

The Constitution of

Chemistry Graduate Student Organization

Michigan State University

Article I. Name

The name of the organization shall be Chemistry Graduate Student Organization (CGSO) at Michigan State University.

Article II. Purpose and Objectives of the Organization

The purpose of CGSO is to foster communication of chemistry graduate students within the chemistry department and the university as a whole, and promote intellectual and professional development of graduate students. Additionally, it seeks to cultivate an awareness of the responsibilities and challenges within the STEM fields.

The objectives for CGSO include:

- Fostering communication between graduate students and the department.
- Enhancing student success.
- Promoting scientific excellence and intellectual stimulation from pursuing chemistry research.
- Instilling professional pride in the chemical sciences.
- Organizing social and networking events for professional development.
- Assisting the chemistry department with current chemistry graduate student affairs, including but not limited to orientation, community events for chemistry graduate students, symposiums/panels, and fundraising events.
- Giving back to the department and MSU community.

Article III. Membership

All graduate students and post-doctoral researchers enrolled in the chemistry program at Michigan State University shall be considered members of CGSO. Any member of the CGSO that satisfies the criteria in the CGSO elections, refer to article V, is eligible to be an officer of the CGSO and may serve on any CGSO committee. All members of the CGSO are eligible to vote in officer elections, referenda, and other organization-wide ballots. All members of the CGSO vote equally. The CGSO does not collect any dues from its members.

This organization will abide by Michigan State University Non-Discrimination Policy: The organization shall not discriminate on the basis of age, color, gender, gender identity, disability status, height, marital status, national origin, political persuasion, race, religion, sexual orientation, veteran status, or weight.

Article IV. Executive Board/Officers

Executive Board

The Executive Board shall:

1. Not hold office for more than 3 years (President and Vice-President are restricted to 2 academic years)

*The term of each officer shall begin July 1st of each year and ends June 30th of the following year.

2. Fulfill duties given by the Constitution.

3. Uphold and amend (if necessary) the Constitution.

4. Have the power to make decisions on re-election to replace an officer who no longer fulfills their duty.

5. Be fair and lawful when making decisions.

6. Provide outstanding leadership.

7. Advocate for graduate students in the chemistry department at MSU.
8. Be available to hold a position in a responsible, timely, and professional manner.
9. Always maintain the highest standards of conduct and ethics. Act as a spokesperson for the CGSO in presentation of its positions and enunciation of its policies.
10. Have access to documents, information, and the official website of the CGSO as necessary to efficiently function within the organization in accordance with the law. Information will be shared with executive board members in Microsoft Teams.
11. Not make public, any information which is confidential or exempt, without the consent of the CGSO executive board and the Graduate Advisor, nor will any executive member divulge information given in confidence to anyone other than an executive member and/or faculty advisor entitled to know it.
12. Have the right to establish a special committee to perform certain duties associated with the organization or department.

President

The President shall:

1. Chair meetings of the executive board, except where delegated.
2. Settle disputes when it comes to decision making.
3. Serve as point person or face of organization for chemistry community and represent CGSO in important meetings such as faculty advisory committee (FAC) meetings.
4. Manage CGSO email account with Vice President, Secretary, and Public Relationship Officer.

5. Appoint and remove members of all CGSO committees in accordance with the bylaws of their respective committees.
6. Inform the faculty advisor of any new appointments.
7. Have the power to interpret this Constitution. In the President's absence, this power devolves upon the Vice-President.
8. Been in the department for at least one year before holding office.
9. If President can no longer fulfill their duties, the current Vice President will take position, see article V for more details.
10. Be elected yearly.

Vice-President

The Vice-President shall:

1. Assist the President in the execution of their duties.
2. Fulfill the responsibilities and duties delegated to them by the President.
3. Perform all duties of immediate concern required from the President in their absence.
4. Keep the updated list of all CGSO committee members and CGSO representatives to university committees.
5. Manage CGSO email account with President, Secretary, and Public Relationship Officer.
6. Coordinate with the other organizations in the department.
7. If the President can no longer fulfill their duties, the current vice president will take over the role, see article V for further details.
8. Been in the department for at least one year before holding office.
9. Be elected yearly.

Senator (COGS representative)

The Senator shall

1. Amend the constitution, as deemed fit by the majority (70%) of the executive board members.
2. Represent CGSO at the Council of Graduate Students (COGS) and report updates on teams and in meetings when appropriate for/to CGSO.
3. Be elected yearly.

Election Commissioner

The Election Commissioner shall

1. Conduct elections and count votes when voting of any kind is required (formal and informal elections, amendments to constitution, etc.) For voting to happen, at least 8 executive board members must be present.
2. Know who is nominated and the roles that are up for election.
3. Conduct impromptu elections when an executive board member cannot fulfill their duties.
4. Be elected yearly.

Treasurer

The Treasurer shall

1. Be responsible for the management of all CGSO revenues and expenditures.
2. Prepare the organization's budget in conjunction with the budget committee and the Executive Council for the following academic year.

