendance at all Student Council meetings.

**Section 7. The Director of Student Success**

**Paragraph A.**

The Director of Student Success shall report to the Vice President of Student Council.

**Paragraph B.**

The Director of Student Success shall be the chief liaison between the student body and the faculty of Tandon, and shall represent the student body at all faculty functions as necessary in accordance with this constitution.

**Paragraph C.**

The Director of Student Success shall provide assistance and guidance to the Commissioners of First Year Liaison, Service & Civic Engagement, and Faculty-Student Resource and their programs, events, services and other matters.

**Paragraph D.**

The Director of Student Success shall report on all committee activities to the general council.

**Paragraph E.**

The Director of Student Success shall keep records of all his/her activities, which shall be turned over to their successors.

**Section 8. Director of Programming**

**Paragraph A.**

The Director of Programming shall report to the Vice President of Student Council.

**Paragraph B.**

The Director of Programming shall be charged with providing consistent programming and events for the undergraduate student body of Tandon.

**Paragraph C.**

The Director of Programming shall provide assistance and guidance to the programming commissioners and student organizations commissioner regarding programs, events, services

and other matters and to serve as a communication mechanism between all student groups and represent the student body at all faculty functions as necessary.

Paragraph D.

The Director of Programming shall oversee the three Commissioners of Programming and the Student Organizations Commissioner.

Paragraph E.

The Director of Programming shall keep records of all his/her activities, which shall be turned over to their successors.

Section 9. Senator

Paragraph A.

The Senator will be the official representative of the Tandon student body and Student Council to the University Senate and New York University Student Government and will participate in the respective functions of each.

Paragraph B.

The Senator will be responsible for informing and surveying the student body and Student Council on matters they or their respective constituencies determine pertinent and necessary for university governance.

Paragraph C.

The Senator will act as liaison between the Tandon Student Council and student body and New York University Student Government and will report back to the NYU General Assembly regarding the activity of the Student Senators Council.

Paragraph D.

The Senator will assume all duties and positions assigned by the University Senate and New York University Student Government.

Paragraph E: The School Council may require a reasonable standard for participation on the part of the Senator in the functions of said council.

Section F.

The Senator is responsible for attending all relevant University Senate and New York University Student Government meetings which are required to be held on Thursdays at the time specified in the Bylaws.

Section 10: Director of Marketing

Paragraph A.

The Director of Marketing shall report to the Vice President of the Student Council.

Paragraph B.

The Director of Marketing shall provide guidance and assistance to the Marketing and Public Relations Commissioner.

Paragraph C.

The Director of Marketing shall be charged with advertising for and spreading awareness of all programs, initiatives, and events organized by the Student Council.

Paragraph D.

The Director of Marketing shall ensure that all material regarding advertising, marketing, and other supporting documents/verifications/forms regarding student functions, programs, events, have all undergone proper administrative approval and are appropriate to the standards of Tandon.

Paragraph E.

The Director of Marketing shall be the chief liaison between the Student Council and the general Tandon community as necessary including campus media.

Paragraph F.

The Director of Marketing shall keep records of all of their activities, which shall be turned over to their successors.

## Section 11: Additional Duties

It shall be the responsibility of the executive board of the Student Council to interpret this constitution. Any meeting called with the purpose of interpreting any section of this constitution shall not be held without the presence of the commissioners to the Student Council.

## **Article VII: Commissioners**

### Section 1. Faculty & Alumni Relations Commissioner

Paragraph A.

The Commissioner of Faculty & Alumni Relations shall report to the Director of Student Success.

Paragraph B.

The Commissioner of Faculty & Alumni Relations shall seek student input, ideas suggestions, evaluations and comments on all aspects of the operation of Tandon and to channel student comments to the appropriate administrators or faculty members.

Paragraph C.

The Commissioner of Faculty & Alumni Relations shall aid in the facilitation of communication between faculty/alumni and the student body to ensure that the highest level of efficiency and productivity is reflected through the relationship between the two parties and that engagement levels remain a primary focus within the institution.

Paragraph D.

The Faculty & Alumni Relations shall keep records of all his/her activities, which shall be turned over to their successors.

### Section 3. Service & Civic Engagement Commissioner

Paragraph A.

