



NYU

**TANDON SCHOOL
OF ENGINEERING**

Constitution and Bylaws of the *Graduate Student Council*

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Section I: Overview

A. Name

The name of this official representative body of all the Graduate Students (Full time/ Part time) at NYU Tandon School of Engineering shall be the **Graduate Student Council (GSC)**.

B. Mission Statement

- To enhance and continuously improve the overall experience of the Graduate Student Body.
- To build a platform for the graduate students to enhance their interpersonal skills.
- Promote Innovation, Invention and Entrepreneurship among the graduate students
- Increased engagement with the Square
- Diversity and Culture/Intercultural Interactions
- Voice of the students

C. Guiding Principles

All legislative powers herein granted shall be vested in the Graduate Student Council of the New York University Tandon School of Engineering. All acts of the Graduate Student Council shall be consistent with and subordinate to the provisions of the charter, bylaws, and regulations of New York University. The Graduate Student Council shall have the power to create binding legislation congruous with this Constitution.

The NYU Tandon Graduate Student Council shall coordinate and administer the activities of its officers and committees in accordance with this Constitution. The Graduate Student Council shall also maintain an unbiased and non-discriminatory position on all issues pertaining to race, gender, sexuality, political and religious affiliations, and age. Finally, the Graduate Student Council shall not be affiliated with organizations that have such biased, partisan, or discriminatory views, and the Graduate Student Council shall not provide funding for said organizations. The Graduate Student Council elected officials, including the appointed commissioners, alongside the Office of Student Activities & Resource Center, will collaborate to uphold this Constitution.

Section II: Executive Board

A. The Executive Board

The Executive Officers of the GSC shall be President, Vice President: Programming, Vice President: Communications, Vice President: Finance, Alternate Senator, and University Senator.

B. Eligibility

Any currently enrolled graduate student, full-time or part-time and who is maintaining good academic standing (minimum 3.00 GPA) at the NYU Tandon School of Engineering who has completed at least one semester or equivalent credit load is eligible to be elected to a position on the GSC Executive Board. Additionally, any student elected to the Executive Board of the Graduate Student Council cannot simultaneously serve on the Executive Board of any graduate student club/organization recognized by the NYU Tandon School of Engineering.

C. Election Procedure

Elections for the Graduate Student Council Executive Board will take place each Spring term in accordance with the Student Senators' Council election schedule and with election policies outlined by the Office of Student Activities & Resource Center for the NYU Tandon School of Engineering.

- All enrolled students, full-time and part-time, of the NYU School of Engineering are eligible to vote to elect the Executive Board.
- The current GSC Vice President will serve as the Election Officer for any General Election during his/her tenure.
- Officers elected during the Spring term elections will assume office at the end of the Spring term before Commencement.
- The term of each position in the Executive Board shall be one year.
- An Executive Board officer cannot hold more than one position in the GSC.

D. Impeachment

Impeachment of any elected Executive Board member may be affected by a two-thirds majority vote of the Executive Board in a vote organized by the GSC Adviser. GSC Executive Board members may be subject to impeachment and may be removed for:

- Missing three or more mandatory meetings during the semester.
- Abuse of power or office held.
- Deliberate dereliction of duties assigned to that office in other articles and sections of this Constitution.
- Deliberate misuse of Council money or facilities for personal gain
- Violation of New York University regulations.

E. Vacancies

This letter of resignation must be submitted personally to the President either written or via Email, who will notify the Graduate Student Council at the next meeting. The process for filling a vacant Executive Board seat is determined by the following guidelines.

1. The President or University Senator

- a. Applications will be sought from any currently enrolled, full-time or part-time student, at the NYU Tandon School of Engineering, including members currently serving on the Graduate Student Council Executive Board or Committees in any capacity.
- b. Applications will be reviewed by the Vice President: Programming and Graduate Student Council adviser to ensure eligibility requirements are met. Application review may entail an interview with each candidate depending on the number and strength of the candidates. Interviews take place at the discretion of the Vice President: Programming and Graduate Student Council adviser.
- c. A school-wide election will take place accordance with the election policies of the Student Senators' Council and the Office of Student Activities & Resource Center for the NYU Tandon School of Engineering. All enrolled students, full-time and part-time, of the NYU Tandon School of Engineering are eligible to vote.

