

1 ARTICLE I: NAME

A The official name of the organization is:

Chemical Engineering Graduate Student Association at UCSB

B The name of the organization may be abbreviated as any of the following:

1. ChE GSA
2. ChemE GSA

2 ARTICLE II: PURPOSE

A The organization's purpose is:

to promote the social health and professional growth of the chemical engineering graduate student community at UCSB.

3 ARTICLE III: MEMBERSHIP REQUIREMENTS

A Voting members of this organization must meet the following requirements:

All voting members must be graduate students enrolled in the Chemical Engineering Graduate Program at UCSB. All others, including graduate students with a Chemical Engineering Department faculty advisor, and postdoctoral researchers with a Chemical Engineering Department principal investigator, may be considered non-voting members.

4 ARTICLE IV: OFFICERS/ELECTIONS

A The titles and duties of the officers of this organization shall be:

a President

1. Serve as the voice of the ChE grad students for departmental and campus wide concerns.
2. Prepare and execute GSA and GSA executive board meetings.
3. Ensure the continual operation of the GSA.

b Treasurer

1. Record finances
2. Organize fundraisers

c Secretary

1. Record meeting notes
2. Maintain website & calendar
3. Promote organization events
4. Conduct surveys

d Social Chair

1. Organize coffee hour
2. Organize happy hour
3. Organize social events

e Professional Development Chair

1. Maintain alumni network
2. Organize invited speaker
3. Organize candidacy prep
4. Promote campus events
5. Promote outreach events

f Campus GSA Representative

1. Attend campus GSA meetings
2. Relay information to and from campus GSA meetings

g First Year Representative

1. Represent the unique needs and concerns of 1st year grads

B The term of office shall be:

One year.

C The requirements for persons running for and holding office shall be:

Any person running for office must be a voting member of the ChE GSA.

D The nomination and election of officers is held:

The nomination period shall begin no earlier than one month before the first day of the academic year.

If runoff elections are necessary, then the election period shall end no later than seven days before the first day of the academic year.

E The nomination of officers is conducted as follows:

Nominations will be submitted to the secretary by ChE GSA members. At the end of the nomination period, potential nominees must either accept or reject their nomination.

F The election of officers is conducted as follows:

Each voting member shall be allowed one vote for each executive position. Elections will be coordinated by the secretary.

G Officers may be removed from office by the following procedures:

Removal of a single officer must be determined by unanimous approval of all executive members not under consideration for removal.

H Vacancies occurring in any elective office between regular election times are filled as follows:

The executive board will appoint an interim officer to fill any vacancies. If the position of secretary is not vacant, the secretary will be responsible for coordinating a special nomination and election within a month of the start of the vacancy. If the position of secretary is vacant, this responsibility shall fall to the president.

5 ARTICLE V: Meetings

A Meetings of this organization are conducted according to the following requirements:

General meetings will be held at least once per quarter, and must be advertised no less than a week in advance of the meeting date.

Leadership meetings will be held at least once per month.

6 ARTICLE VI: COMMITTEES

A The standing committees of this organization are:

1. Social Committee
2. Professional Development Committee

B The requirements for someone who would like to serve on a standing committee be as follows:

Any general member of the ChE GSA may express their voluntary interest to serve on a standing committee by contacting the respective committee chair(s). Through communication with the chair(s), these general members will be assigned roles and tasks that further the goals of the respective standing committee.

7 ARTICLE VII: AFFILIATIONS

- A This organization is affiliated with the following off-campus, local, state, and/or national organization(s):**

The ChE GSA claims no affiliation with any off-campus organizations.

8 ARTICLE VIII: FINANCIAL MATTERS

- A The following requirements shall be followed in all financial matters of the organization:**

The treasurer shall submit a quarterly report of all ChE GSA finances to the executive board.

- B Membership dues:**

There are no membership dues to be considered a participating member of ChE GSA.

9 ARTICLE IX: CONSTITUTIONAL AMENDMENTS

- A This constitution may be amended as follows:**

- B Membership dues:**

Proposed amendments will be submitted to the executive board through the secretary. At least once per year, if any amendments have been proposed, the secretary will coordinate a voting period for all voting members to consider and vote on the proposed amendments. Proposed amendments require at least a two-thirds vote of the general voting membership.