

# Chemical Engineering Graduate Student Association

## Constitution

### Article I. Name and Purpose

#### Section 1. Name

The organization shall be known as the Chemical Engineering Graduate Student Association (ChE GSA).

#### Section 2. Purpose

The objectives of this organization shall be:

- 1) To give the graduate students in the Department of Chemical Engineering an active voice in departmental matters
- 2) To give the graduate students an open forum to discuss concerns they have with the department.
- 3) To promote and foster unity within the graduate students through seminars, social gatherings, and other activities.

### Article II. Membership

The membership of the ChE GSA will consist of all graduate students enrolled in the Chemical Engineering department at North Carolina State University.

### Article III. Officers

#### Section 1. Positions

The elected officers of the ChE GSA are the President, Vice President, Treasurer, Social Chair, Editor, and Webmaster.

#### Section 2. Description of Officer Positions:

##### A. President

- Act as the liaison between faculty and graduate students. This includes have direct communication with the department head and organizing meetings/events which facilitate grad student/faculty interaction (e.g., setting up monthly lunches between a small group of grad students and the department head).
- Organize graduate seminar. This includes setting up speakers, reserving rooms, advertising (getting the word out), and helping the Social Chair to provide refreshments.
- Act as the alternate ChE GSA representative in the UGSA when the Vice President is unable to attend.
- Aid the other officers in the activities sponsored by the ChE GSA.

#### B. Vice President

- Act as the liaison for the ChE GSA in dealing with other organizations.
- Act as the ChE GSA representative in the UGSA. This includes attending all meetings and reporting activities of UGSA to ChE GSA meetings.
- Act as the representative to the Student Organization Resource Center (SORC). This includes registering our organization on a yearly basis.
- Update the constitution as required and submitting to a copy to UGSA and SORC.
- Take minutes during meetings and transcribe them for the website.
- Aid the other officers in the activities sponsored by the ChE GSA.

#### C. Treasurer

- Handle all aspects of the finances. This includes managing both NCSU FAS accounts (i.e., working with the office assistants) and money in other accounts.
- Handle the billing and payment in ChE GSA sponsored activities.
- Organize all fundraising events.
- Aid the other officers in the activities sponsored by the ChE GSA.

#### D. Newspaper Editor

- This person is responsible for organizing the ChE GSA newsletter.
- Jobs include recruiting writers, editing of articles, putting together the final layout, and the distribution of the newsletter (via e-mail and print).
- Post the ChE GSA Newsletter on the graduate student website.
- Aid the other officers in the activities sponsored by the ChE GSA.

#### E. Social Chair

- Organize the picnics. This includes reservations at the park, the food and drinks, and advertisement for the event.
- Organize the undergraduate versus graduate sporting events semiannually. This includes working with the undergraduate AIChE in advertising the event and putting it together (e.g., reservations at the park).
- Organize group trips (i.e. Wilmington beach trip in the Fall semester).
- Provide food and refreshments for the ChE GSA graduate student seminar, with the help of the President.
- Aid the other officers in the activities sponsored by the ChE GSA.

#### F. Webmaster

- Maintain and enhance the ChE GSA website (note: this is not the departmental website), with the primary purpose of distributing pertinent information related to graduate students.
- Update the ChE GSA website calendar with current events and seminars.
- Post meeting minutes on the website.
- Aid the other officers in the activities sponsored by the ChE GSA.

### Section 3. Elections

- 1) Elections will be held the first week of August. Prior to elections, an announcement will be sent out, along with the officer positions described above, one week before elections are held.
- 2) Both paper and e-mail ballots will be used.
- 3) Results will be posted the week after elections are held.

### Section 4. Tenure

The officers shall be elected by the committee members to serve a term of one year, beginning in August of the year they were elected.

### Section 5. Officer Vacancies

- 1) If an officer position is vacated for any given reason, an immediate election will be held at the next meeting to fill the vacancy.
- 2) Nominations will be taken both by e-mail and during the meeting.

## Article IV. Removal of Officers

An officer shall be removed if he or she does not fulfill her duties, or is detrimental to the organization.

- 1) Officers shall be removed by a nomination from another officer. A list of infringements caused by the officer must be presented. An official notice is required to be given to the officer as notice of impending vote.
- 2) A quorum of 2/3 vote at the next meeting is required for the impeachment of the officer.
- 3) Nominations are held to fill the vacancy of office (Article IV, Section 5).

## Article V. Amendments

### Section 1. Proposal

Amendments to the constitution shall be presented by members of the organization in writing, and read at a regular meeting. There will be an allotted time for questions and debate if necessary.

### Section 2. Voting

Amendments to the constitution shall be voted on during the next regular meeting after in which the said amendment was proposed. All members must be informed of the proposed amendment. A majority vote of 2/3 of the present members is required for an amendment to be passed.

### Section 3. Alterations

The Vice President shall be in charge of altering the constitution with the changes accepted in the amendment.

Article VI. Meetings

Section 1. Meeting Times

Meetings shall be held on a monthly basis, or as the President sees fit.

Section 2. Agenda

The President will introduce topics on the agenda, and an open discussion will follow each given topic. Additional topics may be introduced by members after the agenda is covered, before the meeting is adjourned.

Article VII. Subcommittees

Section 1. Purpose

If an agenda item (Article V, Section 2) calls for more attention, the committee will establish an ad hoc subcommittee of no more than three students to address the concern. The subcommittee will be entirely in charge of handling the concern and reporting to the membership as a whole at the next meeting.

Section 2. Appointment

The three students will be appointed by interest. If more than three students are interested, a vote of the membership in attendance will determine the composition of the subcommittee.