

Constitution of the Chemistry Graduate Student Association

Article I. Object

The object of this association is to provide a platform for members to voice their opinions and concerns regarding departmental, administrative, graduate and undergraduate issues; and to disseminate this information to the Graduate Studies Student Association (GSSA) and administration in an organized manner.

Article II. Organization

Section 1. Name

- a. The name of this association shall be “Chemistry Graduate Student Association” (CGSA).

Section 2. Membership

- a. All matriculated graduate students of the Tulane University Chemistry Department are considered members unless barred by another Article in this Constitution.

Section 3. Officers and duties

The officers of the association shall consist of the Speaker, the Treasurer, and the Secretary. The officers shall comprise the Executive Board. All officers are responsible for representing CGSA to GSSA. They are required to attend all GSSA meetings or find a proxy to attend in their absence. In the event that an officer is unwilling or unable to fulfil their duties, the remaining two officers will be required to perform the unaccomplished tasks until a replacement is found.

- a. Speaker:

The Speaker shall organize and lead all CGSA meetings. The Speaker shall communicate issues to the membership and resolutions to the appropriate entities. This includes but is not limited to distributing relevant news from the GSSA executive board whether be it from a GSSA assembly meetings or information received by email correspondence.

- b. Treasurer:

The Treasurer shall be responsible for filing necessary financial paperwork with GSSA. This officer shall maintain a record of all finances filed with GSSA. This includes but is not limited to securing and documenting funding for departmental meetings and travel awards.

- c. Secretary:

The Secretary shall be responsible for taking minutes at meetings and be the official liaison between the CGSA Executive Board and the general Membership. This includes but is not

limited to taking minutes at both departmental meetings and relevant minutes during GSSA assembly meetings.

Section 4. Anonymity

All concerns, complaints etc. expressed to the executive board are considered anonymous. Representatives must obtain a student's permission in writing before using their personal information.

Section 5. Nominations and elections

Nominations for positions shall be accepted one week prior to the first spring meeting and shall comprise of rising 2nd through rising 4th year graduate students. Additional nominations from the floor and self-nominations shall be permitted. Nominations must be accepted by the student being nominated. In the event that no nominations for a position are accepted, all students up until rising 4th years will be automatically nominated for the position. Additionally, no student shall be allowed to serve more than two terms in any combination of positions. Nominations and Elections will take place prior to the penultimate GSSA meeting of the year, with the new representatives attending the final GSSA meeting of the academic year. Elections can be in person by ballot or by an anonymous online polling system, and a simple majority (the greatest number of votes received) is necessary to elect an officer to a position. All officers will serve a 1-year term.

Section 6. Meetings

The CGSA shall hold a minimum of two meetings during each semester. All members shall be notified of meetings in writing at least twenty-four hours in advance of the scheduled meeting time. In the event that an in-person meeting cannot be held during a semester, the CGSA Executive Board reserves the right to hold a digital meeting via video conference or send out an email correspondence in place of a meeting.

Section 7. Voting

A simple majority of CGSA members present at the meeting is required to pass any routine proposal not specified in other articles of the Constitution. In the event that an in-person meeting cannot be held during a semester, a simple majority of all respondents to a digital poll after a predetermined deadline will be needed to pass any routine proposal.

Section 8. Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order* shall govern the Society in all cases to which they are applicable and in which they are not inconsistent with the Constitution and any special Rules of Order the Association may adopt.

Section 9. Impeachment

Any member of the Executive Board who does not fulfill their responsibilities will be subject to removal from their position by a majority, as stated in Section 3. The motion for impeachment can be brought by any member of the Executive Board or general Membership. Prior to the vote, the Officer in question must be informed of the reasons for impeachment and must be provided the opportunity to address the General Membership. A simple majority of CGSA members present at the meeting is required to successfully impeach a sitting Executive Board member. Additionally, impeachment of a sitting Executive Board member can be accomplished at the digression of two other Executive Board members along with the current Department Head without need of a vote from the general Membership. If an Executive Board member is impeached, nominations and elections will be carried out as stated in Section 5 with the exception of their timing.

Article III. Amendments

The constitution may be amended at any regular meeting of the CGSA by a simple majority vote of the members. Furthermore, all amendments to the constitution must be ratified by GSSA.

Ratified by the students of the Tulane University Chemistry Department on the 3rd of May, 2021.