

Chemical Engineering Graduate Student Association (ChEGSA) Constitution

Article I: Name and Objective

Section 1: The name of this organization shall be the Chemical Engineering Graduate Student Association, henceforth denoted ChEGSA.

Section 2: The objective of this association shall be to promote interdisciplinary and cultural interaction among the chemical engineering graduate students of Texas Tech University through social and professional activities as well as community service.

Section 3: No part of the net earnings of the association shall inure to the benefit of, or be distributable to, its members, officers, or other private persons except that the association shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposed set forth by the Officers Council.

Article II: Membership

Section 1: Membership shall be restricted to those students who have enrolled in graduate level (CHE 5000 or higher) courses in the Department of Chemical Engineering at Texas Tech University.

Section 2: It is the duty of the individual to contact the Treasurer and/or Faculty Advisor to gain membership in ChEGSA.

Section 3: ChEGSA does not deny or define membership on the basis of race, color, religion, national origin, gender, age, disability, citizenship, veteran status, sexual orientation, gender identity, or gender expression, except that: a registered student organization created primarily for religious purposes may restrict the right to vote or hold office to persons who subscribe to the registered student organization's religious beliefs.

Section 4: An Active member of the association is defined as someone who attends at least 60% of all association meetings, activities, and other events as scheduled by the Officers Council.

Section 5: Members may retract from the organization at any time by informing the Treasurer.

Membership dues will not be refunded, however.

Article III: Officers

Section 1: The elective officers of this association shall be the President, Vice President/SORC Rep, Secretary, Treasurer and Webmaster.

Section 2: All active members of the association with at least one full semester of graduate course work completed (6 h) shall be eligible to hold office. No member may simultaneously hold more than one of the offices named in Article III, Section 1.

Section 3: The Faculty Advisor must hold at least the rank of Assistant Professor and be a faculty member in the Department of Chemical Engineering.

Section 4: No member may be elected to the same office for more than one full consecutive term. A member succeeding to an unexpired term in any office is eligible for election to a complete term in that office the following Spring semester.

a) In the absence of nominees for an officer position, the officer from the previous year may retain his/ her office.

Section 5: The duties of the officers shall be as follows:

a) The President shall preside at all meetings, act as an official representative of the association at any function requiring such a representative and shall see that the other officers of the association perform their duties in accordance with the ChEGSA constitution. In the event of a resignation, the Vice President shall assume and fulfill the duties of the President until an election or special election is called.

b) The Vice President/SORC Rep is the chief liaison officer with industry and academia. The Vice President will represent ChEGSA at all SORC meetings and serves as the liaison between the organization and the SGA senator. The officer shall assume and fulfill the duties of the President in the absence of or in case of resignation. If the officer does succeed to the Presidency, a successor shall be elected to fill the unexpired term of the Vice President as soon as it is practicable.

c) The Secretary shall record the interactions with industry and academia. Upon leaving office, the officer shall collect written reports from committee chairs of association activities and recommendations for improving association operation for the incoming Officers Council.

d) The Treasurer shall collect and care for all money, properties, and financial records of the association and shall make payments on the written approval of the President and/ or Faculty Advisor for association expenses. The Treasurer will also file for and retrieve any associated permits or documents required for activities to be funded.

e) The Webmaster shall take care of the website of the association.

f) The Faculty Advisor is an ex-officio member of the Officers Council. The Advisor shall serve as a liaison between the association and the Department of Chemical Engineering and shall guide the association in the actions and activities. The Faculty Advisor shall have signature authority on the association accounts.

Section 6: The Officers Council shall consist of the President, Vice President, Secretary, Treasurer, Webmaster and Faculty Advisor:

- a) The President shall be Chair of the Officers Council.
- b) The Officers Council shall conduct whatever business it deems necessary to facilitate the association's regular business meetings.
- c) The President shall have the authority to call meetings of the Officers Council.
- d) A majority of the Officers shall constitute a quorum for a meeting of the Officers Council.
- e) The Officers Council shall keep a record of its meetings and the business conducted. This record becomes a part of the minutes of the association.

Article IV: Officer Election and Removal Process

Section 1: Officers shall be elected at the end of the Spring semester for the following Fall semester. Officers elected to the positions of President, Vice President and Treasurer serve a term lasting one year.

Section 2: The new officers shall take office at the beginning of the Fall semester.

Section 3: Nominations for office shall be made by active members at a regularly scheduled meeting of the association. Each nomination must be accompanied by the pledge of the nominee to serve in the office if elected.

Section 4: If the criteria in Section 3 are met, voting for Officers shall take place at the following scheduled association meeting.

Section 5: Three-fourths of the active members shall constitute a quorum for election of officers. A majority vote shall be required for election. If no nominee receives a majority on the first ballot, a second ballot shall be held between the two leading candidates.

