



UNIVERSITY OF NEW YORK TIRANA

STUDENT UNION CONSTITUTION

University of New York Tirana

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Preamble:

We the undergraduate students of the University of New York Tirana (UNYT), to exercise our right to be represented in University affairs, to enable students to better provide for the needs of the student body, to address student concerns and perspectives through the principle of democratic representation and to create an accessible liaison between the student body and the administration, choose to associate ourselves as an Undergraduate Student Union and do hereby establish this Constitution for the Undergraduate Student Union of University of New York Tirana.

Article I: Supremacy

- i. The University of New York Tirana Student Union shall be governed by this Constitution
- ii. This Constitution shall supercede any former Constitutions, Bylaws, and other governing devices of former Student Unions and Union Organizations
- iii. This Constitution shall be enacted in accordance with all state, local and University of New York Tirana policies, but the Student Union shall not be responsible for the enforcement of such laws and policies.

Article II: Aims and Objectives

- i. To promote the general welfare of the students.
- ii. To ensure that our ethical and environmental responsibilities are met
- iii. To promote, encourage and coordinate social, cultural and sporting activities for students at University of New York/Tirana.
- iv. To oppose all racial, religious and sexual discrimination and to actively support UNYT's equal opportunities Policies.
- v. To maximize student representation through democratically elected officers and professional staff support.

Article III: Membership

- i. All undergraduate students of UNYT who are enrolled for the time being as full-time students and that are in good academic standing will be eligible for membership to the union.

- ii. Students, who are eligible for membership of the union and decide not to become members, will be entitled to use the service provided by the union on the same terms and conditions as members of the union.
- iii. All Student Union members shall have a Union's Membership card

Article IV: Union Officers

The officers of the union shall consist of members of both the Executive Board and the Council of Representatives

Section I:

The Union's Executive Board shall consist of:

- i. The President
- ii. The Vice President
- iii. The General Secretary
- iv. The Treasurer
- v. The Secretary

Section II:

The union's Council of Representatives shall consist of:

- i. Head of the Council of Representatives
- ii. The Representative of the Department of Business.
- iii. The Representative of the Department of Computer Sciences.
- iv. The Representative of the Department of International Relations and Political Sciences.
- v. The Representative of the Department of Psychology.
- vi. The Representative of the Department of English.
- vii. The Representative of the Department of Social, Cultural and Sporting activities.
- viii. The Representative of the Department of Information.
- ix. The Representative of the Department of Foreign affairs.

Article V: Officers' Duties

Section I:

The Executive Board

- i. The union's Executive Board shall be the sovereign body of the Union, subject to any resolution made by a referendum.
- ii. The executive powers of the Union shall be vested in the Union Executive Office.
- iii. It shall be responsible for overseeing the day-to-day operations of the Union in accordance with the constitution and University regulations.
- iv. The Executive board shall meet at least once a month.
- v. The quorum shall be 50% of the voting members of the Executive Board.
- vi. An Executive Board member can not be simultaneously a member of the Council of Representatives.
- vii. While the President is able to perform his duty, no Executive Board meeting can be held without the presence of the President of the Union.

Section II:

President

- i. The President shall be the Chief Executive Officer of the Union
- ii. The President is the leader of the Executive Board
- iii. The President shall be elected by a simple majority voting from the membership of the entire union for a term of one year.
- iv. The President is responsible for the overall policy and operational direction of the Student Union.
- v. The President shall have the right to veto any decision voted by the Executive Board members with a majority of less than 70% of the voting members.
- vi. The President will share finalized Council Progress Reports with the other Executive Board Members at least once a month.
- vii. The President shall present charges on behalf of the Union against any Union Organization or Union government officials for failure to act in accordance with the Constitution and UNYT's regulations.
- viii. The President is required to attend all meetings of the Executive Board

- ix. The President must maintain at least a 3.5 cumulative G.P.A. in order to run for and continue to hold office.
- x. The President shall have the right to create additional Union Executive Office positions and nominate appointees to fill such positions.
- xi. The President shall have the power to appoint and dismiss the Head of the Council.
- xii. The President is an ex-officio member of all Student Union Organizations.
- xiii. The President shall have the right to initiate an investigation into the finances of any Student Union Organization.
- xiv. The President shall have the right to call for special elections in accordance with the University administration.
- xv. The President shall not have the authority to initiate any expenditure not previously authorized by the Executive Board.
- xvi. The President of the Union shall have the obligation to report before the President of the University at least once each semester.

