

# **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 the Student Council, TUSC, 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. The Student Council may conduct surveys to understand students' wants and needs.

#### **Section 4.**

The Student Council may arrange meetings with administration in order to discuss goals and initiatives to improve student experience at Tandon.

#### **Section 5.**

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. Membership Definition**

The Student Council members are defined as all elected or appointed persons to any of the positions in this article. 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 2. Academic Eligibility**

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. No member can hold more than one position on the Council concurrently. Officers shall perform the 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, Senator, Alternate Senator, Chief of Staff, Treasurer, Secretary, Director of Student Success, Director of Programming, Director of Marketing, and Director of Community Outreach.

#### **Paragraph A.**

The minimum qualifications for any position on the Executive Board of the Student Council are a minimum of two completed semesters at the Tandon School of Engineering, a minimum cumulative grade point average of 2.8 on a 4.0 scale, as well as being in overall good academic standing as defined in the NYU student handbook.

#### **Paragraph B.**

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

#### **Paragraph C. President**

The President of the Student Council may not be the President or Vice President of any other registered or recognized club or organization at the Tandon School of Engineering. A candidate for president must also have served for a minimum of 1 year in any capacity as a member of the Student Council in order to qualify for election.

#### **Paragraph D. Senator**

The Senator must have had at least one previous term of involvement in a recognized club or organization. If a vacancy can not be filled, a person without experience will be considered.

**Paragraph E. Alternate Senator**

The Student Council shall have an Alternate Senator that performs the duties in the absence of the Senator. If a vacancy can not be filled, a person without experience will be considered.

**Paragraph F. Director of Programming**

The Director of Programming must have had at least one previous term of involvement in a recognized club or organization. If a vacancy can not be filled, a person without experience will be considered.

**Section 4. Commissioners**

There shall also be elected Commissioners that serve the following offices: Student Organizations, Wellness, Marquee Events, Transitional Programming, Faculty and Alumni, Diversity, Academic Experience and Student Advocacy, Brooklyn Community, Campus Safety, t, Service & Civic Engagement, and two (2) Marketing and Public Relations. .

**Paragraph A: Marquee Events Commissioner**

The Marquee Events Commissioner must have had at least one previous term of involvement in a recognized club or organization. If a vacancy can not be filled, a person without experience will be considered.

**Section 5. Unfilled Positions**

In the eventuality of an unfilled position both on the Executive Board and the Council as a whole, excluding the positions of the President and the Senator, the President may recommend a suitable candidate to the Council which must then approve the candidate by means of a simple majority vote.

**Paragraph A.**

When recommending a suitable candidate to the council the President reserves the right to suspend any and all minimum requirements for membership as outlined in *Article IV: Membership*.

**Paragraph B.**

In the eventuality of a vacancy in the Presidency or the Senator the council must hold a special election as outlined in *Article V: Section 3 Special Elections*

**Paragraph C.**

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.

Paragraph D.

In the case of a special election for the office of the President the immediate past president of the Student Council may be invited to serve as a voting member of the Student Council for the period leading up to the completion of the special election provided they are registered for undergraduate classes and are not otherwise serving on the council. The council must approve this temporary reinstitution by a simple majority vote.

## Section 6. Advisement

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 7. Parliamentary Rules of Order

The Student Council may appoint a parliamentarian to rule on points of parliamentary procedure. By default this position shall be held by the full time OSLE staff advisor to Student Council unless otherwise approved by a simple majority as defined in *Article IX, Section 12. Simple Majority* vote of the council.

## **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.

### **Section 3. Special Elections**

A special election shall be defined as an election held outside the all university election periods. Such an election shall be consistent with the practices of a normal election except that only the unfilled position shall be elected. Such an election must be held at the beginning of the Fall semester. In the case of a special election for the seat of the President, the immediate past President may be acting as interim President to administer the election.

### **Section 4. 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**

The Executive Board of the Student Council shall consist of the President, Vice President, Senator, Alternate Senator, Chief of Staff, Secretary, Treasurer, Director of Programming, Director of Community Outreach, 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 1. The President**

Paragraph A.

The President of the Student Council shall report to the Office of Student Life and Services.

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 the Tandon School of Engineering.

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, including but not limited to: The Presidents Council, the Student Government Assembly and selected committee meetings.

Paragraph F.