3. Provide an oral and written update on the state of the CGSO finances at least once every semester.
4. Report at each Senate meeting with a summary of their activities which may be of interest to the CGSO members.
5. Perform other duties as assigned by the President.
6. Be elected yearly.

Secretary (or secretaries)

The Secretary shall:

1. Record, publish, and report the minutes of Senate and Executive Council meetings.
2. If President and Vice President cannot fulfill their duties, Secretary will take lead (this includes meetings, running/planning events, etc.).
3. Keep and maintain the CGSO inventory as recorded in the executive committee minutes.
4. Keep and maintain a current listing of active committees and committee assignments.
5. Manage CGSO email account with President, Vice President, and Public Relationship Officer.
6. Record details for each event.
 - Take attendance (how many people at event)
 - Take notes on what was purchased (cost of event) and venue where event was held
 - Take notes on what was consumed (how much stuff used and preferences)
 - Record feedback from event
 - Share info via E-board teams on an excel file and post notes in teams

7. Keep track of previous E-Board members.

- Contact info (social media and CVs)
- Help update website with PR Manager with this info

8. Manage student concerns and report to the council.

9. Continue to have conversations with the chemistry department about keeping track of graduating students (when applicable and if time permits).

10. Be elected yearly.

Public Relationships Officer(s)

The Public Relationship Officer shall

1. Develop original content (examples include making flyers, posting pictures, taking pictures, etc.) and suggest creative ways to coordinate social events in the chemistry department.

2. Help manage CGSO email account along with President, Vice President, and Secretary (such as contacting speakers, announcing seminars, and booking rooms with chemistry staff for events, etc.).

3. Plan publicity strategies for how to best spread the word about CGSO's events through managing the email account, website, and other social media platforms.

4. Coordinate with the executive board for social events (orientation, coffee hour, etc.) on what needs to be done and preside over the team.

4. If PR Officer cannot make it to an event, Historian will fill in their place/take over duties.

5. Relay information between graduate students and undergraduates in the department.

6. Coordinate with other organizations in organizing undergraduate-oriented career/social events (For example: ask to have chemistry graduate students speak in CEM 425 undergraduate class and other undergraduate events with a graduate student panel).
7. Meet with the undergraduate advisor (once during the fall semester and once during the spring semester) to build a connection and to have the undergraduate advisor serve as a liaison between chemistry undergraduate students and graduate students.
8. Be elected yearly.

Post-Doc Officer

1. Must be a current postdoctoral researcher (Post-Doc) in the chemistry department.
2. Act as liaison between chemistry Post-Docs and chemistry graduate students.
3. Be the point person for chemistry Post-Docs (such as voting, voicing any concerns, etc.)
4. Be elected yearly.

Article V. Election Procedures

Eligibility to vote

1. All members of the CGSO as set forth in Article III of this constitution will be granted the privilege to vote.

Nominations

1. The positions to be occupied in the CGSO are described in article IV above. Any eligible member interested in serving on the executive board can nominate themselves or can be nominated by other members of the CGSO.

Nominations are due two weeks before the election date as stated in section 3 below and shall be completed via an online form.

2. The positions of President, Vice President, Treasurer, and Secretary must first be opened to only current executive board members. If there are not enough current executive board members willing to run for these positions, then these positions must be open to the rest of the department.

Voting Procedure

Elections will take place every year in the last week of June. Voting shall take place by the role of election commissioner. Ballot counting shall commence immediately after votes have been cast via the election commissioner. The vote shall be counted, and the winner declared by the election commissioner.

Officers shall be elected based on votes of approval as follows:

1. For each position, members shall be eligible to cast a single vote for any candidate they deem acceptable or shall turn in a blank ballot if they disapprove of the candidate in question.
2. Newly elected representatives are expected to assume their positions immediately after elections. They should accept the position in front of the board and promise to fulfill their duties.
3. Each position is valid for one year from July 1st to June 30th of the following year. Should anyone have to leave their position, it shall be immediately filled by another candidate decided by the board members.
4. All candidates can hold the same position for two years if there is no other alternative.
5. Candidates nominated for a position but are not elected may opt to run for a position below the position they were initially nominated for.
6. In cases where no nominee is available for a position, the board can declare an open position available to the general CGSO members (chemistry graduate students).

7. For the positions of President, Vice President, Treasurer, and Secretary, these can be voted on only by the current executive board.

8. For any voting to commence, at least 8 executive board members must be present.

Removal

1. Removal of, or suggestion for the discharge of an elected representative may only be considered if requested by at least two members of the executive board of CGSO. Two-third majority of votes are required to remove an officer. The candidate who is under question will have a chance to put forth their defense in front of the executive board.

2. Request for removal of an officer shall be submitted to the secretary providing reason for such action. After getting at least two requests, the procedure mentioned above will be followed.

