

The Graduate Student Organization Constitution

*New York University
Steinhardt School of Culture, Education, and Human Development*

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NEW YORK UNIVERSITY
STEINHARDT SCHOOL OF CULTURE, EDUCATION, AND HUMAN
DEVELOPMENT
GRADUATE STUDENT ORGANIZATION
CONSTITUTION

- I. **NAME:** This organization shall be known as the Graduate Student Organization (GSO) in the Steinhardt School of Culture, Education, and Human Development (School) at New York University (NYU).
- II. **PURPOSE:** The objectives of this organization shall be to:
- a. Promote better communication among graduate students, the faculty, and the administration.
 - b. Develop programs of cultural, social, recreational, professional, and intellectual enrichment for graduate students.
 - c. Provide activities and services which will assist students in their graduate and post-graduate work.
 - d. Strengthen the Steinhardt community and bridge the relationships between academic programs through diverse programming.
- III. **MEMBERSHIP:** All graduate students enrolled in the School are members of the GSO.
- IV. **STRUCTURE:** The government of the organization shall be composed of the GSO Board, the Council and the Department Caucus representatives.
- a. *THE GSO BOARD*
- i. Functions:
 1. To direct the policies and operations of the Council in all matters relating to the purpose for which the GSO has been formed.
 2. To present a statement of goals for the academic year at the first Council meeting which shall be considered for adoption at the second Council meeting.
 3. To prepare a budget for the academic year which shall include program allocations, general operations, and School-wide activities. The outgoing treasurer from the school year prior to the current school year shall develop a projected budget. At the beginning of the new fiscal school year, the current treasurer shall review the projected budget, modify where needed, and then presented for ratification to the current executive board by the second e-board meeting of the year. The approved projected budget shall then be presented at the next meeting of the full council. The final budget shall be developed and submitted to the executive board for approval no later than two weeks after the final

budget allocation is received from the Vice President for Student Affairs Office of New York University. The final approved budget shall then be presented at the next full council meeting.

- ii. Composition: The elected GSO Executive Board will consist of: President, Vice President, Treasurer, Secretary, Senator, Publicity Chair, Events Coordinator, and other positions as deemed necessary by the Board. The GSO Council will consist of the GSO Executive Board members and the Steinhardt School department representatives. The Advisor is also included in Board activities.
- iii. Duties of the Board Members:
 1. The President shall:
 - a. Preside at the Board and Council meetings (Town hall meetings).
 - b. According to the University's Student Senators Council/University Committee on Student Life (UCSL) rules, the President is a member of the UCSL. The President shall attend School of Education Faculty and Senate meetings or appoint an alternate to attend.
 - c. Inform the Secretary of notices for Board and Council meetings
 - d. Review reports of Board members.
 - e. In cooperation with the Board, develop a goals statement for the Council's approval at the beginning of each academic year and report the progress on GSO goals at mid-term and end of term.
 - f. Represent and/or appoint representatives for the GSO to School and University academic and social committees/functions.
 - g. Delegate additional responsibilities to Board members as necessary.
 2. The Vice-President shall:
 - a. Attend all GSO Board, Council meetings, and Town Hall Meetings.
 - b. In the absence of the President, preside at Board and Council meetings.
 - c. Actively participate in planning and implementing GSO activities and services.
 - d. Oversee professional development programs and activities.
 - e. Coordinates the annual executive board election process in the spring, and will also oversee the appointment process of any missing executive board members in the fall.