The Service & Civic Engagement Commissioner shall report to the Director of Student Success.

Paragraph B.

The Commissioner of Service & Civic Engagement shall be charged with tasks involving service and civic engagement, including but not limited to sustainability initiatives, political engagement and community service.

Paragraph C.

The Commissioner of Service & Civic Engagement shall keep records of all his/her activities, which shall be turned over to their successors.

### Section 4. Alternate Senator

Paragraph A.

The Alternate Senator may replace the Senator for the balance of the meeting if the Senator is unavailable.

Paragraph B.

The Alternate Senator is eligible for regular assignments to SSC committees except the UCSL and any other committee whose membership is otherwise restricted.

Paragraph C.

No Alternate Senators shall substitute for absent Senators other than their designated Senator(s).

Paragraph D.

No person shall substitute for an absent alternate Senator substituting for an absent Senator.

Paragraph E.

The Alternate Senator shall keep in regular contact with the Senator in order to stay updated

with current New York University Student Government events and resolutions.

Paragraph F.

The Alternate Senator will attend regular Student Council meetings and functions.

Paragraph G.

The Alternate Senator is granted a vote in Student Council

Paragraph H.

The Alternate Senator does alter the voting member count

## Section 5. Public Relations and Marketing

Paragraph A.

The Commissioner of Public Relations and Marketing shall report to the Director of Marketing.

Paragraph B.

The Commissioner of Public Relations and Marketing shall be held responsible for generating materials regarding advertising, marketing, and other supporting documents/verifications/forms regarding student functions, programs, events.

Paragraph C.

The Commissioner of Public Relations and Marketing shall keep records of all his/her activities, which shall be turned over to their successors.

## Section 6. Programming

Paragraph A.

The Commissioners of Programming, of which three shall exist, shall report to the Director of Programming.

The Marquee Events Commissioner will be in charge of marquee events such as kickoff events and spirit week

The Diversity Commissioner will be in charge of diversity and inclusion initiatives including those that are already in place.

The Wellness Commissioner will be in charge of providing wellness programs.

Paragraph B.

The Commissioners of Programming shall be charged with providing consistent programming and events for the undergraduate student body of the School of Engineering.

Paragraph C.

The Commissioners of Programming shall assist in issues that involve collaborating with

external sources and venues to ensure program/event success should such collaboration be deemed necessary.

Paragraph D.

The Commissioners of Programming shall keep records of all his/her activities, which shall be turned over to their successors.

## Section 7. Student Organizations

Paragraph A

The Commissioner of Student Organizations shall report to the Director of Programming.

Paragraph B

The Commissioner of Student Organizations shall attend student club meetings and involve student organizations at the Student Council General Body Meetings as tracking attendance and shall be the main point of communication between the Council and Clubs.

Paragraph C

The Student Organizations commissioner shall sit on all funding committee meetings with the Treasurer.

Paragraph D

The Commissioner of Student Organizations shall strive to promote diversity and work with clubs to provide NYU resources to students that are not easily accessible at NYU Tandon. They shall send out emails and arrange meetings to keep in correspondence with clubs, and hold a Town Hall for student club leaders as needed throughout the semester.

Paragraph E

The Commissioner of Student Organizations shall keep records of all his/her activities, which shall be turned over to their successors.

Paragraph F.

The Commissioner of Student Organizations shall act as a liaison between all clubs and organizations within Tandon and commit to equal treatment and opportunity for its students, maintaining an environment that is free of bias, prejudice, discrimination, and harassment..

## **Article VIII: Committees**

### Section 1.

The Student Council shall have standing and special committees as needed. Standing committees shall be defined in Article VIII section 4. The President shall propose the formation

of all special committees to the general council for approval. The President shall appoint all special committee chairs to be approved by the general council. Special committees must have a predetermined, but extendible expiration date as decided by the President and approved by the general council. The Executive Board will refer Council business to the appropriate committee or committees.

Section 2.

Each standing committee shall have a chairperson who is currently serving on the Student Council. The Student Council President shall also be an ex-officio member of all Student Council committees, standing and special.

Section 3.

Appointments to Student Council committees will be made by the committee chair as approved by the general council. Any committee member may request reassignment by the President.

Section 4.

The following standing committees shall be established: Volunteer Committee.

