

July 27th, 2018

## **Civil and Environmental Engineering Graduate Student Association Constitution**

### **-ARTICLE I- Name**

The name of the organization shall be the Civil and Environmental Engineering Graduate Student Association (CEE GSA).

### **-ARTICLE II- Purpose**

The purpose of the Civil and Environmental Engineering Graduate Student Association is to support the Civil & Environmental Engineering graduate community through social, academic, and professional opportunities. The Civil and Environmental Engineering Graduate Student Association strives to foster communication between graduate students and provide a forum for the free exchange of ideas. The Civil and Environmental Engineering Graduate Student Association maintains principles of inclusivity and tolerance in pursuing its purpose.

### **-ARTICLE III- Membership**

Membership in the Civil and Environmental Engineering Graduate Student Association is open to all graduate students enrolled at Cornell University. Graduate students in the field of Civil and Environmental Engineering are automatically members. No other requirements for membership shall exist.

### **-ARTICLE IV- Advisor**

The Advisor must be a faculty member of the School of Civil and Environmental Engineering. The Advisor may be changed with a majority vote during any business meeting where at least one week of prior notice is provided.

### **-ARTICLE V- Meetings**

Meetings of the Civil and Environmental Engineering Graduate Student Association shall be called by the President and held at any time during the year when Cornell University is in session. Business meetings shall require at least one-week prior notice with the date, location, and time emailed to CEE Graduate Students. Other officers or association members may ask the President to hold a meeting shall there be an urgent need. Meetings shall include a portion where

members have the opportunity to make motions.

Voting procedures will consist of the following rules:

- Any association member may move to make a motion or make modifications of a motion.
- The President will announce the motion and facilitate further discussion.
- The President will then hold a vote.
- The motion and total number of yeas, nays, and abstentions shall be recorded by the Secretary or designee as appointed by the President if the Secretary is not present.
- A voting threshold for passing any motion requires a simple majority vote.

## **-ARTICLE VI- Officers**

### **Section 1: Officer Structure**

The officers of the Civil and Environmental Engineering Graduate Student Association shall be President, Vice-President, Secretary, Treasurer, Social Chair(s), Symposium Chair(s), Professional Development Chair, Social Media Chair, Outreach Chair, and GPSA Field Representative.

The President, Vice-President, Secretary and Treasurer shall comprise the Executive Committee.

All officers must attend all general body meetings, all officer meetings, and at least fifty percent of the social and academic events. All Officers must notify the President and the Secretary at 24 hours in advance if they cannot attend a required event. Officers also must assist in set up and clean up of events and take part in lounge management duties. All officers will act as liaisons between the CEE GSA and the greater CEE community, including other students, faculty and staff.

### **Section 2: Officer Duties**

Specific officer duties shall include, but are not limited to, the following provisions:

#### **Section 2.1: President**

The President shall conduct business meetings, provide guidance and management, and lead the organization. The President serves as the liaison between the CEE GSA and the CEE Administration. The President will also organize general body meetings with the CEE GSA officers, faculty advisor and the CEE director of administration and prepare an agenda for each meeting that is distributed at least 24 hours before each meeting. He or she will organize the election/interviews for selecting new officers every academic year. With the help of the treasurer, he or she will prepare the yearly budget proposal for the School of CEE and discuss it with the CEE Administration and prepare the budget proposal for Graduate and Professional Student Assembly Financial Commission (GPSAFC) each year in April. Finally, he or she must register the CEE GSA organization with the Student Activities Office at Cornell.

#### **Section 2.2: Vice-President**

Vice-President shall assume the duties of the President should the President resign or become

unable to fulfill their obligations. The Vice-President shall assist in helping the President run the organization smoothly. He or she will coordinate and supervise the actions of all the other CEE GSA officers and will organize lounge cleaning. He or she will mediate conflicts between officers and between students and the CEE GSA. He or she will also preside over committee meetings and interview candidates for officer positions. In addition, the Vice-President will purchase supplies in the absence of the treasurer and will help prepare yearly budgets for the School of CEE and the GPSAFC.

### **Section 2.3: Secretary**

The Secretary shall be responsible for taking notes at organization and officer meetings. Additionally, the Secretary will keep any other records that are necessary such as attendance and minutes at organizational business meetings. He or she is primarily responsible for dealing with all matters regarding the CEE GSA web presence such as updating the website with the new events and the new officers, updating the CEE-GSA-listserv, and soliciting bi-annual evaluations from the graduate student body. The Secretary will also assure the communication between the officers and the School of CEE on the GSA events. He or she will also work with the Social Media Chair(s), ensuring appropriate photographs are taken at all events.

### **Section 2.4: Treasurer**

The Treasurer shall be responsible for all financial matters of the organization. The Treasurer, with the assistance of the other officers, shall prepare a budget annually for submission to the GPSAFC as well as a budget for the School of CEE. This will include rough events schedule for the year using past expenses as a guide for future expenditures on the budget. He or she shall be the purchasing card (P-card) holder. As such, he or she will track the cash flow for event fees, food, and supplies and is responsible for paying for all the purchases done by the organization.

