

05/07/14

## **CONSTITUTION OF THE GRADUATE ENGINEERING COUNCIL**

### **Article I. NAME**

The name of this body shall be the Graduate Engineering Council of the University of Texas at Austin, hereinafter referred to as GEC.

### **Article II. PURPOSE**

The purpose of the GEC shall be to serve the needs of the Engineering Graduate Students at the University of Texas at Austin. The GEC shall fulfill its purpose by maintaining an open communication with the faculty and administration of the College of Engineering, the Graduate School, and the university as a whole. The GEC shall serve as representative of all Graduate Engineering Students. The GEC shall organize activities that promote the welfare of the students it represents. These activities shall include the Graduate and Industry Networking event, hereinafter referred to as GAIN, and held during the Spring Semester.

### **Article III. MEMBERSHIP**

Section 3.01 Composition:

- (a) Members shall be graduate students from graduate engineering programs as recognized by the Office of Graduate Studies.
- (b) The Executive Committee shall be composed of elected officers, as outlined in Article IV, Section 4.01, and appointed department representatives, defined in Article III, Section 3.01 (c). This body shall act on behalf of GEC membership to make decisions regarding the council's activities. Responsibilities of the Executive Committee are outlined in Article IV, Section 4.05 (a).
  - (c) Department Representatives shall be volunteers that sit on the Executive Committee, act on behalf of their respective departments, and liaise with their department's administration whenever necessary, as outlined in Article III, Section 3.02.
    - 1) Department Representatives shall be appointed by a special committee headed by the President, and approved by their home department's graduate coordinator.
    - 2) Each program will be allotted a minimum of two Department Representative positions, with additional positions being assigned for each 100 students enrolled above 200. The allotment shall be based upon the official Twelfth Day enrollment number.
    - 3) A Department Representative will not lose their seat on the GEC due to a drop of enrollment in his or her program until the end of his or her appointment; however, that seat will not be filled until the start of the next semester when a representative leaves by resignation or removal under Article IV, Section 6.
- (d) The GEC shall be a Sponsored Student Organization registered with the Office of the Dean of Students and have at least one faculty advisor appointed by the Dean of the College of Engineering.
- (e) Officers do not count towards the maximum number of representatives allotted per

program.

### Section 3.02 Department Representative Responsibilities

(a) Department Representatives are expected to:

- 1) Attend all required meetings of GEC.
- 2) Serve actively on at least one GEC committee per year in addition to the Executive Committee.
- 3) Represent their respective programs. This means bringing their programs' concerns and pertinent activities to the GEC's attention. It also means informing their respective programs of GEC events by the use of posters, verbal announcements, e-mail messages, or any other effective means of disseminating information.
- 4) Attend GEC sponsored events.
- 5) Perform any other duties that are deemed necessary and timely by the GEC Executive Committee.

## Article IV. GOVERNANCE

### Section 4.01 Officers

(a) The officers of the GEC and their responsibilities shall be as follows:

(i) **President.**

- 1) Shall preside over all meetings of the GEC.
- 2) Appoint leadership of standing or special committees of the GEC with Executive Committee's approval.
- 3) Act as the official representative of the GEC to other organizations.
- 4) Ensure that the GEC operates consistently with its Constitution as well as College and University regulations.
- 5) Work with the Cabinet of College Councils and other Student Government bodies as required by their rules and bylaws.
- 6) Oversee the progress of GAIN.
- 7) Appoint representatives to student organizations and university offices.
- 8) Attend GEC events.
- 9) Be the leading member of the Executive Committee.

(ii) **Vice President.**

- 1) Shall, in the absence of the President, exercise all duties vested in the President.
- 2) Oversee activities and progress of standing and special committees.
- 3) Be responsible for the day-to-day operations of the GEC and report their progress to the President.
- 4) Be responsible for scheduling GEC Executive Committee meetings and tracking attendance.
- 5) Regularly attend Executive Committee meetings and GEC events.
- 6) Assist with GEC functions as needed.

