

THE CONSTITUTION OF THE  
GRADUATE STUDENT  
ENGINEERING GOVERNMENT

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# **I. Name and Membership**

- A. There shall be an organization known as Graduate Student Engineering Government (GSEG).
- B. All students enrolled in a graduate program at the School of Engineering and Applied Sciences (SEAS), University of Pennsylvania, are members of the organization during the term of their program. This includes:
  - (i) Students enrolled in Doctor of Philosophy (Ph.D.) programs and residential Master's programs as recognized by SEAS.
  - (ii) Students enrolled in Accelerated Master's Programs in Engineering, upon completion of their undergraduate degrees, during the course of their single degree graduate program.

## II. Purpose

- A. GSEG shall be the student government charged with representing all of its Members.
- B. GSEG shall serve as a liaison among the associations for the programs listed in Article III.
- C. GSEG shall elect representatives to the Graduate and Professional Student Assembly (GAPSA) as described in Article IV.
- D. GSEG shall nominate representatives to organizations at the University of Pennsylvania as described in Article ??.
- E. GSEG shall enable and empower its members to have the best possible experience during their time at the University. In order to do so, GSEG shall:
  - (i) Identify and remove barriers impeding its mission,
  - (ii) Foster dialogue among members, and
  - (iii) Identify relevant issues of advocacy, and advocate for the said issues at platforms including but not limited to GAPSA, the School, and the University.
- F. GSEG shall manage and audit the finances for the associations for the programs listed in Article III.
- G. GSEG shall sponsor academic, cultural, and social events of interest to its members and organize programs to enhance the quality of their lives.

### III. General Assembly

- A. The General Assembly shall consist of nineteen voting seats, of which twelve are reserved for two representatives from each of the following departments:
  - (i) Bioengineering
  - (ii) Chemical and Biomolecular Engineering
  - (iii) Computer and Informational Sciences
  - (iv) Electrical and Systems Engineering
  - (v) Materials Science Engineering
  - (vi) Mechanical Engineering and Applied Mechanics
- B. Each of these departments must be represented by at least one member enrolled in a residential Master's program or the Accelerated Master's Programs in Engineering (upon completion of their undergraduate degrees, during their single degree graduate program) affiliated to the department, and at least one PhD member affiliated to the department.
- C. Additionally, there will be one representative for each of the following programs:
  - (i) Master of Integrated Product Design or MSE Integrated Product Design
  - (ii) MSE Bioengineering
  - (iii) MSE Biotechnology
  - (iv) MSE Chemical and Biomolecular Engineering
  - (v) MSE Data Science
  - (vi) MSE Nanotechnology
  - (vii) MSE Robotics
- D. The student associations for each of the above programs shall appoint or elect, according to their procedures, their representatives to the General Assembly. The procedures for the designation of

representative are acceptable so long as approved by the GSEG Executive Board.

- E. One member can represent at most one department or program during their term.
- F. The voting representatives shall:
  - (a) Serve as a liaison between GSEG and the appointing organizations.
  - (b) Notify GSEG with the updates from their appointing organizations and their respective program.
  - (c) Help GSEG perform its goals by participating in GSEG's advocacy, funding, and programming initiatives.
- G. The General Assembly shall consist of one non-voting representative from the following student groups:
  - (i) Engineering Masters Advisory Board
  - (ii) EngiQueers
  - (iii) Penn Graduate Women in Science and Engineering
- H. The Executive Board may add non-voting representatives to the General Assembly when it deems necessary. These may include representatives for cultural and identity student groups.
- I. The term of a General Assembly representative shall be from September 1 of a year to May 30 of the following year.
- J. The voting representatives, GSEG representatives to GAPSA as described in Article IV, and the members of the Executive Board as described in Article V shall be the voting members of the General Assembly. Each voting member of the General Assembly shall have one vote in all matters during their terms.
- K. The year for GSEG starts on May 1 and ends on April 30. The year shall be divided into three semesters:
  - (i) Summer semester comprising of the months of May, June, July, and August.
  - (ii) Fall semester comprising of the months of September, October, November, and December.
  - (iii) Spring semester comprising of the months of January, February, March, and April.

The General Assembly shall meet at least once in each month of the Fall and Spring semesters. It shall also meet on the call of the President or by petition of one-quarter of the voting members of the General Assembly.

- L. The meetings of the General Assembly shall be limited to 120 minutes unless extended by a vote of two-thirds of the voting members present.
- M. The Vice President shall distribute the tentative agenda for the meeting no less than thirty-six hours prior to a scheduled General Assembly Meeting.
- N. A meeting of the General Assembly does not exist without a quorum. A quorum shall exist when at least half of the appointed or elected members of the General Assembly members are present.
- O. The meetings of the General Assembly shall be open to all members of GSEG. All attendees may participate in the discussions. The General Assembly may meet in a closed session comprising only of voting members and non-voting representatives by a vote of two-thirds of the voting members.
- P. Each General Assembly voting member shall have one vote in all matters. In order to pass the General Assembly, a motion must receive a simple majority of the votes cast unless specified otherwise in this Constitution. General Assembly members may appoint a proxy to participate on their behalf in a General Assembly meeting with full voting and other rights.
- Q. Voting members and non-voting representatives of the General Assembly shall attend all General Assembly meetings. More than two unexcused absences per semester are grounds for dismissal and GSEG may contact the appointing organization to seek a replacement.
- R. Voting members and non-voting representatives of the General Assembly shall abide by this Constitution. A voting member or a non-voting representative who is found to violate this Constitution shall be given a notice stating the violation no less than five days before the following General Assembly meeting. Just cause (malfeasance, misfeasance, or nonfeasance) must be shown in all cases involving the dismissal of a voting member or non-voting representative.
- S. The Chair for Logistics shall record the minutes of the meetings and distribute them to the GSEG membership.

