

Texas A&M University

Chemical Engineering Graduate Student Association

Constitution

Article I. Name and Purpose

Section I. Name

This organization shall be known as the Texas A&M Chemical Engineering Graduate Student Association, and its abbreviated title shall be TAMU ChEGSA.

Section II. Purpose

The objective of this association shall be to serve the interests and address concerns of the graduate students at the Texas A&M Department of Chemical Engineering.

Section III. Goals

The goals of this association shall be:

- 1) To foster a sense of community for current and former graduate students
- 2) To aid the professional development of the graduate students
- 3) To give graduate students an active voice in graduate student affairs

Article II. Membership

Section I. All graduate students enrolled in the Department of Chemical Engineering at Texas A&M University shall be eligible for full membership, which includes voting and holding officer positions. Any research staff associated with the Department of Chemical Engineering at TAMU, such as visiting scholars, interns, post-docs, and students at TAMU, advised or co-advised by CHEN professors, will be eligible for membership,

upon request. They will be included in the list-serve per request, are eligible for membership pricing, and are ineligible for participating in elections.

Section II. All graduate students who graduated from the Department of Chemical Engineering at Texas A&M University shall be eligible for membership.

Section III. Any member engaging in acts to hurt the organization or unfulfilling of obligations shall be warned of removal from membership privileges by the president.

Section IV. A petition signed by at least one third of the officers is necessary for a warning to be issued. The petition must include evidence of unfulfilled obligations and acts which hurt the organization.

Section V. Any member who does not heed the warning shall have their membership privileges revoked.

Section VI. A meeting with all officers shall be called by the president to discuss the removal of the member.

Section VII. A quorum of fifty percent or more of officers must be present at the removal meeting and a two thirds vote must be obtained to remove the individual. The individual must have the opportunity to share their perspective at the meeting prior to the vote.

Section VIII. Any member removed from the organization may petition for reinstatement one year following removal.

Section IX. The reinstatement petition must be presented to the president and a two thirds vote is required for reinstatement.

Article III. Officers

Section I. All elected TAMU ChEGSA officers shall serve a one-academic year term upon election.

Section II. All elected TAMU ChEGSA officers are eligible to serve a maximum of five one-year terms with a maximum of two years in one position.

Section III. The duties of each officer shall be outlined in the officer handbook and provided to each newly elected officer by the incoming president.

Section IV. All elected TAMU ChEGSA officers must complete their officer duties in a timely manner.

(a) All ChEGSA officers shall attend every ChEGSA meeting and be on time. Officer must provide a valid excuse if she/he will miss a meeting and inform the meeting chair and president.

(b) All ChEGSA officers shall attend every ChEGSA events in the entire academic year. Officers shall have no more than two unexcused events absences in the fall semester and no more than three unexcused event absences in the spring and summer semester. Officer must provide a valid excuse if she/he will miss an event and inform the event chair and president.

(c) If an officer miss more than the specified number of events, the officer will be reviewed in accordance with Article III Section XVI.

Section V. In the case of an open position(s), the president shall nominate a current student. The officers vote on the nominee during the next officer meeting.

Section VI. A simple majority is needed for the nominee to be ratified. If a nominee is not accepted by officers then the president shall nominate another current student.

Section VII. Positions

The officer positions are:

President

Vice President Internal Affairs

Vice President External Affairs

Events Chair

Finance Chair

Publicity Chair

Media Chair

Event Coordinators (3 positions)

Executive Officer

Webmaster

Section VIII. Any current student who wishes to become president must have been elected and served a one-year term as ChEGSA officer or first-year representative, either in the current academic year and/or in the immediate past academic year.

Section IX. If the president seeks re-election they are to be considered along with all others seeking the position.

Section X. If no ChEGSA officer seeks to serve as president, the president shall call for nominations.

Section XI. If the president is unable to fulfill their term or when they are absent, the vice president of internal affairs may serve as interim president until the next officer election.

Section XIII. If the vice president internal affairs is unwilling or unable to serve as interim president, the council may nominate and elect another officer to serve as interim president until the next officer election.