- f. Serves as liaison with Department and Club Representatives including maintaining membership database and sending notices.
 - g. Carry out all other responsibilities as delegated by the President.
3. The Secretary shall:
- a. Attend all GSO Board and Council meetings.
 - b. Keep the minutes of the Board and Council meetings.
 - c. Maintain and distribute minutes, committee reports, and correspondence for the Board and the Council. GSO minutes, Committee reports, and correspondence shall be maintained on file in the GSO office.
 - d. Take attendance at council meetings and submit copies of the roster to the Executive Board and Council.
 - e. Take the official tally of votes during Board and Council meetings.
 - f. Assemble and send notices of meetings, agendas, and other materials to Council and Board members.
 - g. Maintain accurate and current files of information in the GSO office.
 - h. Draft communication at the request and approval of the Board and/or Council.
 - i. Respond to general inquiries via Email and Office Phone
 - j. Carry out all other responsibilities as delegated by the President.
4. The Treasurer shall:
- a. Implement the budget plans as outlined by the Board. This includes following School and University procedures for deposits to, and payments from, the accounts of the GSO.
 - b. Submit at the beginning of his or her term a request to the Advisor for enrollment figures of the previous school year, which form a basis for GSO's allocation from the School and to its constituency. Upon leaving office, the outgoing treasurer from the school year prior to the current school year shall develop a projected budget.
 - c. Report at each meeting of the Board and Council about the financial standing of the GSO.
 - d. Oversee and coordinate the competitive grant process in the fall and spring.
 - e. Consult with the Student Council Budget Advisor to obtain information concerning University transactions charged to the GSO.
 - f. Meet with members of the Board to decide upon requests for additional program funding.

- g. Prepare an internal audit of GSO's financial records for submission to the Student Life bookkeeper in May.
- h. Notify programs whose funds are in jeopardy, have been frozen, or discontinued.
- i. Prepare written guidelines for department and program functions, as well as special events, in accordance with the Student Council Budget Manual from the Division of Student Affairs.
- j. Regularly review the monthly attendance of Department and Program Representatives to determine which programs are eligible for additional funds requested.
- k. Consult with the Secretary as necessary to discuss discrepancies regarding Department and Program representation.
- l. Carry out all other responsibilities as delegated by the President.

5. The Senator shall:

- a. Represent GSO at:
 - i. University Senate/ Student Senators Council
 - ii. School Senate
 - iii. University Committee on Student Life (UCSL)
- b. Represent the views and interests of the GSO Council to the NYU Senate, the School Senate, and the UCSL.
- c. Report to the Board and Council members at the regular meetings the current issues of concern before the NYU Senate, School Senate, and the UCSL.
- d. Simultaneously be a member of the School Senate and coordinate the activities of all graduate student representatives to the School Senate.
- e. Confer with the Publicity Chair(s), Alternate Senators, to designate meeting schedules
- f. Carry out all other responsibilities as delegated by the President.

6. The Publicity Chair shall:

- a. Serve as Alternate Senator during the absence of the Senator by representing the GSO at:
 - i. University Senate/ Student Senators Council
 - ii. School Senate
 - iii. University Committee on Student Life (UCSL)
- b. During the absence of the Senator, represent the views and interests of the GSO Council to the NYU Senate, the School Senate, and the UCSL.
- c. During the absence of the Senator, report to the Board and Council members at the regular meetings the current issues

of concern before the NYU Senate, School Senate, and the UCSL.

- d. During the absence of the Senator, simultaneously be a member of the School Senate and coordinate the activities of all graduate student representatives to the School Senate.
- e. Oversee external relations including, but not limited to, alumni affairs and events, and technology (i.e. the GSO website, newsletter, etc.).
- f. Oversees all Social Media, including Facebook, Twitter, etc.
- g. Work with the Events Coordinator to oversee publications of GSO that include, but are not limited to, advertisements and initiatives.
- h. Ensures consistency in branding (logos, colors, etc.) for GSO, departments, and clubs according to the official Steinhardt Identity standards.
- i. Carry out all other responsibilities as delegated by the President.

7. The Events Coordinator shall:

- a. Work with the Publicity Chair to oversee publications of GSO that include, but are not limited to, advertisements and initiatives.
- b. Organizes, promotes, advertises and executes all events sponsored by the GSO.
- c. Elicits ideas for events from the student body (i.e. via student surveys)
- d. Carry out all other responsibilities as delegated by the President.

