



Stuyvesant Student Union

Constitution

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- I. Elected Officials: Ten elected officials will represent the Stuyvesant student body in the Student Union. Their titles and responsibilities follow:
- a. Student Union President
 - i. Elected by a popular vote in the spring term and take office on the first day of the administration of Regents exams in June.
 - ii. Serve as the head of the Stuyvesant Student Union.
 - iii. Be the chief representative for the student body.
 - iv. Assume responsibility and oversee all Student Union activities/events.
 - v. Serve on the School Leadership Team
 - vi. Appoint the constitutionally outlined cabinet positions.
 - vii. Reserve the power to create and terminate temporary cabinet positions when deemed necessary. These cabinet positions cannot vote in the Executive Council without a constitutional amendment.
 - viii. Veto or sign resolutions, charters, amendments, or allocations passed by the Executive Council or the Budget Committee.
 - ix. Serve as a vetoing member of the Budget Committee.
 - x. Assemble and facilitate meetings of the Executive Council.
 - xi. Take minutes for every official Student Union Meeting.
 - xii. Submit an agenda, detailed minutes and a summary of all SU meetings to be publicly posted on the Student Union website.
 - xiii. Serve as Student Union President until new elections are held and the winners assume office.
 - b. Student Union Vice President
 - i. Assist the Student Union President in fulfilling and exercising all of the aforementioned duties and responsibilities.
 - ii. Serve as a voting member in both the Executive Council and the Budget Committee.
 - iii. Serve on the School Leadership Team.
 - iv. Fulfill the responsibilities in the absence or removal of the President from office.
 - v. Be elected on the same ticket as the Student Union president by popular vote in an election held in the spring term and take office on the first day of the administration of Regents exams in June.
 - vi. Serve as Student Union Vice President until new elections are held and the winners assume office.
 - c. Freshman Class President
 - i. Represent the views of each respective class in all inter-Student Union discussions, and the consensus view of the Student Union in all student meetings when present.
 - ii. Lead the grade in special projects that the grade wishes to undertake for its own or the school's benefit.
 - iii. Promote spirit, unity, and activity within the grade.
 - iv. Serve as a voting member in both the Executive Council and the Budget Committee.
 - v. Be elected in the fall term by a popular class-wide vote and take office the day after elections.
 - vi. Serve as President until the last school day of their respective freshman year.
 - vii. Propose a system of organizing and distributing information to the freshman class to be approved by the Student Union President. If no such

system has been approved, an advisory council consisting of homeroom leaders must be formed.

- d. Freshman Class Vice President
 - i. Represent the views of each respective class in all inter-Student Union discussions, and the consensus view of the Student Union in all student meetings when present.
 - ii. Assist the President in leading special projects that the grade wishes to undertake for its own or the school's benefit.
 - iii. Promote spirit, unity, and activity within the grade.
 - iv. Serve as a voting member in both the Executive Council and the Budget Committee.
 - v. Be elected in the same ticket as the Freshman Class President in the fall term by a popular class-wide vote and take office the day after elections.
 - vi. Serve as Vice President until the last school day of their respective freshman year.
- e. Sophomore, Junior, and Senior Class Presidents
 - i. Represent the views of each respective class in all inter-Student Union discussions, and the consensus view of the Student Union in all student meetings when present.
 - ii. Lead the grade in special projects that the grade wishes to undertake for its own or the school's benefit.
 - iii. Promote spirit, unity, and activity within the grade.
 - iv. Serve as a voting member in both the Executive Council and the Budget Committee.
 - v. Be elected in the spring term by popular class-wide vote, and take office on the first day of administration of Regents exams in June.
 - vi. Serve as Class Presidents until new elections are held and the winners assume office.
 - vii. Propose a system of organizing and distributing information to their respective classes to be approved by the Student Union President. If no such system has been approved, an advisory council consisting of homeroom leaders must be formed.
- f. Sophomore, Junior, and Senior Class Vice Presidents
 - i. Assist in fulfilling and exercising the duties of their respective Class President.
 - ii. Serve as a voting member on both the Executive Council and Budget Committee.
 - iii. Fulfill the responsibilities in the absence, or removal of the Class President from office.
 - iv. Be elected in the spring term on the same ticket as the respective Class President by popular class-wide vote and take office on the first day of the administration of Regents exams in June.
 - v. Serve as Class Vice President until new elections are held and winners assume office.