Section XIV. The officers of this organization shall fulfill the requirements established by University Regulations, Texas A&M University.

Section XV. The officers of this organization must meet the following requirements:

- (a) Have a minimum cumulative and semester grade point ratio (GPR) as stated below and meet that minimum cumulative and semester GPR in the semester immediately prior to the election/appointment, the semester of election/appointment and semesters during the term of office.

For graduate level students the minimum cumulative and semester GPR is a 3.00. In order for this provision to be met, at least four hours (half-time credits) must have been taken for the semester under consideration. In one limited circumstance, summer semester hours may be applied to this provision. In order for summer coursework to qualify toward a grade point ratio prior to election/appointment, at least four credit hours must have been taken during the course of either the full or two summer session(s) unless fewer credits are required as they complete the final stages of their degree.

(b) Be in good standing (see 27.1.4) with the university and enrolled:

At least half time (four or more credits), if a graduate level student (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement) during their term of office.

Section XVI. Officer Removal

(a) Any officer engaging in acts to hurt the organization or unfulfilling of obligations shall be warned of removal from membership in the organization by the president.

(b) A petition signed by at least one third of the officers is necessary for a warning to be issued. The petition must include evidence of unfulfilled obligations and acts which hurt the organization.

(c) Any officer who does not heed the warning shall have their membership privileges revoked.

(d) A meeting shall be called by the president to discuss the removal of the officer.

(e) A quorum of fifty percent or more of officers must be present at the removal meeting and a two thirds vote must be obtained to remove the officer. The officer must have the opportunity to share their perspective at the meeting prior to the vote.

- (f) Any officer removed from the organization may petition for reinstatement one year following removal.
- (g) The reinstatement petition must be presented to the president and a two thirds vote is required for reinstatement.
- (h) A quorum of all the officers must be present for the removal of the president with a two thirds vote required to remove the president. The president must have the opportunity to share his or her perspective at the meeting prior to the vote.

Article IV. Elections

Section I. General elections shall be held during the spring semester to elect new officers.

Section II. ChEGSA members are eligible to vote for all officer positions.

Section III. “Election Announcement” shall be made by the outgoing president requesting nominations and outlining the officer positions.

Section IV. All nominees shall prepare 1-2 PowerPoint presentation slides introducing themselves (name, class, research group), experience in leadership roles, their vision for ChEGSA, ideas for events, funding, and any other relevant information.

ChEGSA officers will review the PowerPoint slides to ensure that their ideas for events, funding, etc., comply with the Texas A&M rules and fit within ChEGSA’s goals.

Section V. All nominees shall demonstrate that they will be able to maintain the student status for the officer term.

Section VI. “Election Announcement” shall be made a minimum of two weeks prior to the election date.

Section VII. ChEGSA members may nominate themselves for a maximum of two officer positions.

Section VIII. If nominations are not submitted for a position(s) the outgoing president may nominate candidates.

Section IX. A list of nominees shall be composed and distributed along with ballots by the outgoing president no later than three days prior to the election date. Nominees shall present to the students no later than the evening before the elections date and their slides will be sent out following the presentations.

Section X. A “Nominee Presentation Meeting” open to the public shall be held no later than one week before the election date for nominees to present their platforms to the public.

Section XI. All ballots will be submitted electronically and ballot form can only be accessed using TAMU NET-ID and password. Elections will open after nominee presentations end.

Section XII. Election process will be overseen by the faculty advisor, one ChEGSA officer who is not running for a position, one staff member, and one graduate student who is not running for a position.

Section XIII. The election results shall be ratified by the faculty advisor who serves as election commissioner.

Section XIV. Results shall be published after meeting with the election commissioner and no later than 10:00AM the following day.

Section XV. Newly elected officers shall officially take over their positions on the first day of the fall semester.

Section XVI. The summer semester shall be used as a transition period. Newly elected officers shall attend the ChEGSA meetings at least once a month as well as gather and review all previous material from the outgoing officer.

This transition period is intended for the newly elected officers to familiarize themselves with the organization, its documentation and procedures.

Section XVII. During the first week of classes in fall semester, nominations for first year representatives will be held. All nominees must introduce themselves to current ChEGSA officers and discuss their duties for the semester.

