



LIBERAL STUDIES STUDENT COUNCIL

Constitution

Amended as of January 2018.

MISSION STATEMENT

The Liberal Studies Student Council has been established to represent the interests of Liberal Studies students within the Core Program and Global Liberal Studies. The Student Council aims to foster a strong community by working with student clubs to provide opportunities for social engagement and service to the community in and around New York University and advocates for Liberal Studies students in university and school policy.

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I. EXECUTIVE BOARD.

1. Members of the Executive Board
 1. President
 2. Senator
 3. Vice President of Core Program
 4. Vice President of Global Liberal Studies
 5. Alternate Senator
 6. Director of First-Year Away Affairs
 7. Director of Club Affairs
 8. Secretary
 9. Treasurer
 10. Events Committee Chair
 11. Global Liberal Studies Committee Chair
 12. Public Relations Committee Chair
 13. Student Advisory Board for Diversity, Equity, and Inclusion Chair (DEI Chair)

2. Term and Eligibility
 1. Each Executive Board member will hold office for two consecutive semesters (one academic year) and may run for re-election.
 2. Each Executive Board member must be in good academic standing and enrolled at the University at least as a part-time student.
 3. Each Executive Board member must be committed to serve for the full academic year at the NYU New York City campus.

3. Administrative Advisor(s)
 1. The administrative advisor(s) will ensure that the Student Council adheres to all relevant University policies.
 2. The administrative advisor(s) will advocate for the Student Council and their mission in all discussions held between the advisor and other members of the faculty and administration.
 3. The administrative advisor(s) will distribute all announcements made on behalf of the Student Council.
 4. The administrative advisor(s) is(are) encouraged to attend the weekly Executive Board meetings.

4. Election Procedures

1. Spring Elected Executive Board Positions
 - a. Positions that are categorized as Spring Elected Executive Board positions include: President, Senator, Vice President of Core Program, Vice President of Global Liberal Studies, Director of First-Year Away Affairs, Secretary, Treasurer, and DEI Chair.
 - b. The elections of Spring Elected Executive Board positions shall take place in an open election for the entire student body of Liberal Studies. The elections timeline must coincide with the All-University elections period as set forth by the NYU Student Senators Council.
 - c. All interested candidates must submit the required application by the deadline established by the Executive Board.
 - d. Each candidate must present a speech at the Liberal Studies election night in front of the General Assembly in the Spring Semester.
 - e. All exceptions to this policy will be subject to consideration by the Executive Board.

2. Fall Elected Executive Board Positions
 - a. Positions that are categorized as Fall Elected Executive Board positions include: Alternate Senator, Director of Club Affairs, Events Committee Chair, Global Liberal Studies Committee Chair, Public Relations Committee Chair, and any vacant positions.
 - b. Elections shall be held during the first month of the fall semester during the period established by the Executive Board.
 - c. All candidates must submit the required application by the deadline established by the Executive Board.
 - d. Each candidate must deliver a speech during the fall Liberal Studies election event.
 - e. All exceptions to this policy will be subject to consideration by the Executive Board.

3. Study Away Students
 - a. Study away students interested in running for a position on the Executive board for the following academic year may do so given they fulfill all election procedure requirements.

- b. The candidate must submit an application and speech to the Executive Board before the election event.
- 4. Candidate Integrity
 - i. Any student running in the election must adhere to the following code of conduct:
 - a. Be respectful towards prospective candidates.
 - b. Must not slander nor harm the reputation of any candidate.
 - ii. Any candidate found in violation of this code of conduct will be disqualified and will not be able to participate in any future elections.

II. EXECUTIVE BOARD MEMBER DUTIES AND RESPONSIBILITIES.

- A. All Executive Board members must be students in Liberal Studies at the New York City campus of New York University. All Executive Board members must:
 - 1. Attend all Executive Board Meetings, council events, and General Assembly meetings, unless approved by the President.
 - a. 3 or more unexcused absences will result in probation.
 - 2. Uphold, and when necessary, amend the principles of the Constitution through due process.
 - 3. Take responsibility for all decisions concerning student government policy.
 - 4. Take responsibility when the removal or appointment of Executive Board members becomes necessary.
 - 5. Organize, facilitate, and participate in all charitable, political, and social Liberal Studies student government events.
 - 6. Sponsor and assist in the management of the various Liberal Studies student clubs.
 - 7. Facilitate the general elections for officers and student representatives by informing students about candidates and supplying the information necessary for making an educated voting decision.
 - 8. Increase general awareness and promote school solidarity within Liberal Studies and throughout the University.