Section 6: A special election shall be held to fill any vacant office occurring before the next regular selection, except that a vacancy in the office of President shall be filled by the vice President until the next election or special election. If the President resigns in the Summer, a special election shall be held to elect a new President in early Fall. If the President resigns in the Spring semester, the vice President will fulfill the term of the Presidency.

Section 7: A recall election for any office may be initiated by action of the Officers Council or by vote or written request of half of the active membership. Three-fourths of the active members shall constitute a quorum for a recall. A majority vote shall be required for recall.

Section 8: Members in violation of the organization purpose may be removed from the organization following a formal complaint from an active member or an officer. The President should take control over the issue and must set up a special meeting with the board members to discuss the issue. The concerned person shall be given a chance to defend his stand.

Section 9: Voting must take place in a general meeting by gathering all the members and the executive board. Three-fourths of the active members shall constitute a quorum for the voting process to take place. A majority vote shall be required for removing the concerned person from the organization.

Article V: Faculty/Staff Advisor Selection and Expectation

Section 1: The Faculty Advisor shall be elected in odd -numbered years for a term of two years and may be re-elected. The newly elected Officers and the outgoing Faculty Advisor will nominate and vote for a new Faculty Advisor in the Spring semester of odd-numbered years at their convenience.

Section 2: The faculty advisor is responsible for giving perspective insight for the development of the organization. In case of conflicts between the members of the committee, the advisor shall take charge to resolve the issue. The advisor shall advise the members in carrying out the events successfully and has the authority to question the committee members in any decision.

Section 3: The faculty advisor must be aware of the university/national policies that must be followed to maintain the organization in good stead.

Section 4: The faculty advisor must sign and acknowledge all the expenditures made by the organization.

Article VI: Committees

Section 1: There shall be the following committees:

- a) Events Committee
- b) Recruiting Committee
- c) Funding Committee

Section 2: The duties of the committees shall be as follows:

- a) The Events Committee will work to schedule field trips and other events to promote interdisciplinary and intercultural interaction with the association itself or the community. The

committee will also ensure members of the association are notified of events through social media, emails, etc.

b) The Recruiting Committee will work to recruit graduate students from the Chemical Engineering Department with an interest in the objectives of the association. The committee will also maintain the association website.

c) The Funding Committee shall work closely with the Vice President in order to contact local and regional industry in addition to alumni of the Department of Chemical Engineering to secure funding for the association.

Section 3: All committees will have a Committee Chair. The Chair will be voted in using the same process in Article IV, Sections 1-5.

Section 4: In the event that there is a vacancy for a Chair position, the President will appoint an individual to that vacancy.

Article VII: Relationship with Other Organizations

Section 1: The Chemical Engineering Graduate Student Association is associated solely with the Department of Chemical Engineering at Texas Tech University. In exchange for certain services, the Department helps fund certain activities and events.

Article VIII: Financial Procedures

Section 1: The membership dues shall be collected by the treasurer. A formal email shall be sent to the students and they would be given a week of time prior to collecting the funds.

Section 2: The treasurer is responsible for taking care of funds, collecting the receipts, and documenting them.

Section 3: Funds donated to the organization shall be cashed by the treasurer and should have a proper documentation.

Section 4: The expenses of the association shall be met by a nominal membership fee, private donations, and any funds obtained from the Texas Tech University Student Government Association.

Section 5: A simple majority vote of the association members shall be required to add or change any fees or dues or levy any assessments for association memberships.

Articles IX: Procedures for Decision Making

Section 1: Any changes in the policies, major decisions concerning to the organization shall be proposed by the elected Officers. The proposed changes can be passed on by setting up a formal meeting with the active members. Three-fourths of the active members shall constitute a quorum. The decision shall be made based on the majority votes in the meeting.

Section 2: A proposed amendment to the ChEGSA constitution must be read by an active member and seconded by an active member at one meeting and voted on at the following meeting.

Articles X: Parliamentary Authority

Section 1: The rules contained in the current edition of Robert 's Rules of Order shall govern the organization in all cases to which they are applicable and in which they are consistent with the bylaws and special rules of order the organization may adopt.

Article XI: Legal Agreement and Conduct

Section 1: All members agree to abide by the rules and regulations set forth in the Texas Tech Student Affairs Handbook, Code of Student Conduct.

Section 2: The organization agrees to abide by all federal, state, and local laws; and by Texas Tech University Policies and Procedures.

Article XII: Anti-Discriminatory Statement

Section 1: All members shall abide by the rules and regulations related to any form of discrimination such as sex, race, national origin, religion, age, disability, sexual orientation, gender identity or other protected categories, classes, or characteristics.

Section 2: Members involved in any discrimination activities may be removed from the organization following a formal complaint from an active member or an officer. The President should take control over the issue and must set up a special meeting with the board members to discuss the issue. The concerned person shall be given a chance to defend his stand.

Section 3: Voting must take place in a general meeting by gathering all the members and the executive board. Three-fourths of the active members shall constitute a quorum for the voting process to take place. A majority vote shall be required for removing the concerned person from the organization.