II. Cabinet Positions: The cabinet must consist of at least the Chief of Staff, Chief Financial Officer(s), Budget Director(s), and the Executive Council. Officials appointed in the cabinet will serve half-year terms that will terminate at the end of the academic semester.

- a. The Executive Branch: A subcommittee that acts as the general legislative body of the Student Union.
 - i. Chief of Staff

1. Serve as the head of the Stuyvesant Student Union Cabinet.
 2. Serve as an advisor to the Student Union.
 3. Ensure all Student Union officials are fulfilling responsibilities outlined by the constitution.
 4. Delegate temporary responsibilities for Student Union events and activities at the request of the Student Union President.
 5. Serve as the parliamentarian of the Student Union and attend Executive Council and Budget Committee meetings to ensure that the constitutionally outlined procedures governing such meetings are followed.
 6. Serve as a voting member on the Executive Council
 7. Serve as a voting department on the Budget Committee
- ii. Delegate(s)
1. Serve as an advisor to the Chief of Staff.
 2. Assist in fulfilling and exercising all of the duties of the Chief of Staff.
 3. Provide any needed assistance to any member of the Student Union.
 4. Serve as a voting department on the Budget Committee.
 5. Serve as a voting member on the Executive Council.
- b. Budget Department: A subcommittee that is in charge of the fiscal responsibilities of the Student Union.
- i. Chief Financial Officer(s)
1. Be responsible for record-keeping of all transactions dealing with the Student Union.
 2. Chair meetings of the Budget Committee.
 3. Arrange for possible corporate sponsors of the Student Union.
 4. Serve as a voting member of the Executive Council.
 5. Be both a voting and vetoing member of the Budget Committee.
 6. Manage the budgets of all three SING! Productions.
- ii. Budget Director(s)
1. Assist the Chief Financial Officer in all financial issues in the Student Union.
 2. Serve as a voting member on both the Executive Council and the Budget Committee.
- c. Club/Publication Department: A subcommittee dedicated to serving as a liaison between clubs and publications and the Student Union.
- i. Director(s)
1. Organize the chartering of all clubs and publications.
 2. Report any concern or conflicts to the Student Union President or Vice President.
 3. Serve as a voting department on the Budget Committee.
 4. Serve as a voting member on the Executive Council.
- ii. Assistant(s)
1. Assist in fulfilling and exercising all duties of the Club/Pub Director(s).
 2. Serve as a voting member on the Budget Committee in the absence of the Club/Publication Director(s).
- d. Communications Department: A subcommittee responsible for disseminating news of Student Union events and activities to the student body.
- i. Director(s)

1. Coordinate the advertising of opportunities and events with clubs and publications.
2. Serve as a voting member on the Executive Council.
- ii. Assistant(s)
 1. Assist in fulfilling and exercising all duties of the Communications Director(s).
- e. Technology Department: A subcommittee dedicated to the development and maintenance of Student Union websites and related matters.
 - i. Coordinator(s)
 1. Assist the Grade Presidents and Vice Presidents in the designing and maintaining of any grade-specific website.
 2. Serve as a voting member of the Executive Council.
 - f. School Leadership Team: A committee delegated with the task and responsibilities to develop the Comprehensive Education Plan for the school and to align the budget with that plan. In addition, the School Leadership Team is also tasked with voicing the concerns of the student body in issues as they arise.
 - i. Representative:
 1. Act as a liaison between the Administration and Parents' Association on behalf of the students.
 2. Provide the Student Union with minutes of each Student Leadership Team meeting.
 3. Serve as a voting member on both the Executive Council and the Budget Committee.
 - ii. Alternate(s):
 1. Assist in fulfilling and exercising the duties of the School Leadership Team Representative.
 2. Serve as a voting member of the Executive Council and Budget Committee in the absence of the School Leadership Team Representative.
 - iii. All elected officials, the Executive Branch, and the Budget Committee may not partake in the highest form of leadership positions in other large student-run organizations, which includes the Stuyvesant Spectator, the Big Sibs, the Arista Honor Society, and the Stuyvesant Theatre Community.
- III. Executive Council: A subcommittee that acts as the general legislative body of the Student Union.
 - a. Will be chaired by the Student Union President who cannot vote, but has the veto power.
 - i. In the absence of the Student Union President, the Student Union Vice President will assume the position of Student Union President and relinquish the powers inside the Executive Council as Student Union Vice President.
 - b. Voting members include:
 - i. The Student Union Vice President
 - ii. The Chief of Staff
 - iii. The Presidents and Vice Presidents of each grade
 - iv. The Executive Branch Delegate(s)
 - v. The Chief Financial Officer(s)
 - vi. The Budget Director(s)
 - vii. The Club/Publication Director(s)
 - viii. The Communication Director(s)