- B. Each member is responsible for making sure the preceding responsibilities, duties, and requirements are fulfilled, in addition to their office-specific Executive Board tasks.

- C. President
 - 1. The President must be a Sophomore, Junior, or Senior Liberal Studies student with a minimum of one semester experience on the Student Council Executive Board or on Student Council at the Liberal Studies away sites. If a candidate does not have student council experience in New York or the international sites then s/he must be qualified to serve as President as determined by the Liberal Studies Student Council Executive Board. The duties of the President are as follows:
 - a. Serve as a representative and voice of the Liberal Studies Student Council both within Liberal Studies and on a university-wide level.
 - b. Call and adjourn the weekly Executive Board meetings and General Assembly meetings.
 - c. Enforce the Constitution.
 - d. Facilitate the planning of events, and delegate responsibilities to various Executive Board members accordingly while monitoring the progress of such event planning.
 - e. Attend all relevant Student Government Assembly meetings.
 - f. Delegate voting rights to class representatives.
 - g. Have the tiebreaker vote in necessary circumstances.

- D. Senator
 - 1. The Senator must be a Sophomore, Junior, or Senior Liberal Studies student with a minimum of one semester experience on the Executive Board or have experience as a committee chair/class representative or GA member with a recommendation by faculty or administration of the University.
 - 2. The Senator will act as the liaison between the Liberal Studies Executive Board and larger University government, the Student Senators Council (SSC), the Student Government Assembly (SGA), and the University Senate. The duties of the Senator are as follows:
 - a. Attend all duly called meetings of the SSC, SGA, and University Senate.

- a. In the event that the Senator is unable to attend a scheduled meeting, the alternate Senator will attend in place of the Senator.
- b. Report to the Executive Board with regard to all matters concerning Liberal Studies, as related, from the Liberal Studies Town Hall, SSC, SGA, and University Senate.
- c. Sit on at least two committees of SGA or SSC.
- d. Sit on at least one committee of University Senate.
- e. Moderate all electoral processes within the LSSC.
- f. Brief the alternate senator about their duties on the SSC and SGA within a week of the Alternate Senator's election.
- g. Provide guest access to the Alternate Senator to attend at least 2 University Senate Meetings, and 4 SSC meetings per semester.
- h. Understand that the senatorial position on the SSC is reliant on participation in the LSSC and all LSSC related events.

E. Vice President of the Core Program

- 1. The Vice President of the Core Program must be a Sophomore Core Program student. The duties of the Vice President are as follows:
 - a. Assist the President as needed.
 - b. Assume any and all responsibilities in the absence of the President in conjunction with the Vice President of Global Liberal Studies.
 - c. Confer regularly with the President regarding what is needed with respect to events, meetings, or any other functions.
 - d. When deemed necessary, attend Student Government Assembly (SGA) meetings in place of the President.
 - e. Serve as a point of contact and work to communicate with the Liberal Studies Core Program student body and relay Core Program concerns to the Liberal Studies Student council, faculty, and administrators.
 - f. Take initiative in the organization of Core Program specific activities.

F. Vice President of Global Liberal Studies

- 1. The Vice President of Global Liberal Studies must be a Sophomore, Junior, or Senior Global Liberal Studies student. The duties of the Vice President of Global Liberal Studies are as follows:

- a. Assist the President as needed.
- b. Assume any and all responsibilities in the absence of the President in conjunction with the Vice President of the Core Program.
- c. Confer regularly with the President regarding what is needed with respect to events, meetings, or any other functions.
- d. When deemed necessary, attend Student Government Assembly (SGA) meetings in place of the President.
- e. Take initiative in the organization of Global Liberal Studies specific activities that cover both social and academic interests.
- f. Work to communicate with the Global Liberal Studies student body and relay Global Liberal Studies concerns to the Liberal Studies Student council, faculty and administrators.

G. Alternate Senator

- 1. The Alternate Senator must be a first-year Liberal Studies student.
- 2. The Alternate Senator will work with the Senator as a liaison between the Liberal Studies Student Council Executive Board and both the University Senate, the Student Government Assembly (SGA), and Student Senator's Council
- 3. The duties of the Alternate Senator are as follows:
 - a. Attend all duly called meetings of the University Senate and SGA.
 - i. In the event that the Senator is unable to attend a scheduled meeting, the Alternate Senator will attend in place of the Senator.
 - b. Report to the Executive Board with regard to all matters concerning Liberal Studies, as related from the Liberal Studies Town Hall, University Senate, and SGA.
 - c. Assist the Senator in all initiatives set forth in University Senate and SGA.
 - d. Attend and become an active participant of SGA and SSC Committee meetings.
 - e. Aid the Senator in all electoral processes of LSSC.
 - f. Advocate for student interests in Liberal Studies policies and procedures by meeting regularly with senior administration.
 - g. Create the agendas for General Assembly meetings and facilitate event planning alongside the Event Committee Chair.