8. Outgoing elected executive board officers shall meet with newly elected executive board officers to address the duties for said office.

iv. The Advisor (ex-officio member assigned by the Dean): The Advisor attends Council and Board meetings and is the liaison between the Dean and GSO. The Advisor confers with the Board on such issues as development of the GSO budget, School elections, and other matters of administrations and programming.

v. Voting Members: The only Board members with voting privileges are the President, Vice-President, Secretary, Treasurer, Senator, Publicity Chair, and Events Coordinator.

vi. Meetings

1. Meetings of the Board shall be held at least once a month during the academic year, with time and date to be determined by the Board members.
 2. Meetings will not be held during Winter and Spring Breaks.
 3. Business can be conducted at a meeting only when a quorum is present. A quorum shall consist of one more than one half of the voting membership.
 4. Between meetings, motions for the Board must be submitted to the Secretary in writing and will be presented in the order received. With the consent of the Board, the President may establish other priorities of order.
 5. During meetings, board members shall provide updates and reports on old and new business since the previous meeting. RF: Members of the Board shall submit written reports to the Secretary prior to each meeting.
- vii. Matters presented to the Board:
1. Written request or motion of a Council member.
 2. Request of a Board member.
 3. A committee ready to report.
 4. Written requests to the Board.
 5. Any matter brought before the Board should be addressed to the Secretary, and submitted to the GSO office. This should be done at least two business days prior to the Board meetings.
 6. The agenda for the Board meetings is prepared by the President and duplicated and disseminated by the Secretary.

b. THE GSO COUNCIL

- i. Functions:
 1. Consider, deliberate, legislate, and implement policies and procedures relating to the purposes and objectives of GSO.
 2. Consider and deliberate a statement of goals for the academic year at the first Council meeting, which shall be legislated and implemented at the second Council meeting.
 3. Review the budget for the academic year, which shall contain academic program allocations, general operations, and school-wide activities and expenses. The proposed budget shall be submitted to the Council at its first meeting of the academic year for consideration and the final budget shall be reviewed and adopted by the Council once the budget allocation has been finalized by the NYU Student Affairs budget office.
- ii. Composition: The GSO Council shall consist of the members of the Board, and Department Representatives.

- iii. Voting Members: The voting members of the Board and selected Department Representatives or their alternates are the only Council members with voting privileges.
- iv. Duties of Department Representatives:
 - 1. Attend all monthly GSO Council meetings
 - 2. Solicit Program Representatives from all the programs within the respective department and coordinate the activities of such representatives.
 - 3. Convene monthly meetings during the academic year, with respective program representatives, to facilitate communication and oversee student activities.
 - 4. Act as liaison among the department faculty, constituent Program Representatives and the students enrolled therein, Board, and Council.
 - 5. Actively participate in the planning and implementing of all GSO activities and services.
 - 6. Review reports given by Program Representatives.
 - 7. Undertake major projects and committee responsibilities which have been authorized by the Board or Council.
 - 8. Help Program Representatives with program issues.
 - 9. Maintain communication with department chairs.
 - 10. Inform the students of programs that do not have representatives - such programs are not eligible to receive funds.
 - 11. Contact those Program Representatives who have not attended meetings and inform them of their responsibility to attend.
 - 12. Obtain and disseminate GSO communications not later than two weeks prior to the next Council Meeting.
- v. Funding:
 - 1. A Department Representative must be present for all GSO Council meetings before constituent programs may receive their allocation.
 - 2. In the case where a Department would like to sponsor an event before two consecutive meetings have convened in an academic year, the Department Representative may request approval for funding from the Board.
 - 3. If a Department Representative is not present for two consecutive GSO meetings, then constituent program allocations are cut in half for the academic year. If a Department Representative is not present for three consecutive meetings, then constituent program allocations are forfeited for the academic year.
 - 4. Its official representative or his or her designated alternate may represent a department. In this case, no forfeiture will occur.
 - 5. Funding allocations for Steinhardt departments will be based upon enrollment numbers within the department.
- vi. Meetings:

