

# Article I – Name, Purpose, and Authority

## Section 1: Name

- a. The name of this council, representing the students of the Albert Nerken School of Engineering of the Cooper Union for the Advancement of Science and Art, shall be the Engineering Student Council (hereafter referred to as the “ESC,” or the “Council”).

## Section 2: Purpose

- a. The ESC operates in the best interests of the School of Engineering’s student body (hereafter “students”). The Council maintains channels of communication between the students and faculty, staff, and the broader administration: advocating on behalf of the student body and seeking to improve the scholastic experience.

## Section 3: Authority

- a. The ESC is recognized as the representative body of the Students of the Albert Nerken School of Engineering, by the Administration of the Albert Nerken School of Engineering (hereafter referred to as the “administration”) and by the Albert Nerken School of Engineering Faculty Governance.

## Article II – Membership and Organization

### Section 1: Membership

- a. A *cohort* (referred to as a “cohort” or “section”) is defined as the classes into which majors are split by graduating year. The voting membership of the ESC shall consist of at most one representative from each undergraduate cohort, and at most one graduate representative. All non-voting attendees at meetings are referred to as “visitors.”

### Section 2: Election of Student Representatives

- a. Representative elections are to be held in the spring semester of each year (the “general elections”).
- b. Representatives serve a term of lasting at most until the end of the next spring semester.
- c. Additional representative elections are to be held early in the fall term for unrepresented cohorts (“secondary elections”), regularly including but not limited to cohorts of newly matriculated students.
- d. All representative elections require a voting quorum of 33 percent of the cohort.
- e. Positions vacated through resignation or dismissal shall be open for reelection. The Council is required to notify the affected cohort of this right within one week of the representative’s departure.
- f. Unrepresented cohorts may file a petition for the election of a new representative. For the petition to be recognized it must have signatures from 33 percent of the section and at least one student interested in running for the position.
- g. The Engineering Dean’s Office may audit elections.

# Article III – Duties and Responsibilities of Engineering Student Council Officers and Individual Representatives

## Section 1: Administrative Chairs

- a. Three (3) Administrative Chairs (hereafter referred to as “Ad-chairs” or “chairs”) will be elected by the ESC at least two meetings prior to general elections. Former ad-chairs must use this overlap period to educate the new Ad-chairs on their duties and integrate the new Ad-chairs into all previous systems (including but not limited to meetings, obligations, and digital or physical repositories).
- b. Candidates for the Ad-chair positions shall release written statements detailing their platforms at a minimum of one (1) week prior to the meeting in which the Ad-chair elections take place.
- c. Elections are to be run by the first Council member in this order who is not seeking re-election: Any Ad-chair, Auditor, Secretary, Treasurer, Assistant Secretary, Assistant Treasurer, Ad-chair appointed representative. Failing all, the Ad-chairs may appoint a non-running visitor.
- d. The election procedure is as follows:
  - All candidates shall give an oral statement to the Council.
  - A motion for deliberation may be proposed, requiring a second.
  - If deliberation begins, all candidates and visitors must leave the room for deliberation, which may not exceed fifteen (15) minutes, then they return.
  - The election is run via approval voting of at most three (3) of the candidates, each selection counting as one vote for the selected candidate(s).
  - Only non-running representatives may vote.
  - Once voting is concluded, candidates are grouped by number of votes (“vote number”). A vote number may have multiple candidates associated with it.
  - Vote numbers are sorted from greatest to least. Beginning at the greatest, all candidates associated with that group number are added to the pool of Ad-chairs at once. This repeats until there are at least three (3) Ad-chairs. If there are exactly three (3), the election is concluded. If there are more than three (3), it is a “tie.”
  - Ties are resolved by re-running the election with only the candidates in the current pool of Ad-chairs. No additional statements or deliberations are allowed.
  - Election data must be provided to the Ad-chairs or Auditor for verification if requested.

