ENGINEERING STUDENT COUNCIL
CONSTITUTION

(Last revised: February 28th, 2006)
Preamble

We the students of the Fu Foundation School of Engineering and Applied Science establish this Engineering Student Council. The Engineering Student Council will strive to represent the interests of the Engineering Students and that of the University as a whole, to improve student life, and to foster communication amongst students, faculty and administrators, and alumni throughout Columbia University.

Article I: Name and Representation

A. The name of this organization is the Engineering Student Council, thereafter referred to as the "Council."
B. The Council shall represent and be responsible to all current undergraduate students of the Fu Foundation School of Engineering and Applied Science (FFSEAS).

Article II: Membership

The Council shall be composed of the following members:

A. Executive Board
   1. The President of the Council
   2. The Vice President, Policy of the Council
   3. The Vice President, Intergroup of the Council
   4. The Vice President, Student Life of the Council
   5. The Secretary of the Council
B. Two University Senators
C. The Professional Development Representative
D. The Student Services Representative
E. The Academic Affairs Representative
F. The Inter-Council Liaisons
   1. The Columbia College Student Council Liaison
   2. The Barnard College Student Council (SGA) Liaison
   3. The School of General Studies Student Council Liaison
G. Class Council
   1. The President of each undergraduate class
   2. The Vice President of each undergraduate class
   3. The two Class Representatives from each undergraduate class
H. Director of Technology

Article III: Legislative Functions

A. Resolutions
   1. The Council may pass resolutions to reflect the opinion of the students of the Council to address the various issues facing the student body of FFSEAS and the university as a whole.
   2. A simple majority vote is needed to pass a resolution.
B. Committees
   1. Committees shall address the relevant issues of the FFSEAS student body and the university as a whole.
   2. Standing Committees
      a. Standing committees include:
i. Academic Affairs committee  
ii. Professional Development committee  
iii. Student Services committee  
b. These committees shall be chaired by their respective Council representatives.

3. Ad Hoc Committee¹  
a. Shall be created by a majority vote.

C. Funding  
1. Work to distribute all available moneys appropriately by considering both the needs of the activities and the service these activities provide to the FFSEAS students at large, as specified in the Bylaws.
2. Co-sponsor activities supporting the interests of the FFSEAS students, as specified in the Bylaws.

Article IV: Executive Board Responsibilities

A. The President of the Council  
1. Chair the meetings of the Council.  
2. Be responsible for providing goals and initiatives to the Council in accordance with the interests of the FFSEAS student body.  
3. Supervise the appointment of all Committee Chairs.  
4. Serve as the primary spokesperson and representative of the Council.  
5. Have no voting power, save in case of a tie.  
6. Be responsible for setting the strategic goals of the Council for the upcoming year, contingent upon presentation to the Council and approval.

B. The Vice President, Policy of the Council  
1. Perform the duties of the President of the Council in the event that he/she is unable to perform those duties.  
2. Oversee all standing and ad hoc committees of the Council and all related policy initiatives.  
3. Function as the Parliamentarian during moderated caucus² when established by vote of the Council.  
4. Be responsible for bringing the Constitution and Bylaws to the Council for review.  
5. Be responsible for the upkeep of the Constitution and Bylaws and be able, upon request, to present these documents to the Council.

C. The Vice President, Intergroup of the Council  
1. See to the correct and proper distribution of funds allocated to the governing boards of student activities, and for co-sponsorship with groups and activities approved by the Council.  
2. Supervise the transactions of all Council accounts, be responsible for an accounting of all Council expenditures and be able to present a budget to the Council upon request.  
3. Chair the Co-Sponsorship Committee.  
4. Represent the Council on all governing/funding boards’ and student organizations’ matters on campus.  
5. Be responsible for the upkeep of the Engineering Student Council Partnership Network and the appointed chair, if necessary.

D. The Vice President, Student Life of the Council  
1. Conduct all correspondence for the Council as necessary.

¹ Ad Hoc Committee – for the specified purpose to address an issue that is not already covered by any other position or standing committee on the Council.
² Moderated Caucus – Debate which is moderated by the Parliamentarian to prevent conflicts of speaking time. A speaking list and limited speaking time for each person is usually implemented. This is as opposed to a free, speaking-out forum-style debate.
2. Be responsible for communicating with the general media regarding all council initiatives and events.
3. Be the primary programmer of school-wide events.
4. Coordinate with the Class Councils for programming purposes.
5. Be responsible for Engineering Weeks and the appointed chair, if necessary.