2. The Vice Presidents (Programming, Communications, Finance & Alternate Senator)

- a. Applications will be sought from any currently enrolled, full-time or part-time student, at the NYU Tandon School of Engineering, including members currently serving on the Graduate Student Council Executive Board or Committees in any capacity.
- b. Applications will be reviewed by the Vice President: Programming and Graduate Student Council adviser to ensure eligibility requirements are met. Application review may entail

an interview with each candidate depending on the number and strength of the candidates. Interviews take place at the discretion of the Vice President: Programming and Graduate Student Council adviser.

- c. The Vice President: Programming will present the candidates for the vacant position to the remaining members of the Graduate Student Council Executive Board. Appointment will be determined by a majority vote of the remaining members. In the case of a tie, the Alternated Senator will cast the tie-breaking vote.
- d. In no case is the outgoing officer to participate in the application review or voting process for their replacement.

F. Duties of Executive Board

All member of the Executive Board are required to attend the following meetings: Executive Board meetings, Committee meetings as required by their position, General Body Meetings, and monthly meetings with the Undergraduate Student Council. Once designated, neither the day nor the time of a General Body Meeting shall be changed, nor shall any meeting of the Graduate Student Council be cancelled except by either a vote of the Executive Board. Additionally, all members of the Executive Board are responsible for the duties of their position, outlined as follows:

1. President:
 - a. Shall convene and preside over all GSC meetings.
 - b. Shall serve as the official representative of the GSC and NYU Tandon School of Engineering Graduate Student Body.
 - c. Present a report at all monthly SGA and Presidents council meetings. If he or she is unable to attend the meetings, he or she is to send a notification to the Chair of the Student Senators Council and send a GSC representative from the GSC Executive Board
 - d. Coordinate with presidents of graduate student clubs and organizations to perform any function if need be for the benefit and welfare of the GSC
 - e. Be a part of at least 1 Student Government Committee
 - f. Oversee updates from Senator and Alternate Senator on monthly outreaches to connect with the constituencies and get to understand their concerns to raise in the Student Government
2. Vice President of Programming:
 - a. Serve as an ex-officio member of the Organizing Committee and Volunteer Committee, and shall serve as a liaison between the GSC and these committees.
 - b. Assume the duties of the President in their absence.
 - c. Present and maintain Event Programming and any other records of the GSC as well as the Graduate Student Clubs.
 - d. Schedule all the weekly Executive Board Meetings and other weekly and bi-weekly meetings
3. Vice President of Communications:
 - a. Record and distribute minutes of all GSC meetings, including Executive Board meetings, Committee meetings, and General Body meetings.
 - b. Coordinate all marketing and public relations for the GSC in conjunction with the Marketing Committee and Designing Committee, and act as a liaison between these Committees and the Executive Board.
 - c. Schedule all the weekly Executive Board Meetings and other weekly and bi-weekly meetings.
 - d. Perform other duties delegated by the President to bolster the administration of the GSC, and represent GSC whenever needed.

4. Vice President of Finance:
 - a. Supervise the finances of the Graduate Student Council of the NYU Tandon School of Engineering.
 - b. Prepare the annual GSC budget in conjunction with the Graduate Student Council Adviser.
 - c. Updating the GSC Funding Allocations for each academic year.
 - d. Coordinate with all graduate club treasurers to facilitate club and organization funding allocation.
 - e. Serve as a voting member of the Finance Committee, with responsibility for allocating graduate club and organization funding, and act as a liaison between this committee and the Executive Board.
 - f. Maintain up-to-date financial records and give a financial report at each General Body Meeting and an annual report at the end of their term.
5. Alternate Senator:
 - a. Shall have a voice, but no vote, in all proposals and election procedures of the Graduate Student Council with the exception of the all-school Executive Board elections each Spring and as the tie breaking vote in Council vacancy appointments.
 - b. Serve as the Alternate Senator and assume the duties of the Senator in his or her absence.
 - c. 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.
 - d. Be a part of at least 2 Student Government Committees
 - e. Conduct an outreach bi-weekly to connect with the constituencies and get to understand their concerns to raise in the Student Government
 - f. Conduct the monthly General Body Meetings involving all graduate level clubs and in collaboration with the VP of Programming and VP of Communications
6. University Senator:
 - a. Serve as the official representative of the NYU Tandon School of Engineering graduate student body and Graduate Student Council to the University Senate, Student Senators' Council, Student Government Assembly (SGA), and will participate in the respective functions of each
 - b. Serve as the representative of the NYU Tandon School of Engineering Graduate Student Council to the following University Councils by attending all meetings:
 - i. University Senate: comprised of the Dean's Council, the Faculty Council, the Student Senators' Council, and members of the NYU Central Administration.
 - ii. Student Senators' Council (SSC): Comprised of all the senators and senators at large for all NYU schools and represented bodies.
 - iii. Student Government Assembly (SGA): Comprised of the Student Senators' Council and all the individual Council presidents.
 - c. Act as liaison between the Graduate Student Council, the graduate student body, and the Student Senators' Council, and will provide a monthly report at General Body Meetings regarding the activity of the Student Senators' Council.
 - d. Be a part of at least 2 Student Government Committees
 - e. Conduct an outreach monthly to connect with the constituencies and get to understand their concerns to raise in the Student Government
 - f. Serve as an ex-officio member of the Senators Committee, and shall serve as a liaison between the GSC and these committees

