



## **Article I: Name**

The name of this council shall be the Juilliard Student Council, hereafter referred to as StuCo.

## **Article II: Object**

### **Section I. Preamble**

The StuCo exists to affect current and lasting change, act on students' interests, and represent the student body as a whole. The Juilliard Student Council advocates for students and serves as a liaison to the administration because it cares and values each individual and what they bring to the community. Student Council strives to ensure that everyone is heard and concerns are addressed.

We, the members of the Juilliard Student Council, hereby establish this constitution for the StuCo of The Juilliard School.

### **Section II. Purpose**

The purpose of this association shall be to:

- Work together to represent the voice of the student body at The Juilliard School.
- Listen and serve the needs of the Juilliard student body, the school, and the community.

### **Section III. Conduct**

StuCo abides by all established Juilliard School policies, as well as applicable City of New York, State of New York, and Federal Laws.

### **Section IV. Membership**

All students can and are encouraged to participate in the StuCo. However, voting rights and responsibilities are placed upon the elected/committed representatives when issues or concerns are brought before the Assembly of the StuCo.

Membership shall be open to all registered students at The Juilliard School. StuCo shall not discriminate on the basis of age, gender, color, race, national origin, religion, marital status, sexual orientation, disability, veteran's status or any other basis prohibited by law.

## **Article III. Executive Board of Student Council**

### **Section I. Term of position**

The term of position for the Executive Board and Members shall be one calendar year. There are no term limits for members of the Executive Board or Members.

### **Section II. Executive Board**

#### **A. President**

Duties shall include but are not limited to:

- Serve as the official representative of the organization.
- Serve as the Student Council representative to the Board of Trustees, Juilliard Council, and Executive Officers.
- Professionally conduct one-self and eloquently speak with the school's President, Deans, administrators, and faculty.

- Organize and formulate agendas with the assistance of the Vice President for weekly meetings, Senior Administration meetings, open meetings, and any community presentation presented by the Student Council.
- The duty to delegate and efficiently run productive meetings.
- Surmise what the council can realistically achieve and create an immediate plan of action for any given project the Student Council votes to undertake.
- Maintain an active role in Juilliard by staying informed with new policies and initiatives of the school.

#### B. Vice President

Duties shall include but are not limited to:

- Perform President's duties in the absence of, or at the request of the President.
- Render assistance to the President at all times.
- Assist the President, Student Council advisor (Assistant Director for Student Engagement & Leadership Development), and the Assistant Dean of Student Affairs with budgeting for StuCo, organizing future meetings, events, and goals.
- Maintain the annual budget and disburse funding to members of Student Council for any given project the Student Council votes to undertake.
- Meet briefly before each meeting to discuss and formulate agenda with the President.
- Assist the President and advisor with revising applications and recruitment as needed.

#### C. Internal Coordinator

Duties shall include but are not limited to:

- Facilitate communication amongst members of Student Council.
- Take detailed minutes for all Student Council official meetings and proceedings.
- Collect information and feedback from Student Council members for the sake of continued betterment for members at large.
- Assist the External Coordinator in seeking to improve communications between StuCo, students and staff.
- Seek innovation through available resources to eliminate resistance in transmitting information.
- Spearhead ideas/events around communication: conflict resolution, speaking skills, critical thinking, writing, collaboration, etc.

#### D. External Coordinator

Duties shall include but are not limited to:

- Facilitate communication among StuCo, advisor, faculty, staff, and students.
- Express publicly current projects of the Council (i.e. school-wide speeches, writing articles for The Juilliard Journal, drafting blast emails for the student body, creating proposals for specific offices in the school, etc.)
- Assist the Internal Coordinator in seeking to improve communications between StuCo, students and staff.
- Seek innovation through available resources to eliminate resistance in transmitting information.
- Update Student Council Publicity Board with the assistance of the Internal Coordinator, as needed.

### Section III. Members at Large

Duties shall include but are not limited to:

- Participation in StuCo meetings, activities and training sessions.
- Proactively seeks ways in which to enhance the student experience and school atmosphere.
- Represents the entire student body, undergraduates, graduates and post-graduates.
- Provides support and first response for constituents regarding school-wide questions or issues.
- Volunteers to serve on and organize committees when delegated and necessary.
- Offers meaningful support to fellow Council members.
- Communicates clearly and promptly with fellow Council members and advisors.
- Helps to foster a healthy environment that allows students, faculty, and staff to be able to work together and efficiently.

