

# Chemical and Biomolecular Engineering Graduate Student Association (CHBE GSA) Constitution

## Purpose:

1. To foster better professional and personal relationships among students and between students and faculty members.
2. To provide a forum for concerns, both professional and personal, about graduate student life.
3. To foster professional growth through the following:
  - a. Mentoring
  - b. Recruitment
  - c. Affiliate / Internship relationships

## Membership:

1. A *General Member* shall be any current graduate student at Rice University interested in Chemical and Biomolecular Engineering.
2. An *Alumni Member* shall be any graduated General Member.
3. A *Voting Member* shall be any General Member who has been accepted into the Chemical and Biomolecular Engineering Department or is advised by a professor in the Chemical and Biomolecular Engineering Department.

## Executive Committee:

The CHBE-GSA will be governed by an Executive Committee elected by the Voting Members.

To run for office on the executive council, one must be a Voting Member who is actively involved with CHBE-GSA as determined by the current Executive Committee. Two persons may be elected to one office with equal responsibility as deemed necessary by the Executive Committee at the time of election. The offices and corresponding duties shall be as follows:

1. President
  - a. Leads Executive Committee Meetings

- b. Attends Graduate Committee and Faculty Meetings
- c. Acts as a liaison between the faculty and the students
- d. Leads General Meetings in the Vice President's absence

2. Vice President

- a. Leads General meetings
- b. Acts as the contact person for the CHBE-GSA
- c. Leads Executive Meetings in the President's absence

3. Treasurer

- a. Heads the Finance Committee
- b. Composes a Yearly Budget
- c. Manages funds
- d. Raises funds

4. Secretary

- a. Maintains the CHBE-GSA Web Page
- b. Handles publicity for all CHBE-GSA events
- c. Creates handouts/announcements for distribution to the membership

5. Social Chair

- a. Coordinates social events (research, organize, and execute)
- b. Represents CHBE-GSA at GSA meetings and reports back to department
- c. Distributes GSA e-mails

6. Outreach Chair

- a. Acts as a liaison between the CHBE-GSA and outside industrial/academic institutions

- b. Organizes the industrial and the academic contacts through composing/managing the Contact Database
- c. Acts as a liaison with Career Services, bringing programs of interest to the attention of the membership

7. Recruitment Chair

- a. Leads the incoming student mentor program
- b. Assists the Chemical and Biomolecular Engineering Department with Recruiting Weekend

8. Recitation Chair

- a. Maintains thesis proposal files
- b. Maintains qualifier files
- c. Schedules mock thesis proposal presentations, as needed

**Faculty Advisor:**

1. The Faculty Advisor shall be any member of the Faculty or Adjunct Faculty of the Chemical and Biomolecular Engineering Department chosen by the Executive Committee, who has a primary appointment in the Chemical and Biomolecular Engineering department.
2. The purpose of the faculty advisor shall be:
  - a. To give advice and guidance to the organization
  - b. To provide consistency by facilitating officer transition

**Finances:**

1. The Treasurer shall have final authority in all financial matters.
2. Expenditures of less than \$40 shall be authorized by both the Treasurer and the President (Vice President in the President's absence).

3. Expenditures of more than \$40 but less than \$300 must be agreed upon by a 2/3 vote of the Executive Committee.
4. Expenditures over \$300 must be presented at a monthly CHBE-GSA meeting and approved by 2/3 of members present.
5. All checks must be signed by the Treasurer and the President (Vice President in the President's absence).

### **Voting and Elections:**

1. Only Voting Members shall be allowed to vote.
2. A passing vote on general matters shall be a simple majority of members present at the General Meeting (early voting shall be permitted by e-mailing or other official notification before meeting).
3. Constitutional Amendments shall be presented at the Executive Committee Meetings and require a 2/3 majority of the Executive Committee to pass.
4. Elections shall be held at least 3 weeks prior to the last day of exams of spring semester for all offices in the Executive Committee with the exception of the Outreach Chair, who shall be elected in October.
5. Elected officers shall assume office three weeks after the election, allowing for a transition period. The term of office shall be for one calendar year for all officers.
6. Officer Elections shall be conducted in an accountable, verifiable manner. Results shall not be final until the ballots have been counted by an independent auditor, such as the faculty advisor or other outside individual.

### **Committees:**

1. The president has the power to create committees and appoint members to them as he/she deems necessary.
2. Standing committees shall consist of
  - a. Finance Committee, which shall be headed by the treasurer and report to the President at the monthly meeting
  - b. Executive Committee, which shall consist of the President, Vice President, Treasurer and Secretary