Constitution

ARTICLE I. Name

This organization shall be known as the Undergraduate Student Government of The Steinhardt School of Culture, Education and Human Development and herein shall be called the USG.

ARTICLE II. Purpose

The USG is the only assemblage that shall have the right to represent the collective student body of this college, or authorize other students to do so. It exists to represent and act in the interests of the students. The USG shall create an academic and extra-curricular environment benefiting students through its programs and will work to sustain and improve these programs each year. The USG shall provide opportunities for students of The Steinhardt School of Culture Education and Human Development to experience personal growth and development both academically and socially. The USG shall also develop and maintain avenues of communication within The Steinhardt School of Culture, Education, and Human Development, especially between the faculty and students.

ARTICLE III. Membership

Section 1. Governing Body

A. The Executive Board of the USG shall consist of the President, Vice-President, Treasurer, Secretary, Senator, Alternate Senator, Senior, Junior, Sophomore, and Freshman Class Presidents, and all appointed chair positions as outlined in the bylaws.

B. The function of the Executive Board of the USG shall be to govern the USG Assembly by implementing its policies and directing its operations.
Section 2. The General Assembly of the USG shall consist of the Executive Board, the Council, representatives of clubs sponsored by the USG, and active members of the USG.

Section 3. An active member of the USG participates in meetings, activities, and issues in a consistent manner.

Section 4. All students in the Steinhardt School of Culture, Education and Human Development may attend the USG Assembly meetings and activities.

Section 5. Club Representatives

A. There shall be at least one club representative from each USG-sponsored club present at every General Assembly meeting, where they will serve as the primary communication facilitator for all students in his/her club both directly to the Assembly and from the Assembly to the club members.

B. In the event that a club member is also a member of the USG Executive Board, he or she may not participate in the E-Board’s review of any budget request or any review/decision regarding the club’s status. In addition, the USG Treasurer cannot be a member of the Executive Board of any USG-sponsored club.

Section 6. Undergraduate Student Government Advisor

A. A representative from The Steinhardt School of Culture, Education and Human Development Office of Student Services shall serve as the USG Advisor.

B. The Advisor shall counsel the USG Executive Board and Assembly, as well as help to provide perspective that is outside the normal scope of undergraduate student concerns.

ARTICLE IV. Meetings

Section 1. USG Assembly meetings shall be held once a week during the course of the academic calendar, holidays excluded, with the time and day to be determined by the Executive Board elected for that particular academic year.

Section 2. Meetings of the USG Executive Board shall be held once a week during the course of the academic calendar, holidays excluded, with the time and day to be determined by the Executive Board elected for that particular academic year.

Section 3. All Assembly meetings will be open to all members of the University Community unless otherwise specified by the presiding officers. Any Assembly member may request a closed meeting with the consent of a 2/3 majority vote, at any time during the meeting.

Section 4. A quorum at any USG Assembly meeting shall be defined as more than ½ of the voting members. Only the President shall not be counted when considering quorum.

Section 5. Emergency USG Assembly meetings may be called:
A. By the President

B. By at least two of the Executive Board members.

C. Or with petition containing the names of fifty percent of the USG Assembly members.

ARTICLE V. Voting

Each elected member of the Executive Board of the USG shall have one voting seat, save the President, who can vote only to break a tie.

ARTICLE VI. Elections

Section 1. Each member of the USG Executive Board shall be elected by the student body of The Steinhardt School of Culture, Education and Human Development in the Spring of each academic year by a simple majority. These elections shall align with the official elections calendar established by the Student Senators Council and the University Committee on Student Life.

Section 2. The Class Presidents shall be elected by the members of their respective class within the Steinhardt School of Culture, Education, and Human Development in the Spring of each academic year by a simple majority, save the Freshman Class President, who shall be elected to office in the Fall of the academic year of service.

Section 3. Chair positions may be appointed by the members of the USG Executive Board, either at the end of the spring semester of the beginning of the fall semester, as the Board sees fit.

