Department of Chemical and Biomolecular Engineering
GSAC Constitution

Article I
NAME
The body representing University of Illinois Chemical and Biomolecular Engineering graduate students will be known as the Chemical and Biomolecular Engineering Graduate Student Advisory Council (ChBE GSAC).

Article II
PURPOSE
The purposes of the Advisory Council are:
a) to promote the general welfare of the ChBE graduate student body;
b) to represent students' views in all relevant affairs of the University;
c) to provide a channel of communication between University of Illinois students and the faculty, staff, and administration;
d) to assist in solving problems and conflicts created within the graduate student body;
e) to act as an organization officially representing ChBE graduate students to the campus and general public; and
f) to provide students a venue for discussing views and opinions about ChBE events and programs.

Article III
POWERS AND RESPONSIBILITIES OF ChBE GSAC
Section 1
The Advisory Council shall:
a) be the official self-governance organization representing the University of Illinois Chemical and Biomolecular Engineering graduate student body;
b) act in an advisory capacity to the Department of Chemical and Biomolecular Engineering on graduate student opinion and intent;
Section 2
Meetings of the Advisory Council
a) Meetings will be held every month on set dates and times determined at the beginning of each semester.
b) All meetings are open to all properly enrolled University of Illinois ChBE graduate students.
c) All students are privileged to take the floor at Advisory Council meetings to present views after gaining the permission of the presiding officer.
d) All meetings will be organized in a democratic fashion, allowing all decisions to be passed by a quorum, represented by simple majority plus one of the total number of elected student representatives present.

e) Fulfill responsibilities as listed in this document.

Article IV
MEMBERSHIP
ChBE GSAC participation and membership is open to all graduate students in good standing enrolled full or part-time in the Chemical and Biomolecular Engineering Department.

Article V
ORGANIZATION
Section 1
The Advisory council shall also have an Executive Officer Council consisting of the following positions: President, External Vice President, Internal Vice President, Community Service Executive, Webmaster, Secretary, and Treasurer. The election process is described in Article XV.

Section 2
The Advisory Council shall be comprised of a representative from each research group. This representative will be chosen by the group from which he/she holds membership.

Article VI
ChBE GSAC PRESIDENT
Section 1
The Advisory Council President shall be elected from and by a consensus majority votes cast by the graduate students in the Chemical and Biomolecular Engineering department. The president will serve a one-year term, effective following inauguration and terminating September 1st of the next academic year.

Section 2
Minimum qualifications for election to the office of ChBE GSAC President shall be at least two full semesters as a graduate student at the time of the election, as determined by the Department of Chemical and Biomolecular Engineering.

No person may be ChBE GSAC President who will graduate with their terminal degree before his or her term in office is finished.

No person may be ChBE GSAC President for more than two consecutive terms.

Section 3
The powers of the ChBE GSAC Body President shall be:

a) to preside over the Advisory Council;
b) to represent the graduate student body in all matters, both public and private, concerning ChBE students;
c) to initiate policies charged to him/her by the graduate student body;
d) to implement policy decisions the executive committee considers in the general welfare of the student body;
e) to work with the faculty advisor in the organization of the elections;
f) to be bound by all legislation duly passed by the Executive Officer Council;
g) with the advice and consent of the Advisory Council to replace vacancies in the board, and
h) may only vote in situations where there is a tie within a vote

Section 4
Responsibilities of the ChBE GSAC President include:
a) being familiar with the methods and contacts for every event, even those he/she is not organizing, to allow him/her to fulfill his/her duties as an advisor the following year;
b) planning the yearly budget for GSAC sponsored events and obtaining approval by the department head and faculty advisor;
c) ensuring that all activities provide an environment that treats all students and faculty with the utmost respect;
d) ensuring that all activities create an inclusive departmental environment and encourage participation of the entire graduate student body;
e) serving as the liaison between the executive officers and administration in times of budget issues;
f) planning and executing the student run sections of the department recruitment events;
g) assisting with the organization of the semester start and end activities (Welcoming reception, End of semester receptions);
h) staying on as an advisor to the next GSAC president for the year after his/her term as president; and
i) responsible for organizing the committees for each event/activity.
j) ensure GSAC Advisory Council members perform their duties as outlined in this document.