- ix. The Technology Coordinator(s)
 - x. School Leadership Team Representative
 - c. Will only meet and vote when at least two-thirds of the aforementioned voting members are present.
 - d. Will post its minutes publicly and the minutes will be made available to the student body.
 - e. Will be open to all students wishing to attend. Observers may speak at the discretion of the Parliamentarian.
 - f. Will review current and upcoming Student Union projects, events, activities, and/or proposals.
 - g. Will deal with any and all Student Union matters that are not direct financial allocations. These include the passage and amendment of all resolutions, charters, the Constitution, and the Impeachment Protocols.
 - h. May vote only after language is constructed and recorded, which describes the meaning of the measure proposed.
 - i. Will adopt all resolutions, charters, or amendments passed by the committee with a $\frac{2}{3}$ -majority vote of the Executive Council. The President may announce a veto before the resolution is signed. The Student Union President cannot veto a constitutional amendment.
 - j. The Executive Council may override a presidential veto with at least $\frac{2}{3}$ -majority of those who originally voted in passing.
- IV. Budget Committee: A subcommittee that is in charge of the fiscal responsibilities of the Student Union.
- a. Will be chaired by the Chief Financial Officer(s).
 - i. In the absence of the Chief Financial Officer(s), the Budget Committee will be charged by a budget director selected by the absent Chief Financial Officer(s).
 - b. Voting members include:
 - i. Student Union President and Vice President
 - ii. The Presidents and Vice Presidents of each grade
 - iii. The Executive Branch
 - iv. The Chief Financial Officer(s)
 - v. The Budget Director(s)
 - vi. The Club/Publication Department
 - vii. The School Leadership Team Representative
 - c. Vetoing members include:
 - i. Student Union President
 - ii. Chief Financial Officer(s)
 - d. Upon the absence of a department or the voting member, the vote of absentee(s) is absorbed.
 - e. Be open to all students on the agenda. To ensure a place on the agenda, all organizations requesting funds may submit an application for funding. Applications must be made available to the student body.
 - f. Deal with any and all financial allocations. Requests for allocations must be formally presented with an exact dollar amount and specific reasons for allocations.
 - g. Budget Meeting allocations will be passed only by a $\frac{2}{3}$ -majority of the voting members of the Budget Committee.
 - h. If a voting member of the budget committee has a conflict of interest with a club/publication requesting for funding, the voter must step out and the powers of the voter are absorbed.