In the eventuality that the President relinquishes their position within the time of a standard term the President shall be replaced for the remainder of the term by the currently designated Vice President.

Paragraph G.

The President shall conduct semester progress meetings individually with all members of the Student Council. These are conducted in conjunction with the Chief of Staff.

Paragraph H.

The President must have had at least one previous year of involvement on the Student Council as outlined in *Article IV: Membership*

Paragraph I.

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

## **Section 2. The Vice President**

Paragraph A.

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

Paragraph B.

The Vice President shall provide guidance and assistance to the Director of Programming, Director of Marketing, Director of Community Outreach 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 3. 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.

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 at the time specified in the Bylaws.

Paragraph G.

In the eventuality that the Senator relinquishes their position within the time frame of a standard term the Senator shall be replaced for the remainder of the term by the currently designated Alternate Senator.

Paragraph H.

The Senator must have had at least one previous term of involvement in a recognized club or organization as outlined in *Article IV: Membership*

Paragraph I.

The Senator 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 the duties of the President if the President and the Vice President are unable to meet the required expectations.

Paragraph C.

The Chief of Staff shall be tasked with recruiting, establishing, and chairing the Student Council Street Team (Street Team).

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 be responsible for the organization of meetings with officers of the Student Council that have two or more unexcused absences from a Student Council meeting or branch meeting in a semester.

Paragraph F.

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

Paragraph G.

The Chief of Staff shall conduct semester progress meetings individually with all members of the Student Council. These are conducted in conjunction with the President.

## **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.

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 review Supplemental Funding requests at all Full Council Meetings. It is the role of the Treasurer 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 Full Council, the President, and OSLE

Paragraph E.

The Treasurer shall keep records of all their 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 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.

Paragraph D.

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.

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

Paragraph A.

The Director of Student Success shall report to the Vice President of the 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 Service & Civic Engagement, Diversity, and Faculty and Alumni-Student Relations 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 their activities, which shall be turned over to their successors.

Paragraph F.

The Director of Student Success will be responsible for holding weekly branch meetings. They shall record meeting minutes, action items and report attendance to the secretary.

## **Section 8. Director of Programming**

Paragraph A.

The Director of Programming shall report to the Vice President of the 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 Commissioners of Marquee, the Student Organizations Commissioner, and Commissioners of Wellness, and Transitional Programming commissioner.

Paragraph E.

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

Paragraph F.

The Director of Programming must have had at least one previous term of involvement in a recognized club or organization as outlined in *Article IV: Membership*

Paragraph G.

The Director of Programming will be responsible for holding weekly branch meetings. They

shall record meeting minutes, action items and report attendance to the secretary.

## **Section 9. Director of Community Outreach**

Paragraph A.

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

Paragraph B.

The Director of Community Outreach will be charged with expanding outside community relationships through mentorship programming, initiatives, and advocacy at the university.

Paragraph C.

The Director of Community Outreach shall oversee the Brooklyn Community Commissioner, the Campus Safety Commissioner and the Service and Civic Engagement Commissioner.

Paragraph D.

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

Paragraph E.

The Director of Programming will be responsible for holding weekly branch meetings. They shall record meeting minutes, action items and report attendance to the secretary.

## **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 and Social Media Coordinator.

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.

Paragraph G.

The Director of Marketing will be responsible for holding weekly branch meetings. They shall record meeting minutes, action items and report attendance to the secretary.

## **Section 11. 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 the Student Council in the absence of the Senator.

Paragraph H.

The Alternate Senator does alter the voting member count as a replacement for the Senator both in the Student Council and in Student Senators Council and in the Student Government Assembly in accordance with Student Government Assembly Bylaws.

## **Article VII: Commissioners**

The Commissioners of the Student Council shall consist of the Student Organization Commissioner, Wellness Commissioner, Marquee Events Commissioner, and Transitional Programming Commissioner reporting to the Director of Programming; Faculty and Alumni-Student Relations Commissioner, Diversity Commissioner, Academic Experience, and Student Advocacy Liaison reporting to the Director of Student Success; Brooklyn Community Commissioner, Campus Safety Commissioner, and Service and Civic Engagement Commissioner reporting to Director of Community Outreach; the Marketing and Public Relations Commissioners reporting to the Director of Marketing. Commissioners shall attend their weekly branch meetings and be held responsible for at least one event and/or initiative per semester. Failure to do so will result in disciplinary action as referred to in *Article VI: Section 4, Paragraphs E and G*.