H. Director of First-Year Away Affairs

1. The Director of First-Year Away Affairs must be a Sophomore, Junior, or Senior Liberal Studies student who studied at a Liberal Studies away site during his/her first year. The duties of the Director of First-Year Away Affairs are as follows:
 - a. Work to connect First Year Away students to the greater NYU community through contact, programs, and support.
 - b. Identify problems with communication between the New York City campus and the Liberal Studies away sites, and work with the Executive Board to provide proposals on how to identify and improve disparities.
 - c. Aid in establishing Student Council at away sites within the first month of the Fall semester.
 - d. Confer regularly with the Student Council from the Liberal Studies away sites and the Student Council Advisors.
 - e. Serve on the Global Committee on Student Life to advocate for first-year away students.
 - f. Conduct bi-weekly meetings with LS Director of Global Programs to discuss FYA

I. Director of Club Affairs

1. The Director of Club Affairs must be a first-year Liberal Studies student. The duties of the Director of Club Affairs are as follows:
 - a. Holds an individual meeting at the beginning of the academic school year with all club presidents and their advisors to discuss and review Club Guidelines.
 - b. Leads the Club Council during General Assembly Meetings.
 - c. Assists students in the process of creating a new club by utilizing the New Club Application.
 - d. Advocates for new and current clubs in Executive Board meetings.
 - e. Advocates for club budgets.
 - f. Serves as the main contact for students with any questions pertinent to Liberal Studies clubs.
 - g. Consistently communicates with club presidents to inform them about upcoming Liberal Studies Student Council social and service events, General Assembly Meetings, policy reminders and updates, and alike.

- h. Enforce and ensure club adherence to the Liberal Studies Student Council Club Guidelines.
- i. May present amendments to the Club Guidelines to the Liberal Studies Student Council as necessary over the course of the academic year
- j. May present a potential suspension of a Liberal Studies club to the Liberal Studies Student Council if necessary according to the Club Guidelines

J. Secretary

- 1. The Secretary must be a Sophomore, Junior, or Senior Liberal Studies student. The duties of the Secretary are as follows:
 - a. Electronically record minutes at all Executive Board and General Assembly meetings as well as any additional meetings held between the Executive Board and the administration.
 - b. Electronically record attendance at all Executive Board and General Assembly meetings.
 - c. Make a copy of minutes electronically accessible to each Executive Board member and Administrative Advisor
 - d. Submit Executive Board meeting minutes for approval at the beginning of each meeting.
 - e. Maintain a record of event and meeting attendance.
 - f. Organize and maintain council documents
 - g. Advise the Director of Club Affairs

K. Treasurer

- 1. The Treasurer must be a Sophomore, Junior, or Senior Liberal Studies student. The duties of the Treasurer are as follows:
 - a. Assist with the planning and execution of events, specifically in respect to monetary concerns.
 - b. Monitor the budget throughout the academic year.
 - c. Facilitate the creation and presentation of the annual budget to the rest of the Executive Board in a monthly Treasurer's report.
 - d. Handle student council paperwork related to the budget (i.e., receipts, checks, etc.).
 - e. Confer weekly with the Administrative Advisor(s) about the state of the budget.

- f. Work together with the Administrative Advisor(s) to allocate funds toward all the clubs sponsored by Liberal Studies.
- g. Coordinate with the Director of Club Affairs to send out to each club leader a budget summary at the end of each month.
- h. Receive club budget and co-sponsorship requests; recommend approval, denial, or amendments to be voted on by the Student Council.

L. Committee Chairs

- 1. Each committee will have a Chairperson that is a Liberal Studies first-year or sophomore and must carry out the following general responsibilities:
 - a. Attend all Executive Board and General Assembly meetings.
 - b. Recruit students to serve as members of the committee.
 - c. Set committee goals and hold biweekly meetings to accomplish these goals.
 - d. Provide a committee update at the General Assembly meetings.
 - e. Organize and facilitate events pertaining to their committee.
 - f. Appoint from their committee a Co-Chairperson to assist with committee responsibilities if necessary.
- 2. In addition to the responsibilities listed above, individual committee chairs have the following responsibilities:
 - a. Events Committee Chair
 - i. Will be a first-year or a sophomore.
 - ii. Aim to organize at least three to four academic or social events per semester.
 - iii. Coordinate with the Public Relations Committee Chair to discuss advertising for all events.
 - iv. Order food and beverages for all necessary meetings and events (i.e. General Assemblies).
 - v. Encourage partnerships with other councils and committees to maximize student involvement.
 - b. Global Liberal Studies Committee Chair
 - i. Aim to organize 3 to 4 social and academic Global Liberal Studies events.