Section 4. The term of office for those elected shall begin May 1. At that time, the previous officers shall relinquish their authority and serve in an ex-officio capacity as advisors to the new Executive Board members until July 1.

Section 5. All candidates for Executive Board offices shall be deemed eligible to run for the position if they fulfill all requirements set forth by the USG Election Committee, chaired by the President of the Senior Class.

Section 6. Candidates for the Executive Board are ineligible for office if they were placed on probation during a previous semester.

Section 7. In distinct and individual cases, vacant positions for the USG Executive Board may be appointed after a simple majority vote of the acting Executive Board.
ARTICLE VII. USG Clubs

Section 1. The USG will sponsor clubs within The Steinhardt School of Culture, Education and Human Development that are unique in mission and purpose, are non-exclusive, and contribute to the overall quality of life within the School and University.

Section 2. For sponsorship, clubs must present:

A. A current club constitution;

B. A roster of club officers, all of which must be members of The Steinhardt School of Culture, Education and Human Development undergraduate student body;

C. A completed application for club sponsorship, with budget request form.

D. Advisor Approval with contact information.

Section 3. Admission of the club to the USG roster will give clubs:

A. An allocation of a budget, with an amount to be decided upon by the Executive Board based on the request of the club. The Executive Board shall take into account all estimated expenses to offer a fair budget to the club for the academic year.

B. Status of a club within the School and use of facilities.

Section 4. Club Representatives

A. Club representatives shall be selected by the individual clubs and will serve as the liaison between the club and the USG.

B. Club representative attendance at Assembly meetings is mandatory. Attendance must be coupled with a weekly update on the activities of the club. In the event that a club representative cannot attend, a club report must be sent at least 24 hours in advance to the Alternate Senator. Emailed reports may not exceed 2 instances per semester. After three absences, the club will forfeit their entire budget allocation for that academic year.

Section 5. New clubs shall not be allocated more than $500 for their first academic year in existence.

Section 6. Club Membership must be composed of at least 2/3 Steinhardt School of Culture, Education and Human Development students.

Section 7. USG Sponsored Clubs will also be held responsible for upholding the regulations set forth in a supplemental information packet to be distributed to clubs every academic year, the USG Club Guidelines Packet.
Section 8. A mandatory orientation will be held at the beginning of the fall and spring semesters for all club Presidents and Treasurers. Budget approvals will be made based on attendance at this orientation.

ARTICLE VIII. Budget and Allocation Procedures

Section 1. Budget Approval

A. Within the first month of each academic semester, the Treasurer shall propose the USG Budget to the Executive Board.

B. Members of the Executive Board shall vote to either adopt or revise the budget until all Executive Board members are in agreement of the working budget.

C. Upon receipt of an official budget from New York University, the budget shall be approved and considered adopted as the USG working budget.

Section 2. The President and Treasurer shall have exclusive responsibility and authority over the implementation of any manual and/or budget changes by the Executive Board throughout their term of office.

Section 3. Final budget allocations shall be determined by the Executive Board and can only be made based on the total amount allocated to the USG by the University.

ARTICLE IX. Amendments to the Constitution

Section 1. An amendment may be proposed at any USG Assembly meeting when a quorum of the membership is present.

Section 2. Amendments brought before the Assembly shall be automatically tabled until the next regular meeting, allowing time for constituents to review amendments and prepare a vote.

Section 3. A 2/3 majority vote of the voting members present at that Assembly meeting shall pass a proposed motion to amend this Constitution.

BYLAWS

ARTICLE I. The Executive Board and Council

Section 1. At least a 2/3 majority of the Executive Board members must be present in order for legal business to be conducted at a board meeting.

