



Constitution for the
Association of Chemical Engineering Graduate Students
At Georgia Tech

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CONSTITUTION FOR THE
ASSOCIATION OF CHEMICAL ENGINEERING GRADUATE STUDENTS
AT GEORGIA TECH

Article I – Name

This organization will be known as the Association of Chemical Engineering Graduate Students, at Georgia Tech, hereafter referred to as AChEGS.

Article II – Purpose

The purpose of AChEGS is to:

- A. Promote graduate student interaction with the Chemical and Biomolecular Engineering (ChBE) school directors, faculty members, staff, fellow graduate students, and industry;
- B. Enhance graduate student life with academic and social activities during their time at Georgia Tech

Article III – Membership

- A. Members of AChEGS will be open to all Georgia Tech students who meet eligibility requirements for participation in extra-curricular activities as stated in the GT and SGA policies. Only Georgia Tech students can vote or hold office.
- B. Membership takes effect when they enroll or become affiliated with the ChBE graduate school, or the interested party signs the membership roster
- C. Association members may be GT faculty, staff, or alumni, their spouses or domestic partners, and spouses or domestic partners of student members. Associate members may not vote or hold office.
- D. There will be no maximum number of members.

Article IV – Officers

Section 1. Students can only run for and hold office if they are in good standing with the Institute (academically and non-academically).

Section 2. An Executive Board comprised of Officers will govern the activities of the organization and the specific duties of the Officers will be as follows:

A. President

1. The President will be the executive officer of the Executive Board and will have general supervision of the affairs of the AChEGS and will preside at meetings.
2. The President will represent the organization at conferences, conventions and faculty or alumni meetings.
3. Shall appoint temporary committee chairmen when necessary
4. Shall serve as advisor to the Graduate Student Council representative(s)
5. Shall prepare and mail a new graduate student information packet
6. Shall interface with the department, specifically through the Graduate Studies committee and Town Hall meetings
7. Shall hold future officer elections
8. Shall plan agendas for office board meetings
9. Shall interface with incoming students, including but not limited to emailing a new student guide, helping with new student orientation, holding new student AChEGS seminars, and mentorship
10. Shall coordinate closely with the Vice President

B. Vice President

1. Shall serve as the junior executive officer of the executive board and will act on behalf of the president in the event of his or her absence
2. Shall act as the association's liaison with other GT organizations
3. Shall be responsible for Practice Qualifying Examinations
4. Shall aid the president in new student orientation, new student AChEGS seminar, and mentorship

C. Secretary

1. Shall organize meeting times and locations, record the minutes of all meetings, distribute the minutes to the members, and maintain the membership roster
2. Shall keep the membership informed of the activities of the association
3. Shall maintain and update the AChEGS webpage and Instagram
4. Shall update and maintain the AChEGS constitution
5. Shall ensure AChEGS is enrolled as a Registered Student Organization

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D. Treasurer

1. Will maintain records of all revenue and expenditure and ensure that generally accepted accounting procedures and monetary controls are in place.
2. Shall prepare a budget for the academic year

E. Social Chair

1. Shall organize the following social events each semester, if capable
 - First-year welcome breakfast
 - TechRec Fall Kickoff
 - International Potluck
 - Monthly Social Hours
 - Football Tailgate
 - Graduate Student Appreciation Week
2. Shall purchase food and beverages for social events, coordinating closely with the Treasurer

F. Intramural Chair

1. Shall organize GT intramural sports teams for AChEGS for each phase of intramural play
2. Shall assign team captains and ensure that everyone in the organization is given the opportunity to participate in intramural play

G. Volunteer Chair

1. Shall organize volunteering events around the community and recruit members of AChEGS to participate, at least one per semester
2. Shall maintain a positive relationship of AChEGS with the community

H. First-Year Officer

1. Shall represent the first-year class of graduate students at officer meetings and organization business meetings
2. Shall bring to the ChBE faculty's attention any concerns raised by the first-year class of graduate students