Paragraph A.

The Student Council Volunteer Committee shall be chaired by the Chief of Staff.

Paragraph B.

At the start of each semester, undergraduate students may apply to join the Volunteer Committee. Once applications are received, the Chief of Staff will review them and interview the applicants accordingly. If an applicant is not selected to join the Volunteer Committee, they may reapply during the following semester.

Paragraph C.

Applicants who are selected to join the Volunteer Committee will be tasked with fulfilling the following duties: attend Student Council General Body Meetings and volunteer for Student Council sponsored events whenever possible, these events include and are not limited to: Programming Events, Philanthropic Events, Tabling, etc.; act in a professional manner abiding to the University code of conduct; and remain in good standing with the Student Council, Office of Student Activities and Resource Center (OSARC), and the University as a whole.

## **Article IX: Meetings and Voting**

Section 1.

A quorum of the Student Council shall be a simple majority of the current active voting membership of the Council. Any proposed business that requires a vote must be made with quorum.

## Section 2.

Meetings may be called in the following manners:

### Paragraph A.

A regularly scheduled meeting as mandated by this constitution. Notice of regularly scheduled meetings must be posted twenty-four to forty-eight hours prior to the meeting.

### Paragraph B.

A special session requested by any of the five members of the Executive Board or for purposes of impeachment. A special session called by the Executive Board requires forty-eight hours' notice.

### Paragraph C.

A special session requested by any of the members of the Student Council. Special sessions requested by the membership require twenty-four hours' notice.

### Paragraph D.

An emergency session called by the President due to extraordinary circumstances and to address limited and specific business and require as much advance notice as possible.

## Section 3.

Appropriate advance notice must be given for all regular and special meetings and sessions. Such notice can take the form of posted written notices, electronic messages, mail and other appropriate forms of notification.

## Section 4.

The Student Council must conduct a minimum of one Council and one Executive Board meeting a month. Regular Student Council meetings must be open to the entire student body.

## Section 5.

Each representative of the Student Council shall have only one vote except the President, or presiding officer of the meeting, who shall vote only in the case of a tie. Absentee or proxy voting shall not be allowed.

## Section 6.

A majority of those present and voting shall pass a motion unless otherwise specified in this constitution. Voting will be by roll call or show of hands unless a request for a secret ballot is made. Any voting member may make such a request.

## Section 7.

Portions of general Student Council meetings, as well as special and emergency sessions may be closed to the public by a two-thirds majority vote of the Council. Meetings may be closed only

during discussions of specific business. The Council may include guests, witnesses, and other relevant parties in a closed session as necessary by a majority vote.

#### Section 8.

Minutes shall be kept of each Student Council meeting. Minutes shall not be official until approved as the first order of business at the next meeting. Official minutes shall be posted for community view no later than one week after approval.

#### Section 9.

Student Council meetings shall, unless otherwise suspended by a two/thirds vote of voting members present, be organized and conducted according to Robert's Rules of Order.

#### Section 10. Absences

##### Paragraph A.

No voting member of Student Council shall be absent in excess of two (2) meetings during one academic year unless excused by a member of the Executive Board. An excused absence shall be granted by any executive officer when prior notification is given in a reasonable manner prior to the beginning of a meeting, and recorded by the secretary.

##### Paragraph B.

The following shall warrant an excused absence: Religious holiday; Illness; Classes; Important class- work/exam; Employment; Family emergency; Sufficient grounds for removal from office shall exist should any voting member accumulate more than two (2) unexcused absences.

#### Section 11.

The Student Council shall remain in session during summer and winter sessions. If decisions need to be made or business needs to be conducted during a session, the serving executive board may meet as called by the President or the Vice President for Academic Issues to enact decisions and resolutions. Business conducted in this manner shall not include amendments to this constitution or the removal, suspension or impeachment of any council member from office or from the Student Council.

### **Article X: Referendum**

The student body may request a referendum on any issue under the jurisdiction of the Student Council by submitting a petition signed by ten percent of the undergraduate student body. The request for a referendum must contain the specific wording of the proposed referendum. Those requesting the referendum must provide sufficient volunteer help to conduct the polling under the supervision of the Student Council and the Office of Student Activities. The referendum must receive a majority vote of at least half of the registered undergraduate student body. Polling on a referendum is not to exceed five days.