Vice President

- i. The Vice President shall be the Chief Operating Officer of the Union.
- ii. The Vice President shall preside at all meetings of the Student Union.
- iii. If the President is unable to fulfill his/her duties, the Vice President shall assume the responsibilities and powers of the office until the President shall be able to resume office.
- iv. The Vice President shall be elected by the membership of the entire union for a term of one year.
- v. The Vice President must maintain at a least a 3.00 cumulative G.P.A. in order to run for and continue to hold office
- vi. The Vice President shall establish special comities of the Council if necessary.
- vii. The Vice President shall set and publish the schedule for council meetings for the entire academic year, and call special meetings of the council
- viii. The Vice President shall present charges on behalf of the Union against council members for failure to act in accordance with the Constitution and UNYT's regulations.

General Secretary

- i. The General Secretary shall be elected by the membership of the entire union for a term of one year.
- ii. The General Secretary must maintain at least a 2.5 cumulative G.P.A. in order to run for and continue to hold office.
- iii. The General Secretary shall preside at all the meetings of the Student Union
- iv. If the Head of the council is unable to fulfill his/her duties, the General Secretary shall assume the responsibilities and powers of the office until the Head of the council shall be able to resume office.
- v. The General Secretary shall have the responsibility to read the reports prepared by the council on the Executive Board meetings.

The Treasurer

- i. The Treasurer shall be the Chief Financial Officer of the Union
- ii. The Treasurer is responsible for creating and managing the Student Union budget
- iii. The Treasurer shall have no write to sign checks on behalf of the Union without the approval of the President and Vice President.
- iv. The Treasurer shall draft and submit a Union Government Budget each semester, on behalf of the President, to be ratified by the Executive Board and the council.
- v. The Treasurer shall have the authority to initiate an investigation into the finances of any Union Organization.
- vi. The Treasurer shall work closely with the President and Vice President in managing the daily operation of the Student Union.
- vii. The Treasurer shall be elected by the membership of the entire union for a term of one year.
- viii. The Treasurer must maintain at least a 3.00 cumulative G.P.A. in order to run for and continue to hold office.
- ix. The Treasurer and President must sign all financial documents for documents to be validated.
- x. The Treasurer shall retain the ability to delegate administrative duties to students appointed and confirmed by the council

The Secretary

- i. The Union Secretary shall be elected by the membership of the entire union for a term of one year.
- ii. The Secretary shall execute and oversee the daily operations of the Union.
- iii. The Secretary is responsible for maintaining policy documentation, voting and attendance records, and other records related to the Student Union.
- iv. The Secretary might be appointed by the President to lead a committee created either by the President, Vice-President or the council.
- v. The Secretary will compile and document all Committee Progress Reports.
- vi. The Secretary shall maintain an accurate record of amendments to this Constitution.
- vii. The Secretary shall maintain at least a 2.5 cumulative G.P.A. in order to run for and continue to hold office.

Section III:

The Council of Representatives

- i. The council of representatives shall be a supportive body of the Student Union.
- ii. The council of representatives shall have no executive power.
- iii. The council of representatives shall meet at least once in two weeks.
- iv. The council of representatives shall be responsible for overseeing the day-to-day needs and concerns of the Students.

Section IV:

Head of the Council of representatives

- i. The Head of the council shall be elected directly by the President for a term of one year.
- ii. The Head of the council shall be the Chief Executive Officer of the council.
- iii. The Head of the council is responsible for the overall policy and operational direction of the council.
- iv. The Head of the council shall have the obligation to report before the Executive Board at least once in two weeks.

- v. The Head of the council shall be dismissed by the Executive Board without the President's approval, if his/her dismissal is voted by more than 70% of Executive Board members.
- vi. The Head of the council shall have the right to create special committees that would help in fulfilling his/her duties.
- vii. The Head of the council shall have the right to propose candidates to serve as council representatives, but not to directly appoint them.
- viii. The Head of the council is required to attend all meetings of the council
- ix. The Head of the council shall work closely with the President of the Student Union to coordinate appointments of students to University committees.
- x. The Head of the council has the power to dismiss a representative only after the approval of the President of the Union.

