The Chemical Engineering Graduate Student Organization (ChEGSO) of Case Western Reserve University

Constitution

Article I. Name of the Organization
The name of the organization is The Chemical Engineering Graduate Student Organization of Case Western Reserve University, hereafter referred to as ChEGSO.

Article II. Purpose
In the belief that a representative voice is needed to ensure that both the individual and collective interests of chemical engineering graduate students will be heard and acted upon by the faculty and administrative units of the Department of Chemical Engineering, ChEGSO accepts the responsibilities described herein and pledges to address the concerns of the chemical engineering graduate student body.

Article III. Membership
A. Eligibility is defined as any person with graduate student standing affiliated with the Department of Chemical Engineering. Eligibility cannot be restricted on the basis of handicap, race, sex, sexual preference, age, religion, national or ethnic origin, political affiliation, or status as a veteran in complete accordance with the CWRU anti-discrimination policy.
B. Each fall semester, at the first ChEGSO event, eligible persons must register to become an active member of ChEGSO. If not registered at that event, that person must contact the Secretary to register.
C. If at any point an active member of ChEGSO loses eligibility, he/she is immediately no longer considered an active member of ChEGSO.
D. Each member has one (1) vote within ChEGSO. Voting can be done in person or by proxy.
E. Quorum is defined as two-thirds of all active members of ChEGSO.

Article IV. Administration
A. Officers
   1. Officers of ChEGSO are:
      a. President
         President acts as GSS Senator for the Chemical Engineering department
      b. Vice President
         Vice president acts as GSS Alternate Senator for the Chemical Engineering department
      c. Secretary
      d. Professional Development Chair
      e. Social Chair
   2. ChEGSO officers are elected each spring semester by the membership as set forth in the bylaws.
   3. ChEGSO officers perform specific duties as defined in the bylaws.
   4. An officer of ChEGSO may be recalled in accordance with the ChEGSO bylaws.
B. Social Committee
An active member of ChEGSO may be appointed to the social committee at his/her second attended ChEGSO board meeting, as long as the second attended meeting is within one calendar year of his/her first.

Article V. ChEGSO Meetings
A. ChEGSO Board Meetings
1. It is intended that a regular ChEGSO board meeting, open to all active members of ChEGSO, shall be held each month of the year, but no less than three (3) meetings should be held each academic semester.
2. The President shall call special ChEGSO board meetings when requested by the officers, by a written petition from one-third (1/3) of all members, or as he or she deems necessary. The President shall designate the time and place of such meetings.

B. Meeting with Department Chair
At least once a year, active members of ChEGSO shall meet with the department chair to discuss the status of graduate student life in the department and address any possible concerns

Article VI. Bylaws
A. Quorum must be met in order to vote on bylaws.
B. Bylaws conforming to this constitution shall be adopted at a ChEGSO board meeting by a two-thirds (2/3) majority vote of those active members of ChEGSO present, in person or by proxy.
C. Amendments to bylaws
1. Any member may propose amendments to bylaws.
2. Motions for changes made to the bylaws must be presented to the Secretary one (1) week prior to a ChEGSO board meeting.
3. The Secretary will distribute the motion to members one (1) day prior to the scheduled meeting.
4. Two-thirds (2/3) majority vote of active members of ChEGSO present, in person or by proxy, is required to pass amendments to bylaws. Amendments to bylaws will take immediate effect.

Article VII. Amendments to this Constitution
A. Any active member of ChEGSO may propose amendments to the constitution.
B. Motions for changes made to the constitution must be presented to the Secretary one (1) week prior to a ChEGSO board meeting.
C. The Secretary will distribute the motion to members one (1) day prior to the scheduled meeting.
D. Two-thirds (2/3) majority vote of all active members of ChEGSO, in person or by proxy, is required to pass amendments to the constitution. Amendments to the constitution will take immediate effect.
CONSTITUTIONAL BYLAWS I. ChEGSO Officer Roles

A. Primary Position Roles

1. President
   The President acts as the representative of ChEGSO both within and outside of the department. He/she is the Graduate Student Senate (GSS) Senator and must act on those responsibilities as well as update ChEGSO as a whole to the activities of the GSS. He/she also must relay information from the ChEGSO Board to the graduate student body as a whole. Finally, he/she must also prepare the agenda for the ChEGSO Board meetings and is officiator of said meetings.

2. Vice President
   The Vice President's primary function is to act as a liaison between the graduate students and the faculty and staff of the chemical engineering department. He/she should meet with the department chair as often as necessary to express the concerns of the graduate student body. In addition to this, he/she takes over the roles of GSS Senator and officiator of ChEGSO Board meetings when the President is indisposed.

3. Secretary
   The Secretary is responsible for the weekly functions of ChEGSO (e.g. cookie hour, pizza talks) as well as organizing meetings with the department chair in conjunction with the Vice President. In addition to this, he/she is responsible for ensuring that minutes are taken at all ChEGSO meeting and that these minutes are kept for posterity.

4. Professional Development Chair
   The Professional Development Chair's primary responsibilities involve overseeing the upkeep of the ChEGSO website. He/she is also responsible for outreach to alumni and external organizations in regards to professional development.
5. Social Chair

The Social Chair is responsible for overseeing the planning of large department events. These must include the welcome BBQ and holiday party. It is also expected that additional social events be planned throughout the year. While the Social Chair is in charge of delegation of work, he/she is not expected to plan these events on his/her own, but will receive the assistance of the Social Committee as well as the other members of the ChEGSO Board.