## **Article XI: Removal from office**

### Section 1. Impeachment

Any voting member of the Student Council may be removed from office when sufficient grounds exist.

#### Paragraph A.

Sufficient grounds shall include, but are not limited to:

- The failure to achieve or maintain a minimum G.P.A. requirement as set by this constitution or by NYU Tandon.
- An excess of two unexcused absences from Student Council meetings during one academic year.
- Failure to perform duties of office in accordance with this constitution.
- Any act in violation of Tandon regulations; violation of provisions of the Student Council or behavior deemed offensive or inappropriate for a member of the Student Council.

#### Paragraph B.

Any voting member may, upon the existence of sufficient grounds, initiate a process of impeachment against any other voting member. Charges must be submitted in writing to the President, who shall then call for a special session of the general council. The President shall then present the charges and give reasonable opportunity for discussion including statements by both sides. A motion for impeachment shall then be passed by a majority vote.

#### Paragraph C.

If charges are being brought against the President, written charges shall be submitted to the Vice President who shall then call for and preside over a special session of the Student Council and present the charges. In any event, neither the member being charged nor the member initiating the charges shall preside over the meeting.

## **Article XII: Constitutional Amendment**

Any member of the Student Council may propose an amendment to this constitution. Such proposals shall be submitted in writing to the Secretary who shall duplicate the proposal as necessary and present it in the next general meeting. The presiding officer may then engage any necessary discussion. The presiding officer may upon his/her discretion, choose to have the author of the proposal present the proposed amendment to the general council and disclose any necessary rationale. The proposed amendment shall be voted upon in the next general meeting and passed with a two/thirds vote. Any proposed amendment carried by the general council becomes effective immediately or as soon as stated in the amendment or as otherwise agreed upon by the general council.



## Student Council Officer Bylaws

### Section 1. Executive Board

The **President** as defined by the Constitution:

Paragraph A.

The President of the Student Council shall report to the Office of Student Activities.

The President will hold regular bi-weekly or weekly meetings with the Office of Student Activities assigned staff advisor and respond to emails within 24-48 hours.

Paragraph B.

The President shall call all general meetings of the Student Council, set the agenda for each meeting, and preside over all its meetings. The President will work with the Office of Student Activities assigned staff advisor to produce each meeting agenda. The President will work with the Office of Student Activities in preparing for and planning a summer and spring retreat.

Paragraph C.

The President shall be the chief liaison between the student body and the administration of the NYU Tandon School of Engineering, and shall represent the student body at all official functions of NYU Tandon as necessary in accordance with this constitution.

- The President shall maintain transparency of Student Council by holding bi-weekly Student Council General meetings, bi-weekly Executive Board meetings, and Monthly General Assembly meetings.
- The President will increase exposure with Higher Administration by meeting with the Dean of Students at least twice a semester and foster any other relationships as needed with Faculty, Staff, Alumni and Trustees.
- The President will be the main point of contact for NYU Student Government at NYU and take the lead on All-U Games or appoint a position if necessary. The President will spearhead the design of the All-U Games T-shirt and Banner.
- The President will welcome the incoming class with a Welcome Speech during the Convocation ceremonies during New Student Orientation.
- The President will either represent or send a Student Council Executive Board member to the Tandon Board of Overseers and Polytechnic Alumni Association meetings .

Paragraph D.

The President shall propose the formation of all special committees and their chairs for the approval of the general council.

Paragraph E.

The President shall keep records of all his/her activities, which shall be turned over to their successors. The President will use the Google Drive or NYU Engage for any new documentation of his/her activities.

Paragraph F.

The President, or a designated alternate, is responsible for attending all relevant Student Government Assembly and Presidents' Council meetings which are required to be held on Thursdays from 4-6pm.

Paragraph G.

The President, or a designated alternate, is responsible for attending all relevant New York University Student Government duties as assigned. These include, but are not limited to, committee meetings, retreats, trainings, orientations, and spontaneous meetings.

Paragraph H.

The President is responsible for ensuring that the Tandon Undergraduate Constituency is represented across the board on Student Government Assembly Committees by participating the number of committees required by President's Council and appointing other members to committees as needed.