Article V – Officer Elections

- A. The elections for officers for the forthcoming year will take place in the Spring semester no later than one month before finals.
- B. Election timeline and nomination processes must be announced to members at least two weeks prior to the election meetings.
- C. Any ChBE graduate student member of AChEGS may campaign or be nominated for any position on the Executive Board. Candidates who are nominated will be nominated at least 24 hours before the election.
- D. Elections will be held in-person, unless circumstances prove difficult. The candidate for each office receiving a majority vote of members at the elections meeting will be considered the victor. If no candidate receives a majority vote, then there will be a run-off between two candidates with the most votes. The candidate who receives the most votes will be the victor. If there is a tie, the outgoing president will make the final decision. No candidate can hold more than one position on the Executive Board.
- E. New officers take office at the last meeting of the Spring semester and remain in office until the next election.
- F. If a position remains unfilled after the elections process, the President will appoint a member to the position or reassign duties to another officer.

Article VI – Officer Removal

- A. If an officer fails to maintain Institute requirements as stated in the GT policies and Article IV Section 1, he or she shall resign immediately.
- B. If it is believed that an officer is not fulfilling his or her constitutional duties, then a petition requesting his or her removal must be signed by at least half of the voting membership or Executive Board and presented at a general meeting or Executive Board meeting depending on the origin of the petition. Then, upon verification of the validity of the petition, by the Advisor, and, at least two weeks but no more than four weeks from the date of submission, another meeting shall be held at which the grievance will be presented, with both sides having the opportunity to present a case.
- C. The Advisor, if appropriate, shall preside over the removal hearing. After all arguments have been heard, a secret-ballot vote shall be held. If at least two-thirds of the voting members present vote for removal, the officer shall be removed immediately.
- D. If the President is removed or resigns, the Vice-President will take his/her place in the interim until the next election cycle. All other officers will be nominated by the membership and voted on in accordance with Article V at the next meeting. In this case, the victor will take office immediately following election and will fulfill the term of the officer that he or she is replacing.

Article VII – Committees

- A. Committees may be created as necessary by the President for specific events and projects not to last longer than the current officer term.
- B. Each committee will have a chair, as appointed by the President.
- C. Any member or officer may be selected as committee chair.
- D. Any number of members may be on a committee.

Article VIII – Advisor

- A. A full-time salaried GT faculty or staff member will serve as Advisor to the organization.
- B. Nominations for Advisor will take place within the Executive Board. An advisor will be chosen within two weeks of a vacancy. The Executive Board will choose the Advisor by a majority vote and invite him/her to serve as Advisor for the next academic year.
- C. During officer elections, the organization will vote on whether to continue the Advisor appointment or not. The vote must be a majority of those voting in order to retain the Advisor for the next academic year.
- D. The duties of Advisor include meeting with organization officers, reviewing the yearly budget, signing all required paperwork and advising on issues of risk management, organization leadership, and Georgia Tech policy.
- E. The Advisor can be removed for not carrying out the duties and expectations as defined in this document. Any member can bring concerns to the Executive Board. The Executive Board will meet with the Advisor to discuss the concerns. After this meeting, the Executive Board will vote on whether to remove the Advisor. If there is a majority vote, then the Advisor will be removed.
- F. If an Advisor steps down, is removed, or is not re-appointed, the Executive Board will follow the process stated in Article VIII, B.

Article IX – Parliamentary Procedure

Robert's Rules of Order will be used in instances not covered in this constitution.

Article X – Constitutional Amendments

- A. Amendments to the constitution shall be submitted by members of this organization to the Executive Board in writing for consideration.
- B. Written notification of the proposed amendment to all voting members must be made by mail or email, at least two weeks in advance of any vote on changes in the constitution.
- C. A two-thirds vote of members present will be required for adoption. A quorum of at least 10 members must be present.
- D. Amendments are subject to the approval of the Student Government Association and the Student Activities Committee.