

Chemical Engineering Graduate Students Constitution

October 2020

Article 1: Name

The name of this group is the Chemical Engineering Graduate Student's organization (ChEGS).

Article 2: Objective

The purpose of ChEGS is to provide professional and social support for UW-Madison chemical engineering graduate students.

Article 3: Membership

All UW-Madison chemical engineering graduate students are considered members of ChEGS. Other individuals can be considered for membership at the discretion of the current presidents. Elected officers are tasked with furthering ChEGS objectives by planning events, however, all members are welcome to plan and execute events funded by ChEGS, pending presidential approval.

Article 4: Elections

Elections for new ChEGS officers will be held in the first week of October. All ChEGS members will be invited to the election meeting. Nominations will be made during this meeting or sent to the current presidents beforehand. All nominations will be welcomed, including self-nominations. Individuals can be nominated for multiple positions, but can only accept a single position. Nominated individuals will leave the room and an anonymous vote will be held by the current presidents. In the event that the presidents are nominated for the position the next highest ranking officer (ordered according to Article 5) will hold the vote. In the event that ChEGS members can not attend the meeting in-person, votes can be tallied anonymously by other means.

Article 5: Officer Duties

Presidents (2):

- Act as chief executive officers of the organization.
- Run ChEGS meetings once a month. The meeting agenda must be sent before each meeting to all officers.
- Write a budget with Treasurers and submit prior to Nov. 1 (end of fiscal year).
- Attend weekly faculty meetings.
- Meet with the department director of graduate studies once a semester.

Treasurers (2):

- Write budget with Presidents.
- Reimburse events sponsored by ChEGS.
- Record spending information.
- Keep vending machine stocked.

Social Chairs (3+):

- At minimum, each member should assist in one ChEGS event every 2 months.
- Refer to Article 9 for details on event planning.

Scribe (1-3):

- Take photographs at ChEGS events.
- Maintain ChEGS online activities (Website, Social Media, Messaging).

- Record or confirm meeting minutes are being recorded.
- Maintain ChEGS records.

Student Seminar Chair (1):

- Organize a student seminar or professional development event once a month.

Department Seminar Chair (1):

- Organize coffee and cookie preparations for department seminars.
- Keep the graduate student lounge clean.

Recruitment Chairs (2-3):

- Work with the department to plan recruitment weekends.

The presidents, with the consent of ChEGS officers, may appoint ChEGS members to non-officer positions to help advance specific goals or initiatives. For example:

Newsletter Editors (2):

- Release a ChEGS newsletter on a monthly basis.

Article 6: Meetings

All officers are expected to attend the monthly ChEGS meetings organized by the presidents. These meetings should last less than an hour and address the following topics: review of past events, planning for future events, updates on different officers' activities, and an open session. Decisions on ChEGS actions should typically be made by unanimous consent, or by majority vote of the ChEGS officers present.

Article 7: Removal

Any officer can be removed if 2/3 of all ChEGS officers vote for removal during a meeting. In the event that monthly meetings are not being held, and the officers wish to remove a president the treasurers may organize a meeting in which they invite all officers including the presidents.

Article 8: Amendments

Amendments to this constitution must be ratified by a 2/3 vote of ChEGS members present at the annual elections meeting or at a special meeting called to make amendments. Draft amendments should be distributed to all ChEGS members in advance of the meeting.

Article 9: Event Requirements

For detailed suggestions on how to run events refer to the event checklist. The following are the specific requirements to receive reimbursement for hosting a ChEGS event:

- Ensure the cost is reasonable and within budget constraints. If greater than \$10/person get approval from a president. (Going over budget will happen, but if there is gross negligence the President and Treasurers can agree not to provide full reimbursement.)
- Ensure event follows department rules.
- Send out email to all ChEGS members (preferably >2 weeks before).
- Record event attendance.
- Keep receipts for all reimbursable items.
- Provide treasurers with both the attendance sheet and receipts.

Ratifying Signatures (10/02/20)

Position	Name	Signature
President	Alec Linot	
President	Jonathan Sheavly	