

## Chemistry Graduate Student Association Constitution at the University of Kentucky

### **Article 1: NAME**

- 1.1 The name of the organization will be The Chemistry Graduate Student Association (ChemGSA).

### **Article 2: PURPOSE**

- 2.1 To represent the chemistry graduate student body
- 2.2 To speak on behalf of graduate students with faculty and/or administration, thereby bridging these three important parts of our Department
- 2.3 To function as an entity with which all graduate students, but especially those in their first and second year, can share questions and concerns
- 2.4 To develop a comfortable environment within the Department of Chemistry for graduate students through the organization of social events

### **Article 3: SEPARATION OF POWERS**

- 3.1 The organization will consist of the general membership, the officers, and commissions of the organization.
  - 3.1.1 General membership
    - 3.1.1.1 General membership will be the individuals that vote officers into office to fulfill duties as brought about by the constitution and general membership.
    - 3.1.1.2 General membership will also bring concerns and grievances that pertain to all graduate students to the officers.
  - 3.1.2 The officers
    - 3.1.2.1 The officers will be voted on by the general membership each spring semester as the representative to carry out duties set upon them by the general membership and the constitution.
  - 3.1.3 Committees
    - 3.1.3.1 Committees will be formed by the president and assigned duties as needed to help supplement support for the organization as decided by the officers of the organization.

### **Article 4: MEMBERSHIP**

- 4.1 Eligibility
  - 4.1.1 The organization will be open to any and all members of the UK Chemistry community.
  - 4.1.2 Only students, faculty, and staff can be full members.
  - 4.1.3 Alumni or community partners can serve as “Associate” members, not full members.
- 4.2 Voting rights
  - 4.2.1 Voting will be open to all student members.
- 4.3 Communications
  - 4.3.1 All communications to the general membership shall be conducted through the ChemGSA listserv, or through the ChemGSA Facebook page.
  - 4.3.2 The ChemGSA listserv is an important tool that is used to communicate with the graduate student body that requires respect in usage.

4.3.3 The ChemGSA listserv can be used by any member of the executive board, professors, and office staff, and general members pending approval from GSA Officers or office staff.

4.3.4 The ChemGSA listserv is meant for official business of the department. The listserv should not be used for such tasks as distributing personal messages, jokes, cartoons, humorous videos, chain letters, virus hoaxes, or announcements of items for sale.

4.3.5 If someone believes an item of interest should be communicated to all the graduate students, an officer may be asked to send out such an email, or the member may be given permission to send such an email themselves.

## **Article 5: MEETINGS**

5.1 Officer meetings will be held once a month and as deemed necessary by the officers.

5.2 At least one open meeting, open to all graduate students, will be held each semester.

5.3 Meetings must be announced at least one week in advance.

## **Article 6: OFFICERS**

6.1 Officers of the organization shall be elected by a majority of the membership.

6.2 The offices shall consist of President, Vice President, Secretary, Treasurer, Outreach Coordinator, and Social Coordinator.

6.3 Only students can be officers of the organization.

6.4 Officer duties

6.4.1 All officers shall field concerns and complaints from all members.

6.4.2 President

6.4.2.1 The chief executive officer of the organization

6.4.2.2 Has the responsibility of the good and efficient management of the organization

6.4.2.3 Serves as the official representative for the organization

6.4.2.4 Presides over all meetings

6.4.3 Vice President

6.4.3.1 Performs the duties of the President in his/her absence.

6.4.3.2 Serves as the new-student liaison

6.4.3.3 Serves as the Chemistry Department representative on the Graduate Student Congress, unless otherwise decided by the executive board.

6.4.4 Secretary

6.4.4.1 Records all minutes of the organization meetings

6.4.4.2 Carries on all correspondence of the organization via email

6.4.4.3 Preserves letters, papers and documents of the organization

6.4.4.4 Maintains the ChemGSA listserv

6.4.4.5 Responsible for maintaining the ChemGSA Dropbox and storing records and information there as needed.

6.4.5 Treasurer

6.4.5.1 Oversees the receipts and disbursements of the organization's funds and keeps an accurate itemized account thereof

6.4.5.2 Serves as the liaison between the organization and the Chemistry Business Office

6.4.5.3 Manages the bank account maintained by the organization

6.4.6 Outreach Coordinator

6.4.6.1 Serves as the outreach liaison

6.4.6.2 Serves on the Departmental website committee, unless otherwise decided by the executive board

6.4.6.3 Assists with promotional materials for the organization and Department

6.4.7 Social Coordinator

6.4.7.1 Organizes all social events associated with the organization

6.5 Appointed Positions

6.5.1 Officers of the organization shall be appointed by the president.

6.5.2 The appointed positions shall consist of Diversity Equity and Inclusion (DEI) Officer and Media Officer.

6.5.3 Appointed position duties

6.5.3.1 The Diversity Equity and Inclusion (DEI) Officer will be responsible for advising the GSA in matters relating to diversity, equity, and inclusion; advocating for the dignity of all students in the department; and serving on the departmental DEI committee.

6.5.3.2 The Media Officer will be responsible for managing and maintaining organization media platforms such as Facebook, Instagram, Twitter, and the official organization website.

6.5.4. The DEI Officer shall be a one-year position. Each year, the president shall appoint a new DEI Officer who has not previously served as DEI Officer.

