Constitution of the Graduate Association of Chemical Engineers

Preamble

We, the graduate students of the Department of Chemical Engineering at the University of Florida, hereby establish the Graduate Association of Chemical Engineers to strengthen the commonwealth of our graduate student body.

ARTICLE I. NAME OF ORGANIZATION

The name of this organization is the Graduate Association of Chemical Engineers. This organization will use the acronym GRACE in all publicity materials and correspondence. The website of GRACE is http://www.che.ufl.edu/GRACE/.

ARTICLE II. PURPOSE STATEMENT

The purpose of this organization is to stimulate intellectual growth, to build professional networks, and to promote fellowship among graduate students in the Department of Chemical Engineering.

ARTICLE III. COMPLIANCE STATEMENT

Upon approval by the Department of Student Activities and Involvement, the Graduate Association of Chemical Engineers shall be a registered student organization at the University of Florida. The Graduate Association of Chemical Engineers shall comply with all local, state, and federal laws, as well as all University of Florida regulations, policies, and procedures. Such compliance includes but is not limited to the University’s regulations related to Non-Discrimination, Sexual Harassment (including sexual misconduct, dating violence, domestic violence, and stalking), Hazing, Commercial Activity, and Student Leader Eligibility.

ARTICLE IV. UNIVERSITY REGULATIONS

Section A. Non-Discrimination
The Graduate Association of Chemical Engineers agrees that it will not discriminate on the basis of race, creed, color, religion, age, disability, sex, sexual orientation, gender identity and expression, marital status, national origin, political opinions or affiliations, genetic information and veteran status as protected under the Vietnam Era Veterans’ Readjustment Assistance Act.

Section B. Sexual Harassment
The Graduate Association of Chemical Engineers agrees that it will not engage in any activity that is unwelcome conduct of sexual nature that creates a hostile environment.

Section C. Hazing
The Graduate Association of Chemical Engineers agrees that it will not initiate, support, or encourage any events or situations that recklessly, by design, or intentionally endanger the mental or physical health or safety of a student for any purpose including but not limited to initiation or admission into or affiliation with any student group or organization.
Section D. Responsibility to Report
If this organization becomes aware of any such conduct described in this article, the Graduate Association of Chemical Engineers will report it immediately to Student Activities and Involvement, the Director of Student Conduct and Conflict Resolution, or the University’s Title IX Coordinator.

ARTICLE V. MEMBERSHIP

Membership in this organization is open to all enrolled students at the University of Florida. Non-enrolled students, spouses, faculty, and staff may be associate members; however, they may not vote or hold office. All members and associate members are free to leave and disassociate without fear of retribution, retaliation, or harassment.

ARTICLE VI. OFFICERS

Section A: The elected officers of the Graduate Association of Chemical Engineers shall be President, Academic Chair(s), Treasurer, Social Chair(s), Sports Chair, Graduate Student Council (GSC) Representative, Benton Engineering Council (BEC) Representative, Master’s Affairs (MA) Chair and Historian.

Part 1: The President shall announce the times and places of meetings, preside over meetings and prepare meeting agendas, serve as the primary liaison between the organization and the Department of Chemical Engineering faculty, ensure that all responsibilities have been delegated to the appropriate executive members, and announce upcoming elections, nominees, and results of elections.

Part 2: The Academic Chair(s) shall promote the overall intellectual growth of the graduate student body, organize the annual graduate student symposium, arrange at least one student-run academic event per semester, including, but not limited to, a guest seminar speaker, estimate the costs of the academic events, and ensure costs meet budget requirements as determined by the Treasurer.

Part 3: The Treasurer shall be responsible for the financial workings of the organization, prepare the annual budget, as well as any special request for funding, make itemized costs available to any parties giving financial support, request funding from Student Government, the Department of Chemical Engineering, and industrial contributors, arrange fund-raising events when needed, and comply with Benton Engineering Council guidelines with regards to funding requests, reimbursement procedures, and budget preparations.

Part 4: The Social Chair(s) shall plan and organize at least one social event per semester, announce the event to all members through email and posted flyers, publish the event to the GRACE website and Facebook page, estimate the cost of the events and ensure that costs meet the budget requirements as determined by the Treasurer, conduct at least one poll per year to evaluate member interest regarding social activities, document social events through pictures and provide copies to the Webmaster, manage new graduate student recruitment weekends in
conjunction with other officers, and organize the welcome party for new students in the beginning of Fall semester.

Part 5: The Sports Chair shall accommodate the interest of members to engage in intramural and leisure sports, ensure that all intramural sports have a captain to represent members, announce sporting events to all members, conduct at least one poll per year to evaluate members’ interest regarding sporting activities, document sporting events through pictures and provide copies to the Webmaster.

Part 6: The Graduate Student Council Representative shall represent the Department of Chemical Engineering in the affairs concerning the Graduate Student Council of the University of Florida, inform the Graduate Association of Chemical Engineers members of the affairs of the Graduate Student Council, address the Graduate Student Council regarding pertinent grievances that members may have, and appoint an alternate Graduate Student Council Representative to fulfill the above duties in his/her absence.