- e. In subsequent meetings, newly elected Ad-chairs must send alternates to represent their sections until a new representative is elected to replace them.
- f. The duties of the Ad-chairs will include:
  - Distributing an agenda for ESC meetings at least three (3) days in advance.
    - i. Any engineering student has a right to suggest a topic for the next Council meeting by written request submitted to a representative or one of the Ad-chairs.
  - Maintaining order at Council meetings.
  - Overseeing all committees to which the Council sends a representative(s).
  - Maintaining an ongoing dialogue with the administration and broader Cooper community by attending:
    - i. Deans meetings with the Engineering deans,
    - ii. Joint Student Council (JSC) meetings with the Ad-chairs of the student councils of the Schools of Art and Architecture, and
    - iii. Faculty meetings to which Ad-chairs are invited.
  - Inviting guest speakers to Council meetings when the need arises.
  - Organizing and running events such as:
    - i. Annual Open Forum
    - ii. Annual Faculty Fundraiser
    - iii. Bi-annual Midnight Breakfast
- g. If Ad-chairs cannot attend a meeting with administrators, they must send an alternate.

## Section 2: Secretary

- a. A Secretary and an Assistant Secretary will be elected by the Council at the first meeting attended by representatives elected in the fall secondary elections.
- b. If no Secretaries are elected, an Ad-chair can assume the duties of the Secretary. If no Assistant Secretary is elected, the duties of Assistant Secretary fall to the Secretary.
- c. The duties of the Secretary will include:
  - Recording notes/minutes of Council meetings.
  - Recording attendance of all meetings.
  - Preparing a consolidated set of notes/minutes to be distributed within a week of the meeting.
  - Modifying notes/minutes based on verification/inquires at the following meeting.
- d. The duties of the Assistant Secretary will include:
  - Maintenance of the ESC website <https://esc.cooper.edu/>.
  - Preparing material to be presented to the student body, e.g., posters, notices.
  - Advertising Council-held events and Council meetings to the student body.

## Section 3: Treasurer

- a. A Treasurer and an Assistant Treasurer will be elected by the Council at the first meeting attended by representatives elected in the fall secondary elections.
- b. If no Treasurers are elected, an Ad-chair shall assume the responsibility of Treasurer. If no Assistant Treasurer is elected, the duties of Assistant Treasurer fall to the Treasurer.
- c. The duties of the Treasurer will include:
  - Preparing and maintaining budgets and financial reports for the Council.
  - Filing funding and reimbursement requests in a timely manner.
- d. The duties of the Assistant Treasurer will include:
  - Chairing committees regarding event-based expenditure.
  - Collecting receipts at events and ensuring reimbursements are filed.

## Section 4: Auditor

- a. An Auditor will be elected at the last meeting of every semester.
- b. Ad-chairs, Secretaries, and Treasurers cannot run or serve as Auditor.
- c. The Auditor may serve up to four consecutive terms.
- d. This position cannot be vacant. If there are no candidates, a rotating two-week Auditor assignment will be established at the Ad-chairs discretion.
- e. The duties of the Auditor will include:
  - Collecting and reporting anonymous feedback on the effectiveness of the Ad-chairs and Council. Feedback may also include the Auditor-proposed solutions. Feedback must be relayed at the following meeting.
  - Conducting a full semester review to be presented to the Council at the first meeting of the subsequent semester.
- f. The Auditor may request a special meeting for “Mid-Semester Review” if concerns are deemed critical enough to impede the goals of the ESC, approved by two-thirds vote.
- g. Upon election, the Auditor is responsible for reading this Constitution and “precedent work,” consisting of previous feedback documents and full semester reports.

## Section 5: Individual Representatives

- a. The duties of the individual representatives include:
  - Attending all ESC meetings or sending an alternate representative.
  - Keeping their whole cohort regularly informed about relevant ESC matters.
  - Bringing the concerns of their whole cohort to the Council’s attention.
  - Representing the interests of their cohort to the best of their abilities.