Section III: Committees

A. Standing Committees

The Standing Committees of the Graduate Student Council shall be the Organizing Committee, the Marketing Committee, the Designing Committee, the Finance Committee, and the Volunteer Committee.

B. Eligibility

Any currently enrolled graduate student, full-time or part-time and who is maintaining good academic standing (minimum 3.00 GPA) at the NYU Tandon School of Engineering is eligible to apply and be appointed to any Committee of the Graduate Student Council.

C. Appointment

After the conclusion of Spring term elections, the newly elected Executive Board officers of the Graduate Student Council will release an application for the following Committees: Organizing, Marketing, Designing, and Volunteer. Based on the applications, the Executive Board Members of the Graduate Student Council shall appoint applicants to fill each Committee. The Executive Board may also release an application at the beginning of the Fall term to appoint additional applicants from the first-year graduate student body. The term of each Commissioner shall be one semester with the opportunity to be re-appointed for a second semester depending on availability and performance.

D. Removal

Impeachment of any appointed Committee member may be affected by a majority vote of the Executive Board in a vote organized by the GSC Adviser and GSC President. Committee members may be subject to impeachment and may be removed for:

- Missing three or more mandatory meetings during the semester.
- Abuse of power or office held.
- Deliberate dereliction of duties assigned to that office in other articles and sections of this Constitution.
- Deliberate misuse of Council money or facilities for personal gain
- Violation of New York University policies, procedures, and/or regulations, including but not limited to the any of the NYU Student Conduct Policies, NYU Tandon School of Engineering Student Club Handbook, and/or Center for Student Activities, Leadership, and Service Guide to Club Management.

E. Vacancies

The resignation of a Graduate Student Council Committee member shall be required in writing. This letter of resignation must be submitted personally to the President and Graduate Student Council Advisor, who will notify the Graduate Student Council at the next meeting. The process for filling a vacant Committee position is determined by the following guidelines.

1. Applications will be sought from any currently enrolled, full-time or part-time student, at the NYU Tandon School of Engineering, including members currently serving on the Graduate Student Council Executive Board or Committees in any capacity.
2. The Vice President of Programming and Graduate Student Council Advisor will review applications to ensure eligibility requirements are met. Application review may entail an

interview with each candidate depending on the number and strength of the candidates. Interviews take place at the discretion of the Vice President: Programming and Graduate Student Council adviser.

3. The Vice President: Programming will present the candidates for the vacant position to the members of the Graduate Student Council Executive Board. Appointment will be determined by a majority vote of the Executive Board members.
4. In no case is the outgoing member to participate in the application review or voting process for their replacement.

F. Duties of Committees

1. The Marketing Committee

The Marketing Committee focuses on promoting the activities of the GSC as well as on raising awareness about the University wide activities carried out by the various student councils at other schools at the graduate level. This Committee shall be comprised of up to five Marketing Commissioners and the Vice President of Communications. Responsibilities include:

- a. Keeping the graduate student body informed about all issues related to graduate student life including:
 - i. Activities/Events organized by the GSC
 - ii. GSC General Body Meeting
 - iii. OSARC Events and Policies
- b. Assisting the Office of Student Activities & Resource Center in promoting and advertising their activities/events.

2. The Designing Committee

The Designing Committee is responsible for all graphic design and digital management for the Graduate Student Council including. The Committee shall consist of one appointed Design Commissioner and the Vice President of Communications. Responsibilities include:

- a. Maintain and update the GSC Website.
- b. Maintain and update the email(s) associated with the GSC.
- c. Maintain and update all social media for the GSC.
- d. Maintain all other technology platforms like Google Drive, Survey Monkey etc.
- e. Responsible for answering any information queries related to the GSC.