E. The Secretary of the Council
1. Keep complete and accurate records including attendance and resolutions of all Council and Executive Board meetings and present such records to the Council upon request.
2. Give adequate notification of all Council meetings to all its members.
3. Develop an agenda and schedule all meetings of the Council.
4. Be responsible for distributing a copy of this Constitution and a review of Robert’s Rules of Order to all newly elected members.
5. Be responsible for maintaining records of Council activity
6. Serve as Elections Secretary.

Article V: Member Responsibilities

A. The University Senators
1. Represent the interests of the FFSEAS student body in the University Senate.
2. Perform all duties outlined by the University Senate.
3. Act as the liaisons to the Council for all actions of the Senate.
4. Be responsible for reporting progress to the Executive Board of the Council.

B. The Academic Affairs Representative
1. Sit on the Committee on Instruction for FFSEAS.
2. Act as the liaison between the Council, students, and the administration on all issues concerning academics.
3. Chair the Academic Affairs committee.
4. Be responsible for reporting progress to the Executive Board of the Council.
5. Be responsible to solicit feedback from the student body on a bi-semester basis and report the obtained information to the Council.
6. Be responsible for maintaining and seeking adequate representation on their standing committees.

C. The Professional Development Representative
1. Act as the liaison between the Council, the various FFSEAS pre-professional organizations, the academic departments, and the Center for Career Education.
2. Be responsible for chairing a committee with all the pre-professional organizations’ student leaders and the Council.
3. Help to promote the interests of the pre-professional organization
4. Chair the Professional Development committee.
5. Be responsible for reporting progress to the Executive Board of the Council.
6. Be responsible to solicit feedback from the student body on a bi-semester basis and report the obtained information to the Council.
7. Be responsible for maintaining and seeking adequate representation on their standing committees.

D. The Student Service Representative
1. Act as the liaison between the Council, students, and the administration on all issues concerning student services.
2. Represent the Council on matters involving the Housing Advisory and Dining Advisory Committees.
3. Chair the Student Services committee so as to ensure the quality of student services for FFSEAS students.
4. Be responsible for reporting progress to the Executive Board of the Council.
5. Be responsible to solicit feedback from the student body on a bi-semester basis and report the obtained information to the Council.
6. Be responsible for maintaining and seeking adequate representation on their standing committees.

E. The Inter-Council Liaisons
1. Act as the liaison between the Council and the Student Councils of Columbia College, Barnard College, and the School of General Studies.
2. Serve and be active on a policy representative’s committee, i.e. the Academic Affairs, Professional Development, and Student Services committees.
3. Maintain a relationship with the secretary or liaison officer of the other student councils.
4. Sit on the Co-Sponsorship Committee.

F. Class Council
1. The President of each undergraduate class
   a. Chair weekly Class Council meetings.
   b. Be responsible for reporting progress in class activities/functions to the Executive Board of the Council.
   c. The first-year, sophomore, and junior classes will each appoint a class council member to sit on the Co-Sponsorship Committee and will also act as the governing board liaisons on matters pertaining to FFSEAS students as coordinated by the Vice President, Intergroup.
2. The Vice President of each undergraduate class
   a. Assume the responsibilities of the Class President, if deemed necessary.
   b. Coordinate events between the other Class Councils.
   c. Act as an alternate for the Class Representative in case of his/her excused absence from Council meetings.
3. The Class Representatives of each undergraduate class
   a. Serve as the representative of his/her class in the Council.
   b. Serve and be active on the Class Council.
   c. Be responsible for reporting pertinent activities of the governing board meeting.

G. Director of Technology
1. Oversees all technical and information technology issues pertaining to the council's function.
2. Responsible for creating and maintaining a web presence that encompasses:
   a. A development queue that prioritizes all projects in the ESC’s timeline;
   b. Online voting, online discussion forums, and coordination with other concils through online scheduling, collaboration and web development;
   c. Includes design and oversight of internal and external web-presences for the ESC General Body, class councils and policy committees.
3. With approval from the Vice President, Student Life, the Director of Technology is empowered to appoint members to the Technology Team where they feel necessary.
4. The Executive Board retains ultimate authority and discretion over development projects and queue priorities.

Article VI: Procedural Guidelines

A. Voting Procedures
1. Voting members include the following: Vice President, Policy; Vice President, Intergroup; Vice President, Student Life; Secretary; Council Representatives; Council
Liaisons; University Senators; Class Representatives; and Director of Technology and quorum must be achieved in order to vote.

2. All votes shall be conducted by roll call unless otherwise motioned.
   a. Abstentions can be cast when a person chooses not to vote.

