ARTICLE I. NAME OF ORGANIZATION

This organization has two names:
1. The Chemical Engineering Graduate Student Organization (ChEGSO) or
2. The Graduate Student Chapter of AIChE, colloquial for graduate students and primarily would be used by undergraduates to refer to the GSO.

ARTICLE II. PURPOSE

The ChEGSO gears graduate students:
1. Effectively communicate with their advisors, centralize opportunities for the graduate school in order to secure travel funds or related funds to education.
2. Provides a social network for the graduate students outside of their archetypical work and study.
3. Provides graduate students of the Chemical Engineering program resources and opportunities to ameliorate communication skills along with solving problems that graduate students may have with the department, college, or graduate school.
4. Represents its members at the New Mexico State University Graduate Student Council.
5. Will be actively involved in community outreach for high schools by primarily using science demos unique to chemical engineering.

ARTICLE III. MEMBERS AND MEMBERSHIP

1. The student must be a graduate student in good standing (G.P.A: 3.0 or above).
2. There are dues associated with this organization. Dues have been set at $15 / year for general meeting purposes. This is voluntary. Yet, all members may be financially responsible for any social activities the organization sponsors.
3. Students outside the Chemical Engineering Department are welcome to join if they perform research within the chemical engineering department.
4. Members who attend 50% or more of the scheduled ChEGSO meetings will be considered active members of the ChEGSO.

ARTICLE IV. EXECUTIVE OFFICERS

1. The GSO Positions include: President, Vice-President, Secretary, and Treasurer.
2. Duties
   - President:
     o Calls the meeting and provides the structure of the meetings with the agreement of other members
Oversees other executive officers
- Serves as the main point of contact with the Faculty Advisor
- Represents the organization
- Has the power to appoint positions
- Only vote when there is a tie

- **Vice President:**
  - Serves as the President in the absence of the incumbent
  - Helps with departmental meetings
  - Also has the power to appoint positions

- **Secretary:**
  - Takes notes of the meetings and emails them to members
  - Responsible for keeping records of membership in terms of activity
  - Leads organizing binders for executive position

- **Treasurer:**
  - Handles the chapter finances
  - Responsible for reporting the chapter balance
  - Leads in contacting the bank for a credit card to use

### 3. Eligibility:
- Officers must be full time graduate students in good standing
- Officers must be active members of the ChEGSO

### 4. Nomination Procedure:
In order to have an executive officer position, a member of the organization must nominate a nominee. The nominee must prepare a 2 minute speech for their position. Elections shall occur at the meeting following that at which nominations occurred.

### 5. Election Procedure:
- Elections will be held on the first week of May or in the case of filling a position that has been vacated prior to this period at the discretion of the executive officers in the order listed in subsection 2 of this section.
- The nominated member must receive a majority of votes to be elected. If no member receives a majority, that nominee receiving the most votes shall be considered elected.
- Voting will be by secret ballot.
- Ballots shall be collected and counted by an outgoing officer and the advisor.

### 6. Term of Office:
The term of office will be from the time elected until the following first week of May.

### 7. Vacancies:
- If there is an active member who wants to fill a vacancy, then they are allowed to do so by the approval of the President. If there is no interested member to fill a vacancy, the President can appoint an active member.

### 8. Removal:
In order to remove an officer, an active member must send a letter to the Executive Officers and Faculty Advisor explaining the situation. If valid the remaining officers and advisor will vote and discuss if that officer should be removed.

**ARTICLE V. OTHER OFFICERS**

1. These positions include, E-council Member, Parliamentarian, Committee Chair, and other positions that the chapter may see fit.
   - **Webmaster:**
     - In charge of the up keep to the organization’s website
     - Handles updates to faculty and student links
   - **Parliamentarian:**
     - Helps the president to keep order in the meetings
   - **Committee Chair:**
     - Active member in charge of forming new committees
     - Has the power to make changes to current committees

**ARTICLE VI. UNIVERSITY ADVISOR**

1. The University Advisor must be a faculty member in the Chemical Engineering Department. The advisor will be selected by the guidelines provided by NMSU Campus Activities; the decision for an advisor will be made by majority vote with approval of the active membership. The advisor is a non-voting member unless in the action of officer removal.

2. **Duties:**
   Advise active membership in the direction that will be best for graduate students and engage the students within the department. The advisor will follow NMSU’s Campus Activities Advisor Agreement guidelines.

3. **Term of office:**
   The advisor has a yearly term.

**ARTICLE VII. COMMITTEES**

1. Special Committees: AIChE Committee, ChEGSO Committee, other committees can be formed by the discretion of members.
   - **AIChE Committee**
     - Responsible for the graduate student interaction with the undergraduates in the department
     - Planning social events that involve AIChE
     - Responsible for getting notes from AIChE meetings
   - **ChEGSO Committee**
     - Responsible for planning social events within ChEGSO
     - Help to plan events that would help graduate students with presentation skills and understanding the purpose of graduate school
• Travel Committee
  o Consist of the President, Vice President, Secretary, Treasurer, two active members, and the faculty advisor.
  o The Secretary will chair the committee and will not be a voting member along with the faculty advisor.
  o The travel committee is a resource for graduate students who hope to travel by reading and reviewing any material before submitting it to any graduate funding agencies.

2. Composition of active membership is on a required basis for Chemical Engineering Department TA/RA’s. New students to the chemical engineering department that have been assigned as a TA/RA will be required to attend the ChEGSO general meetings. There will be exceptions on a case by case basis.

3. Designation of Chair:
   The chair of the committee is appointed by the President or any member of that committee can volunteer.

ARTICLE VIII. MEETINGS

1. Regular meetings will be held bi-weekly. The day, time, and location shall be approved by majority ruling from ChE graduate students.
2. Special meetings will be held by the discretion and need of the chapter. All active members must be notified at least 24 hours in advance of a special meeting.
3. Non-election voting procedures will be done by a ‘raise of hand’ and majority rules, providing quorum is met.
4. Quorum shall be 50% +1 of total active members.
5. The meeting will be organized close to Robert’s Rules.
6. The President is responsible for preparing an agenda. If an active member wishes to be on the agenda, that active member must contact the President prior to the meeting.
7. No abstentions will be honored.

ARTICLE IX. FINANCES

1. There will be dues of $15 / year on a voluntary basis.
2. Transactions will be processed at the Chemical Engineering Department and also at ASNMSU Comptroller’s Office.
3. Two signatures shall be required for all expenditures, where one is by the President and the other by the Treasurer.
4. The Treasure shall provide a financial report when requested.
5. Support through the ChEGSO for travel, registration, and lodging funds will only be divided between active members of the organization.
ARTICLE X. AMENDMENT OF THE BY-LAWS

1. If there needs to be a change in the By-laws, every active member has a right to send a proposal to the President. Then that proposal will be reviewed by executive officers for voting at a general body meeting.

2. A proposal must be reviewed and submitted to the general body within two weeks after it is submitted to the president.

3. If the total active membership is less than 20, ‘Majority Vote’ will be in place, providing quorum is met.

4. When there are 20 or more active members, then a 2/3 vote is needed for approval, providing quorum is met.

________________________________________________________________________
President                                                                 Advisor

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