### **Section 2.5: Social Chairs**

Two (2) social chairs shall organize social events throughout the year. They are responsible for planning, purchasing of supplies, and clean-up. They shall also work with the president and secretary to draft a yearly budget. Each spring, they should write up and review a calendar of events and social budget for the following year in conjunction with the President and Treasurer. They will correspond with all graduate students to get an idea of desired events and work with the secretary to compose written advertisements (email, flyers, etc.) to notify members of upcoming events. They will plan in advance all needs for events (location, food, flyers etc.) and correspond with Treasurer about funds and purchasing. They will lead set up before and clean up after events and report back to the CEE GSA with lessons learned following each event. They will work closely with both the Secretary and Treasurer throughout the year to execute duties.

### **Section 2.6: Symposium Chairs**

Two (2) symposium chairs will organize the annual Civil & Environmental Engineering Graduate Research Symposium. They are responsible for recruiting presenters, the keynote speaker, faculty judges and otherwise organizing the event. They should prepare a “Call for Abstracts” in order to select students to present at symposium and prepare the symposium schedule of events and listing of presenter’s abstracts. The chairs will coordinate with School staff and the social chairs to order food and reserve rooms and preside over sessions on the day

of the symposium making sure everything runs smoothly. They will work closely with the Vice President.

### **Section 2.7: Professional Development Chair**

The Professional Development Chair is responsible for organizing professional development events. These events may include seminars, coffee-writing hour as well as other events that students may find professionally beneficial. Seminars, given by faculty, graduate students (e.g. lightning talks, Graduate Student Seminars [GraSS]), or individuals from industry, must occur at least once a semester. The Chair will schedule speakers, work with the social chairs to order food, and introduce the speaker(s) at each faculty seminar. For coffee-writing hour events, the Chair will schedule a time for the lounge to be reserved for quiet writing hour, and will work with the social chairs to order coffee.

### **Section 2.8: Social Media Chair(s)**

The Social Media Chair(s) will be responsible for managing the CEE GSA social media account(s) such as keeping the Facebook page updated with the calendar of events. He or she is responsible for advertising CEE GSA events before events, taking photographs during events, and publishing photos when each of the events conclude. He or she will edit pictures when appropriate and will choose which pictures will be published. He or she is responsible for reserving the School camera in order for use at all events. If the Social Media Chair(s) cannot be present at an event, then he or she must ensure another officer will assume photographing duties for that event. This must be determined at least 24 hours before an event. The Photographer will work closely with the Secretary. There shall not be, at any time, more than two Social Media Chair(s).

### **Section 2.9: Outreach Chair**

The Outreach Chair is responsible for being the CEE GSA's person of contact for events that are outside of CEE. This includes event collaborations with other Cornell or local organizations (e.g. EGSA, Free Science Workshop) as well as opportunities that may serve the interest of CEE Graduate Students, the Ithaca community, local educational institutions, and/or other communities. The Outreach Chair will work closely with the Vice President.

### **Section 2.10: GPSA Field Representative**

The Graduate and Professional Student Assembly (GPSA) Field Representative shall be responsible for attending all meetings of the Council of Representatives body and communicating proceedings of those meetings or email communications to the general graduate membership of the Field of Civil and Environmental Engineering. The Field Representative must major in the Field of Civil and Environmental Engineering. The GPSA Field Representative will work closely with the Vice-President, who serves as the other CEE Field Representative.

### **Section 3: Officer Selection**

Members of the Executive Committee must be elected by a simple majority during an organizational business meeting at the end of the spring semester. Nominations will be accepted for at least a week prior to the meeting and up until the vote occurs. The nominations may occur

online or in person. The term of office for these positions will begin on the first day after the end of the spring semester and will end on the last day of the following spring semester.

All other officer positions will be selected using an application process at the beginning of the fall semester. The elected officers will appoint these officers in the fall. The term of these offices will begin the day that the appointments are announced and will end on the last day of the following spring semester.

In the event that a position is not filled, the responsibilities of that office fall to the President or to a member appointed by the President. The President can, with the consent of the GSA Executive Board, appoint, for a period not exceeding 30 days during the academic year and winter break or 90 days during the summer break, a member from among the Graduate Students of the School of Civil and Environmental Engineering to temporarily replace a pre-existing officer and perform all their tasks and duties in the event of resignation, removal, or extended absence of the said officer.

#### **Section 4: Officer Removal**

In the event that an officer fails to fulfill their duties, breaches Schoolal or university protocols, or fails to attend at least fifty percent of scheduled meetings and events, he or she may be removed from her duties. Members of the Executive Committee may be removed by a two-thirds ( $\frac{2}{3}$ ) vote of the members during a business meeting. Appointed officers may be removed by a majority vote of the Executive Committee. Appointed officers must be notified in writing at least one week prior to removal.

#### **-ARTICLE VII- Amendments**

Amendments to this Constitution shall require a two-thirds ( $\frac{2}{3}$ ) vote of those present at an organizational business meeting. Meetings where amendments to the Constitution are to be voted on shall require at least two-weeks prior notice via email.

#### **-ARTICLE VIII- Nondiscrimination Policy**

The Civil and Environmental Engineering Graduate Student Association shall not discriminate in its actions on any basis including but not limited to factors including race, color, creed, religion, national or ethnic origin, marital status, citizenship, sex, sexual orientation, gender identity or expression, age, disability, or protected veteran status.