(iii) **Secretary.**

- 1) Shall record and distribute the minutes of each meeting of the GEC and the Executive Committee.
- 2) Be responsible for maintaining formal GEC communication.
- 3) Be responsible for maintaining files and the overall organization of the office.
- 4) Maintain a current copy of the Constitution and ensure that it is passed on to succeeding officers.
- 5) Renew GEC registration and sponsorship with the Office of the Dean of Students annually.
- 6) Regularly attend Executive Committee meetings and GEC events.
- 7) Assist with GEC functions as needed.

(iv) **Financial Director.**

- 1) Shall keep detailed records of the finances of the GEC.
- 2) Be responsible for maintaining GEC finances and report balances and transactions in each meeting.
- 3) Report the status of GEC finances to the President and Vice-President whenever requested.
- 4) Regularly attend Executive Committee meetings and GEC events.
- 5) Assist with GEC functions as needed.

(v) **Public Relations Director.**

This is publicity director -  
advertising events, on FB,  
designing t shirts

- 1) Shall assume responsibility to assess perception of the GEC within the engineering departments and advise the officers based upon this continuing assessment.
- 2) Manage initiatives for increasing and maintaining public awareness and acceptance of the GEC and its initiatives.
- 3) Work with all event directors and coordinators to adequately advertise to the student population for all events. This may include generating and posting flyers, distributing email advertisements, posting events to the Engineering Student Life newsletter, and working with graduate coordinators to reach students of all engineering disciplines.
- 4) Work with the IT Director to maintain the GEC mailing list.
- 5) May be responsible for the following: updating and creating the GEC Orientation packet, contacting companies, obtaining and dispensing thank you notes and gifts for sponsors or partners within the university or industry, maintaining the publications recognition, and creating and dispensing flyers for events.
- 6) Maintain and/or update GEC brochures for distribution to potential corporate partners.
- 7) Regularly attend Executive Committee meetings and GEC events.
- 8) Assist with GEC functions as needed.

(vi) **Corporate Relations Director.**

not sure who this is -  
worth looking into this  
position and bringing it  
back to life!

- 1) Shall be responsible for creating and maintaining a network between the GEC and industry partners.
- 2) Assist seminar directors in attracting speakers from industry to contribute to our seminar series.

- 3) Create a GEC brochure that can be used to attract companies to become corporate partners.
- 4) Assist the GAIN Committee in recruiting companies to come to GAIN and other GAIN planning activities.

(vii) GAIN Co-Directors (2).

- 1) GAIN Co-Directors are the only officer positions that may be appointed by special committee led by the President at the beginning of the Fall Semester.
- 2) Shall make contact with corporate sponsors who might have interest in GAIN.
- 3) Acquire funding from corporate participants.
- 4) Coordinate with Engineering Career Assistance Center.
- 5) Contact engineering departments to acquire sponsorship funding.
- 6) Make students aware of GAIN by posting flyers, sending emails, etc.
- 7) Make arrangements for rooms and food for GAIN.
- 8) Oversee GAIN awards and distribution.
- 9) Regularly attend Executive Committee meetings and GEC events.

(viii) **Energy Series Director.**

seminar series director organizing emerging Tech Talks- organizing seminars by student, faculty and outside speakers

- 1) Shall make contacts with corporate representatives who have interest in speaking about energy concerns.
- 2) Make schedule of speakers.
- 3) Garner student interest by posting flyers, sending emails, etc.
- 4) Make arrangements for rooms and possibly food to attract students.
- 5) Attempt to procure funding for the Energy Seminar Series from corporate partners
- 6) Indirectly advertise for GAIN in the process of making contacts
- 7) Regularly attend Executive Committee meetings and GEC events.
- 8) Assist with GEC functions as needed.

(ix) **Academic Career Preparation Seminar Series Director.**

combined with emerging tech talks

- 1) Shall coordinate with CSE Dean of Academic Affairs and ASEE representatives to plan seminars for academic career preparation.
- 2) Establish communications with professors who will serve as presenters in seminars.
- 3) Introduce speakers and moderate discussion during seminars.
- 4) Regularly attend Executive Committee meetings and GEC events.
- 5) Assist with GEC functions as needed.