3. If more than three consecutive meetings are missed by an officer without notifying the president or vice president, the officer in question will be removed from their position.

4. Hierarchy: President, Vice President, Secretary, and Treasurer.

5. If the office of President is vacant, the Vice President shall immediately assume the office and before the next executive board meeting, nominees for Vice President position must first come from the executive board. At the next executive board meeting, the board will vote on a new Vice President. The nominee shall be confirmed by a 70% or two-thirds majority vote.

A. If no nominations come from the executive board, then the Vice President position must be opened to the rest of the chemistry department. Voting for this position will happen at the following executive board meeting.

6. If the office of Vice President, Treasurer, and/or Secretary is vacant, nominees for these positions must first come from the executive board. At the next executive board meeting, the board will vote on a new Vice President,

Treasurer and/or Secretary. The nominee shall be confirmed by a simple 70% or two-thirds majority vote.

A. If no nominations come from the executive board, then Vice President, Treasurer, and/or Secretary position must be opened to the rest of the chemistry department. Voting for this position will happen at the following executive board meeting.

Article VI. Finances

1. CGSO sponsored activities and other cost burdening requirements/changes are financed through funding received from the budget request submitted every August to the chemistry department, other funding bodies such as ACS Local Section, fundraisers, and other available opportunities. All financial expenses are coordinated and supervised by the Treasurer and President for the CGSO. The concluded budget would be presented to the department chair and faculty advisor.

Article VII. Events/Committees

1. Membership of all CGSO committees is open to all CGSO members. Committee members must be nominated by the President and confirmed by a majority vote of the executive board.
2. Meetings of all CGSO committees must be open to all CGSO members. The times and places of all committee meetings shall be made publicly available through the CGSO shared folder.
3. Committees shall keep the executive board apprised of their activities and deliberations. Committees shall also periodically present reports to the executive board.
4. All committee actions and resolutions are subject to review by the executive board.

5. Any committee member may be removed upon the recommendation of the President and a two-thirds vote of the executive board.
6. All committees help plan events. Event planning must be approved by a majority of CGSO members and approved by the executive board.

Article VIII. Amendments

1. Amendments to the CGSO Constitution may be proposed by any CGSO member. Proposed amendments require approval by at least 70% (at least two-thirds majority) of the executive board to be approved.

a. For any voting to be commenced, at least 8 executive board members must be present.

2. If a proposed change fails, an executive board member can request a vote from the overarching membership body for a vote. This request must be emailed to the department so those interested can be informed on the matter and know when to attend the vote. Still need a two-thirds majority to pass and everyone present in the room is eligible for one vote.

3. After a new amendment has been approved or ratified, the president shall email CGSO's current academic advisor. Once approved by the advisor, an email must be sent to the department with the new constitution and be sure to upload the new version of the constitution on the website.

Article IX. Bylaws

The bylaws here will contain detailed procedures to conduct business of the CGSO in an orderly manner. When a bylaw is in contradiction with the constitution, the constitution shall override the bylaw.

Specific bylaws may be passed, amended, suspended, or rescinded by a majority vote of the members of the executive board in a meeting of the CGSO. Language which will be passed, amended, suspended, or rescinded must be submitted to the Rules and Constitution Committee and the CGSO

Senate in writing for review at least five calendar days prior to the meeting in which the language will be voted upon.

1. If the executive board unanimously votes against the language proposed to be passed, amended, suspended, or rescinded, a supermajority of two-thirds of the CGSO membership is needed in order to accept the proposed language.

2. Should the CGSO executive board fail to approve language to pass, amend, suspend, or rescind a bylaw, it may be put to a vote of the membership upon presentation of a petition signed by 50% of the CGSO members.

3. A proposed bylaw amendment approved by petition shall be put to a vote during the membership-wide election for CGSO officers unless the President convenes a special membership-wide election.

4. Ratification of a proposed amendment requires a majority vote of the membership.

5. The passage of any change to the bylaws shall be regarded as the ratification of a new set of bylaws composed of the standing bylaws except deletions and new passages as approved. The new bylaws thus created shall bear the date of its latest change in its heading. This organization prohibits its members, both individually and collectively from committing any acts of hazing i.e. any willful act or practice by a member or associate member, directed against a member or associate member, which, with or without intent, is likely to: cause bodily harm or danger, offensive punishment, or disturbing pain, compromise the person's dignity; cause embarrassment or shame in public; cause the person to be the object of malicious amusement or ridicule; cause psychological harm or substantial emotional strain; and impair academic or social efforts.

Article X. Order of Business

1. Meetings of CGSO officers are conducted informally. The President organizes the meeting time and place in addition to an agenda prior to the meeting. This agenda is then presented at the meeting.
2. Officers can bring any topics of interest to the meeting where the Executive board discuss student related issues and improvement measures, as well as plan for any upcoming CGSO sponsored events.
3. The President usually presides over this meeting to introduce a forum in which students can ask questions directly to the Graduate Director.