## IV. GAPSA Representatives

- A. The GSEG General Assembly shall represent its members at the Graduate and Professional Student Assembly (GAPSA) during the Fall and Spring semesters through elected representatives to the General Assembly of GAPSA.
- B. The elections for GAPSA representatives shall take place in the first General Assembly meeting of the Fall Semester. The call for nominations shall be announced no less than two weeks before the date of the election. The elections shall be conducted by the Vice President or their designee.
- C. The term for GAPSA representatives shall be from the day of their election to the end of Spring Semester.
- D. In the period between the end of Spring Semester and the GAPSA representative elections in the following year, the President or their designee shall serve as the GAPSA representative.
- E. GAPSA representatives shall attend all General Assembly meetings. More than two unexcused absences per semester are grounds for dismissal.
- F. GAPSA representatives shall abide by this Constitution. A representative found to violate this Constitution shall be given a notice stating the violation no less than five days before the following General Assembly meeting. Just cause (malfeasance, misfeasance, or nonfeasance) must be shown in all cases involving the dismissal of a GAPSA representative.
- G. In case of a vacancy for GAPSA representative, the Executive Board shall appoint an interim representative and conduct a special election in a meeting of the General Assembly. The call for nominations shall be announced no less than two weeks before the date of the special election. The special elections shall be conducted by the Vice President or their designee.



## V. Executive Board

- A. The Executive Board shall comprise of a President, Vice President, Chair/s for Finance, Chair/s for Social Programming, and a Chair for Logistics.
- B. The election for the Executive Board shall take place in the last General Assembly meeting of Spring Semester. The call for nominations shall be announced no less than two weeks before the election date. The Vice President or their designee shall conduct the elections.
- C. The term for the Executive Board members shall be from 1st May following their election to 30th April of the following year.
- D. A member of the Executive Board may not serve as a representative for a department or a program during their term.
- E. The Executive Board may act on behalf of the General Assembly when the General Assembly is not in session to address any issue that impacts GSEG or its members.
- F. The Executive Board members may appoint individuals to assist them in their role.
- G. The Executive Board shall meet at least once each month. It shall also meet on the call of the President or by a petition of half of its members.
- H. All Executive Board members shall attend all Executive Board meetings and General Assembly meetings. More than two unexcused absences per year are grounds for dismissal.
- I. The President shall preside over the General Assembly meetings and Executive Board meetings. In conjunction with the Executive Board, they shall devise and implement annual goals and strategies to fulfill GSEG's mission. The President shall delegate such responsibilities as appropriate to other members of the Executive Board.

- J. The President shall be the primary GSEG representative to all the School and University administration and personnel, and shall attend all meetings with such personnel as necessary and appropriate.
- K. The Vice President shall be responsible for organizing the General Assembly meetings and Executive Board meetings and distributing the agendas and resolutions as described in Article III, clause M.
- L. The Vice President shall act as an interim President when the President is unable to execute the duties of their office. If the Vice President is unable or unwilling to serve as an interim President, one of the Chair/s for Finance shall serve as an interim President.
- M. The Chair/s for Finance Chair shall deal with all budgetary issues, the distribution of reimbursements, event ticketing, and collection of receipts for GSEG expenditures. They shall budget, allocate, and monitor funds dispersed under the auspices of funding policies established by the GSEG.
- N. The Chair/s for Social Programming shall organize academic, cultural, outreach, recreational, and social events that align with the annual goals and strategies of GSEG.
- O. The Chair for Logistics shall record the minutes, monitor attendance, as well as certify quorum of all General Assembly and Executive Board meetings.
- P. The Chair for Logistics shall maintain the GSEG website, draft and distribute the GSEG newsletter, as well as manage all GSEG accounts related to communication and media.
- Q. In case of a vacancy for an Executive Board member, there shall be a special election in a meeting of the General Assembly. The call for nominations shall be announced no less than two weeks before the date of the special election. The Vice President or their designee shall conduct the special election.

## **VI. Non-Discrimination Policy**

- A. GSEG shall not discriminate on the basis of race, color, religion, creed, gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. We are committed to providing an inclusive and welcoming environment for all members.

## VII. Amendments

- A. In order to amend this Constitution, a voting member must propose the amendment to the constitution specifying the exact changes to be made to the text of this Constitution. Such a motion must receive at least two-thirds of the votes cast to pass.