

By-laws for the Chemical Engineering

Graduate Student Advisory Council

Last Approved: December 17, 2018

Article I. Name

Section I.01 Official Name

The name of this Council shall be the Graduate Student Advisory Council for Chemical Engineering. Alternate names and abbreviations include The Grad Council, The GSAC, CHEN-GSAC, or GSAC-Chemical Engineering.

Article II. Purpose & Goals

Section II.01 Purpose

The purpose of the Grad Council is to represent the graduate student body in the Department of Chemical Engineering. The Grad Council will be a clear line of communication and feedback loop between students, faculty, and staff whilst remaining non-discriminatory to both faculty and students.

The Grad Council will serve to generate ideas and solutions on matters of importance to the graduate student body and provide input to the Department Head.

Section III.02 Goals

The goal of the Grad Council is to advocate for the graduate student body and facilitate improvements within the Department of Chemical Engineering.

Article III. Membership

Section III. 01 Membership Eligibility

Membership will be available to current graduate students in good academic standing accepted into the Department of Chemical Engineering at Texas A&M University.

Section III.02 Member Selection

1st year Grad Council members will be selected through a competitive resume-based

application, reviewed by the incumbent council members. The call for applications will occur at the beginning of the fall semester and selection will be made within one month. Each applicant will be selected by a 2/3 majority of Council Members.

Any seats open to students in their 2nd, 3rd, 4th, and 5th year of their graduate studies will be filled through a democratic election. Candidates will apply in a competitive application reviewed by the incumbent Council Members, who will then nominate between a minimum of two (2) and a maximum of three (3) names per vacant seat. The exception to this is if the number of applicants is not sufficient for two (2) names per vacant seat. In this case, all applicants are nominated. The CHEN graduate Student Body will then vote upon names on the ballot, and seats

Elections will take place in the event of a vacant seat on the Grad Council, either in September, or January.

Section III.03 Member Terms

Council members will serve for a maximum one (1) academic year without re-election, and a maximum of two (2) years total.

Section III.04 Membership Demographics

The Grad Council shall consist of at least 7 and up to 9 eligible members at any point in time. The Grad Council shall consist of at least one student in their first year, one in second year, three (3) from the third year or above, and one representative each from GERB and ChEGSA. The Grad Council holds the right to nominate students to make sure Chemical Engineering labs in all research areas and spaces (floors, buildings) are represented. The Grad Council will never consist of more than three (3) members from the first and the second year each, and more than six (6) from third year and above.

If any member of The Grad Council goes on a leave of absence during any semester within their term, they are to nominate a replacement that is to be approved by a majority in the Grad Council. This period will count as part of the one (1) year term limit.

Section III.05 Membership Infractions

Upon becoming a member of The Grad Council, members will be required to adhere to a code of conduct. This code is violated under one of the following conditions.

1. A student misses a meeting without prior notification to the sponsor or presiding officers in the organization.
2. A student exhibits inappropriate behavior during a meeting or an official event.
3. A student is found guilty of some academic misconduct.
4. At the discretion of the faculty advisor or presiding officers.
5. Missing more than 50% of the meetings per semester.

Violation of the code of conduct results in a behavioral infraction being added to the member's internal Grad Council record.

Section III.06 Removal from The Grad Council

Removal from The Grad Council will operate on a three-strike basis. The first two behavioral infractions received by a member will result in a warning. Upon receiving a third infraction, the member in question will be subject to removal from the Grad Council. This will be on the condition of a two-thirds vote from the Grad Council at large.

Removed council members may not be admitted onto the Grad Council again.

The faculty advisor for the Grad Council may also reserve the right to remove members at their discretion.

Section III.07 Replacing Removed Council Members

Based on the Council's discretion, replacement of removed Council Members will occur either immediately through nomination or in the next election cycle.

Article IV. Officers

Section IV.01 Officers of The Grad Council

The Officers of the Grad Council shall be a Chair, a Secretary, and an Executive Assistant. Each of these Officers shall be elected for a term of one (1) academic year.

Section IV.02 Officers Eligibility

To be eligible for an Officer position, a Council Member must be a student in their second year or above. Moreover, that member must not have any behavioral infractions from the previous, full semester.

Section IV.03 Officer Terms

Each Officer may serve for a maximum of one (1) one-year term in the same position.

Section IV.04 The Duties of the Chair, Executive Assistant, and Secretary

The Chair would be in charge of facilitating meetings and serving as the point of contact for the Grad Council for outside organizations. The Chair would be in charge of elections for all officers and general council members. The Chair will act as the liaison between the faculty advisor and the Grad Council. The Chair will be in charge of all disciplinary action within the Grad Council.

The Secretary will be in charge of scheduling meetings, making meeting agendas, and taking meeting minutes. The Secretary will be in charge of keeping member attendance.

The Executive Assistant will act as the Chair or the Secretary, as needed. The Executive

Assistant will assist the Chair and Secretary on a regular basis.

Section IV.05 Election Process of the Executive Assistant and Secretary

The Officer Election Meeting will be held the first meeting after the General Elections. The candidates for the Officer Positions must be nominated by one (1) member of The Grad Council and then seconded by at minimum one (1) other member of The Grad Council. Candidates may nominate themselves. After all eligible members are nominated, there will be a vote. The candidate that receives the most votes will serve.

Article V. Meeting Expectations

No meeting will take place without a minimum of 5 members of The Grad Council present. The regularly scheduled meetings will be at least once a month from September to May, and as needed during summer (June - August). The dates for these will be set at the first meeting of the academic year. Special meetings will be held at the call of the Chair or upon petition of three members of The Grad Council at least a week prior to the meeting date.

The agenda for each meeting will be accessible for members prior to the meeting time by the Secretary. Meeting minutes will be provided to each Council Member within 72 hours after each meeting. After one week of open floor discussion, the meeting notes will be ratified and published on the website and distributed by e-mail to the graduate student body.

Article VI. Voting

Matters presented to be voted on will win by a simple majority of the present Council Members. A member must present a subject matter and it must be seconded by a minimum of one (1) other member for it to move to a formal vote.

Article VII. Faculty Advisor

The Faculty Advisor will be the Director of Graduate Programs. The faculty advisor is a non-voting member of the advisory council. A meeting can be conducted with or without the presence of the Faculty Advisor.

Article VIII. Amendments

This document may be amended or revised by a 2/3 vote of all incumbent members in The GSAC. A member must present an amendment or revision and it must be seconded by at a minimum one (1) other member for it to move to a formal vote.

Article IX. Signatures

Date Opeyemi Olokede, Chair

Date Jyot Antani, Secretary

Date Ari Ufondu, Executive Assistant

Date Hallie Graham

Date Pritishma Lakhe

Date Edwin Lavi

Date Spyridon Tsolas

Date Dr. Micah Green, Faculty Advisor