Article VII
ChBE GSAC External Vice President
Section 1
The External Vice President will be nominated by himself or the student body. For the final selection see Article XV.
The External Vice President will have authority over external affairs such as intramural activities.
The External Vice President will have authority to create subcommittees to address external affairs.
Section 2
Responsibilities of the ChBE GSAC External Vice President include:
a) organizing and serving as team captain for 1 or more intramural activities a semester, dependent on student interest;
b) organize the celebratory events for the first year graduate students, including the Research Group Welcome Reception in October and the Qualifier Reception in January.
c) assisting the ChBE GSAC President with organization and implementation of the student-run sections of recruitment, and
d) assisting with other activities as needed.

Article VIII
ChBE GSAC Internal Vice President
Section 1
The Internal Vice President will be nominated by himself or the student body. For the final selection see Article XV.
The Internal Vice President will have authority over internal events such as department social events.
The Internal Vice President will have authority to create subcommittees to address internal affairs.
Section 2
Responsibilities of the ChBE GSAC Internal Vice President include:
a) organizing and delegating tasks for the department social events, including, but not limited to,
   i) Welcoming reception
   ii) Fall Tailgates
      - assigning two groups per each of three tailgates
      - ensuring that all applicable University rules are followed during the events
   iii) Spring Poster presentations
      - assigning two groups per each of 4-6 presentations
      - promoting respect of different research areas by allowing graduate students to present their work to their peers in a casual setting
   iv) End of the semester receptions
b) assisting with other activities as needed.

Article IX
ChBE GSAC Secretary
Section 1
The Secretary will be nominated by himself or the student body. For the final selection see Article XV.
Section 2
Responsibilities of the ChBE GSAC Secretary include:
a) taking meeting minutes and distributing them to the Advisory Council within 48 hours of the meeting
b) organizing the student run departmental seminar, held in the spring.
   i) involving the graduate student body in the selection of the speaker
ii) working with the office of the Department of Chemical and Biomolecular Engineering to organize the seminar
c) assisting with other activities as needed.

Article X
ChBE GSAC Treasurer
Section 1
The Treasurer will be nominated by himself or the student body. For the final selection see Article XV.
Section 2
Responsibilities of the ChBE GSAC Treasurer include:
a) maintaining accurate records of the organization’s expenses
b) processing reimbursements
c) maintaining that ChBE GSAC spending stays within the bounds dictated by the contract with the LAS Dean’s office
d) assisting with other activities as needed.

Article XI
ChBE GSAC Community Service Executive
Section 1
The Community Service Executive will be nominated by himself or the student body. For the final selection see Article XV.
Section 2
Responsibilities of the ChBE GSAC Community Service Executive include:
a) organizing a minimum of two events a semester to benefit the community
b) assisting with other activities as needed.

Article XII
ChBE GSAC Webmaster
Section 1
The Webmaster will be nominated by himself or the student body. For the final selection see Article XV.
Section 2
Responsibilities of the ChBE GSAC Webmaster include:
a) maintaining and updating the ChBE GSAC website
b) sending emails to the department or appropriate committees regarding events
c) distributing invitations to the faculty for the major GSAC events in a timely manner
d) assisting with other activities as needed
Article XIII
ChBE GSAC Advisor to the President
Section 1
The Advisor to the President will be the president from the previous year.
Section 2
Responsibilities of the ChBE Advisor to the President include:
Acting as an advisor to the current GSAC President by answering questions and providing contacts for events.

Article XIV
VACANCIES and REMOVAL
Section 1
Procedures to remove any member, elected or appointed, of ChBE GSAC may be initiated by any member of ChBE GSAC.
Section 2
A proposal of removal will begin by listing specific charges of incompetency or inconsistency with the duties or responsibilities of student self-governance or citizenship, against a specific officer. This proposal will be submitted to the faculty advisor, and if approved by the advisor, presented at the next Advisory Council meeting. The motion will have to be seconded and then put to a vote. A two-thirds vote of the total Advisory Council membership (no proxies) in favor of removal is then necessary for conviction.
Section 3
Upon proper conviction, the Executive Council will initiate removal of the convicted individual from the position in question. Removal means forfeiture of all duties and responsibilities of student governance.
Section 4
Vacancies after removal shall be filled with the advice of the faculty advisor and two-thirds consent of the Advisory Council.