3. Definitions
   a. A majority is defined when the number of yeas outnumbers the number of nays with 2/3 of the present voting members not abstaining.
   b. A 2/3 majority is defined when the number of yeas outnumbers the number of nays by a 2 to 1 ratio with 2/3 of the present voting members not abstaining.

4. Reconsiderations
   a. A motion to reconsider can only be made by a member who voted with the prevailing side and must be seconded by another member who also voted with the prevailing side.
   b. A motion to reconsider can only be made within twenty-four hours of the decision to be reconsidered.
   c. A motion to be reconsidered will be passed given a majority vote.

B. Election Procedures
1. Elections shall occur as specified in the Election Bylaws.

C. Impeachment and Removal
1. Grounds for impeachment shall include abusing membership privileges, violating the duties set forth in this Constitution, and violating this Constitution and its Bylaws.
2. After all parties have been given one week notice and sufficient time to present arguments, a 2/3 majority is needed to impeach a member.
3. A special committee will be set up to review the impeachment and present the case to the Council at the next meeting, made up of all four class vice presidents and two other members of the Council.
4. Removal of an impeached member from the Council shall be by a 2/3 majority vote. The vote will be closed and tallied by the President and Vice President, Policy of the Council, unless the vote is to remove one or both of them. In that case, the vote shall be tallied by the Class Presidents.

D. Filling Vacancies
1. Executive Board vacancies shall be filled by Executive Board Elections as outlined in the Elections Bylaws. If less than two months of an Executive Board term remains, the position may remain vacant.
2. Class President vacancies shall be filled by the current Class Vice President. If the Class Vice President declines, or if any other Class Council member position is vacant, the rest of the Class Council (any of the remaining President, Vice President, and the Class Representatives) along with two Executive Board members will form a committee to appoint a new Class Council member through an application process, followed by an interview. Majority vote will decide who will be appointed to the vacant position. If in the event that majority or all Class Council members resign, along with the first-year elections, there will be a new election for the Class for which the Secretary will be responsible for.
3. All other position vacancies shall be filled by a majority vote of the entire Council membership.

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3 Quorum — completed when 2/3 of the total council membership is present. In order for a vote to be taken, a quorum of members must be present.

4 Impeachment — To charge and to call to account a member of the council for having committed an act which is willfully against the interests of the Engineering Student Council, FFSEAS, or that of his/her Council role. Debate and voting by the Council after impeaching a member can lead to his/her dismissal from the Council.
Article VII: Amendments and Bylaws

A. Amendments
   1. All members should be notified of an amendment vote at least one week beforehand. This Constitution may be amended by a two-thirds majority after such a notification.

B. Bylaws
   1. The Bylaws of the Council should be reviewed once a year by the new Council. It is the responsibility of the Vice President, Policy to bring forth the Bylaws for review. If necessary, a committee shall be formed to write any proposed changes. All members shall be notified of a Bylaw vote at least one week beforehand. These Bylaws may be amended by a simple majority after such notification.

C. Every Class President and Vice President of the Council can vote on the Constitutional amendments and the Bylaws.
Bylaws of the Council

A. Attendance Policy
   1. Every member of the Council is required to attend weekly meetings as well as other mandatory events.
   2. If a member will miss a meeting (or other mandatory event) he/she must notify the Secretary at least twenty-four hours in advance by a means of the Secretary’s choice. If a member fails to follow this procedure, the absence will be unexcused. After a total of three absences or one unexcused absence, the member will be notified by a member of the Executive Board. A council member with more than three total absences or more than one unexcused absences per semester shall be formally reviewed by the Executive Board.

B. Meeting Procedures
   1. Scheduling
      a. The Council shall meet beginning the first full week of classes and shall continue meeting until the last full week of classes on a weekly basis with the exception of University holidays.
   2. Reports
      a. All Executive Board members, Class Presidents, Class Representatives, Senators, Council Representatives, and Liaisons, and the Director of Technology shall submit written reports no later than twenty-four hours before the meeting.
   3. Closed Meetings
      a. A majority vote is needed to close the meeting.
      b. Only members of the Council will be present in a closed meeting.

C. Class Councils
   1. The junior and senior class councils will appoint a 3/2 transfer representative as a class council member in order to actively engage in 3/2 transfer participation and communication.
   2. It is the responsibility of each class council to appoint a liaison to each standing committee which includes, but is not limited to, the Academic Affairs Committee, the Professional Development Committee, the Student Services Committee and the Co-Sponsorship Committee.
   3. It is the responsibility of each class council to maintain proper event documentation to foster yearly transitions.