- ii. Engage with Global Liberal studies students of all grade levels and communicate any concerns brought up by students.
 - iii. Work closely with the Vice President of Global Liberal Studies and Director of First Year Away to oversee Global Liberal Studies student academic and program concerns and work towards resolutions with Liberal Studies senior administration.
 - c. Public Relations Committee Chair
 - i. Will be a first-year or a sophomore.
 - ii. Create and manage advertising for all events; coordinating with other Liberal Studies Student Council committees on design/content needs.
 - iii. Maintain all Liberal Studies Student Council social media accounts, posting and garnering an online audience on a regular basis.
 - iv. Work to constantly improve the branding and perception of Liberal Studies.
 - d. Student Advisory Board for Diversity, Equity, and Inclusion Chair (DEI Chair)
 - i. Will be a sophomore, junior, or senior in the Core Program or Global Liberal Studies.
 - ii. Have been involved with DEI for at least a semester.
 - iii. Plan two events per semester related to the maintenance, promotion, and advocacy for diversity, equity, and inclusion efforts in the Liberal Studies community.
 - iv. Attend Diversity, Equity, and Inclusion Working Group meetings as they are scheduled.
 - v. Responsible for fostering clear communication and updates between, the Student Advisory Board, the Liberal Studies Student Council, and the Diversity, Equity, and Inclusion Working Group.
- 3. The standing committees of the Liberal Studies Student Council are as follows:

- a. The Events Committee
- b. The Global Liberal Studies Committee
- c. The Public Relations Committee
- d. The Student Advisory Board for Diversity, Equity, and Inclusion

III. CLASS REPRESENTATIVES

A. Class Representatives

1. The Liberal Studies Class Representatives must be a Liberal Studies student.
2. There shall be a Class Representative for each of the classes.
3. Class Representatives shall be elected in the fall elections by all students in each of their respective classes.
4. Should there be a vacancy, follow the procedure outlined in Section V, Subsection E
5. The duties of the Class Representatives are as follows:
 - a. Serve on the respective Class Activities Board (CAB) and represent the students of their class in all deliberations of CAB.
 - b. Serve as a liaison between the Executive Board and the class that student represents.
 - c. Encourage and promote attendance to General Assembly meetings and other Student Council events.
 - d. Actively serve on at least one committee of the Liberal Studies Student Council.
 - e. Attend General Assemblies meetings.
 - f. Attend one E-Board meeting per month at the President's invitation.
 - g. Class Representatives may be allowed to vote on Executive Board decisions at the President's discretion.

IV. FIRST-YEAR AWAY STUDENT COUNCILS

A. First-Year Away Student Councils

1. Each study away site should elect a Student Council, in a structure of their own choosing, to represent FYA students in the first month of the Fall semester.

- a. Councils will work closely with the administrators, faculty, and students at their respective site to acknowledge and address any conflicts the students may have.
 - b. Councils will also organize events deemed beneficial for the students using the budget they have been allocated by the away site administration.
 - c. Councils will communicate with the Director of First-Year Away Affairs for any information, questions, and concerns about FYA events, the New York campus, and the sophomore transition to New York.
2. Presidents studying away will work closely with the Director of First-Year Away Affairs in New York City. The President will represent the students and student council at his/her respective site. Each President shall:
- a. Establish and maintain a constitution for their council.
 - b. Stay updated with the activities of Liberal Studies in Washington Square through the weekly student government minutes online, and by communicating regularly with the Director of First-Year Away Affairs.
 - c. Update the Director of First-Year Away Affairs bi-weekly with events, meetings, and news from their respective site as well as provide them with the minutes from meetings.
 - d. Inform students in New York City as well as at the Liberal Studies away sites of any events or pertinent news related to their respective site.
 - e. Raise questions, comments and/or concerns to the International Ambassador who will in turn relay them to the Liberal Studies Student Council.
 - f. Relay all information gathered to their respective student government members.

