

GRADUATE STUDENT ASSOCIATION OF CHEMISTRY

TEXAS A&M UNIVERSITY

CONSTITUTION

ARTICLE I NAME AND OBJECTIVES

Section 1. The organization shall be known as the GRADUATE STUDENT ASSOCIATION OF CHEMISTRY (GSAC), TEXAS A&M UNIVERSITY.

Section 2. The objectives of this Graduate Student Association of Chemistry shall be as follows:

- A. To assist graduate students within the department of chemistry in the academic, extracurricular, and social aspects of graduate student life.
- B. To serve as a liaison between chemistry graduate students, and the university and chemistry department administrations and faculty.

ARTICLE II MEMBERSHIP

Section 1. Every *bona fide* chemistry graduate student, as defined in the By-Laws, is a member of the Association.

Section 2. The membership of the Association shall be divided among the Divisions of the chemistry department as defined in the By-Laws.

ARTICLE III DIVISIONAL REPRESENTATIVE COMMITTEE

Section 1. A committee consisting of Divisional Representatives shall be responsible for the organization and proceedings of the Association.

Section 2. *Bona fide* chemistry graduate students meeting specific divisional requirements are eligible for election as Divisional Representatives. Those students on scholastic probation are not eligible for election as Divisional Representatives.

Section 3. The Divisional Representatives shall be divided among the Divisions of the chemistry department as defined in the By-Laws.

Section 4. The term of each Divisional Representative of the Association shall be one year. There shall be no limit to the number of terms a Divisional Representative may serve.

Section 5. A Divisional Representative may be removed from that position by either a two-thirds vote of the Representative Committee or a two-thirds vote by the Representative's division.

ARTICLE IV EXECUTIVE OFFICERS

Section 1. The executive officers of the Association shall consist of the following members: President, Vice-President, Secretary, Treasurer, Social Chair, and International Liaison and will be elected from the Divisional Representatives.

Section 2. Officers and their duties:

- A. The President shall call and preside at all the meetings of the Association; will be responsible for communications to representatives and act as official representative of the Association to the chemistry department administration. The President will be in charge of the GSAC email account. The President will also create or dissolve temporary committees as deemed necessary.
- B. The Vice-President shall act as President in case of the absence or temporary inability of the President.

- C. The Secretary shall be responsible for the recording, distribution, and posting of the minutes of Association meetings.
- D. The Treasurer shall be responsible for the handling of the financial aspects of the Association, including informing the Divisional Representatives and the Faculty Liaison with the financial budget, completing all forms for IRS taxes on any sales profit, and all other financial matters.
- E. The Social Chair shall be responsible for updating the information on the GSAC bulletin board, making and posting event flyers, and updating social media sites used by GSAC.
- F. The International Liaison shall be responsible for the promotion of international student participation in GSAC events and activities as well as solicit suggested activities from the international students.

Section 3. Officers of the Association may be removed from office by a two-thirds vote of the Divisional Representatives with notice given at least one week in advance. Officers so removed shall retain any Association seat they may hold as a Divisional Representative.

ARTICLE V ELECTION OF DIVISIONAL REPRESENTATIVES

Section 1. Divisional Representatives shall be elected by their respective divisions within the chemistry department by procedures set forth in the By-Laws of the Association.

Section 2. A Divisional Representative must be an official member of that division.

Section 3. If a vacancy in any representative position occurs during the year, the Representative Committee may appoint a temporary representative to fill the vacancy until the division involved elects a permanent replacement for the position.

ARTICLE VI PROCEEDINGS

Section 1. The Association shall, in compliance with the rules and regulation of the University administration, formulate its own By-Laws and rules of procedure, subject to approval by the Head of the Department of Chemistry and the President of the University. An open forum style will be used during the meetings for the Representatives but members of the Association present at a meeting must be recognized by the President before being allowed to speak.

Section 2. Meetings

- A. A minimum of one general meeting of the Association will be held each semester.
- B. A minimum of one meeting of the Representative Committee will be held each month. These meetings will be open to the entire Association membership. The date of each meeting will be posted on the GSAC bulletin board.

ARTICLE VII MODE OF AMENDMENT

Section 1. This constitution may be amended by a two thirds vote of the Representative Committee and any members from the Association present at the meeting where an amendment is voted on. Members of the Association are also allowed to submit an absentee ballot to vote if unable to attend the meeting.

Section 2. Amendments to, or revisions to this constitution must be submitted in writing or electronically and distributed to the Representatives and the Association. A meeting open to all members of the Association can then be held and the amendment proposed, debated/edited, and voted on.

GRADUATE STUDENT ASSOCIATION OF CHEMISTRY

TEXAS A&M UNIVERSITY

BY-LAWS

1. BY-LAWS

These By-Laws to the Constitution of the Graduate Student Association of Chemistry, Texas A&M University, shall govern the Association and official committees in all cases which they are not in conflict with the said Constitution.

2. FACULTY LIAISON

A Faculty Liaison will be selected to serve the Representative Committee in an advisory capacity.

3. MEMBERSHIP

- A. An Association member must be a *bona fide* chemistry graduate student. A bona fide chemistry graduate student shall be defined as a resident student admitted to the graduate chemistry program and be registered for a minimum of one (1) credit hour; and recognized by the chemistry department as a graduate student in that department.
- B. A student is designated as a member of a division according to his or her own declaration.
- C. Association representation shall consist of the Representative Committee, including the executive officers: President, Vice- President, Secretary, Treasurer, Social Chair, and International Liaison.

4. ELECTION OF REPRESENTATIVES

Divisional Representatives shall be elected separately by each division within the chemistry department. Elections for the positions will be held annually on the first Tuesday in August and will be overseen by the current Divisional Representatives. Nominations will be held at least two (2) weeks prior to the elections. There will be two representatives elected from each division, two Graduate Student Council (GSC) Representatives, and three "at-large" Representatives; for a total of fifteen Representatives elected. GSC delegates and at-large representatives represent all divisions. All fifteen (15) representatives that compose the Representative Committee are equivalent members. There will be a second election open to all divisions to elect the three at-large Representatives chosen from those already nominated and running for a division or GSC Representative position but did not get elected. Representatives will take office in mid-August. Old Representatives however will not leave office until after Fall Orientation of the new chemistry graduate students. Each member of the Association will be allowed one vote per each election with the winner(s) of the election being chosen by popular vote.

5. ELECTIONS OF EXECUTIVE OFFICERS

The executive officers shall be elected by a simple majority vote of the Representative Committee; with the President having previously served as a Representative if at all possible.

6. QUORUM

A quorum shall consist of at least eight Divisional Representatives with at least one representative from each division.

7. COMMUNICATIONS

A mailbox will be provided for the Association in the department mailroom and can serve as a suggestion box as well as a mailbox. A bulletin board will be provided for posting of minutes, meeting information, and other announcements of the Association.

8. BY-LAWS CHANGE OR APPROVAL

The by-laws may be amended by a two thirds vote of the Representative Committee and any members from the Association present at the meeting where an amendment is voted on. Members of the Association are also allowed to submit an absentee ballot to vote if unable to attend the meeting. Amendments to, or revisions to this constitution must be submitted in writing or electronically and distributed to the Representatives and the Association. A meeting open to all members of the Association can then be held and the amendment proposed, debated/edited, and voted on.