## Article IV. Meetings and Attendance

### Section I. General Assembly Meetings

- The StuCo sets a consistent time and place for each meeting throughout the year.
- If an emergency occurs, the President of StuCo has the responsibility and authority to call a special meeting. In order for business to occur at emergency meetings, a quorum must still exist.
- Attendance is mandatory for StuCo representatives. In case of rehearsals and other conflicts, student representatives need to report to the Executive Council.

### Section II. Committee Meetings

- Responsibility for committee meetings rests with the Member at Large who serves at the official representative (henceforth known as the “Committee Leader”). The Committee Leader is responsible for all communications with Student Council, the Executive, and its members.
- The Committee Leader will decide the frequency of meetings. Committees should aim to meet regularly.
- Attendance is optional for StuCo representatives, but highly encouraged.

### Section III. Annual General Meeting

- The Executive Board of Student Council will set an Annual General Meeting (henceforth known as “AGM”) once during the term of position. The meeting will include, but is not limited to:
  - **Presidential Address:** The President will prepare an overview, outlining goals for the year.
  - **Budget:** The Vice President will present the budget for review by the membership.
  - **Amendments of Constitutions and Procedures:** The President, with the assistance of the Vice President, will present a forum for members to amend, by vote, any and all clauses within the official Student Council Constitution and any accompanying by-laws.
- The President has the responsibility and authority to create a motion to suspend the AGM to a following year. In order for the vote to pass, the motion must be unanimously carried.
  - Should an AGM not be held, the Constitution and any accompanying by-laws will remain in effect for the following year.
- If an emergency occurs, the President of StuCo has the responsibility and authority to call an AGM more than once during the term of position. In order for the meeting to occur, the motion to hold it must be unanimously carried.

## Article V. Removal/Resignation of Officers and Representatives

### Section I. Resignation

Representatives of the StuCo reserve unto themselves the right to cease their duties by informing this to the President. But they cannot cease their duties until it has been decided by StuCo that the representative’s responsibilities have been completed, or the representative has been replaced.

### Section II. Impeachment

**Impeachment charges can happen for the following reasons:**

- Failure to perform duties as set outlined in this constitution.
- Failure to abide by the Student Code of Conduct as stated in the Student Handbook.
  - If impeachment procedures are brought, there will be a vote at which the members of Student Council may file a motion to impeach.

## **Section III. Immediate Removal from Office**

### **Grounds for immediate removal:**

- The Dean of Students' Office reserves the right to remove any Executive Board member or Representative from their appointed term.

## **Article VI. Voting**

- a. Privilege to vote on matters during any Student Council General Assembly Meeting will be granted only to Student Council representatives. The President will vote on issues only when there is a tie.
- b. The Executive Board may conduct a vote via e-mail on matters pertaining to a situation of emergency. A quorum shall be reached, for the matter of e-mail voting, when there has been a return of receipt of e-mail ballots of 3/4 of all Student Council representatives.

## **Article VII. Elections for Executive Board**

### **Section I. Purpose**

The last Student Council General Assembly Meeting of the spring term will be reserved exclusively for electing the Executive Board. This meeting will hereby be known as the "Election Meeting".

### **Section II. Structure**

The election of the Executive Board shall take place at the Election Meeting.

- a. The election of the Executive Board shall proceed in the following order:
  - i. President,
  - ii. Vice President,
  - iii. Internal Coordinator, and
  - iv. External Coordinator.
- b. The order of the elections can be changed by the support of two-thirds of the members present.
- c. Each round of voting and tallying shall be conducted separately. A candidate who is not elected to a position may then run again for another position.

### **Section III. Agenda and Notice of Election**

Members of Student Council must receive notice no less than three days prior to the Election Meeting of:

- a. the date, time and location of the Election Meeting,
- b. the right of all members to proxy their vote to another member, and
- c. the agenda to be followed at the Election Meeting, which shall list the following items (motions iii – x to be repeated as many times as necessary):
  - i. Calling of the meeting to order
  - ii. Declaration of proxies
  - iii. Motion to open nominations for the position of \_\_\_\_\_ (title of position)
  - iv. Nominations
  - v. Motion to close nominations
  - vi. Speeches from the Candidates (not to exceed 5 minutes each)
  - vii. Question Period
  - viii. Voting
  - ix. Collection and Tallying of Ballots
  - x. Announcement of Results
  - xi. Adjournment

#### **Section IV. Chief Electoral Officer**

The Assistant Director for Student Engagement & Leadership Development shall act as the Chief Electoral Officer.