- V. Stuyvesant Student's Forum: A subcommittee comprised of various large student organizations that will discuss major issues affecting the student body.
 - a. Will be chaired by the Student Union President
 - i. In the absence of the Student Union President, the Student Union Vice President will chair the Stuyvesant Student's Forum.
 - b. Will meet upon the request of any of the following given a week's prior notice:
 - i. Unanimous agreement among the Student Union President, Vice President, and Chief of Staff.
 - ii. Unanimous agreement between the Editors-In-Chief of the Spectator.
 - iii. A $\frac{2}{3}$ -majority of the Arista Executive Board.
 - iv. A $\frac{2}{3}$ -majority of the Big Sib Chairs.
 - c. The Student Union President and Vice President, Spectator Editors-In-Chief, a delegated Big Sib Chair representative, and a delegated Arista Executive Board representative are *mandated* to attend.
 - d. Will be open for all students to attend.
- VI. Impeachment Protocols: The Executive Council may vote on the removal from office of any Student Union official, elected or appointed. Removal from office specifically means the complete and total relief of duties and the title of any Student Union official. The removed person will be barred from being a part of the Student Union until the ban is lifted by both the Coordinator of Student Affairs and the Principal.
 - a. Motion for Impeachment
 - i. The official in question must have demonstrated a clear lack of dedication or ability.
 - 1. Such a demonstration may be in the form of a lacking attendance rate at meetings, failure to attend major responsibilities, or lack of discretion and ability in handling Student Union matters.
 - ii. A member of the Executive Council must make a motion to "Question" for a removal from office.
 - 1. This motion must be seconded and a vote must be held. If a $\frac{2}{3}$ majority and the COSA votes in favor of Questioning, the procedures outlined in Section 2 will take effect.
 - b. Impeachment Trial
 - i. A Questioning hearing is a formal discussion preceding the removal of a Student Union official that all Executive Council members must attend and may be open public attendance.
 - ii. At the outset of a Questioning hearing, any member of the Executive Council at the meeting may present reasons for the removal. Following this discussion, the official in Question will answer the reasons previously laid out.
 - iii. At that point, any member of the Committee may make a motion to remove from office or close the Questioning.
 - 1. If no motion is made, then discussion will continue until such a motion is made.
 - 2. If a motion is made to close the Questioning, it must be seconded in order to vote to close. If it is seconded, then a simple majority vote will close Questioning.
 - 3. If a motion for removal is made and seconded, a $\frac{2}{3}$ majority must vote in favor in order to remove an SU official. There will be no Presidential override of a vote to remove.
- VII. Infractions: Officials may be relieved of their duties upon the incurment of three infractions by the Student Union President without an Executive Council vote.

- a. Infractions can occur by:
 - i. Failure to attend a Budget Committee or Executive Council meeting.
 - ii. Failure to carry out the responsibilities designated during a shift.
 - iii. Failure to meet deadlines given at least three days' notice.
- b. Infractions will be given unless written notification with a valid excuse is given at least two days in advance. The validity of the excuse will be determined by the Coordinator of Student Affairs.

VIII. New Officials

- a. In case of the removal or resignation of the Student Union President
 - i. The Student Union Vice President will fill the position and nominate another member of the student body to become the Student Union Vice President. The nomination has to be approved by $\frac{2}{3}$ -majority of the Executive Council.
- b. In case of the removal or resignation of the Student Union Vice President
 - i. The Student Union President will nominate another member of the student body to become the Student Union Vice President. The nomination has to be approved by $\frac{2}{3}$ -majority of the Executive Council.
- c. In the case of the removal or resignation of a Class President
 - i. The Class Vice President will fill the position and nominate another member of the class to become the Class Vice President. The nomination has to be approved by the Coordinator of Student Affairs.
- d. In the case of the removal or resignation of a Class Vice President
 - i. The Class President will nominate another member of the appropriate grade to become the Class Vice President. The nomination has to be approved by the Coordinator of Student Affairs.
- e. In the case of the removal or resignation of an appointed officials outlined by the Constitution
 - i. The Student Union President will nominate another student to fill this position. The nomination has to be approved by $\frac{2}{3}$ -majority of the Executive Council.

IX. Amending the Constitution

- a. All post-passage amendments must be presented to the Executive Council by members of that body. The Constitution will only be amended with a $\frac{2}{3}$ -majority of the Executive Council. There will be no Presidential vetoes of any Constitutional amendments.

X. Implementing the Constitution

- a. In order to implement this Constitution: It must be approved by a $\frac{2}{3}$ -majority of the Executive Council. The Student Union President must approve it. All Student Union officials must sign the Constitution into law. All existing Student Union documents with language contradictory to this Constitution will be considered null and void until the Executive Council amends, with a simple majority, the contradictory elements of such documents.