(x) **Senate Representative.**

We also have a new activities director- thats Ericks position, for some reason its not on this. its proably worth looking into the bylaws and making any changes by voting or otherwise at the next meeting or begining of next year

- 1) Shall attend all Student Senate General Assembly and Senate Representative meetings.
- 2) Report all relevant information from the Senate meetings back to the GEC executive committee.
- 3) Act as the voice of the GEC and graduate engineering students to the Student Senate by voting on Senate legislation on behalf of the GEC and updating the Senate on the GEC's activities.
- 4) Regularly attend Executive Committee meetings and GEC events.

(xi) **Newsletter Editor.**

- 1) Shall be responsible for the timely publication of the GEC newsletter twice a semester.
- 2) Solicit information regarding past and upcoming GEC events from responsible officers. With the help of the newsletter, he or she shall also work toward creating awareness regarding changes in the climate of Cockrell School of Engineering and the University, which may directly or indirectly impact the current or future graduate student community.
- 3) Help in the upkeep of the list serve for distribution of the GEC newsletter.
- 4) Continuously work towards creating a newsletter media/format relevant with the current state of technology.
- 5) Assist the PR Director in updating and creating the GEC Orientation packet, corporate packages, brochures, the GEC website content and any relevant GEC literature.
- 6) Regularly attend Executive Committee meetings and GEC events.
- 7) Assist with GEC functions as needed.

(xii) **Activities Coordinators (at most 2)**

- 1) Shall be responsible for organizing GEC social events.
- 2) Be responsible for gathering student input to organize relevant and safe social get-togethers.
- 3) Be responsible for reaching out to graduate and undergraduate programs outside of engineering to facilitate interactions across departments and Colleges.
- 4) Assist the PR Director in creating awareness of the social events.
- 5) Regularly attend Executive Committee meetings and GEC events.
- 6) Assist with GEC functions as needed.

(xiii) **IT Director**

- 1) Shall be responsible for maintenance of the GEC website.
- 2) Assist in the construction and maintenance of the GAIN website as required by the GAIN Co-Directors.
- 3) Maintain GEC list serves.
- 4) Regularly attend Executive Committee meetings and GEC events.

(b) No person shall be elected as President or Vice President of the GEC unless said person is a current member of the GEC Executive Committee at the time of the election or said person has served on the GEC Executive Committee at least one year before the election.

#### Section 4.02 Meetings

(a) Meetings shall be called and presided by the President. The Vice President will send meeting reminders as deemed necessary. Meetings shall be held every other week during long semesters.

(b) Meetings shall follow an agenda. The minutes of the meetings shall be distributed to all members in a timely fashion. The agendas should contain the following items:

- 1) a report from each officer
- 2) a report from each committee chair
- 3) old business

- 4) new business.
- (c) Quorum shall be defined as a minimum of 5 members of the Executive Committee.
- (d) Special meetings may be called by one third of the voting membership of the GEC, but will only be official if all Executive Committee members are notified of the special meeting at least twenty-four hours before the appointed time.

#### Section 4.03 Voting

- (a) Each active Executive Committee member shall have one vote and may not vote by proxy.
- (b) Quorum must be satisfied as defined in Article IV, Section 4.02 C for voting to occur.
- (c) Voting procedures shall be:
  - 1) Motion (any person present in a meeting may initiate motion, after being recognized by the President)
  - 2) Seconding (only representatives and officers may second motions)
  - 3) Discussion (the President will give the floor to those present and interested in making a presentation to the GEC)
  - 4) Tally vote, with the motion-er having left the room unless they are a voting member.
- (d) The Secretary shall record the results of each vote to be published in the minutes of the meeting.
- (e) Decisions will be carried by a simple majority of representatives present, unless otherwise specified by this Constitution. If necessary, tie breakers will proceed in the following order until the tie is broken:
  - 1) each program will be allotted one vote.
  - 2) the Executive Committee will vote.
  - 3) the President of the GEC will issue the definitive vote.

#### Section 4.04 Elections

- (a) Officers shall be elected during a general election by a simple majority of the GEC members present.
- (b) Elections will take place between Spring Break and the Finals Week of the Spring Semester.
- (c) New officers will assume their responsibilities at the following general or executive meeting, whichever occurs first. The outgoing officers may officially transfer power in a simple ceremony if deemed appropriate. Outgoing officers must provide necessary information and resources to incoming officers for them to perform duties effectively.

