

Mechanical and Aerospace Engineering- Graduate Student Association

Departmental Chapter

CONSTITUTION

Article I

Name & Purpose

Section 1

This organization shall be known as the Mechanical and Aerospace Engineering Graduate Student Association (MAE GSA).

Section 2

The purpose of this organization is the advancement of scholarly work and presentations by graduate students. Additionally, the chapter should represent and voice the opinion of the graduate students in affairs affecting them within the Department of Mechanical and Aerospace Engineering. The organization shall also endeavor to foster interactions between graduate students, faculty, and administration by sponsoring social outings, events, and other activities

Article II

Membership

Section 1

Membership shall be open to all interested regularly enrolled graduate students from the Department of Mechanical and Aerospace Engineering.

Article III

Officers

Section 1

The elective officers of the MAE GSA shall be the President, the

Vice President, the Secretary, the Treasurer, a University Graduate Student Association (UGSA) Representative, and an alternate Representative. The Representative and the alternate Representative may hold an additional club office. The other officers must each be held by a different person.

Section 2

The President shall preside over and organize any club meetings and activities. The President must approve any official club activity, must approve all purchases from club funds. The President shall act as a liaison between the GSA and department head. The President shall actively participate in club meetings and activities, aid other officers in the activities of the club, and serve as a backup for any other responsibility (Vice President, Secretary, Treasurer) as needed.

Section 3

The Vice President shall act as the liaison for the MAE GSA in dealings with other organizations. If the President is unable to attend a club meeting, the Vice President shall take his place. The Vice President shall act as the University Graduate Student Association Representative. This includes attending all meetings and reporting activities of the UGSA to the GSA. The UGSA representative shall attend all UGSA meetings. If the Representative is unable to attend, the alternate Representative shall attend. The Vice president shall be in charge of the GSA binder. The Vice president shall register the MAE GSA with the Student Organization Resource Center (SORC) annually as well as act as the representative for the GSA. The Vice President shall submit a copy of the club constitution to the UGSA and the SORC annually. The Vice President shall be in charge of the club website. The Vice President shall actively participate in club meetings and activities, aid other officers in the activities of the club, and serve as a backup for any other responsibility (President, Secretary, Treasurer) as needed.

Section 4

The Secretary shall be in charge of notifying the members of upcoming meetings and events and will take the minutes during meetings. The Secretary shall keep track of all GSA club activities. The Secretary shall be in charge of gathering the required information for the GSA website (member pictures, positions, contact

information). The Secretary shall be in charge of publicity of and communicating all club activities to graduate students and faculty. This includes elections and social events, as well as collecting and finalizing election nominations and results. On occasion, the Secretary will update the graduate students with a short message about current happenings in the form of an email/newsletter. The Secretary shall actively participate in club meetings and activities, aid other officers in the activities of the club, and serve as a backup for any other responsibility (President, Vice President, Treasurer) as needed.

Section 5

The Treasurer shall be in charge of club funds. The Treasurer shall research budget and prices for activities and club events. The Treasurer shall keep track of all club finances. The Treasurer shall be in charge of managing the future MAE GSA Foundation fund yet to be established. The Treasurer shall handle the billing and payment in MAE GSA activities. The Treasurer shall organize all fundraising events. The Treasurer shall be in charge of the MAE GSA receipts and records. The Treasurer shall actively participate in club meetings and activities, aid other officers in the activities of the club, and serve as a backup for any other responsibility (President, Vice President, Secretary) as needed.

Section 6

The officers shall be elected by the club members to serve a term of one year, beginning with the end of the spring term. Election shall be by a simple majority of the membership present at a regular meeting in the spring semester during the month of April. One week prior to elections, the Secretary shall send an announcement to the graduate students announcing upcoming elections and the office positions described above. Both paper and email ballots shall be used, and results shall be posted to the GSA website the week after elections are held.

Section 7

If an officer position is vacated for any reason, an immediate election shall be held at the next meeting to fill the vacancy. Nominations will be taken by email and paper during the meeting.

Article IV

Removal of Officers

An officer shall be removed if he or she does not fulfill her duties, or is detrimental to the organization. Officers shall be removed by a nomination from another officer. A list of infringements caused by the officer must be presented. An official notice is required to be given to the officer as notice of impending vote. A quorum of 2/3 vote at the next meeting is required for the impeachment of the officer. Nominations are held to fill the vacancy of office.

Article V

Dues

Section 1

There will be no dues collected.

Article VI

Amendments to the Constitution and By-laws

Section 1

Amendments to the constitution and/or by laws shall be presented to members of the club in writing and read at a regular meeting but shall not be voted upon until the next regular meeting, and then only after informing each member of the proposed amendments. A majority of 2/3 of the numbers present and voting shall be required.

The Vice President shall be in charge of altering the constitution with the changes accepted in the amendment.

Article VII

Meetings

Section 1

The club shall meet as determined by the club membership each semester.

Article VIII

Committees

Section 1

The club shall make provisions for any standing committees needed and/or for forming special committees when needed.

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Section 2 The President shall preside over any club meetings. If the President is unable to attend a meeting, the Vice President shall take his place. The Secretary shall be in charge of notifying the members of up coming meetings and events and will take the minutes during meetings. The Treasurer shall be in charge of club funds. The UGSA representative shall attend all UGSA meetings. If the Representative is unable to attend, the alternate Representative shall attend.

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Article IV Dues

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Article V Amendments to the Constitution and By-laws

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