

Texas A&M University

Chemical Engineering Graduate Student Association's Constitution

Article I. Name, Purpose, and Goals

Section I. Name

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

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 TAMU students advised or co-advised by CHEN professors, will be eligible for membership upon request. They will be included on the list-serve upon request, are eligible for membership pricing, and are ineligible to participate 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 that harm the organization or failing to fulfill obligations shall be warned by the president of the possibility of removal from membership privileges.

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 that hurt the organization.

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

Section VI. The president shall call a meeting with all officers to discuss the removal of the member.

Section VII. A quorum of at least 50% of the 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 before 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.

Section X. If an officer consistently fails to fulfill their responsibilities or does not comply with ChEGSA TAMU guidelines, the President, after consulting with the Executive Team, has the authority to remove the officer from their position. A removed officer may rejoin ChEGSA TAMU only after one year and shall be ineligible to apply for any lead or Executive Body Positions (mentioned in Section VII (b) of Article III) during the following year.

Article III. Officers

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

Section II. All elected ChEGSA TAMU 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 ChEGSA TAMU officers must complete their officer duties promptly.

Section V. All elected ChEGSA TAMU officers must attend officer duties on time.

- (a) All ChEGSA officers shall attend every ChEGSA meeting and be on time. The officer must provide a valid excuse for missing a meeting and inform the events chair/president.
- (b) All ChEGSA officers shall attend every ChEGSA event in the entire academic year. Officers shall have no more than two unexcused event absences in the fall semester and no more than two unexcused event absences in the spring and summer semester. The officer must provide a valid excuse for missing an event and inform the event chair and the president.
- (c) If an officer misses more than the specified number of events, the officer will be reviewed in accordance with Article III, Section XVI, and, even upon reinstatement, will not be eligible to apply for any executive positions in the upcoming year.

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 officers do not accept a nominee, then the president shall nominate another current student.

Section VII.

(a) The current officer positions in ChEGSA TAMU are listed below.

- President
- Vice President Internal Affairs
- Vice President External Affairs
- Finance Chair
- Events Chair
- Publicity Chair
- Publicity associate (2 positions)
- Media Chair
- Event Coordinators (3 positions)
- Executive Officer
- Design chair
- Design representative (4 positions)
- Photography lead (2 positions)
- First-year representative
- Webmaster

(b) Among these positions, the President, the Vice President of Internal Affairs, the Vice President of External Affairs, and the Finance Chair constitute the Executive Team, or the Executive Body, of ChEGSA TAMU.

Section VIII. Any current student who wishes to become the president of ChEGSA TAMU must have been elected and served a one-year term as ChEGSA TAMU 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 before 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 3.00. 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. For summer coursework to qualify toward a grade point ratio before election/appointment, at least four credit hours must have been taken during 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 that harm the organization or failing to fulfill obligations shall be warned by the president of removal from membership in the organization.

(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 that hurt the organization.

- (c) Any officer who does not heed the warning shall have their membership privileges revoked.
- (d) The president shall call a meeting 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 before 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.

Section XVII. Meeting Participation and Absence

- (a) Officers shall have no more than two total unexcused event absences in Fall and no more than two total unexcused event absences in Spring and Summer combined. Exceeding this limit makes the officer ineligible to apply for Executive Positions i.e., President, Vice Presidents (Internal and External) the following year.
- (b) Unexcused absences mentioned above shall make the officer ineligible to apply for any Executive Position in the following election cycle.
- (c) *Excused absence:* An absence due to academic conflicts, health issues, family emergencies, travel for conferences, or advisor-approved research obligations, communicated in advance to the President and Events Chair.
- (d) *Unexcused absence:* Any absence not meeting the criteria above or not communicated prior to the meeting/event.

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, provided they qualify for the executive positions (see Article III, Section IV C).

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 Texas A&M rules and align with 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.

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 election 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 the election commissioner.

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

Section XV. Newly elected officers shall officially take over their positions after the ChEGSA Annual Symposium/15th of June, whichever is the latest.

Section XVI. Newly elected and old officers shall attend the ChEGSA meetings at least once a month and shall gather and review all previous material during the summer. This period is intended to help the newly elected officers familiarize themselves with the organization, its documentation, and procedures.