#### Section 4.05 Committees

- (a) Executive Committee, herein after known as EC.
  - 1) The EC shall set the agenda for the GEC meetings and ensure the execution of the operational details of the GEC activities.
  - 2) Additionally, the EC shall be responsible for semi-annually reviewing and modifying the GEC short-term goals and analyzing the effectiveness of past GEC activities.

3) The EC is empowered to make all decisions for the GEC when it is not possible to convene a full GEC meeting.

4) The EC shall formulate a budget every year in accordance to CCC's deadlines.

5) Each member of the EC shall receive one vote on all matters, excepting elections of officers, in accordance with Article IV, Section 4.03.

(b) GAIN Committee

1) The GAIN Committee shall be composed of GEC members chosen by the GAIN Co-directors.

2) The GAIN Committee shall be headed by the GAIN Co-directors, who are responsible for reporting to the GEC President and the ECAC Director.

3) The GAIN Committee shall assist in the planning and execution of the GAIN Expo during the Spring semester.

4) Responsibilities may include but are not limited to contacting industry representatives, construction and maintenance of the GAIN website, interfacing with university offices, and reserving facilities.

(c) Ad-hoc committees.

1) The President shall establish Ad Hoc Committees as deemed necessary to carry out the objectives of the organization.

#### Section 4.06 Removal of Department Representatives

Any representative who misses two consecutive required meetings without prior excuse accepted by either the President or the Vice President shall be considered inactive and can be brought up for removal at the next GEC meeting. A representative may be also brought up for removal by the general council, their graduate advisor, or their graduate coordinator if that representative is not fulfilling their responsibilities as outlined in Article III, Section 3.02. In order to terminate a representative, quorum must be satisfied according to Article 4, Section 4.02 (c) and a two thirds affirmative vote of the active representatives present must take place.

#### Section 4.07 Removal of Officers

(a) Any officer who will be absent from Austin for more than two months during the Fall or Spring semester shall automatically be considered for removal. A two thirds affirmative vote from all of the GEC officers will result in the termination of the officer in question. Replacement procedures will be followed according to Article IV, Section 4.08.

(b) Any GEC member may begin a written petition to terminate an officer after that officer has demonstrated an inability to fulfill his or her duties. Once a majority of the active representatives of the full council has signed this petition, the petition is to be presented to the GEC by a spokesperson representative. The petition will be voted upon at the following meeting. A two thirds affirmative vote of the full council or four fifths vote of the Executive Committee shall be required in order to terminate the officer. The officers shall vote based on the claim that the officer in question has been unable to fulfill his or her duties.

#### Section 4.08 Succession of Officers

- (a) If the office of the President becomes vacant, the Vice-president shall fill it, if available.
- (b) If any other office becomes vacant, it shall be filled by calling a special election. The Executive Committee can nominate and place an officer with a 50% plus 1 majority within the Executive Committee.

#### **Article V. AMENDING THE CONSTITUTION**

This Constitution may be amended by a three fourths affirmative vote of the voting membership of the full council. If drastic changes are necessary, this same voting requirement can be fulfilled to ratify an entirely new constitution.

#### BYLAWS

##### FIRST BYLAW: ENACTING OF BYLAWS

- I. The GEC may, by three fourths majority vote of active representatives present at any meeting, enact new bylaws and amend existing bylaws; regular voting procedures, as outlined in Article 4, Section 3, shall be followed.
- II. All bylaws and amendments to a bylaw shall take effect immediately following adoption.
- III. Each proposed bylaw or amendment to a bylaw must be introduced as "New Business" at any GEC meeting at which time it may be debated. The bylaw or amendment to a bylaw will be debated and voted upon the following meeting at which time it becomes first under "Old Business."
- IV. The GEC may by four fifths vote of active representatives present suspend section II and III of this bylaw.
- V. The Bylaws of GEC may be temporarily set aside by four fifths vote of GEC active representatives present at any meeting.
- VI. All bylaws shall be made in accordance with the Constitution of the GEC and any bylaws violating the Constitution shall be void.