

Chemical and Biological Engineering Graduate Student Association **Constitution**

Article I: Name

The name of this body will be the Chemical and Biological Engineering Graduate Student Association or CBEGSA.

Article II: Mission Statement

The graduate student body in Chemical and Biological Engineering Department, through ratification of this constitution, creates the CBEGSA. Officers of the CBEGSA will be empowered to work on behalf of the chemical and biological engineering graduate students in order to promote a constructive relationship among graduate students, faculty, and the administration; to represent the diversity of Drexel's chemical and biological engineering graduate student population, their interests, needs, and general welfare; to serve as a channel for expression of student ideas, and to advocate the provision of services to the chemical and biological engineering students at Drexel University.

Article III: Membership

Section I: Definition

All part-time and full-time graduate students currently enrolled in chemical and biological engineering, and/or biochemical engineering, regardless of race, religion, national origin, gender, sexual orientation, or physical disability will comprise the membership of the CBEGSA.

Section II: Rights of Membership

- A. All members may vote in CBEGSA elections and referendums.
- B. All members may hold office if they are elected or appointed according to elections guidelines and procedures.
- C. All members may speak and be heard at CBEGSA meetings.
- D. All members have the right to access CBEGSA information and records, including (but not limited to) official meeting minutes.

Article IV: Organization Structure

An executive board within the CBEGSA will be defined as: President, Vice President, Treasurer, and Secretary. The Co-Chairpersons will delegate responsibilities for action to committees of the CBEGSA. The Co-Chairpersons will also delegate responsibilities for meeting with administrators and faculty outside of CBEGSA meetings.

All officers will be expected to solicit their views on pertinent legislation and general student life and welfare. CBEGSA meetings will serve as an additional forum for the expression of concerns.

Section I: Committees

- A. Every member of the CBEGSA may serve on a CBEGSA committee.
- B. Committee chairs will be elected by the membership of each committee.
- C. Committee reports will be given at CBEGSA meetings, as appropriate.
- D. Standing Committees:
 - 1. Web Content: Shall ensure that the content of the CBEGSA website is updated regularly and accurately. The CBEGSA secretary will chair this committee.
 - 2. Programs: Shall coordinate social, professional development, and other appropriate programs. The President and Vice presidents will serve as members of this committee.
- E. Ad Hoc Committees
 - 1. Any officer of the CBEGSA has the right to create ad hoc committees as needed.

Bylaws

Article I: Meetings and Legislation

- A. Meetings
 - 1. Meetings of the CBEGSA will be held monthly except during exam weeks.
 - 2. The executive board is encouraged to meet often and whenever necessary, but must meet at least once per month.
 - 3. The President will be responsible for calling executive board meetings and special meetings of the CBEGSA.

- B. Legislation
 - 1. Legislation must have a majority in attendance of current voting membership in favor in order to be passed.

Article II: Elections

- A. Elections shall be administered in the Spring term.
- B. All candidates for office in the CBEGSA must be in good academic standing with the University during the term in which elections are held.
- C. All results will be made available to the public as soon as they are known to the winners.
- D. Vacancies will be advertised publicly within a reasonable time of the known opening.
 - 1. The Executive Board shall decide whether to hold an open election or appoint a new officer.

Article III: Duties of Officers

- A. The President shall supervise the organizations affairs and activities. The executive board shall be responsible for public relations, publicity, and promotion of the organization's activities. The President will work with the faculty advisor and act as liaisons to the departmental faculty.
- B. The Secretary shall be responsible for posting notices of all regular and special meetings and shall keep a permanent record of such meetings. The secretary will be responsible for correspondence.
- C. The Treasurer shall be responsible for the financial records of the organization, for the disbursement of funds, and for reporting in detail when requested by the membership.
- D. In the absence of President, Vice president shall be responsible for President's responsibilities and should be informed new situation properly.

Article IV: Amendment

- A. These bylaws may be amended by majority vote of the CBEGSA members present at any regular or special meeting.