1. Meetings shall be held monthly during the academic year, called by the President after fourteen-calendar days written notice to the Board, Department Representatives, and the Council.
 2. Business can be conducted at a meeting only when a quorum is present. A quorum shall consist of one more than one-half of the voting membership.
 3. Members of the Council shall submit written reports to the Secretary prior to each meeting for distribution with the minutes of the previous meeting.
 4. Between meetings, motions must be submitted to the Secretary in writing and will be presented at the Council meeting in the order received. With the approval of the Council, the President may establish other priorities of order.
- vii. Matters present to the council (Council agenda items may be presented by):
1. The Board.
 2. A committee ready to report.
 3. A written motion submitted to the Secretary two business days prior to the meeting and signed by a Council member.
 4. A Council member may place a motion before the Council. (As per Rules of Order, New Business may be presented as a motion and if Seconded and agreed upon by 2/3 majority, may be taken up by the Council.)
- viii. Preparation of the Agenda for Council Meetings: Is the responsibility of the President. The Secretary prepares it for distribution.

c. *The GSO Department Caucuses:*

- i. Function:
 1. Consider, deliberate, legislate, and implement policies and procedures relating to the purposes and objectives of the GSO.
 2. Consider and deliberate goals for the department and its programs for the academic year.
 3. Promote better communication among graduate students, the faculty, and the administration within the department.
 4. Develop programs of cultural, social, recreational, professional, and intellectual enrichment for graduate students within the department.
 5. Provide activities and services, which will assist students in their graduate and post-graduate work within the department.
- ii. Composition: The Department Caucuses shall consist of the Department Representative and their respective Program Representatives.
- iii. Voting Members: All members of the Department Caucus are eligible to vote.
- iv. Academic Program Representatives:
 1. Each academic program shall elect one representative.
 2. Duties of the Program Representatives:
 - a. Attend all Department Caucus meetings.
 - b. Served on a least one committee either internal or external to GSO.
 - c. Meet with the program director at least once a month to keep apprised of new courses, program offerings, and any other program activities, which may be of concern to the students of the program.
 - d. Communicate on a regular basis with the students of their respective programs.
 - e. Report to their Department Representative regarding specific program concerns or problems, program functions, and changes in academic programs.
 - f. Represent and report the views and interests of the graduate students in their programs to the monthly Caucus meetings.
- v. Meetings:
 1. Meetings shall be held once a month during the academic year, called by the Department Representatives. The Vice-President must be informed of such meetings.
 2. The agenda will be developed by each Department Representative. Reports will be written and distributed with the agenda. Between Department Caucus meetings, motions by the Program Representatives must be submitted to the Department Representative (Chairperson) in writing and will be presented in the order received.

d. *Committees Internal to GSO*

- i. Membership:
 1. Nomination for committee membership shall be open to all graduate students enrolled in the School.
 2. The President shall appoint committee members upon the approval of the Council.
 3. The chair for each committee will be selected from among the members of the respective committee.
 4. The chair shall report to the Council at its monthly meetings.
- ii. Committees:
 1. Special Ad-Hoc Committees: Created by an act of the Council to assess and evaluate special concerns of the School's graduate students, and propose actions and strategies to address those concerns. Also responsible for the publicity and evaluation of the project(s).

e. *Committees External to GSO*

- i. Membership:
 1. Nomination for committee membership shall be open to all graduate students enrolled in the school.
 2. The President shall appoint committee members upon approval to the Council.
 3. Each GSO representative must be able to attend the meeting of the committee to which she/he is a member.
 4. GSO representatives to external committees shall represent the views and interests of the Council.
- ii. Areas of Representation: () indicates the representatives *Committee's that GSO shall be responsible for, are listed below, but may also include other committees that may form at any given time.*
 1. NYU:
 - a. University Senate/Student Senators Council (the Senator).
 - b. University Committee on Student Life [UCSL] (the President, the Senator).
 2. School:
 - a. School Faculty Meetings (the President).
 - b. School Senate (appointed by the President): *[see note]
 - i. Educational Programs Standing Committee [EPSC] (one)
 - ii. Sub-committee on Curriculum and Programs [CCP-subcommittee of EPSC] (one)
 - iii. Institutional Planning and Development [IPD] Standing Committee (one)

- iv. Budget Advisory Committee [subcommittee of IPD Standing Committee] (one)
- v. Faculty-Student Standing Committee (one)
- vi. Steering Committee (one)