V. IMPEACHMENT, DISCIPLINARY ACTION, AND REGULATION.

A. Impeachment of Officers

- 1. If any member of the Executive Board questions the ability of a fellow officer to fulfill his or her duties as described in this Constitution, and can give supporting evidence, the President will set a date for the "Officer Removal Hearing." At this hearing, the officer in question will

be asked to present his or her defense to the Executive Board. Following this individual's defense, the Executive Board will hear any additional evidence, which may bear on impeachment. At the end of the meeting, the Executive Board will vote on the removal of the officer. The officer in question may not vote. A two-thirds anonymous vote for the removal of the officer is needed to expel the officer from the Executive Board. If an officer is removed, he or she will not be allowed to run for an office in Liberal Studies again, nor will he or she be allowed to include the impeached position on their resume.

B. Disciplinary Action

1. The Executive Board may petition to remove any student council member if, after one warning, they commit one or more of the following offenses:
 - d. Disrupt student council meetings (whether that be overt disruption or through repetitive unpreparedness and/or disengagement).
 - e. Commit an offensive act towards any other member verbally, physically, or through means of insubordination and/or disrespect.
 - f. Come consistently late or fail to attend meetings or events without notice to the President.
 - g. Fail to consult the Executive Board regarding decisions and stances that concern the entirety of the Student Council.
 - h. Cannot and do not fulfill the requirements needed for their respective position.

C. Resignation of Officers

1. Though each position requires a term of two consecutive semesters (one academic year), resignation is possible. Resignation rules and procedures for officers are as follows:
 - a. The Officer must complete his or her present duties and obligations to the student government before his or her resignation.
 - b. The Officer must present the Executive Board with a written explanation of his or her departure two weeks before his or her resignation.

- c. The Officer's process resignation may be altered based on the E-Board's reasonable discretion.
- D. Temporary Appointment of Officers
 - 1. If an officer is removed or resigns from office during an academic semester the following will take place:
 - a. The vacant position will be assumed by a current Executive Board member as elected by the Executive Board with a 2/3 vote. The appointed Executive Board member will hold that position until an appointment or election takes place.
 - b. Appointments will take place at the discretion of the Executive Board
- E. Appointment of Officers
 - 1. The council must adhere to the following procedure regarding the appointment of officers:
 - a. The Executive Board will email the Liberal Studies student body to make students aware of the opening and include instructions on how to apply for office.
 - b. The Executive Board will review the applicants and make an effort to personally meet with the applicants.
 - c. The Executive Board will come to a decision and appoint the best applicant for the open position with a 2/3 vote.

VI. AMENDMENTS TO THE CONSTITUTION.

- A. Yearly Revisions
 - 1. Each spring semester, the Executive Board shall review the Liberal Studies Constitution. The Amendment process entails identifying an issue or inconsistency then presenting the issue at an Executive Board meeting. If an amendment is deemed necessary the following will take place:
 - a. The amendment will be reviewed by the advisor who in turn may offer constructive criticism.
 - b. At the following General Assembly meeting, this amendment may be proposed and voted upon.
 - c. The amendment will be passed and be put into practice with a two-thirds majority vote.

B. Amendments by General Assembly Members

1. Amendments to this Constitution by a General Assembly Member can be added in the following manner:
 - a. The General Assembly Member may submit a proposed amendment in writing to the Executive Board; the format of the proposal must comply with the format of the Constitution.
 - b. The Executive Board will render a decision with a majority vote if the General Assembly should vote regarding the proposed amendment.
 - c. If approved, the Executive Board will set a voting date during the next General Assembly meeting.
 - d. During the General Assembly meeting, the President will bring the amendment to the Liberal Studies General Assembly (including the Executive Board) for a discussion and vote.
 - e. If two-thirds or more of the General Assembly vote in favor of the amendment, it will be added to this Constitution.

VII. MEETING TIMES.

A. Executive Board Weekly Meetings

1. All members of the Executive Board must be available to meet simultaneously for at least 60 minutes each week.
2. The Administrative Advisor(s) to the Student Council is(are) encouraged to attend this meeting.
3. Only with approval from the President can an Executive Board member be excused from attending the weekly Executive Board meeting.
4. Once the meeting day and time are agreed upon by all members, the Student Council will meet weekly on this day and time unless otherwise decided by the President.

B. Student Council Events

1. All Executive Board Members must be available to attend, assist, contribute, and facilitate student council events.
2. Only with approval from the President can an Executive Board Member be excused from attending a student council event.

3. All E-Board members must arrive to LSSC events 15 minutes prior to starting time.

C. General Assembly Meetings

1. General Assembly meetings must be attended by all members of the Student Council. General Assembly meetings must take place at least four times per semester.

This Constitution is hereby acknowledged, agreed upon, signed, and dated on January 29th, 2018 by the Liberal Studies Student Council Executive Board and the Liberal Studies General Assembly.