Section XVII. During the first week of classes in the 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 in the third week of the fall semester, during 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 during school sessions. 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 weekly Meeting” shall consist of the following items not limited to:

- a) Updates
- b) Action Items
- c) Concluding Remarks
- d) Important Dates

Section VIII. Each meeting will have the internal vice president as the meeting chair. This officer will moderate the meeting and take the meeting minutes.

Section IX. The officers shall hold a “General Meeting” open to all graduate students in the chemical engineering department once in the Fall and once in the 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, during which they will 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 on the work accomplished during their term and any remaining work. 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 a faculty member of the Department 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 inform the president of this.

Section V. The advisor shall assist the organization in developing goals and objectives for the academic year. The advisor shall also help the organization with event planning and facilitation. When necessary, the advisor will attend events identified during 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 the formation of a committee 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 on December 16th, 2025, upon a two-thirds vote by 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.

The copy of the constitution shall be made available to the organization members upon request.

Adopted September 2013

Amended October 21st, 2015

Amended April 15th, 2016

Amended September 27th, 2016

Amended October 12th, 2017

Amended October 29th, 2018

Amended September 30th, 2019

Amended December 16th, 2025

Pravin Subrahmanian

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Tasya Nascoetion

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Aamrapali Vindya Pimpale

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Pranav Pimpale

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Soumik Sen

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Munir Ali Khan

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Aamir palasingam

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Singam Deshpande

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Divyang Muskan

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Maryam Ghotbi

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Dev Choudhary

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Krishna Shankar

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Ashley Henley Dr. Reeves

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Signatures:

Date of Adoption: December 16th, 2025

President	<i>PS</i>		
Vice President Internal Affairs	<i>TN</i>		
Vice President External Affairs	<i>CAVP</i>		
Finance Chair	<i>DP</i>		
Events Chair	<i>SS</i>		
Publicity Chair	<i>CA</i>		
Design Chair	<i>MAK</i>		
Media Chair	<i>AP</i>		
Executive Officer	<i>SD</i>		
Publicity Associates	<i>P</i>	<i>D</i>	
Photography Leads	<i>MB</i>	<i>MG</i>	
Design Executives	<i>NP</i>	<i>DD</i>	
	<i>B</i>	<i>DC</i>	
Event Coordinators	<i>KS</i>	<i>SK</i>	<i>A</i>
First year representative	<i>Ashli Panchal</i>		
Webmaster	<i>T</i>		
Primary Advisor	<i>AH</i>		
Faculty Advisor	<i>DR</i>		

Texas A&M University

Chemical Engineering Graduate Student Association's By-Laws

Article I. Relationship to the Constitution

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

Article II. Duties of Officers

Section I. *President*

- Ensure the ChEGSA TAMU 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.
- Serve as the representative at official functions and as the primary spokesperson for the officers.
- Schedule and lead officer meetings and help guide the officers' priorities and agendas.
- Work with the vice president of external affairs to identify new funding sources.
- Prepare a summary at the end of the term highlighting achievements under the presidency, ongoing efforts to be continued, and areas for improvement.
- Oversee the integrity and transparency of the organization, including all activities and officers.
- Defend and maintain the Aggie core values within the organization (Respect, Excellence, Loyalty, Leadership, and Selfless Service) as well as the Aggie Honor Code in all members.
- Resolve conflicts between officers based on integrity and work ethic principles. When needed, ask the student organization advisor for support.
- Be aware of abnormal situations and work jointly with both VP Internal and VP External to resolve them promptly, using the appropriate communication with all members.
- Ensure all decisions are made in accordance with 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.

- Member of GSAC on behalf of ChEGSA

Section II. Vice President of Internal Affairs

- Oversee the organization's internal affairs and graduate students in the department.
- Act as the lead in meetings and other organizational duties in the absence of the President.
- Participate in planning and coordinating career and professional development events.
- Lead on significant events such as the 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 the 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 the appropriate execution of new initiatives such as the monthly newsletter and mentorship program.
- Monthly review of officers' duties and responsibilities to ensure a balanced workload in the organization