6. Social Committee

   i. The Social Committee exists as a means by which non-elected active members of ChEGSO are able to become involved in a recognized capacity.

   ii. While having no predetermined roles, members of the Social Committee are instead delegated tasks of significance in regards to the functionality of ChEGSO (such as helping plan a social event or helping with a website update)

B. All functions are merely the primary role of each position, and additional tasks may be undertaken as necessary.
CONSTITUTIONAL BYLAWS II. Election of Officers

A. ChEGSO officer elections must occur annually, by the end of February.

B. To be eligible to run for a position, a person must be an active member of ChEGSO and should not have plans to graduate within the next year.

C. Nominations
   1. Official nominations must be opened at least one-week before the election date
   2. Any member of ChEGSO may nominate any other member or him/herself for any number of positions
   3. A member may run for multiple positions, but must be nominated for each position prior to the time of the election.
   4. If a member is elected into a position, they become ineligible to run for subsequent positions. The order of the elections is thus set as:
      i. President
      ii. Vice-President
      iii. Secretary
      iv. Professional Development Chair
      v. Social Chair
   5. Nominations should be sent to the Secretary, where it is the Secretary’s responsibility to record them and inform the nominee.
   6. Nominees may accept, defer or decline the nomination. This may be changed up until the time at which nominations close (i.e. a person may go from decline to accept).
   7. At least twenty-four hours before elections, the Secretary must send out a list of current nominations to all active members.
   8. The Secretary may choose when to close nominations, but must not close nominations more than three hours before elections and must make the time which nominations close clear when nominations are opened.
D. **Elections**

1. Elections are run (if possible) by two graduating members of ChEGSO, further referred to as moderators. Under no circumstance is a nominated candidate allowed to act as a moderator for the election. If there are not two graduating members of ChEGSO, the moderator positions will be filled by (in this order):
   i. Any current officer of ChEGSO not running for a position
   ii. Any active member of ChEGSO not running for a position
   iii. Any faculty that is available and willing

2. Moderators will have paper ballots prepared before the time of elections. These will list all nominees as well as abstain. In the event that a nominee is no longer eligible to run, votes for them, as well as write-in votes, will be counted as abstains.

3. There must be quorum to hold elections


5. Each candidate will have thirty seconds (timed by moderators) to speak to voters before votes are cast. This is true for each position, even for those running in multiple positions. The order in which candidates speak is alphabetical by last name. A candidate must be able to give their speech in order to run (including via electronics or recordings).

6. Votes are counted privately by the moderators. If a losing party so wishes, they may opt to have the voting results for that position read aloud.

7. Determination of elected candidate
   i. Single candidate running unopposed
      a. A candidate must achieve a majority of votes by present active members of ChEGSO. If not, the election is declared to have no winner
      b. A call to white ballot may be made if seconded. In this case, if there is no verbal opposition, then the candidate automatically is elected. If there is verbal opposition then voting must proceed as usual.
ii. Multiple Candidates
   a. When multiple candidates are running for the same position, they need only get a larger amount of votes than all others (including votes for abstain) to be elected. If votes for abstain exceed all other votes for candidates, then the election is declared to have no winner.
   b. In the event of a tie, any candidate that is not tied for most votes is removed, and remaining candidates are allowed an additional minute to speak and votes are subsequently recast.
   c. This process may be repeated once, and then the election is declared to have no winner if the there is still a tie.

iii. Elections declared to have no winner
   a. If an election for a position is declared to have no winner, the nomination process for that position must start again and new elections will take place. Previous candidates may still run in subsequent elections.
   b. This process is repeated until a candidate is elected.
CONSTITUTIONAL BYLAWS III. Process of Recalling a ChEGSO Officer

A. Grounds for recalling an officer

An officer may be relieved of his/her duties as officer and thereby relegated as a non-officer ChEGSO member. This process will hereafter be referred to as being ‘recalled.’ An officer may be recalled if he/she has:

1. Failed to fulfill the roles specified in Bylaws I.
2. A conflict of interest due to outside employment or academic commitment
3. Failed to maintain membership status for more than one month.
4. Violated the standards outlined in the University Policies and Regulations

B. Method for recalling an officer

1. Initiation by fellow officer

A recall may be proposed by a single ChEGSO officer which occurs as such:

   i. Proposal for recall is submitted in writing at a ChEGSO board meeting outlining the infractions, in accordance with A., allegedly committed by the concerned officer.

   ii. The recall requires a four-fifths (4/5) majority vote of all ChEGSO officers (including the officer concerned)

   iii. The concerned officer may appeal the ChEGSO officer’s recall.

      a. If the concerned officer appeals, he/she must be given a formal opportunity to defend his/her actions.

      b. After given the opportunity for defense, a vote of two-thirds (2/3) majority of all active members of ChEGSO must be reached to uphold the recall.

      c. If two-thirds (2/3) majority vote is not met, the recall shall be made null.
2. Initiation by a non-officer ChEGSO member
   A recall may be proposed by any active member of ChEGSO who has a signed petition of one-third (1/3) of all active members of ChEGSO outlining the infractions, in accordance with A., allegedly committed by the concerned officer, and will occur as such. The concerned officer must be given a formal opportunity to defend his/her actions.
   i. After given the opportunity for defense, a vote of two-thirds (2/3) majority of all active members of ChEGSO must be reach to uphold the recall.
   ii. If two-thirds (2/3) majority vote is not met, the recall shall be made null.

C. Replacement of recalled officer
   1. An interim replacement for a recalled officer is appointed by the President (or Vice President if the President is indisposed) until formal elections according to Bylaw II can occur.
   2. Formal elections for the vacated position must occur within thirty days.
   3. A newly elected replacement officer will serve the remainder of the recalled officer’s term.