Article XV
ELECTIONS
Section 1
Process of selecting the next President:
a) The entire ChBE graduate student population will have the opportunity to nominate him/herself or another student for the position of ChBE GSAC President during the first two weeks in July. If a student is nominated by a peer, the nominee will have to accept the nomination in writing.
b) If there is only one nomination, the faculty advisor will have the final decision if the department needs to look for nominees or if the candidate is the appropriate person to lead ChBE GSAC.
c) If there are multiple nominations, an election will occur over a one week period. A simple majority will be required to win the election.
d) The new President and current President will run ChBE GSAC as co-presidents for the month of August. The new President becomes the sole President as of September 1.

Section 2
Process of selecting other officers:
a) The entire ChBE graduate student population will have the opportunity to nominate him/herself or another student for any other officer position during the first two weeks in July. 
b) If there is more than one nominee for the position, an election will occur immediately following the election of the president. Election results are subject to approval of the faculty advisor.
c) If there is only one nominee for the position, this person will automatically be given the position, pending final approval from the faculty advisor.
d) If there are no nominees, the president and faculty advisor will select a person for each position.

Section 3
a) Upon election, all officers must sign a document detailing that they are aware of the responsibilities associated with their position and accept them for the duration of their term in office.

Article XVI
ChBE Group Representatives
Section 1
Each group will be responsible for selecting a group representative. Advisor support will be needed to ensure that this is done.

Section 2
Responsibilities of the ChBE Group Representatives include:
a) attending all of the meetings barring extenuating circumstances. Representatives that miss 3 or more meetings will be required to meet with the GSAC advisor. If necessary, the advisor can recommend that the representative be replaced.
b) serving on a committee for one of the executive officers’ events
c) responsible for disseminating information from the meetings to their research groups;
d) acting as a liaison between their research groups and the Executive Council;
d) holding this position from Sept 1 until August 30.

Article XVII
THE ChBE GSAC ADVISOR
Section 1
The faculty advisor of ChBE GSAC will be appointed by the department head. The faculty member designated as the GSAC faculty advisor may be changed at any time at the discretion of the department head.
Section 2
The faculty advisor's duty is to serve in an advisory capacity in matters concerning the Advisory Council. It is understood the advice given by the Advisor is not binding on the members of the Advisory Council; however, it should be strongly considered and held as the faculty’s view on the matter.

Section 3
Responsibilities of the faculty advisor include:
(a) meeting with a council member if he/she is not fulfilling their responsibilities;
(b) notifying the department head if one of the Executive Council members or a group representative is not fulfilling their responsibilities;
   - The Department Head should act as he/she deems appropriate to resolve this problem (i.e. contacting the student in question’s advisor)
(c) acting as a liaison between GSAC and the department with regards to grievances
(d) assisting in approval of reimbursements.
(e) convey faculty feedback concerning GSAC operations to the president and appropriate council members

Article XVIII
POWERS OF THE ADVISORY COUNCIL
Section 1
The Advisory Council shall:
(a) have powers to bring impeachment proceedings against any member of the ChBE GSAC in so far as these proceedings are consistent with the Constitution of the Advisory Council.
(b) rule on all matters of interpretation regarding this Constitution by a two-thirds vote.

Section 2
Proposed constitutional amendments shall be submitted in writing to the faculty advisor and ChBE GSAC President. Such proposals may originate with any member of the Graduate Program in Chemical and Biomolecular Engineering at the University of Illinois. The Advisory Council will review the proposed changes. If by a two-thirds consensus, the elected and appointed members of the Advisory Council agree with the proposals, and vote accordingly in a properly scheduled and called meeting, this Constitution stands changed.

DECLARATION OF IMPRIMATUR AND PUBLIC RELEASE
ON BEHALF OF AND BY THE AUTHORITY of the Chemical and Biomolecular Engineering Graduate Student Advisory Council, I, Tasha Desai, submit this Constitution as requested, revised.
BY THIS ACTION, all other copies of this Constitution preceding this are hereby superseded and declared null and void, thus making this the most recent and official version of the ChBE GSAC Constitution.
LET IT BE KNOWN FINALLY, that this Constitution of the ChBE GSAC, by and for the graduate students of the Chemical and Biomolecular Engineering Department, is hereby revised to include the above mentioned revisions and that this Constitution is hereby released for public inspection and distribution to the members of ChBE GSAC and the campus community on this the 11 of June, 2008.