The Council Representatives

- i. There shall be 8 representatives, elected by the Executive Board with a majority of 70%, serving for a term of one year.
- ii. The Candidates for representatives are presented to the Executive Board for approval by the Head of the council.
- iii. A representative is the Chief Executive Officer of his own department.
- iv. A representative might create special committees if necessary in fulfilling his/her duties.
- v. A representative must preside at any meeting of the council.
- vi. A representative has the obligation to attend an Executive Board meeting if he/she is asked to do so by the President or Vice President of the Union.
- vii. A representative can be dismissed, by the President of the Union, by the Head of the council after the approval of the President or from the Executive Board with a majority voting of 70%.
- viii. A representative must work closely with the students belonging to his/her department.
- ix. A representative shall prepare a detailed report on issues regarding his/her own department at least once a month.

- x. A representative might be appointed by the President or Vice President to lead a special council committee.

Article VI: General Assembly

- i. The General Assembly members are all the undergraduate students of the University of New York/Tirana.
- ii. A meeting of the General Assembly shall be called by the President of the Union, by the Rector of the University or by the Head of the Student's Career Office.
- iii. The Constitution of the Student Union is amended and ratified by a simple majority voting of the General Assembly members
- iv. For the voting to be considered valid, the number of the voters should be at least 30% of the overall undergraduate students.

Article VII: Terms of Office

Section I:

Nominations

- i. Nominees for an Executive Office must be a member of the Student Union
- ii. A Student Union member must compile 20 signatures from University of New York/Tirana undergraduates to be considered eligible to run for an executive office.
- iii. A Student Union member appointed as representative of the Department of Psychology, Business, Computer Science, International Relations/Political Science, should be majoring in the department he/she represents.
- iv. The Candidates for Treasurer should be majoring in either Business or Finance
- v. The candidates for President should have successfully earned 75 credits and have an overall GPA of 3.5 in order to be eligible to run for this executive office.
- vi. The candidates for Vice-President should have successfully earned 75 credits and have an overall GPA of 3.00 in order to be eligible to run for this executive office.
- vii. The candidates for Treasury should have successfully earned 40 credits and have an overall GPA of 3.00 in order to be eligible to run for this executive office.

- viii. The candidates for General Secretary should have successfully earned 40 credits and have an overall GPA of 2.5 in order to be eligible to run for this executive office.
- ix. The candidate for Secretary should have successfully earned 10 credits and have an overall GPA of 2.5 in order to be eligible to run for this executive office.
- x. A student on his last semester of studies is not eligible to run for any of the executive offices.

Elections

- i. Student Union elections will be held each year during the first week of May.
- ii. Student Union members will vote to elect their President, Vice-President, General Secretary, Treasurer and Secretary.
- iii. Student Union elections will be administered by an election committee.
- iv. One of the Election's committee members shall be a representative of the University administration.
- v. Each candidate for President and Vice-President shall have the right to provide at least one name for selection to this committee
- vi. The member of the election committee representing the University, shall be the Head of this committee
- vii. Members of the Election's committee cannot run for any Student Union office during the term they are serving.
- viii. There will be a two week declaration period, in which any candidates running for office must declare their intention to run.
- ix. The winner of any election for the executive offices shall be the option who receives the greatest total number of votes cast in that election.
- x. If there is a tie between two or more candidates for a single position office, a run-off election between the tied candidates shall be held within one week of the announcement of the tie vote.
- xi. If there is only one candidate running for an executive office, he/she is a winner only if he gets 50%+1 of the total number of votes cast in that election.

- xii. The counting of votes is done only in the presence of the Election Committee members, who then announce the results.

Section II:

Vacancies

- i. Members of the Executive Board who wish to resign must submit their written resignation to the Executive Board.
- ii. A vacancy in any Student Union executive office but the President does not lead to the dispersion of the Student Union or to new elections for the vacant office.
- iii. If the President of the Student Union resigns or is unable to fulfill his duty for more than 3 months, than new elections shall be held for the entire Student Union offices.
- iv. The President elected under the Article VII, Section II, Point iii, of the Constitution shall have a limited mandate which needs to be renewed during the regular election's period.
- v. In the event of a vacancy, a current union office holder must resign his/her position before declaring candidacy for that vacancy.
- vi. Three unexcused absences to Executive Board meetings will be considered a resignation.
- vii. An absence is excused when an Executive Board member sends an email or calls the President of the Union prior to a meeting stating their reason for not attending.

