

CONSTITUTION

GSAC @ ChemE

Created November 20, 2015

Amended August 23, 2017

Article I – Name

The name of this organization shall be the Graduate Student Advisory Committee of the Department of Chemical Engineering at the University of Utah

Article II – Objectives

The objectives of this organization shall be:

- 1) Promote a collaborative community among graduate students in the department of chemical engineering at The University of Utah. This will be implemented through having monthly socials, yearly research symposiums, and peer-to-peer mentoring.
- 2) Evaluate tenure track faculty candidates and current tenure track faculty for the department of Chemical Engineering at the University of Utah. This will be accomplished through attendance and feedback of candidate lunches and research presentations and through the retention, promotion, and tenure process.

Article III – Membership

Any graduate student in the department of Chemical Engineering at the University of Utah who wishes to join will be admitted as a member. Membership opens annually on August 1st. Continued membership will be based upon the following clause:

- 1) Continued membership is dependent upon active and productive contribution to group meetings, tasks, and events as perceived by other current GSAC members.
- 2) Any current GSAC member believed to not meet these requirements by any of the other GSAC members may be reported for review to the Chemical Engineering department through the current Graduate Advisor.
- 3) Any GSAC member who makes such a report will remain anonymous.
- 4) The Chemical Engineering department will make a final decision about the individual on behalf of GSAC.

Article IV – Chair and Officers

Each GSAC member should participate across multiple commitments. All members are responsible for the following:

- 1) Attend meetings and activities and notify the GSAC Chair or Vice Chair if unable to attend
- 2) Encourage all graduate students (PE, MS, and PhD) to interact with GSAC and attend GSAC events
- 3) Be the voice of graduate student concerns and share any student feedback with the rest of GSAC and faculty
- 4) Volunteer for and assist at various GSAC events

To direct activities and ensure a uniform working agreement among the students, the following positions shall serve for an annual duration beginning August 1st each year.

- 1) Chair
 - a. Shall run GSAC
 - b. Shall organize meetings and establishing a coherent working group
 - c. Shall organize interactions between GSAC officers
 - d. Shall coordinate or create a temporary committee for the annual Student Symposium in September
 - e. Shall coordinate or create a temporary committee for the annual Fly-In Weekend in February
 - f. Shall be chief at coordinating the efforts of retention, promotion, and tenure within the department
- 2) Vice Chair
 - a. Shall assist the GSAC Chair in their primary duties
 - b. Shall run meetings and events if the GSAC Chair will be absent from the meeting or event in question
 - c. Shall fill the role of GSAC Chair on a temporary basis in any situation in which the GSAC Chair is unable to perform their duties until a new GSAC Chair is elected
 - d. Shall manage meeting agenda, notes, and minutes
 - e. Shall coordinate or create a temporary committee for the annual GSAC Chair Election in May
 - f. Shall run efforts to improve the first-year graduate student experience including
 - i. Serving as a contact point for all first year and potential graduate students
 - ii. Reaching out to students beginning in Spring semester
 - iii. Sending any emails of specific importance to first year students

3) Financial Officer

- a. Shall secure funds for social events and work with the social chair to allocate such funds throughout the year including
 - i. Finding costs for potential events
 - ii. Working with the social chair and other GSAC members to choose the most cost-effective events
 - iii. Maintaining a record of funds spent during events throughout the year
 - iv. Keeping track of receipts and obtaining reimbursement from the department
- b. Shall provide guidance to students about ways to obtain travel funding including
 - i. The Graduate School matching funds, scholarships, etc.
 - ii. Seeking additional travel funding sources
 - iii. Working with the webmaster to post funding opportunities on the website and keep resources current

4) Social Activity Officer

- a. Shall plan GSAC social activities including
 - i. Monthly activities, graduate student gatherings, outdoor activities, the beginning of semester BBQ, etc.
- b. Shall find places to go for activities
- c. Shall send invitation emails using the GSAC email address
- d. Shall make invitation flyers
- e. Shall make surveys and evites for social activities
- f. Shall send reminders for surveys and evites twice
- g. Shall contact restaurants and other locations
- h. Shall make reservations
- i. Shall order food if GSAC is funding the event

5) Communications Officer

- a. Shall be chief at maintaining and updating the GSAC Website, and any other social media or online communications for every event within a week after the event
- b. Shall record images for every event to use for website
 - i. Shall delegate image recording if unable to attend an event
- c. Shall coordinate with the webmaster to update the website
- d. Shall update the calendar every month before the event including important academic dates and the graduate seminar
- e. Shall create a flyer for all events except social activities

6) Masters Officer

- a. Shall be a current MS ChE student if available.
- b. Shall interact with perspective MS ChE and MS Petroleum students by helping them and answer their queries
- c. Shall interact and establish communication between MS ChE and MS Petroleum students and GSAC
- d. Shall coordinate with MS PE students through the SPE President

Article V – Election of Positions

All positions are to run annually from August 1st to July 31st.

The election for the GSAC Chair will take place in May. The Chair election will be a general election voted on by all graduate students in the Department of Chemical Engineering at the University of Utah. Nominations for the Chair will be performed by the current members of GSAC. Any current member of GSAC may be nominated for the position of Chair. Members who do not wish to be nominated may opt out at the time nominations are given. A committee will be formed by the Vice Chair consisting of individuals who have preferably opted out of nominations and excluding the current Chair. This committee will collect nominations from the GSAC members electronically and separately from the GSAC email account. Nominees will write a brief statement about themselves and why they want to be the Chair and submit their statements to the committee. The committee will then create a poll listing the nominees with their statements and collect votes from all of the graduate students. The newly elected Chair will begin their position starting August 1st of the year they are elected.

The Vice Chair, Financial Officer, Social Activity Officer, Communications Officer, and Masters Student Officer will all be internally elected by current GSAC members. Current GSAC members will indicate their first and second choices for Officer positions. An internal election will not be held if there are no conflicting first choices. An election will be held for applicable positions if a first-choice conflict exists for those positions. GSAC members not chosen for their first choice in this election will default to their second-choice position. Additional elections will be held as necessary for any second-choice conflicts until no further conflicts exist.

An individual member of GSAC may serve in each separate GSAC position for a maximum term of two years. The two years do not necessarily need to be served continuously.

Article VI – Amendments to the Constitution

Amendments to the Constitution may be proposed to GSAC by any graduate student in the Chemical Engineering Department at the University of Utah. The proposed changes to the Constitution will be presented in the next available meeting and will be voted on by the members of the Graduate Student Advisory Committee.