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 the 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 a paper or an electronic record of all purchases.
- Coordinate with the 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 organized by ChEGSA TAMU.
- Identify new types of events that help achieve the organization's goal of fostering community among 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 the assignment of 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 most effective publicity approach to achieve the target number of guests for an event.
- Manage communication with current and former graduate students via the ChEGSA website, LinkedIn, Facebook group & page, and establish new communication channels with Alumni.
- Advertise events across all available channels, including but not limited to email, Facebook, and Instagram, by coordination with the Media chair.
- Manage the department's LinkedIn and Facebook pages/groups and update them regularly. Serve as a liaison to the department's AIChE student chapter.
- Identify ways to increase collaboration with the AIChE student chapter and boost interaction between graduate and undergraduate students in the department.
- Collaborate with the webmaster and media chair, and reach out to students and alumni regarding the monthly newsletter's 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 ChEGSA's events.
- Complete the 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 in charge of the following officer meeting no later than the day before the meeting.
- Track meetings: write down meeting minutes in every meeting and document them in the ChEGSA document repository.
- Attend GPSC meetings regularly. Provide/submit votes in the GPSC meeting as a representative of the Department of Chemical Engineering. Document GPSC meeting minutes and share the GPSC meeting minutes with ChEGSA and the department if required.
- Attend SEC President Roundtable/meetings as they and the president see fit.
- Ensure that the constitution is being followed.
- Provide support during the ChEGSA symposium.
- Create and manage nomination and election forms for all elections.
- Identify new sources of TAMU internal collaborations for e.g., other student organizations and departments

Section IX. Event Coordinators (3 positions)

1. *Professional*

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

2. *Social*

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

3. *Sports*

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

Each event coordinator will:

- Coordinate with the finance chair on the proposed events and their funding.
- Organize space reservation, food and travel arrangement, and plan for miscellaneous items required for events.
- Act as a liaison between ChEGSA and the relevant department to schedule events.
- Coordinate with the finance chair and social chair on all financial transactions related to the event.
- Correspond with the concerned officer in the ChEGSA team regarding the necessity of any additional resources 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 the Events chair in organizing and executing the mentorship program.
- All three event coordinators shall share equal responsibilities in organizing space reservation, food and travel arrangement, and plan for miscellaneous items required for all ChEGSA events.
- The event coordinators who are not in the lead position for a specific event shall assist the lead event coordinator.

Section X. 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 the webpage.

- Post upcoming events on the website's calendar.
- Maintaining the ChEGSA website at www.chegsatamu.com. This includes checking the account status with the current hosting service at the beginning and end of the term and making payments to renew the subscription.

Section XI. *Design chair*

- Oversee the organization's overall visual direction and brand identity.
- Lead major design projects, including rebrands, logo development, and visual identity updates.
- Set design standards, workflows, and brand guidelines for all design outputs.
- Manage, mentor, and support Design Executives (Editorial & Events) and any design volunteers.
- Ensure that all materials—including social media graphics, event promos, and newsletter designs—follow brand guidelines.
- Approve final versions of significant design deliverables.

Cross-Team Collaboration

- Coordinate with executive board members, publicity team, and event chairs to ensure visuals support organizational goals.
- Assign design tasks to Design Executives and ensure deadlines and quality standards are met.

Oversight of Visual Content

- Provide creative direction for all visuals, including social media content, event branding, editorial materials, and newsletter design.
- Guide standards for photography, videography, and editorial layout even if not producing them directly.

Section XII. *Design executives (2 positions)*

Graphic Design & Content Creation

- Create graphics for social media, presentations, newsletters, and editorial materials.

- Design flyers, posters, banners, and promotional materials for events.
- Assist with layout and visual design for editorial content and ongoing publications.

Newsletter Design

- Develop visually consistent newsletter layouts that align with the organization's brand guidelines.
- Produce graphics, headers, and visual elements for recurring newsletters.
- Collaborate with editorial or communications teams to integrate content seamlessly.

Event-Focused Visual Support

- Produce event-specific marketing materials and on-site visuals.
- Ensure all designs—especially newsletters and event graphics—adhere to brand guidelines.
- Use and contribute to shared asset libraries (templates, photos, icons, etc.).

Graphic design and branding:

- Design logos, flyers, posters, and other promotional materials for events and general use.
- Develop a cohesive visual identity for the organization.

Section XIII. 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 firstin-year graduate students to gaining connections with senior graduate students.