Section XVIII. Elections for the first year representatives will be held the third week of fall semester in which just the first year students vote. The top two students shall be elected.

Article V. Meetings

Section I. The officers shall hold a weekly meeting while school is in session. The regularity of the meeting will change to bi-weekly as considered by the officers depending upon the workload.

Section II. The president may request meetings at any time when they consider it necessary.

Section III. Any officer may request a special meeting through the president.

Section IV. A quorum of fifty percent or more of officers including the president or president elect must be present at a meeting to pass resolutions.

Section V. Amendments to the constitution, bylaws, or removal of the president shall pass by a two-thirds vote; respectively, subject to consultation with the faculty advisor.

Section VI. If an officer is unable to attend a meeting requiring all officers to be present, he or she must notify the president of the officer voting on their behalf.

Section VII. The agenda at the “Regular Biweekly Meeting” shall be as follows:

- I. Updates
- II. Action Items
- III. Concluding Remarks
- IV. Important Dates

Section VIII. Each meeting will have a different officer as meeting chair. This person will moderate the meeting. Meeting chair will be selected at the end of each meeting

Section IX. The officers shall hold a “General Meeting” open to all graduate students in the chemical engineering department once in the Fall and Spring semesters.

Section X. Two thirds votes shall constitute the right to pass resolutions and close meetings except where noted in the Constitution.

Section XI. The outgoing president is expected to chair the first meeting of the incoming officers, in which they are to formally cede leadership to the incoming president. The outgoing president shall disclose any ongoing efforts and general expectations for the officers.

Section XII. The outgoing president and officers shall prepare a short report regarding the work accomplished during their term and any work that still needs to be done. The outgoing president shall hand this report and all documentation to the new president.

Article VI. Faculty Advisor

Section I. The faculty advisor shall serve as the direct contact between the officers, faculty, and staff.

Section II. The faculty advisor to the officers shall be the departmental graduate advisor and faculty member of chemical engineering.

Section III. The faculty advisor shall hold at least one meeting with the president in the fall and spring semesters.

Section IV. Any officer who wishes to consult with the faculty advisor must make the president aware of their wish.

Section V. The advisor shall assist the organization with the development of goals and objectives for the academic year. The advisor shall also assist the organization with event planning and facilitation. When necessary, the advisor will be willing to attend events as identified through the planning process.

Article VII. Finances

Section I. All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the Student Organization Finance Center and/or the Fiscal Office. All funds must be deposited within 24 hours after collection. The advisor to this organization must approve and sign each expenditure before payment.

Article VIII. Subcommittees

Section I. The president may call for a committee to be formed and nominate the appropriate officer to address the issue.

Section II. The subcommittees may include organization members who don't serve as officers.

Section III. Two thirds vote is required to approve the formation of a subcommittee.

Article IX. Amendments and Revisions

Section I. This Constitution takes effect as of November 9th 2018 after it has been ratified by a two-thirds vote of the current officers.

Section II. ChEGSA officers and first-year representatives will propose amendments to the Constitution and By-Laws in writing at the end of their term (post-election) to next term's ChEGSA officers.

Section III. Amendments to the Constitution and By-Laws can only be passed by a two-thirds and simple major vote; respectively subject to consultation with the faculty advisor, at the beginning of the officer term.

Section IV. Amendments must be signed by the president, faculty advisor and formally added to the Constitution in an amendment section.

Section V. Annual review

The organization constitution and bylaws shall be reviewed annually and subject to the approval of the Department of Student Activities.

Adopted September 2013

Amended October 21st, 2015

Amended April 15th, 2016

Amended September 27th 2016

Amended October 12th, 2017

Amended October 29th, 2018

Article X. Signatures

Date of Adoption: October 29th 2018

President *Stella Gutierrez*
Vice President of Internal Affairs *Stella*
Vice President of External Affairs *Yifei Tang*
Events Chair *[Signature]*
Finance Chair *[Signature]*
Publicity Chair *[Signature]*
Media Chair *[Signature]*

Event Coordinator - Activities *No Min*
Event Coordinator - Professional *Michael Bae*
Event Coordinator - Sports *[Signature]*
Executive Officer *[Signature]*
Webmaster *Jasat Orin*
First Year Representative *RXL Ashwin*
First Year Representative *Edwin Liu*

Faculty Advisor *[Signature]*

Chemical Engineering Graduate Student Association By-Laws

Article I. Relationship to the Constitution

Section I. The By-Laws shall be part of the TAMU ChEGSA constitution and detail the duties of the officers.