3. The Organizing Committee

The Organizing Committee acts as a planning commission to organize and plan events that are beneficial for the graduate students, with the goal of increasing participation of graduate students on campus. This Committee shall be comprised of up to five Organizing Commissioners and the Vice President of Programming. Responsibilities include:

- a. Plan and organize all events and activities for the Graduate Student Council in adherence with the policies and procedures of the Office of Student Activities & Resource Center.
- b. Coordinate with the Undergraduate Student Council Programming Board whenever required for planning events/activities.
- c. Coordinate with other Graduate Student Council Committees for planning activities/events.

- d. Coordinate with other clubs/departments/offices/programming boards/committees in planning and organizing activities and events when required.

4. **The Volunteer Committee**
The Volunteer Committee supports, maintains, and bolsters the activities carried out by the GSC and the Office of Student Activities & Resource Center focusing mainly on the execution of these activities. The Volunteer Committee has no limit to the number of members and is led by the Vice President of Programming. Responsibilities include:

- a. Assist all the Graduate Student Council Committees in all events/activities as requested.
- b. Assist the Office of Student Activities & Resource Center in all graduate-focused activities/events as requested.

5. **The Finance Committee**

The Finance Committee manages the allocation and management of Graduate Student Council funds to graduate clubs and organizations. The Committee is comprised of the Vice President of Finance, GSC President, and GSC Adviser. Responsibilities include:

- a. Attending monthly Finance Committee allocation meetings
- b. Reviewing all budget requests submitted by graduate clubs and organizations
- c. Allocating funding to graduate clubs and organizations in a fiscally responsible manner

Section IV: Bylaws

A. Standing Meetings

The standing meetings of the Graduate Student Council shall be

- (1) Weekly Council meetings consisting of Executive Board Members and Committee representatives
- (2) Weekly meetings of each Graduate Student Council Committee with the exception of the Finance Committee
- (3) Monthly meetings of the Finance Committee
- (4) Monthly General Body Meetings consisting of Executive Board Members, Committee representatives, one Executive Board Member from each graduate club/organization, and members of the general graduate student body.

B. Voting

- 1. All members of the GSC Executive Board receive one vote on any proposal or in any elections procedure.
- 2. A two-thirds majority of votes is required to pass any proposal.
- 3. A quorum shall be defined as the collection of all the voting members of the Executive Board. All Executive Board members have voting rights, with the exception of the Alternate Senator.

C. Right to Information

- 1. Any member of the Graduate Student Body at the NYU Tandon School of Engineering shall have the right to review the documents of the GSC.
- 2. The documents will be available for review on the website of the Office of Student Activities and Resource Center when appropriate.

3. The GSC Vice President of Programming with consultation with the GSC Advisor will make Hardcopies available for review. Prior request of at least 3 business days in to be made to the GSC in this case.

D. Amendments

Proposals for Amendments to the NYU Tandon School of Engineering Graduate Student Council Constitution and Bylaws shall be presented in writing to the Executive Board and shall require a two-thirds vote of the Executive Board of the GSC to be implemented.

E. Relationship with Graduate Clubs and Organizations

The Graduate Student Council seeks to have a positive and productive relationship with the graduate student clubs and organizations recognized by the Office of Student Activities & Resource Center. To that end, the Graduate Student Council puts forth the following requirements for recognized graduate clubs and organizations in order to receive funding from the GSC Finance Committee:

1. All graduate clubs and organizations recognized by the Office of Student Activities & Resource Center should show active participation in General Body Meetings held by the GSC. At least one member from the Executive Board of each graduate club/organization must attend every GSC General Body Meeting and provide a report on club activities.
2. All marketing for club events must feature the GSC name and/or logo as co-sponsors when funding has been provided through the Finance Committee.
3. All club/organization events must be added to the GSC Calendar (through Gmail) within 48 hours of being approved by Office of Student Activities & Resource Center.
4. All budget requests must be submitted by the monthly deadline set by the GSC Vice President of Finance.
5. All clubs allocated funding through the GSC Finance Committee must abide by the requirements outlined in the GSC Funding Allocation Guidelines.
6. The Presidents of all graduate student clubs/organizations must attend a monthly meeting with the President of GSC.