## **Programming Branch**

### **Section 1. Student Organizations Commissioner**

Paragraph A.

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

Paragraph B.

The Student Organizations Commissioner shall maintain communication with all Tandon Club Presidents at the beginning of each semester to establish goals and point of contact.

Paragraph C.

The Student Organizations commissioner shall aid the Student Council treasurer in supplemental

funding requests.

Paragraph D.

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

## **Section 2. Wellness Commissioner**

Paragraph A.

The Wellness Commissioner shall report to the Director of Programming.

Paragraph B.

The Wellness Commissioner shall be responsible for hosting at least two wellness events per semester.

Paragraph C.

The Wellness Commissioner shall maintain relations with the Brooklyn Athletic Facility and the Wellness Center at Tandon.

Paragraph D.

The Wellness Commissioner shall distribute and promote Tandon Wellness materials to students.

Paragraph E.

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

## **Section 3. Marquee Events Commissioner**

Paragraph A.

The Marquee Events Commissioner shall report to the Director of Programming.

Paragraph B.

The Marquee Events Commissioner must have had at least one previous term of involvement in a

recognized club or organization as outlined in *Article IV: Membership*

Paragraph C.

The Marquee Events Commissioner shall be responsible for spearheading Tandon Kickoff (Fall semester) and Spirit Week (Spring semester). They may also help aid in any larger, school-wide marquee events.

Paragraph D.

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

#### **Section 4. Transitional Programming Commissioner**

Paragraph A.

The Transitional Programming Commissioner shall report to the Director of Programming.

Paragraph B.

The Transitional Programming Commissioner shall be primarily involved with the Transition to Tandon Cohort and the initiatives, concerns and interaction with the First Year, Second Year, and Transfer students.

Paragraph C.

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

#### **Student Success Branch**

#### **Section 5. Faculty and Alumni-Student Relations Commissioner**

Paragraph A.

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

Paragraph B.

The Commissioner of Faculty and Alumni-Student 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 and Alumni-Student Relations shall aid in the facilitation of communication between faculty 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 Commissioner of Faculty-Student and Alumni Relations shall keep records of all their activities, which shall be turned over to their successors.

## **Section 6. Diversity Commissioner**

Paragraph A.

The Diversity Commissioner shall report to the Director of Student Success.

Paragraph B.

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

Paragraph C.

The Diversity Commissioner shall sit on relevant committees or working groups relating to Diversity at Tandon and on Student Government Assembly.

Paragraph D.

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

## **Section 7. Academic Experience and Student Advocacy Liaison**

Paragraph A. The Academic Experience and Student Advocacy Liaison shall report to the Director of Student Success.

Paragraph B. The Academic Experience and Student Advocacy Liaison shall create three surveys per semester to evaluate the academic experience of students. These surveys can be conducted in conjunction with the Senator and Chief of Staff either at Town Halls or at separate events.

Paragraph C. As a result of aforementioned surveys, the Academic Experience and Student Advocacy Liaison advocate for classroom and professor developments.

Paragraph D. The Academic Experience and Student Advocacy Liaison shall report major

collective student concerns to the President, Vice President and/or Senator who shall relay these concerns to Dean Voltz and the Tandon Student Advocate. The President, Vice President and/or Senator have the power to allow the Academic Experience and Student Advocacy Liaison to directly express these concerns to Dean Voltz and/or the Tandon Student Advocate.

Paragraph E.

The Academic Experience and Student Advocacy Liaison shall keep records of all their activities, which shall be turned over to their successors.

## **Community Outreach Branch**

### **Section 8. Brooklyn Community Commissioner**

Paragraph A. The Brooklyn Community Commissioner shall report to the Director of Community Outreach.

Paragraph B. The Brooklyn Community Commissioner shall maintain relations with the surrounding Brooklyn Community. They shall be responsible for garnering student advocacy within the neighborhood.

Paragraph C. The Brooklyn Community Commissioner shall attend local Brooklyn board meetings once a month during their General Body Meeting.

Paragraph D. The Brooklyn Community Commissioner shall be responsible for disseminating Brooklyn board information to the student body through bi-weekly informational Instagram posts and monthly NYU Engage Newsletters.

Paragraph E.

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

### **Section 9. Campus Safety Commissioner**

Paragraph A. The Campus Safety Commissioner shall report to the Director of Community Outreach.