Article II. Duties of Officers

Section I. President

- Ensure the TAMU ChEGSA is fulfilling all departmental and university obligations.
- Ensure the appropriate execution of all ChEGSA events and activities.
- Identify opportunities for greater student exposure.
- Be the primary contact between graduate students and faculty.
- Be the representative at official functions and serve as primary spokesperson for the officers.
- Schedule and lead officer meetings and help guide the officer's priorities and agendas.
- Work with the vice president of external affairs to identify new sources of funding.
- Prepare a summary at the end of term highlighting achievements under presidency, on-going efforts to be continued, and areas for improvement.

- Oversee the integrity and transparency of the organization including all activities and officers.
- Defend and maintain aggie core value within the organization (Respect, Excellence, Loyalty, Leadership and Selfless service) as well as the aggie honor code in all members
- Resolve conflicts between officers with integrity and work ethics principles. When needed ask for support from the student organization advisor.
- Be aware of abnormal situations and work jointly with both VP Internal and VP External to resolve them in a timely manner and using the appropriate communication with all members
- Ensure all decisions are made by following the proper voting procedure. When a decision involves an expense, it is imperative to have the approval of the finance chair beforehand
- Update the amendments to the constitution and print it out for officers to sign at the beginning of the term

Section II. Vice President of Internal Affairs

- Oversee the internal affairs of the organization as well as graduate students in the department.
- Act as the lead in meetings and other organization duties in the absence of the President.
- Participate in planning and coordinating of career and professional development events.

- Lead on major events such as annual Research symposium and student recruitment visits. Ensure that all plans and decisions related to the event are aligned with the interests of the organization and student body.
- Monitor the effectiveness of events geared towards student professional and personal development. Introduces changes that may help to improve the event for future execution.
- Partner with university organizations (e.g. career center and student engineering council) to provide students with networking tools.
- Oversees and ensures appropriate execution of new initiatives such as monthly newsletter and mentorship program.

Section III. Vice President of External Affairs

- Establish and maintain contact with alumni in industry and professional organizations (e.g. AIChE, ECS, ACS, etc.).
- Maintain and update the alumni email listserv.
- Serve as liaison with companies and professional organizations for the planning and execution of the annual chemical engineering research symposium.
- Primary contact for faculty member in charge of new student recruitment.
- Arrange the events associated with the Industrial Speaker seminar series by identifying and inviting potential speakers from industry.
- Be involved with other recruitment activities including AIChE Annual Meeting.
- Continuously identify new sources of funding for the organization including company sponsorship (e.g. events, awards, and fellowships), alumni donations and university organizations.
- Be involved in the invitation for students and alumni spotlight in the monthly newsletter.

Section IV. Finance Chair

- Be responsible for all monetary transactions handled within the organization.
- Keep a detailed balance sheet of all expenditures and income collected.
- Keep paper and electronic record of all purchases.
- Coordinate with President and Event Coordinator regarding the funds available / allocated to each event.
- Collect signatures and provide the necessary paperwork for making purchases
- Ensure that there are no discrepancies in the balance sheet.
- Manage registration for the research symposium.
- Keep officers informed of financial status.
- Prepare an annual financial statement which includes income, expenses and external funding.

Section V. Events Chair

- Coordinate the organization of all student events (social and sport) organized by TAMU ChEGSA.
- Identify new types of events which aid in achieving the organization's goal to foster community between the students.
- Coordinate caterer at the annual ChEGSA Research Symposium.
- Coordinate annual ChEGSA Welcome Dinner & Awards.
- Identify new sources of funding for social events including company sponsorship, alumni donations and university organizations.
- Oversees and obtains the list of events for the monthly newsletter.