# Article IV – Organization and Responsibility of Council Committees

## Section 1: Election to Committees

- a. The ESC shall elect from amongst the engineering student body to the following institutional committees (also called “external committees”):
  - Committee for Academic Standards
  - Admissions Committee
  - Alumni Committee
  - Campus Security
  - Curriculum Committee
  - Faculty Student Senate
  - Humanities/Social Sciences Curriculum Committee
  - Humanities Faculty Committee
  - Joint Activities Committee
  - Judicial Committee/Judicial Appeals Committee
  - Library Committee
- b. ESC special committees (also called “internal committees”) may be formed. Representatives to these committees will be elected by popular vote. Visitors may also run to serve on internal committees upon endorsement by a voting representative.
- c. If more candidates run for a committee representative position than are requested, a popular vote is run, with the runner-up being appointed as the designated alternate(s).

## Section 2: Individual and Engineering Student Council Responsibilities to Committees

- a. Representatives must attend or send the designated alternate to all meetings of committees to which they are elected.
- b. When a representative cannot attend a committee meeting, they shall notify the alternate for the committee with sufficient notice so that the interests of the Engineering School and the Council are adequately represented.
- c. If neither committee representative nor elected alternate is available for the committee meeting, the Ad-chairs have the right to appoint another alternate to attend the meeting.
- d. Representatives to committees will raise and seek resolution for student concerns as relevant to the committee’s purpose while abiding by its governance.

# Article V – Duties and Responsibilities of the Engineering Student Council

## Section 1: Duties and Responsibilities

- a. To facilitate communication between the student body and other segments of the Cooper community, including the administration, faculty, staff, and alumni.
- b. To advocate for student rights.
- c. To resolve student concerns.
- d. To provide a basis for continuity and institutional memory.
- e. To host the Engineering School Open Forum, the primary function of which shall be to allow engineering students the opportunity to directly address administrators about policies and other issues.
  - The Forum must be held at least once a year and open to all members of the Cooper community. The agenda for the Forum will be left open to attendee remarks.
  - The Forum shall be presided by the Ad-chairs, who may give opening remarks.
  - The Council shall decide which administrators are invited to sit on the panel.

## Section 2: Removal

- a. The ESC may by a two-thirds vote:
  - dismiss a representative from the Council for failure to perform their duties,
  - dismiss a representative from a committee for failure to perform their duties as a member of that committee,
  - remove an officer from their position for failure to perform their duties.

# Article VI – Meetings

## Section 1: Meetings

- a. The Engineering Student Council will meet at least four times a semester.
- b. A quorum is defined as 50 percent of voting members.
- c. Special meetings of the Council may be called by an Ad-chair.
- d. Regular meetings are open to all members of the Cooper Union community and must be scheduled at a time when no courses may overlap.
- e. The Auditor may request one (1) mid-semester review meeting each semester to:
  - review the performance of Ad-chairs and officers,
  - decide course of remediation for mishandled or outstanding ESC matters.

## Section 2: Absences

- a. If a council member is to be absent from a meeting, an alternate must be sent.
- b. A council member is issued an unexcused absence if that member does not attend a Council meeting and fails to send a valid alternate as a replacement.
- c. If a member receives two unexcused absences, the Council may choose to relieve that member of their duties by a two-thirds vote.
- d. Any member of the Council who is absent from three consecutive meetings without notifying an Ad-chair is automatically dismissed from their position as representative or officer unless a motion is proposed to allow them to maintain voting powers and passed with a two-thirds majority. The Council should notify the respective cohort of their right to petition for re-election after two consecutive absences with no alternate.

## Section 3: Voting

- a. Any decisions made by the Council require a simple majority vote unless stricter requirements are outlined in this document.

# Article VII – Ratification and Amendments

## **Section 1: Ratification**

- a. This document, upon approval by a two-thirds affirmative vote of the ESC, shall be ratified as the Governance of the Cooper Union Engineering Student Council.

## **Section 2: Amendments**

- a. Amendments may be made to any part of the Engineering Student Council Governance by a two-thirds vote.

# Article VIII – Precedence

## **Section 1: Precedence**

- a. This Governance, upon ratification, shall supersede all previous Engineering Student Council constitutions or governances.