Part 7: The Benton Engineering Council Representative shall represent the graduate students of the Department of Chemical Engineering in affairs concerning the Benton Engineering Council of the University of Florida, inform the Graduate Association of Chemical Engineers members of the affairs of the Benton Engineering Council, address the Benton Engineering Council regarding pertinent grievances that members may have, adhere to the attendance policy of the Benton Engineering Council to maintain good standing, secure an appropriate alternate Benton Engineering Council representative, as defined by the Benton Engineering Council, to fulfill the above duties in his/her absence, and satisfy the Benton Engineering Council policy on representative’s involvement to maintain the Graduate Association of Chemical Engineers eligibility to funds.

Part 8: The Master’s Affairs Chair shall represent the Master’s student body to GRACE including providing academic and non-academic guidance, voicing the concerns of the Master’s students, and communicating GRACE activities and announcements to the Master’s student body.

Part 9: The Historian shall operate and maintain the organization’s website (http://www.che.ufl.edu/GRACE/), ensure all information available is up-to-date and accurate, post all events on the website, create polls for voting, post event pictures immediately following events, and update based on requests from follow officers and members.

Section B: Each officer is responsible for attending all regular meetings and overseeing the completion of the tasks set aside for his/her office. Each officer may delegate duties to individuals or committees but is ultimately liable for the actions of those persons carrying out the duties of his/her office.

Section C: Newly elected officers will assume office on May 1, with the term of office extending through April 30. The President and Academic Chair positions will be limited to members that have been in the Graduate Association of Chemical Engineers for at least one and a half years.
Section D: Any officer of the Graduate Association of Chemical Engineers may be removed from office through the following process:

Part 1: At least one-third of student members or three officers of the Executive Board may petition to impeach an officer of the Executive Board. Grounds for impeachment include, but not limited to, neglect of duties or abuse of power.

Part 2: Removal from office shall be granted by a two-thirds vote of student members at a regularly scheduled meeting.

Part 3: In the event that an officer is removed from office by impeachment or resigns his/her post as described, the Executive Board will appoint, by majority vote, a temporary replacement for that office. A permanent replacement for that office shall then be decided at the next regularly scheduled meeting by the election guidelines outlined below.

ARTICLE VII. ELECTIONS

Elections will be held once annually in April, and the appointments will last for one full year. Upcoming elections shall be announced at least one week before elections take place. Each position on the Executive Board shall be decided by a simple majority in a secret ballot of student members. If no simple majority is achieved, a runoff election will be held between the two candidates receiving the most votes. Any member unable to attend the election may present his/her vote in writing to the presiding President before elections are held. Any written votes not received by the President by the start of the election will not be considered. Any student member of the Graduate Association of Chemical Engineers may nominate him/herself or any other student member for any position on the Executive Board. Nominations may be submitted to the President up to the time of the election. The names of all current nominees shall be announced to all members at least one day prior to election. The nominations for the President and Academic Chair positions will be limited to members that have been in the Graduate Association of Chemical Engineers for at least one and a half years. Any member who wishes to challenge the election procedures may present his/her case to the organization within one week of the posting of the election results. The challenger shall be given a chance to speak at a supplementary meeting one week following the elections. If a majority of members attending this meeting decide in favor of the challenger, another election will be held for all positions at the next regularly scheduled meeting.

ARTICLE VIII. FACULTY ADVISOR

The Graduate Association of Chemical Engineers shall select the Chair of the Department of Chemical Engineering as its Faculty Advisor. In the event that the Chair position is vacant, the Interim Chair shall serve as the Faculty Advisor until the Chair position is filled. The Faculty Advisor will support the club members in fulfilling the purpose of the club, be a resource, and represent the club to the community and the University of Florida as needed.

ARTICLE IX. FINANCE
Financial support for the Graduate Association of Chemical Engineers will be obtained from the University of Florida Student Government and the Department of Chemical Engineering. Additional funding may be acquired by appropriate means including, but not limited to, industrial contributors and fund-raising events. There are no dues required of any members in the Graduate Association of Chemical Engineers.

ARTICLE X. DISSOLUTION OF ORGANIZATION

In the event that no graduate students are enrolled in the Department of Chemical Engineering for more than two consecutive academic years, the Chair of the Department of Chemical Engineering may announce the dissolution of the organization. In the event this organization dissolves, all monies left in the treasury, after outstanding debts and claims have been paid, shall be donated to the Department of Chemical Engineering at the University of Florida.

ARTICLE XI. MEETINGS

Regular meetings will be held at least once per month. As needed, any member of the Executive Board or at least ten percent of student members can request the President to call additional meetings.

ARTICLE XII. MEMBERSHIP ADDENDUM

All members of the Graduate Association of Chemical Engineers who are not enrolled graduate students in the Department of Chemical Engineering at the University of Florida will be associate members. Associate members may not vote or hold office. All members and associate members are free to leave and disassociate without fear of retribution, retaliation, or harassment.

ARTICLE XIII. AMENDMENTS TO CONSTITUTION

Amendments to this constitution may be suggested by any member of this organization. Any person wishing to propose an amendment to this constitution should do so at a regularly scheduled meeting or in writing to the President. Amendments may be made at any time by a two-thirds vote of the executive board.