Paragraph B. The Campus Safety Commissioner shall maintain relations with NYU Campus Safety Officers and shall be responsible for the Campus Safety Task Force.

Paragraph C. The Campus Safety Commissioner shall hold bi-weekly Campus Safety Task Force meetings in which they will lead committee members on projects and initiatives related to improving campus safety and spreading awareness about campus safety resources.

Paragraph D. The Campus Safety Commissioner shall hold at least one Town Hall per semester to survey students' opinions regarding campus safety, as well as promote campus safety resources.

Paragraph E.

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

## **Section 10. Service & Civic Engagement Commissioner**

Paragraph A.

The Service & Civic Engagement Commissioner shall report to the Director of Community Outreach.

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 their activities, which shall be turned over to their successors.

## **Marketing Branch**

### **Section 11. Marketing and PR Commissioners**

Paragraph A.

The Marketing and PR Commissioners (of which there are two) shall report to the Director of Marketing.

Paragraph B.

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

Paragraph C.

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

## **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.

Paragraph A.

Each committee chairperson shall be responsible for conducting meetings, events, or other necessary requirements to fulfill the \_\_\_ of the body

### **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: Street Team.

Paragraph A.

The Student Council Street Team shall be chaired by the Chief of Staff.

Paragraph B.

At the start of each semester, undergraduate students may sign up to join the Street Team.

Paragraph C.

Members of the Committee may 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 Life and Services (OSLE), and the University as a whole.

Paragraph D.

Members of the Committee will be asked to join meetings to discuss initiatives and actions to take into consideration of creating a more positive experience for the student body.

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

### **Section 1. Quorum**

A quorum of the Student Council shall be a simple majority as defined in *Article IX, Section 12. 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. Scheduling Meetings**

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 has the required following meetings:

##### **Paragraph A.**

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.

##### **Paragraph B.**

Each branch of the Student Council must conduct weekly meetings. All members of the branch are required to attend. Attendance will be taken and reported to the Secretary.

#### **Section 5. Voting Tie**

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.

#### **Section 6.**

A simple 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 simple 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 the Student Council shall be absent in excess of two (2) meetings during one semester 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; 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.

### **Paragraph C.**

In the event of two (2) unexcused absences and/or continuous absence, the officer must schedule a meeting with the Chief of Staff in order to discuss their future on the Student Council. Suspension may be warranted.

## **Section 11. Non-Academic Term Meetings**

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.

## **Section 12. Simple Majority**

A simple majority shall be defined as more than half of the present voting body.

## **Article X: Referendum**

A general referendum of the undergraduate student body shall directly inform the decisions, focus, advocacy and voting of the Student Council in the form specified by the specific demand made in the referendum. This includes but is not limited to the vote of the President and Senator at all relevant university bodies such as: The Presidents Council, The Student Senators Council, the Student Government Assembly, University Senate. The council reserves the right to its own interpretation and following implementation of the demands made by such a referendum in accordance with general practices of transparency.

### **Paragraph A. Called by the Student Council**

The Student Council reserves the right to call for a general referendum at its discretion throughout a semester in order to get direct input from the undergraduate student body on any and all topics. Such a referendum must be approved by the council by means of a two thirds majority vote.

#### Paragraph B. Called by Student Body

Any student or that is a member of the Tandon undergraduate student body may call for a referendum provided that: The student has gathered a minimum of 100 signatures of support. The demands of the referendum are deemed reasonable, appropriate and isolated in nature. The student is able to provide the necessary assistance to the Student Councilin administering the referendum.

#### Paragraph C. Administration

Such a referendum shall be administered in accordance with the guidelines of the NYU Student Government Constitution and Bylaws.

### **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 semester.
- An excess of two unexcused absences from branch meetings in one semester.
- 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 members. 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**

### **Section 1: Amendments**

Any member of the Student Council may propose an amendment to this constitution. The presiding officer may then engage any necessary discussion. The presiding officer may, upon their discretion, choose to have the author of the proposal present the proposed amendment to the general council and disclose any necessary rationale. 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.

Paragraph A.

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 proposed amendment shall be voted upon in the next general meeting.

Paragraph B.

The President shall present the constitution with the general council at least once per term to make changes during any given Council meeting. Amendments passed will be made accordingly during the meeting to the constitution.