#### **Section V. Restrictions**

- a. Only current Juilliard Student Council members may be present in the election room.
- b. Only current members of Student Council may stand for election to the Executive Board.
- c. Only current members of Student Council who have been members for at least one semester may stand election to the President and Vice President roles.

#### **Section VI. Nomination**

A candidate must have a nominator and a seconder.

- a. Neither current nor elected Executive Board members may move or second any candidate's nomination to the Board.
- b. During the nomination, the candidate's nominator nor seconder may not run in the election for that same position.

#### **Section VII. Speeches**

Candidates' speeches shall be limited to five minutes.

- a. The order of speeches by candidates shall be determined by lottery.

#### **Section VIII. Question and Answer Period**

Immediately after the speeches, the floor shall be opened up for a question and answer period.

- a. The question and answer period shall be a maximum of ten minutes or three minutes for each candidate, whichever is longer in length.
  - i. Should a candidate be running uncontested for a position, there shall be no question and answer period.
- b. All questions asked during the question and answer period shall be directed solely towards the position that is being nominated, and shall be subject to the following:
  - i. The candidates are prohibited from asking any questions during the question and answer period for that position.
  - ii. Should a person wish to pose a question, it must be written and signed, and then presented to the Chief Electoral Officer. The Chief Electoral Officer shall read the question aloud, and is permitted editorial rights.
- c. Each candidate will take turns answering first but will continue to answer the questions in the same order relative to each other.

#### **Section IX. Distribution of Ballots**

Each Member is eligible to vote and shall receive one ballot for each election.

- a. Once the candidates have voted, they shall be required to leave the room where voting takes place.

#### **Section X. Ballot Procedures**

Members are to cast votes expressing their preferences by writing the names of the candidates and numbering them in their order of preference, with "1" being their most preferred, "2" being their second-most preferred, and so on.

- a. Any ballot contrary to this standard shall be considered spoiled.
- b. In the event that there is only one candidate running for that particular position, Members will be asked to express their preference by writing a singular "YES" or a singular "NO."
  - i. If a simple majority of the ballots are marked "NO", the position shall remain vacant, and elections for that position shall be postponed to a later date that is reasonably convenient to the membership.

## **Section XI: Counting of Ballots**

Once balloting is complete, the following individuals shall meet in a suitable place away from view of the membership to count the ballots:

- a. the Chief Electoral Officer,
- b. a monitor, decided in a previous Student Council General Assembly Meeting to act as a neutral third party during the counting of ballots.

## **Section XII: Counting of Votes**

The vote totals of each candidate on any given count of ballots shall be tabulated and compared.

- a. The first count shall be counted according to first preference only.
- b. Should a candidate receive a simple majority of fifty percent plus one of the ballots cast on the first count, they shall be declared the winner.
- c. If no candidate receives sufficient ballots marked for him or her to attain a simple majority of fifty percent plus one, the candidate with the fewest number of ballots marked with preference for them shall be removed and the ballots marked with first preferences for this candidate shall be redistributed according to the second highest preference expressed on that ballot.
  - i. This same procedure shall be repeated until one candidate receives sufficient votes to achieve a simple majority of fifty percent plus one of the ballots cast, at which point this candidate shall be declared the winner.
- d. In the event of a tie, there will be a brief question and answer period with the candidates, an opportunity to make one more statement, and then an immediate revote. If the result is still a tie, the election shall be rescheduled for a later date.
- e. Subject to the approval of the Chief Electoral Officer, a candidate may request a recount of the ballots.

## **Section XIII: Announcing the Results**

The Chief Electoral Officer shall announce the winning candidate, but not the final ballot count, to the candidates.

- a. The final ballot count can be revealed to a candidate at their request, but only after all positions have been elected.
- b. Only the list of candidates and the winning candidate will be noted in the Minutes of the Election Meeting.

## **Section XIV: No Nominations**

If there are no nominations for a position on the Board, the Chief Electoral Officer shall postpone elections for that position until a later date that is reasonably convenient to the current membership.

## **Section XV: Impeachment or Resignation**

In the event of an impeachment or resignation an election or a replacement will the position in the earliest advance.

# **Article VIII. Funding**

## **Section I. Budget**

- a. An outline of the budget will be provided upon request to any member of Student Council.
- b. The Vice President is obligated to publish a report of the budget at the end of each term, to be distributed amongst Student Council.

## **Section II. Special Funding Requests**

- a. All requests for funding must be submitted through to the Vice President. All forms must be submitted at least a week prior to the events.
- b. The Vice President reviews all funding requests individually and reserves the right to change, update, or refuse funding.
  - i. Members have a right to appeal their funding to the Executive Board for review.