

Constitution of the Chemical Engineering Graduate Student Advisory Committee

Article 1 – Mission Statement

The Graduate Student Advisory Committee (SAC) of the Department of Chemical Engineering is dedicated to the development of graduate student relations and to facilitating meaningful communication among the students, faculty and staff. These goals are accomplished through student representation with faculty, addressing student concerns and planned social activities.

Article 2 – Representation

The Graduate SAC of the Department of Chemical Engineering represents all graduate students of the Department of Chemical Engineering and all graduate students engaged in research within one of the departmental research groups. Any student previously described has the right to participate in planned events and request representation by the Graduate SAC.

Article 3 – Executive Committee

The executive committee consists of five positions with responsibility guidelines as follows:

Chair – This position is the elected leader of the executive committee and is responsible for all actions of the committee. The responsibilities of this position include, but are not limited to:

- Interaction with departmental faculty and staff
- Monthly attendance at departmental faculty meetings
- Monthly attendance at college SAC meetings
- Retention, promotion and tenure review and report

Vice Chair – The responsibilities of this position include, but are not limited to:

- Registration and Interaction with ASUU
- Attendance at ASUU sponsored SAC meetings
- Submission of bills to secure ASUU funding

Treasurer – The responsibilities of this position include, but are not limited to:

- Submission of a Graduate SAC budget proposal to the department
- Approval, tracking and record keeping of all Graduate SAC expenditures

Activities Coordinator – The responsibilities of this position include, but are not limited to:

- Activity planning and scheduling
- Activity execution

Secretary – The responsibilities of this position include, but are not limited to:

- Interaction between Graduate SAC and students
- Maintenance and development of Graduate SAC Website (facilitated by departmental IT personnel)
- Meeting agenda and minutes

The positions of Vice Chair, Treasurer, Activities Coordinator and Secretary shall be filled by the elected representatives of each of the four research groups at the discretion of the executive committee. The Graduate SAC will consist of the elected Executive Committee and any other committee appointed by the Executive Committee.

Article 4 – Elections

Elections for members of the succeeding executive committee will happen the second and third weeks of September. The elections should be initiated and publicized by the current Graduate SAC and should be managed by Departmental IT Personnel (DITP). Nominations for the chair position and for one representative from each of the four research groups may be submitted by all graduate students, faculty and staff within the Department of Chemical Engineering. Nominations should be submitted directly to DITP. Nominees will be contacted to accept or decline the nomination by DITP. An online voting system will be constructed and managed by the DITP. Graduate students in the Department of Chemical Engineering will be allowed to vote for chair position and for one research group representative. Winners of the election process will be contacted by DITP. In the event that there is no accepted nomination to represent one of the four research groups, this position will be offered to the runner up of the other three research group representative positions with the highest number of votes. In the event of a tie, DITP will initiate a runoff between the two nominees.

To be eligible for nomination to a position on the Graduate SAC Executive Committee you must be a current graduate student of the Department of Chemical Engineering. Any student may not serve in the chair position for more than two terms unless there are no other nominations.

Article 5 – General Body Meeting

The Graduate SAC Executive Committee is responsible for organizing a meeting with all students eligible for Graduate SAC representation at least once each semester. This meeting will be used to poll the opinion of the students on matters of current interest to all members of the department. It will also be used for students to express their voice on any matter of interest to them. Faculty will not have representation at this meeting.

Article 6 – Report

Each Graduate SAC Executive Committee is responsible for writing and compiling a report on all of their activities and expenditures during their term of office. This report will be submitted to the succeeding Executive Committee. The report should include enough detailed information that it will be of benefit to the succeeding Executive Committee in planning and administering their activities.

Article 7 – Funding

Each Graduate SAC Executive Committee is responsible for creating and submitting a budget proposal for the term of the succeeding Executive Committee. The budget proposal should include proposed expenditures and should be submitted to the Department Administrative Manager by the first day of July.

Each Graduate SAC Executive Committee is responsible for registering with ASUU for the purpose of obtaining activity funding.

Article 8 – Graduate Seminar and Faculty Mentor

Each Graduate SAC Executive Committee is responsible for cooperation with the faculty member administrating Graduate Seminar. Executive Committee input and assistance will be given on developing a speaker schedule and finalizing the course syllabus each semester. The faculty member facilitating Graduate Seminar may also be solicited for advice and may act as a conduit between faculty and the Graduate SAC.

Article 9 – Removal or Resignation from Office

Any person filling a position in the Graduate SAC may be removed from office. Removal may be due to any number of reasons, including but not limited to, misconduct or failure to fulfill responsibility. One of the two following procedures may be used:

1. A petition may be submitted to the Graduate SAC Faculty Mentor for the removal of an individual from office. This petition must be signed by 2/3 of graduate students in the Department of Chemical Engineering within one month of submission for the removal of the individual from office.
2. A 4 of 5 vote of the Executive Committee will remove an individual from office.

A vacant position may only be filled using the procedure in Article 4, but may remain vacant at the discretion of the Executive Committee with the exception of the Chair Position.

Article 10 – Amendment

Amendment of this constitution requires a petition submitted to the Executive Committee by any graduate student of the Department of Chemical Engineering. The petition should acquire confirmation email of 2/3 of graduate students in the Department of Chemical Engineering within one month of submission.