The **Director of Student Success** as defined by the Constitution:

Paragraph A.

The Director of Student Success shall report to the Vice President of Student Council. The Director of Student Success shall be responsible for meeting with the Vice President and the Office of Student Activities assigned staff advisor on a weekly or bi-weekly basis. They will be responsible for meeting with their Commissioners on a weekly or bi-weekly basis.

Paragraph B.

The Director of Student Success shall be the chief liaison between the student body and the faculty and administration of the School of Engineering and shall represent the student body at all faculty functions as necessary in accordance with this constitution.

- The Director of Student Success shall have oversight of the Mentorship Program and first year Initiatives.
- They will have oversight of the Student Feedback Form and work with the Faculty-Student Resources Commissioner to address and facilitate the communication of the feedback.
- The Director of Student Success is responsible for hosting at least two (2) collaborative events per semester with another office.

Paragraph C.

The Director of Student Success shall have a cabinet comprised of the Commissioners of Faculty-Student Resources, First Year Liaison, and Service & Civic Engagement Commissioner.

- The Director of Student Success will oversee the delegation of the Commissioner's work and track incentives.
- The Director of Student Success will be knowledgeable of the work of the academic related student clubs and organizations and attend their Student Leader Orientation at

the start of the Fall and Spring semesters to understand and be able to facilitate collaborations and partnerships as needed.

Paragraph D.

The Director of Student Success shall report on all student success activities set forth by the Director and the Commissioners to the general council.

- The Director of Student Success will be responsible for collecting and disseminating the information and updates from their Commissioners and committee members for General Body meetings, Student Council meetings, and meetings with the Advisor.

Paragraph F.

The Director of Student Success shall keep records of all his/her activities, which shall be turned over to their successors. All Student Council notes, records and activity are kept in the Google Drive and NYU Engage.

**The Vice President of the Student Council** as defined by the Constitution:

Paragraph A.

The Vice President (VP) of the Student Council shall report to the President of Student Council.

- The VP of the Student Council shall be responsible for meeting with the President and the Office of Student Activities assigned staff advisor on a weekly or bi-weekly basis for the purpose of managing and allocating Student Council funds.

Paragraph B.

The Vice President of the Student Council shall be the chief liaison between the student body, administration, and clubs and organizations of the School of Engineering. They shall provide guidance and assistance to clubs and organizations regarding finances, records, or facility use and shall represent the student body at all faculty functions as necessary.

- The VP of the Student Council will be responsible for collecting and disseminating the information and updates from their Directors and committee members for General Body meetings, Student Council meetings and meetings with the Advisor.
- Host events tailored for student clubs and organizations.
- Minimum 1 per semester
- Oversee philanthropy side of Student Council.
- Help in reviewing new club applications during the first four weeks of the Fall and Spring semesters in collaboration with the Office of Student Activities.

Paragraph C.

The Vice President of the Student Council shall oversee the Director of Marketing, Director of Programming and Director of Student Services

- The VP of the Student Council will oversee the delegation of the Directors' work and track incentives.

Paragraph E.

The Vice President of the Student Council shall assume the duties of the President if the Presidential Office were to become vacant.

Paragraph F.

The Vice President of the Student Council shall keep records of all their activities, which shall be turned over to their successors.

- All Student Council notes, records and activities are kept in the Google Drive and NYU Engage.

The **Treasurer** as defined by the Constitution:

Paragraph A.

The Treasurer shall administer the Student Council budget and keep all necessary records to this effect. The final Student Council budget shall be presented to the general council for approval.

- Budgets need to be approved at the end of each retreat (summer and winter) for the following semesters.

Paragraph B.

The Treasurer of the Student Council shall be the financial advisor to the Student Council and to all recognized student organizations.

The **Chief of Staff** as defined by the constitution:

Paragraph A

The Chief of Staff shall be in charge of organizing General Body Meetings of the council open to all undergraduate students and can serve a multitude of purposes: marketing, discussion, presentation, entertainment, service, or anything else the Chief of Staff deems a worthy activity for this meeting.

Paragraph C.

The Chief of Staff has organizational responsibilities to the council including but not limited to: ensuring each individual member is contributing adequately to the council's efforts, providing recognition and constructive criticism to the council, facilitating collaborations between members, aiding in conflict resolution if any should arise.