6.6 Term of Office

6.5.1 Officers elected by the membership will serve one year beginning July 1st.

**Article 7: ELECTIONS**

7.1 Eligibility

7.1.1 Any graduate student member of the organization may hold office.

7.1.2 The president of the organization must have previously held any office in any prior term.

7.1.2.1 In the case that no former officer remains, or is willing to serve as president, nominations may be opened to any graduate student which will be done within the week after standard nominations are closed.

7.1.2.2 Should a President elect have no prior officer experience, a shadowing period will be instated beginning after the March election through June 30 in which the President-elect will attend all meetings and work closely with the current president to gain a detailed working knowledge of the organization.

7.1.3 The candidate must be in good academic standing

7.1.4 The candidate must be a graduate student at least one semester prior to serving as an officer.

7.2 Nominations

7.2.1 Any member may nominate one candidate for each office.

7.2.2 Members may self-nominate.

7.2.3 Individuals may be nominated for multiple offices.

7.2.4 Each nominee must be willing to serve.

7.2.5 Nominations should be submitted to a specified third party one week prior to the election.

### 7.3 Election Meeting

7.3.1 Elections will be held at an open meeting in the spring semester each academic year.

7.3.2 Each officer will be elected by a majority vote of the members.

#### 7.3.3 Election process

7.3.3.1 The elections will be held in a top-down manner by paper ballot, or other method as determined by the executive board.

7.3.3.2 The elections will proceed in the order of President, Vice President, Secretary, Treasurer, and Social Coordinator, each time retaining those not elected and nominated for the next office.

7.3.3.3 Candidates that are nominated for a position and are not elected may have the option to run for any position below the position in which they were nominated.

7.3.3.4 In the instance that no one is nominated for a position, or no one nominated for previous positions are willing to serve, the floor can be opened up to nominations by general membership for nominees that are present at the election meeting.

## **Article 8: VACANCY OF OFFICE**

### 8.1 Filling of vacancy

8.1.1 In the case of resignation or removal of any officer, an interim acting as officer shall be appointed by the executive board.

8.1.2 The president shall call for an election within fourteen (14) days after vacancy of any office.

8.1.3 Election shall be conducted as the same manner as stated in the constitution.

8.1.4 Should the office of President become vacant, the Vice-President should complete the President's unexpired term and call for an election for Vice-President in the same manner elections are conducted in the constitution.

### 8.2 Impeachment

8.2.1 Any member may initiate an officers' removal.

8.2.2 The executive board shall be petitioned with signatures from 1/3rd of the graduate student body with the reasons stated for removal.

8.2.3 The executive board will then notify the officer of the petitioned impeachment and call for a removal vote within fourteen (14) days of the filing of the petition.

8.2.4 The graduate student body shall be notified at least one week prior to removal vote meeting

8.2.5 The meeting and officers' vote for removal shall be open to all members.

8.2.6 The petition's stated grievances shall be made public and the officer charged shall be allowed to respond to the charges of the petition.

8.2.7 After discussion of all grievances, the officers will conduct a removal vote of the impeached officer.

8.2.8 The removal vote from the office shall require a unanimous paper vote of the remaining five (5) officers.

8.2.9 After the vote has been conducted, the removal vote meeting will come to an end with regards to the vote outcome.

## **Article 9: FACULTY ADVISOR**

### 9.1 Purpose of the Faculty Advisor

9.1.1 The Faculty Advisor will serve as a point of contact for ChemGSA Officers and members on matters pertaining to ChemGSA.

9.1.2 The Faculty Advisor may be consulted for advice or assistance in developing, planning, and executing new events, programs, or policies by ChemGSA.

### 9.2 Eligibility

9.2.1 The Faculty Advisor shall be an Assistant, Associate, or Full Professor who is not currently serving as the Chemistry Department Chair or the Director of Graduate Studies.

9.2.2 The Faculty Advisor must be willing and agree to serve as such prior to being officially appointed.

### 9.3 Selection of Faculty Advisor

9.3.1 The Faculty Advisor shall be appointed in the fall semester of each academic year.

9.3.2 Nominations for the Faculty Advisor will be brought forth by the executive board and discussed at an officer meeting.

9.3.3 The Faculty Advisor will be elected by two-thirds majority vote of the executive board.

### 9.4 Length of Faculty Advisor appointment

9.4.1 The Faculty Advisor shall serve as such for a period of one year.

9.4.2 The executive board may reappoint the same faculty member as the Faculty Advisor for up to five (5) consecutive years, provided the faculty member remains willing to hold the position of Faculty Advisor.

### 9.5 Removal of the Faculty Advisor

9.5.1 A Faculty Advisor may be removed by a two-thirds majority vote of the executive board.

9.5.1.1 A new Faculty Advisor shall be appointed the manner described above within thirty (30) days of the removal of the previous Advisor.

9.5.2 If the Faculty Advisor is unwilling or unable to complete the year-long appointment, a new Faculty Advisor will be selected by the executive board in the manner described above within thirty (30) days of the previous Advisor's departure from the position.

## **Article 10: AMENDMENTS**

9.1 This Constitution may be amended, modified, or repealed by a two-thirds majority vote of the officers of the organization.

9.2 Amendments/modifications may be proposed by any member of the organization one week prior to any open meeting.

9.3 Proposed amendments/modifications will be voted upon by the officers in the subsequent officers' meeting

9.4 The results of the vote will be presented to the general membership via email.