Removal

- i. Any Executive Board member but the President and Vice-President, can be removed from office through a motion signed by more than 3/5 of the University undergraduate students.
- ii. The Vice-President can be removed from office through a motion signed by more than 2/3 of the University undergraduate students.
- iii. The President can be removed from office through a motion signed by more than 75% of the University undergraduate students.
- iv. Each signer of the motion must state his/her name, class year, ID number, which will then be verified one-by-one by the University administration.
- v. In case of a successful motion to remove any of the Executive Board members but the President, the President will appoint a new member in the vacant executive office who will serve till the next regular elections.

- vi. In case of a successful motion to remove the President, new elections shall be held for all the union's executive offices.

Article VIII: Committees

- i. All Committees will be Ad-hoc in nature
- ii. A committee can be created only from the officers empowered by the Constitution
- iii. Committees will provide updates at any Executive Board meetings through their representatives.
- iv. All Committees will be dissolved at the end of each Student Union term
- v. Committees can be recreated the following term
- vi. Committee members shall work closely with students and faculty

Article IX: Union's Finances

- i. The Union shall establish the Finance Board which will oversee and supervise the financial affairs.
- ii. The Finance Board shall consist of the President of the Union, the Treasurer, the Head of the council and a Senior Treasurer who shall not be a student and shall be appointed by the President or Rector of the University.
- iii. The member elected by the President of the University shall serve as the Head of the Finance Board.
- iv. The Finance Board shall guide the Union's financial policy and aid the Treasurer.
- v. The Finance Board shall meet as and when it deems necessary
- vi. The Union Treasurer shall be responsible for the production and presentation of a monthly budgetary statement showing comparative income and expenditure.
- vii. The Union shall hold a bank account in the name of the Union.
- viii. There shall be three signatories for the Union account:
 - I. The Representative member of the University
 - II. The President of the Union
 - III. The Treasurer

- ix. No expenditure can be undertaken by the Union without the authorization of the Representative member of the University
- x. The Union shall publish for its members a monthly statement of its accounts
- xi. The Treasurer shall present a record of transactions to every Executive Board meeting.
- xii. The Student Union funds will be raised from Student Union member's contributions, University funds and other external funds.
- xiii. Any person who takes action outside the terms of the financial regulations of the Union and the University will be held by the Union as being personally liable for their actions and the consequences which follow from them
- xiv. No action of the Union will contravene the University of New York/Tirana regulations for the Student Union.

Article X: Union Clubs and Societies

Any club or society shall be recognized by the Union provided that:

- i. A request for its formation is presented to the Union Executive Board
- ii. The club presents a constitution with the request. This constitution should include:
 - I. The name of the club/society
 - II. The aims and objectives of the club
 - III. Regulations relating to membership eligibility
 - IV. Provision for the election of officers
 - V. Provision for general meetings of all members of the club/society
- iii. The Club's constitution is approved by the Executive Board members
- iv. The names of the officers of the club/society must be reported to the Union President
- v. The Treasurer of each Club/Society shall present a Balance Sheet to the Union Treasurer at the end of each term and financial year.
- vi. Financing received by a club will be deposited with the Union Treasurer
- vii. The minimum number of members a club/society must have is 10

Article XI: Union's Newsletter

- i. The Union's Newspaper is governed by this Constitution

- ii. The Executive Board appoints the Editor in Chief of the Newspaper.
- iii. The Union Newspaper shall inform Student Union members about the Union's activity
- iv. The Editor in Chief shall propose to the Executive Board, other staff members, for approval.
- v. The Executive Board shall have the right to remove from office the Editor in Chief and all other staff members, if they fail to fulfill their duties.
- vi. The Editor in Chief shall work closely with the Executive Board for him to get informed about Union's daily activities.

Article XII: Amendments

- i. The Executive Board of the Union and the Council shall be the sole student body competent to recommend amendments to the Constitution
- ii. All amendments to the Constitution shall require the support of 2/3 of those present and entitled to vote
- iii. The Union Secretary shall certify the results of the amendment no later than one week following the end of the voting period
- iv. Every four years there shall be established an independent Constitutional Review Committee charged with conducting a full review of all aspects of the Union.

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Deputy Rector of UNYT

Alqi Bllako
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