The **Director of Programming** as defined by the Constitution:

Paragraph A.

The Director of Programming shall report to the Vice President of Student Council.

- The Director of Programming will hold bi-weekly meetings (or weekly meetings, as needed) with the Office of Student Activities appointed staff advisor.

Paragraph B.

The Director of Programming shall be charged with providing consistent programming and events for the undergraduate student body of the School of Engineering.

- The Director of Programming will plan and oversee the following Traditional Events:

- NYU Tandon Spirit Week
- Welcome Back events
- The Director of Programming will also work with the Commissioners on launching at least one event per month.

Paragraph C.

The Director of Programming shall be the chief liaison between the student body, club, organization, and committee members. They shall provide guidance and assistance to clubs and organizations regarding programs, events, services and other matters and to serve as a communications mechanism between all student groups and represent the student body at all faculty functions as necessary.

- The Director of Programming will plan and go over logistics for events a semester in advance. Planning events for the Fall semester will begin during the preceding Spring Semester with the outgoing Director of Programming, and planning events for the Spring semester will begin during the Fall semester.
- The Director of Programming will also coordinate with the Graduate Student Council atTandon and various boards located at Washington Square to host cross-campus events.

Paragraph D.

The Director of Programming shall oversee the Commissioner of Student Organizations and the Commissioners of Programming.

- The Director of Programming will hold weekly meetings with the commissioners to recap and plan upcoming semester events.
- The Director of Programming will support the commissioners in all aspects of programming from conception, to marketing events via social media, and to the execution of the event.

Paragraph E.

The Director of Programming shall keep records of all his/her activities, which shall be turned over to their successors.

- All Student Council notes, records and activity kept in the Google Drive and NYU Engage.

The **Senator** as defined by the Constitution:

Paragraph A.

The Senator will be the official representative of the Tandon student body and Student Council to the University Senate and New York University Student Government, and will participate in the respective functions of each.

Paragraph B.

The Senator will be responsible for informing and surveying the student body and Student Council on matters they or their respective constituencies determine pertinent and necessary for

university governance.

Paragraph C.

The Senator will act as liaison between the Tandon Student Council and student body and the New York University Student Government and will report back to the Tandon General Assembly regarding the activity of New York University Student Government.

Paragraph D.

The Senator will assume all duties and positions assigned by the University Senate and New York University Student Government

Paragraph E.

The Council may require a reasonable standard for participation on the part of the Senator in the functions of said council at their discretion.

Paragraph F.

The Senator is responsible for attending all relevant University Senate and New York University Student Government meetings which are required to be held on Thursdays from 2pm- 7pm.

The **Secretary** as defined by the Constitution:

Paragraph A.

The Secretary shall report to the President of the Student Council.

- The Secretary shall meet weekly or bi-weekly with the President of the Student Council, and support any of their programs/initiatives.
- The Secretary will hold bi-weekly meetings (or weekly meetings, as needed) with the Office of Student Activities appointed staff advisor.
- The Secretary will be responsible for communication between the President, the seven Executive officers, and the Commissioners.
- The Secretary will primarily report to the President and help support any branch as the President prescribes.

Paragraph B.

The Secretary shall keep a current copy of this constitution on file at all times.

- The Secretary will be responsible for any requests for the Constitution and keeping a record of the inquiries.

Paragraph C.

The Secretary shall have primary responsibility for the maintenance of all Student Council files and correspondence.

- The Secretary will organize the Student Council Google Drive, NYU Engage account, and any office files so that during any transition from an outgoing officer to an incoming officer the procedure and protocol and history of each position is clear.

- The Secretary will be in charge of creating and maintaining a calendar for the Student Council events as well as keep track of attendance at meetings and events.

Paragraph D.

The Secretary shall keep records of all their activities, which shall be turned over to their successors.

- All Student Council notes, records, and activity are kept in the Google Drive and NYU Engage.

Paragraph E.

The Secretary shall send emails to the Executive Council and Full Body Council after each meeting regarding action items, reminders, and upcoming events. They will also be responsible for sending out emails for upcoming TUSC events to the student body.

**The Director of Marketing** as defined by the Constitution:

Paragraph A.

The Director of Marketing shall report to the Vice President of the Student Council.