Section 2. Meetings of the Executive Board and Council will be closed to the University public unless individual requests to be present are made prior to the meeting.
Section 3. Duties and Responsibilities

A. The President shall:

1. In conjunction with the Board, develop a goal statement at the beginning of each academic year; report progress on these goals at mid-year and at the end of the term.
2. Preside at the Executive Board, Council, and Assembly meetings of the USG.
3. Coordinate the organization of the agenda for these meetings.
4. Serve as a member of, or appoint an alternate to, the Committees of the University Committee on Student Life (UCSL).
5. Attend meetings of the Faculty of The Steinhardt School of Culture, Education and Human Development or appoint an alternate to attend.
6. Serve as, or send, a representative on the Dean’s Budget Advisory Committee.
7. Represent or appoint representation for the USG Assembly at School and University functions and meetings.
8. Review the Constitution to confirm its accuracy.
9. Delegate additional responsibility to Executive Board members as s/he sees fit.
10. In conjunction with the Executive Board and Council, propose a calendar each semester of planned activities of the USG.
11. Be the official voice and representative of The Steinhardt School of Culture, Education and Human Development Undergraduate Student Government.

B. The Vice-President shall:

1. Conduct meetings in the absence of the President.
2. Be responsible for coordinating and implementing Assembly motions.
3. Serve as an ex-officio member of all internal standing committees.
4. Initiate and oversee internal committees of the USG for proper functioning.
5. Succeed the President in an event of the resignation or removal of the latter.
6. Organize and implement all major events of the USG calendar, as determined by the Executive Board at the beginning of each academic year.
7. Carry out all other responsibilities as delegated by the President.

C. The Treasurer shall:

1. Implement the budget plans as outlined by the Executive Board.
2. Be informed of the financial standing of the USG and report monthly, or as necessary, to the Executive Board, Council, and Assembly.
3. Make the final audit of the books in conjunction with the past treasurer in May by including all activities for the Fall-Spring account of the fiscal year running from September 1 to May 31.
4. Maintain all expense receipts, issue checks, balance ledger, and set next year’s budget and club allocations.
5. Carry out all other responsibilities as delegated by the President.

D. The Secretary shall:

1. Keep the minutes of the Executive Board, Council, Assembly, and other special meetings.
2. See that cumulative minutes, committee reports and correspondence are maintained and made available upon request.
3. Take and keep records of attendance at each meeting, and enforce the agreed upon attendance policy.
4. Draft communications at the request and approval of the Executive Board.
5. Maintain an up-to-date contact list of the active members of the Assembly.
6. Review and respond to general USG voicemail messages and e-mail correspondence.
7. Carry out all other responsibilities as delegated by the President.

E. The Senator shall:

1. Attend meetings of the University Senate.
2. Attend meetings of the Student Senators Council (SSC) and University Committee on Student Life (UCSL).
3. Submit reports to the Executive Board, Council, and Assembly of the USG reflecting the current issues of concern before the Senate.
4. Keep a file of all minutes and reports of the University Senate at the office of the USG for further reference.
5. Represent the undergraduate population of the Steinhardt School of Culture, Education, and Human Development in accordance with the school’s mission and needs and be a voice for students at the University level.
6. Organize the Professional Development Grant process in the Spring semester.
7. Carry out all other responsibilities as delegated by the President.

F. The Alternate Senator shall:

1. Succeed the Senator in an event of the resignation or removal of the latter.
2. Serve as the Alternate at any meeting the Senator is unable to attend.
3. Serve as the Club Liaison, regularly reviewing the attendance of club representatives at General Assembly Meetings, organizing and maintaining club status and applications, and regularly reporting to the Treasurer and Executive Board regarding the status of USG-sponsored clubs for review.
4. Assist the Senator in the spring semester with the Professional Development Grant process.
5. Carry out all other responsibilities as delegated by the President.

G. The Class Presidents shall:
1. Help project the needs, concerns, and wishes of their respective constituents.
2. Conduct at least one event per month for their student population as is fitting and appropriate for the class. At least one event per semester must pertain to academics and/or professional development.
3. Serve as advocates for their class in decisions of the USG.
4. Preside over regular meetings of a committee consisting of their respective populations.
5. Attend, and perhaps preside at, class-specific committee meetings (i.e. The Steinhardt School of Education Senior Legacy Committee, USG Election Committee, etc.)
6. Carry out all other responsibilities as delegated by the President of the USG.