D. Motion/Voting
   1. A motion can be made at any time during discussion.
   2. At anytime, a member can move to vote. To proceed to a vote, the motion must be seconded by a council member.
   3. A member may offer a friendly amendment and it may be accepted by the member making the motion.
   4. If a friendly amendment is not accepted by the member making the motion, an amendment may be offered and voted upon.

E. Co-Sponsorship Guidelines
   1. Co-sponsoring entails the support (whether monetary or not) of an event another organization is planning. When allocating funds for co-sponsorship, the Council’s primary focus should be the importance of the event to the FFSEAS community. Of a somewhat second concern should be the Columbia University community at large.
   2. When an organization is seeking co-sponsorship the following will be the minimum that must be submitted to the Council for co-sponsorship consideration:
      a. Line item of every expense.
      b. Detailed description of every expense.
c. Sources of income for the event (including a list of campus organizations and other outside sources sought for co-sponsorship and the amount sought).
d. Amount sought from the Council.
e. The importance of the Council supporting this event.
   i. How will the engineering community benefit from the event?
   ii. How will the event be advertised to the engineering community?

3. The Co-Sponsorship Committee will review the proposed co-sponsorship and with a simple majority will approve the co-sponsorship.

4. An organization requesting co-sponsorship should contact the Council in advance and shall be given a copy of the above criteria. This information should be made available to every council member at least three days prior to the meeting at which the co-sponsorship is requested before the Co-Sponsorship Committee. All Council members are allowed to attend the meetings for the Co-Sponsorship Committee to voice their concerns. Each Co-Sponsorship Committee member should heavily consider the amount of FFSEAS participation.

5. It is the sole responsibility of each Co-Sponsorship Committee member to take into consideration the constituency he/she represents when voting.

6. The Co-Sponsorship Committee will consist of the following members.
   a. Vice President, Intergroup
      i. Serves as the liaison to the weekly Activities Board at Columbia meetings.
   b. Three Inter-Council Liaisons
   c. Four governing board liaisons: three from the Junior, Sophomore, and First-Year class councils, and one who is either a Senator or policy representative.
      i. Serve as the liaison to the weekly Student Governing Board of Earl Hall, Community Impact, Club Sports, and Inter-Greek Council meetings.

7. The Council will be notified of the co-sponsorship decisions, and if warranted, may overturn a decision by a simple majority vote.

F. Joint Resolutions
1. The Engineering Student Council, hereafter ESC, may pass joint resolutions with Columbia College Student Council, hereafter CCSC. Joint resolutions are passed as council resolutions in accordance with Article III of the ESC Constitution with the text “This shall be offered as a joint resolution with Columbia College Student Council” appended to the resolution.

2. Resolutions originating from CCSC
   a. A representative of CCSC will present the resolution to ESC. ESC will then consider, if necessary amend, and approve or reject the resolution.

3. Resolutions originating from ESC
   a. After ESC passes a resolution to be offered as a joint resolution with CCSC, the author(s) or another person appointed by the President will present the resolution to CCSC for consideration.

4. If the two councils pass identical resolutions, then said resolution, minus the statement offering it as a joint resolution, is a Joint Resolution between CCSC and ESC and will be denoted as such.

5. If the two councils pass similar but not identical resolutions, a committee will be formed of members of the two councils. This committee will work to rectify the differences between the two drafts of the resolution and present a final version to both councils for approval.

G. Funding Guidelines
1. The Council is responsible for allocating funds to the governing boards as deemed necessary and proper.
2. The Council shall be represented in all funding decisions in the following manner.
a. The Council shall be represented by the outgoing and incoming Presidents and Vice Presidents, Intergroup during the initial allocation process for the governing boards.
b. The Council shall be represented by the Vice President, Intergroup during the appeals process for the governing boards.

3. The Council shall set allocation and appeals policies in the following manner.
a. The Council shall set policies for receiving the governing boards' allocation requests for the following academic year during the spring semester.
b. The Council shall set policies for receiving the governing boards' appeals requests for the current academic year during the fall semester.

4. The funding process shall take place in conjunction with the other undergraduate councils in the following manner.
a. The allocation request from the Activities Board at Columbia shall be received and reviewed in conjunction with the CCSC and the General Studies Student Council, hereafter GSSC.
b. The allocation request from the Student Governing Board of Earl Hall shall be received and reviewed in conjunction with the CCSC, GSSC, and the Student Government Association of Barnard College.
c. The allocation request from Club Sports, Community Impact, and the Intergreek Council shall be received and reviewed in conjunction with the CCSC.
d. In cases where funding decisions are made in conjunction with other student councils, the allocations will be broken down according to the ratio of the student populations of the respective schools, wherever possible.

5. The Council will vote and approve allocations of funds with a simple majority vote.