- The Director of Marketing shall meet weekly or bi-weekly with the Vice President of the Student Council, and support any of their programs/initiatives.
- The Director of Marketing will hold bi-weekly meetings (or weekly meetings, as needed) with the Office of Student Activities appointed staff advisor.
- The Director of Marketing will be responsible for communication between the President, the seven Executive officers, branches, and the Commissioners.
- The Director of Marketing will work closely with the Public Relations Commissioner to make sure all branding and marketing is streamlined, clear, and organized.
- The Director of Marketing will primarily report to the Vice President and help support any branch as the Vice President prescribes.

Paragraph B.

The Commissioner of Public Relations and Marketing shall ensure that all material regarding advertising, marketing, and other supporting documents/verifications/forms regarding student functions, programs, events, have all undergone proper administrative approval and are appropriate to the standards of Tandon.

Paragraph C.

The Director of Marketing shall be the chief liaison between the Student Council and the general Tandon community as necessary, including campus media.

Paragraph D.

The Director of Marketing shall keep records of all their activities, which shall be turned over to their successors.

## **Section 2: Commissioners**

**The Commissioner of Faculty & Alumni Relations** as defined by the Constitution:

Paragraph A.

The Commissioner of Faculty & Alumni Relations shall report to the Director of Student Success.

- The Commissioner of Faculty & Alumni Relations shall meet weekly or bi-weekly with the Director of Student Success and support any of their programs/initiatives.
- The Commissioner of Faculty & Alumni Relations will hold bi-weekly meetings (or weekly meetings, as needed) with the Office of Student Activities appointed staff advisor.
- The Commissioner of Faculty & Alumni Relations will spearhead one initiative per semester.

Paragraph B.

The Commissioner of Faculty & Alumni Relations shall seek student input, ideas, suggestions, evaluations and comments on all aspects of the operation of Tandon and to channel student comments to the appropriate administrators or faculty members.

- The Commissioner of Faculty & Alumni Relations will manage the Student Feedback Form and report any feedback to the Office of Student Activities on a regular basis.
- The Commissioner of Faculty & Alumni Relations will manage sensitive information from the Online Student Feedback Form in cooperation with the Office of Student Activities.
- The Commissioner of Faculty & Alumni Relations will communicate regularly with counterparts at the NYU Student Resource Center (SRC) and forge a stronger relationship in order to further cross promote opportunities between the two campuses.
- The Commissioner of Faculty & Alumni Relations will build and maintain a School of Engineering Student Resource Database.
- The Commissioner of Faculty & Alumni Relations will assess student resources on campus and collect data to communicate opportunities and resources with the student body during General Assembly Meetings.
- The Commissioner of Faculty & Alumni Relations should hold at least one event independently in a semester that promotes/portrays the student success such as Study Halls/Resume Workshops/De-Stress workshops during exams.

Paragraph C.

The Commissioner of Faculty & Alumni Relations shall keep records of all his/her activities, which shall be turned over to their successors.

- All Student Council notes, records, and activity are kept in the Google Drive and NYU Engage.

The **Alternate Senator** as defined by the Constitution:

Paragraph A.

The Alternate Senator may replace the Senator for the balance of the meeting if the Senator is unavailable.

Paragraph B.

The Alternate Senator is eligible for regular assignments to SSC committees except any other committees whose membership is otherwise restricted.

Paragraph C.

No Alternate Senators shall substitute for absent Senators other than his or her designated Senator(s).

Paragraph D.

No person shall substitute for an absent alternate Senator substituting for an absent Senator.

Paragraph E.

The Alternate Senator shall keep in regular contact with the Senator in order to stay updated with current New York University Student Government events and resolutions.

Paragraph F.

The Alternate Senator will attend regular Student Council meetings and functions. The Alternate Senator is required to attend at least two Student Council General Body Meetings and at least one SSC and one SGA meeting each semester.

Paragraph G.

The Alternate Senator is granted a vote in Student Council

Paragraph H.

The Alternate Senator shall plan and lead initiatives set by the President and/or Senator.

Paragraph I.

The Alternate Senator shall volunteer for at least one Student Council event every semester.

The **Commissioner of Public Relations and Marketing** as defined by the Constitution:

Paragraph A.