V. ELECTION AND SUCCESSION OF BOARD AND COUNCIL MEMBERS:

a. General Elections

- i. All candidates for Board and Council positions shall be graduate students enrolled in the School for the academic year in which they will be elected to serve.
- ii. Candidates for Department and/or Program positions must be graduate students enrolled in the respective department and/or program which they wish to represent.
- iii. Each academic year, by the March meeting of the full council, the Vice President shall present a set of election procedures. These procedures shall specify the manner in which the elections will be held for the executive board positions and the procedure for solicitation of nominees from the entire Steinhardt School's graduate student body. These procedures shall specify the manner in which the election will be held for the Board and Council positions; and the procedure for solicitation of nominees from the entire School's graduate student body.

b. Term of Office:

- i. The term of office for all elected members of the Board and Council begin on the first day after spring commencement, and ends on the day of spring commencement the following year.
- ii. The same person shall occupy each elected board position for a period of not greater than two academic years.

c. Succession:

- i. If any elected member is unable to complete his/her term of office, the Executive Board will decide in what manner to fill the vacant position.
- ii. Any Board member seeking resignation shall submit this in writing to the Executive Board as soon as possible, prior to subsequent resignation.
- iii. If no representative is elected from a Department during the General Election, the Board shall consider nominations and shall appoint members to these positions.

d. Censure and Removal from Office:

- i. Such procedure shall be initiated for failing to faithfully execute the responsibilities of the office or position occupied (this includes committee work). Any Council member may initiate this procedure.
- ii. Individuals against whom censure or removal proceedings have been initiated have the right to a hearing before a Special Committee.
- iii. If a hearing is requested, proceedings for censure or removal shall be as follows:
 - 1. Submit in writing to a member of the Executive Board the individual's name, position, and reasons for initiating the proceeding.
 - 2. Upon receipt of such material, the Executive Board shall:
 - a. Contact the individual so named to advise his/her of the accusations.
 - b. Contact Council members to create a special committee which shall have sole jurisdiction and final authority in the matter.
 - c. This committee will be composed of two Board members and the Advisor (excluding any members involved in the proceedings).
 - d. The positions for the committee shall be chosen by lot.
 - e. The chair of the committee shall be chosen from within and by its membership.

VI. AMENDMENTS TO THE CONSTITUTION:

- a. Proposed amendments to this Constitution must be submitted, in writing, by a council member to the Secretary. The amendment shall be placed on the agenda at the next Council meeting for discussion and shall be voted upon at the following meeting.
- b. An amendment shall be accepted if it is passed by a $\frac{3}{4}$ majority vote of the Council.

VII. BYLAWS: The GSO Council shall have the power to pass rules known as Bylaws to implement the articles of this Constitution. Bylaws proposals must be submitted in writing to the Secretary at least thirty calendar days prior to a Council meeting. A Bylaw shall be accepted if it is passed by a $\frac{2}{3}$ majority vote of the Council.

VIII. RULES OF ORDER: The authority for all rules of procedure shall be *Robert's Rules of Order, Revised Edition*, except as superseded by this Constitution and its Bylaws.

Adopted October 7, 1993

Revised Fall 1998 (Section IV.F. Alternate Senator added)

Revised Spring 2006 (Added, modified, or changed sections: IV.a.i.3; IV.a.ii; IV.a.iii.1; IV.a.iii.2.d-f; IV.a.iii.4.b; IV.a.iii.6-8; IV.a.v; IV.b.ii-v.5; IV.d.ii.1-3; IV.e.ii.1; V.a.iii; V.b.ii; V.c.i-ii)

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* According to School Bylaws, the number of representatives in School Senate from GSO is determined by the proportion of graduate students to undergraduate students in the School of Education and is jointly determined by GSO and USG—with a total number of student representatives being six. Membership of School Senate Standing Committees is made up exclusively of members of school senate. Members of Graduate Student Organization...choose a standing committee for which each agrees to serve as a member of an ad hoc or subcommittee. Full descriptions of the School Senate Standing Committee's functions appear in the Bylaws. See New York University School of Education Bylaws Revised and Amended: September 1993.