H. The Programming Chairperson(s) shall:

1. Be responsible for the planning and implementation of school-wide events, activities and programs.
2. Create a calendar of events to be presented to the USG Executive Board for each semester.
3. Implement weekly General Assembly meetings, including but not limited to purchasing food and supplies.
4. Attend and report during, meetings of the USG Council and Assembly.
5. Oversee a programming committee if desired
6. Carry out all other responsibilities as delegated by the President.

I. The Publicity Chairperson(s) shall:

1. Be responsible for the publicity for each event and activity planned and sponsored by the USG.
2. Be responsible for the maintenance, distribution, and updating of all bulletin boards and posting space of the USG.
3. Manage and maintain the official website, facebook, blog and twitter of the Undergraduate Student Government of The Steinhardt School of Culture, Education and Human Development.
4. Carry out all other responsibilities as delegated by the President.

Section 4. USG officers have the option of holding one or more office hours per week.

Section 5. The delegation of the aforementioned duties and responsibilities are subject to change as the Executive Board and Council see fit.

A. In the event that the President and Vice President are unable to fulfill aforementioned duties, the Senator will temporarily assume their responsibilities.

ARTICLE II. Members

Section 1. All members, elected or appointed to office, must be able to serve a full academic year of that office, the exception being emergency appointments to fill vacancies.
Section 2. Fifth-year students shall be considered members of the Senior class.

ARTICLE III. Standing and Temporary Committees

Section 1. Standing and temporary committees shall be responsible to the Assembly and shall conduct only the business assigned to them in compliance with this constitution and its bylaws.

Section 2. The chairpersons of each committee shall be appointed by the committee members with the consent of the President.

Section 3. All standing committees shall meet as often as their responsibilities to the Assembly demand, and the Chairpersons shall report all of the committee’s activities to the Assembly at least twice a month. Temporary committees shall meet frequently and shall report to the Assembly in the like fashion.

Section 4. Any Chairperson shall be replaced by the Vice-President with the consent of the Executive Board for failure to comply with these prescripts.

Section 5. The Standing Committees may consist of:

A. Programming/Events
B. Publicity
C. Community Service
D. Student Advocacy
E. And all others as deemed by the Executive Board.

ARTICLE IV. Appointments and Removals

Section 1. Should any vacancy not covered by the succession outlined in the bylaws occur within the USG Executive Board, the President shall make appointments with the advice and consent of the Executive Board. Such appointments shall last until the end of the term.

Section 2. In the event of a vacancy in the position of a club representative, the individual club must fill the position in accordance with its own constitution.

Section 3. Any individual placed on probation by the University shall be immediately removed from office.

Section 4. Removal of a member of the Executive Board from his/her position shall require a unanimous vote from all other members of both the Executive Board and Council and approval of the Advisor.
ARTICLE V.  Undergraduate Student Government Lounge and Office

Section 1. Pless Hall shall serve as a meeting space for USG functions, unless otherwise specified. The lounges are also opened to the rest of the NYU community when a USG meeting or event is not being held.

Section 2. The USG Office space, located on the 3rd Floor of Pless Hall, shall serve as an administrative space for all elected officers and guests of the USG. The Executive Board shall decide on policy usage of the USG office each year.

ARTICLE VI.  Parliamentary Authority

Section 1. The rules contained in the most recent edition of Robert’s Rules of Order, Revised, shall govern in all cases which are not inconsistent with the Constitution and Bylaws of the USG.

ARTICLE VIII.  Amendments to the Bylaws

Section 1. An amendment may be proposed at any Assembly meeting when a quorum of the membership is present.

Section 2. Amendments brought before the Assembly shall be automatically tabled until the next regular meeting, allowing time for constituents to review amendments and prepare a vote.

Section 3. A 2/3 majority vote of the voting members present at that Assembly meeting shall pass a proposed motion to amend these Bylaws.