The Commissioner of Public Relations and Marketing shall report to the Director of Marketing.

- The Commissioner of Public Relations and Marketing shall meet weekly or bi-weekly with the Director of Marketing, and support any of their programs/initiatives.
- The Commissioner of Public Relations and Marketing will hold bi-weekly meetings (or weekly meetings, as needed) with the Office of Student Activities appointed staff advisor.

Paragraph C.

The Commissioner of Public Relations and Marketing shall be the responsible for maintaining the social media accounts and presence of the Student Council

- They will be tasked with managing, maintaining, and thinking of new ways to brand and

market Student Council as a whole.

- They will be the primary manager of the Student Council social media platforms; including Facebook and Instagram. If there is a committee, this can be distributed
- They will host at least one to two online contest (with giveaways) per semester to promote a Student Council event or initiative.
- They will publicize Student Council during New Student Orientation (Fall and Spring).
- They will promote all upcoming events and programs via social media.

#### Paragraph D.

The Commissioner of Public Relations and Marketing shall keep records of all his/her activities, which shall be turned over to their successors.

- All Student Council notes, records, and activity are kept in the Google Drive and NYU Engage.

#### Paragraph E

The Commissioner of Public Relations and Marketing may work together with their committee to allocate tasks for marketing distribution.

- The Committee shall ensure that marketing materials have been distributed to their appropriate mediums.
- The Committee shall be in charge of the social media for advertising, marketing, and overall promoting awareness for Student Council events.

### **The Commissioner(s) of Programming as defined by the Constitution:**

#### Paragraph A.

The Commissioners of Programming, of which three shall exist (Marquee Events Commissioner, Wellness Commissioner, and Diversity Commissioner), shall report to the Director of Programming.

- The Programming Commissioners shall meet weekly or bi-weekly with the Director of Programming, and support any of their programs/initiatives.
- The Programming Commissioners will hold bi-weekly meetings (or weekly meetings, as needed) with the Office of Student Activities appointed staff advisor.

#### Paragraph B.

The Commissioners of Programming shall be charged with providing consistent programming and events for the undergraduate student body of the Tandon School of Engineering.

- They shall be responsible for hosting events at the Tandon School of Engineering, at least one per semester, and planned a semester in advance.
- They shall attend Student Leader Orientation at the beginning of each semester to meet club leaders.
- They will be a resource to student clubs and organizations regarding OSARC and paperwork and protocol.
- They shall support the branch as needed.

Paragraph C.

The Commissioners of Programming within Tandon and commit to equal treatment and opportunity for its students, maintaining an environment that is free of bias, prejudice, discrimination, and harassment, and to establish complaint procedures for allegations involving students. These duties shall be divided among the three Commissioners as appropriate.

- These positions shall create ways to minimize event confusion within the school community.
- These positions are encouraged to attend Finance Committee Meetings (at least one per month) in order to help facilitate spot opportunities for inter-club collaboration.
- These positions will work with the Director of Programming on implementing Traditional Events.
- These positions will take the lead on creating tools for assessing programs and events.

Paragraph D.

The Commissioners of Programming shall assist in issues that involve collaborating with external sources and venues to ensure program/event success should such collaboration be deemed necessary.

- These positions shall be responsible for being aware of events and initiatives at Washington Square that are pertinent to the school community. These positions shall create and promote cross campus events and relationships,
- These positions shall support the Director of Programming on managing the relationship with the Commuter Student Council at NYU, the Class Activities Boards, and other boards as needed.

Paragraph E.

The Commissioners of Programming shall keep records of all his/her activities, which shall be turned over to their successors.

- All Student Council notes, records, and activity are kept in the Google Drive and NYU Engage.

**The Student Organizations Commissioner as defined by the Constitution:**

Paragraph A

The Student Organizations Commissioner shall report to the Director of Programming.

Paragraph B

The Student Organizations Commissioner shall attend all student club meetings and involve student organizations at the Student Council General Body Meetings as tracking attendance.

**Paragraph C**

The Student Organizations Commissioner shall sit on all funding committee meetings with the Treasurer.

**Paragraph D**

The Commissioner of Student Organizations shall strive to promote diversity and work with clubs to provide NYU resources to students that are not easily accessible on the Brooklyn campus.