- Organizes and executes the mentorship program, including communication and assigning mentor/mentee pairs.
- Have an inventory of ChEGSA supplies including event supplies (plates, napkins, snacks, drinks) and office supplies (folders, paper, name badges). Work with previous officers to collect this information.

Section VI. Publicity Chair

- Identify the appropriate publicity approach to achieve the intended number of guests at an event.
- Manage the communication with current and former graduate students using ChEGSA website, LinkedIn, Facebook group & page and establish new ways for communication with Alumni.
- Advertise events through all available channels including, but not limited to, email, Facebook, and Instagram by coordinating with Media chair.
- Manage, LinkedIn, Facebook page/group and update them on a regular basis.
- Serve as liaison to the department's AIChE student chapter. This includes attending meetings and reporting back during the officer meetings.
- Identify ways to increase collaboration with the AIChE student chapter and increase the interaction between graduate and undergraduate students in the department.
- Work with VP-External and reach out to students/alumni in regards to the monthly newsletter for spotlight articles.
- Work jointly with webmaster and media chair to keep webpage up-to-date with current events and information.

Section VII. Media Chair

- Create all forms of media (flyers, invitation cards, etc.) to promote events organized by ChEGSA.
- Complete necessary paperwork required by Texas A&M University for organizing any event.
- Assist other officers in organizing social and professional events.
- Prepare necessary documents for incoming students and during recruitment visits.
- Design and organize the monthly newsletter.

Section VIII. Executive Officer

- Arrange meetings for ChEGSA - This includes creating doodle links for meeting requests, reserving rooms, and reminding the ChEGSA officer who is in charge of the next officer meeting no later than the day before the meeting.
- Track meetings - write down meeting minutes in every meeting and document the meeting minutes in ChEGSA document repository.
- Attend GPSC meetings regularly. Provide/submit votes in GPSC meeting as a representative of department of chemical engineering. Document GPSC meeting minutes and share the GPSC meeting minutes to ChEGSA and department if required.
- Attend SEC meetings as they and the president see fit.
- Ensure that the constitution is being followed.
- Provide support during ChEGSA symposium.
- Create and manage nomination and election forms for all elections.

Section IX. Event Coordinators (3 positions)

1. *Professional*

- Assist the VP-external and VP-internal in implementation and identification of various professional events (e.g. Industry Speaker Seminar series, Research symposium, student recruitment events).

2. *Activities*

- Assist the event chair in implementation of the university-wide social events (e.g. Big Event) and interdepartmental social events (e.g. SEC Pi k).

3. *Sports*

- Assist the event chair in implementation of the various sports events.

Each event coordinator will:

- Coordinate with the finance chair for the proposed events and funding for the events.
- Organize space reservation, food and travel arrangement, plan of miscellaneous items required for events.
- Act as liaison between ChEGSA and the concerned department in scheduling events.
- Coordinate with the finance chair and social chair on all monetary transactions concerned with the event.
- Correspond with the concerned officer in the ChEGSA team regarding necessity of any additional resource required for conducting special events.
- Prepare and conduct an annual survey of the new students.
- Aid Events chair to obtain a list of events for the monthly newsletter.
- Aid Events chair to organize and execute the mentorship program.
- All three event coordinators shall share equal responsibilities in organizing space reservation, food and travel arrangement, plan of miscellaneous items required for all ChEGSA events.

- The event coordinators who are not in the leading position of a specific event shall assist the leading event coordinator.

Section XII. Webmaster

- Monitor and update the ChEGSA website to ensure accurate information is given.
- Assist Media Chair and Publicity Chair with organization of the monthly newsletter. Post newsletter and student spotlights on webpage.
- Post upcoming events on a calendar on the website.
- Maintaining the ChEGSA website at www.chegsatamu.com. This includes checking the status of the account at the current hosting service at the beginning and the end of the term, and making payments to renew the subscription.

Article III. Duties of First Year Representative

- Regularly attend ChEGSA meetings to stay up to date on current activities.
- Act as a liaison between ChEGSA and the first year students.
- Assist first year graduate students to gain connections with senior graduate students.