CONSTITUTION OF THE GRADUATE MATERIALS SCIENCE COUNCIL

ARTICLE I - Graduate Materials Science Council

The name of this organization shall be the Graduate Materials Science Council and it shall be the name used to register the organization with the Graduate Student Organization (GSO).

ARTICLE II - Purpose

The purpose of the Graduate Materials Science Council are as follows: (i) To develop a strong sense of community in the department among students and faculty, (ii) to get students involved with the department through academic and social events, (iii) and to effectively communicate student needs to department heads.

ARTICLE III - Membership

a. All students who wish to be members of the Graduate Materials Science Council must be registered and matriculated graduate students within Stony Brook University’s Materials Science & Engineering Department. Members must subscribe to, or be interested in the purpose of this organization.

b. No person shall be denied membership or office because of sexual orientation, nation of origin, race, sex, physical disability, political or religious beliefs.

c. Graduate Materials Science Council, as a registered organization at Stony Brook University is committed to promoting a safe and vibrant campus community. In receiving annual recognition through the Department of Student Activities, no individual or group affiliated with [insert club/organization name] will take any action or create a situation which recklessly or intentionally endangers mental or physical health or involves the forced consumption of liquor or drugs for the purpose of initiation into or affiliation with this organization. The leaders and members of [insert club/organization name] also agree to abide by all aspects of the Stony Brook University Student Conduct Code, university policies and Federal, New York State and Local laws.

ARTICLE IV - Eligibility of Executive Board Members and GSO Officers

Section 1

a. All nominees for Executive Board and GSO Senator positions must have a minimum cumulative grade point average of 3.0 and if elected, must maintain a cumulative grade point average of at least 3.0, and must be registered for the semester(s) during which they are to serve. All Executive Board members and GSO Senators shall serve for one year and may be reelected for one additional year as long as they maintain a cumulative grade point average of 3.0 and are registered each semester.

b. No person shall seek the position of President, Vice President, Treasurer, Secretary, Event Planner, or GSO Senator unless he/she has been a member of this organization for one semester prior to the semester when he/she would assume office.

Section 2
a. The member of the Executive Board shall be the President, Vice President, Treasurer, Secretary, and Event Planner.
b. In addition to the Executive Board, there will be two GSO Senators and one alternate (see ARTICLE V, Section 7).
c. The total membership of the Executive Board shall not exceed members of the members of the organization.

Section 3
All Executive Board meetings shall be conducted according to Robert’s Rules of Order (latest Edition), except where expressly provided for in this constitution.

Section 4
The President shall be the chairperson and presiding officer of the Executive Board.

ARTICLE V - Functions of Each Executive Board Member and GSO Senators

Section 1
Each of the listed roles has the following duties and are not limited to the duties described here. If, for some reason, the functions listed below do not work well for the current Executive Board, the constitution may be amended or changed to suit the needs of the current Executive Board. Let it be known that if any position holder requires assistance with the job he or she must accomplish, this person should request help from the rest of the board.

Section 2
a. The President shall be the official representative of the organization; he/she shall also be a non-voting ex-officio member of all committees of the organization, except the Election Committee.
b. The President shall have the power to convene and preside over the meetings of the Executive Board and the general membership and prepare the agenda for said meetings. The President shall further perform such duties as may be necessary and proper in the fulfillment of his/her office, subject to the approval of the Executive Board.
c. The President’s more specific duties for this organization are listed here: (i) Ensure the group meets regularly. (ii) Make sure the deadlines are reached. (iii) Conflict resolution. (iv) Responds to student and faculty concerns and delegates tasks required for addressing those concerns. (iv) Serve as a GSO Senator Alternate in the event that both GSO Senators are unable to attend a meeting.

Section 3
a. The Vice President shall be required to see that standing committee chairpersons are fulfilling their duties. The Vice President shall further perform such duties as may be necessary and proper in the fulfillment of his/her office, subject to the approval of the executive board.
b. If the President is unable to perform his/her duties, (due to impeachment, leave of absence, or resignation), the Vice President shall assume the position of President.
c. The Vice President’s more specific duties for this organization are listed here: (i) Maintain web presence. (ii) Publish the latest constitution to the Graduate Materials Science Council website. (iii)
Create student surveys for ideas. (iv) Help with event set up and running.

Section 4

a. The Treasurer shall keep detailed record of all monies allotted to the organization. The Treasurer shall also submit all payment requests.

b. Each month the Treasurer shall perform such duties as may be necessary and proper in the fulfillment of his/her office, subject to the approval of the Executive Board. The Treasurer shall assume the position of Vice President in the event that the Vice President is unable to perform his/her duties (due to leave of absence, resignation, or assumption of Presidency). A new Treasurer will be elected in special election called by the President if a vacancy occurs in this office.

c. The Treasurer’s more specific duties for this organization are listed here: (i) Outline budget for each academic year. (ii) Keep tabs on budget use for academic year. (iii) Responsible for all reimbursements. (iv) Provide support for other executive members when needed. (v) Collaborate with Event Planner during events to ensure club is still on budget. (vi) Serve as a GSO Senator in order to understand how GSO funding works/to be aware of GSO funding deadlines. If the elected Treasurer is unable to serve as GSO Senator due to scheduling conflicts, another person may be elected to fulfill this duty and/or another Executive Board member may take over the GSO Senator position.

Section 5

a. The Secretary shall take minutes and attendance of all meetings and maintain an up-to-date active voting membership roster. A new Secretary will be elected in a special election called by the President if a vacancy occurs in this office.

b. The Secretary’s more specific duties are listed here: (i) Takes notes for meetings. (ii) Advertises upcoming events by designing fliers and by sending emails. (iii) Helps with event set up and running. (iv) Maintains and updates Materials Science Council cork board on the third floor of Old Engineering.

Section 6

a. The Event Planner shall plan the events hosted by the Graduate Materials Science Council. A new Event Planner will be elected in a special election called by the President if a vacancy occurs in this office.

b. The Event Planner’s duties are listed here: (i) Plan at least one social event and one professional event per semester. (ii) Organize student colloquium. (iii) Contacts food and supplies vendors. (iv) Checks venue and guest speaker availability. (v) Helps the Primary GSO Senator coordinate the event in which they distribute GSO information.

Section 7

Because of their large role to the functioning of this organization, GSO Senators are not responsible for the roles of the Executive Board unless they have also been elected to an Executive Board position. If GSO Senators are not members of the Executive Board, they may, however, play an active role within the duties of the Executive Board if they wish.

a. There must be two GSO Senators and one Alternate Senator. Two students of the Materials Science & Engineering Department who are not serving on the Executive Board may hold both Senator positions; however, ideally, the Treasurer should hold one of the GSO Senator positions.
b. The Primary GSO Senator should be elected when the Executive Board members are and is not necessarily an Executive Board member (they are not responsible for the duties to be upheld by the Executive Board); however, they may be take on an active role within the Executive Board if they would like (i.e. volunteer at Graduate Materials Science Council events, etc.).

c. The Primary GSO Senators’ duties for this organization are listed here: (i) Attends GSO meetings. (ii) Distributes information regarding GSO to all members of Graduate Materials Science Council (preferably during Graduate Materials Science Council Executive Board meetings). (iii) Holds a meeting with all the Materials Science Department students at the beginning of every semester to inform the students about the opportunities offered by the GSO to graduate students. Please see ARTICLE VI, Section 4 for more information.

d. The Secondary GSO Senator should ideally be the elected Treasurer in order for them to be aware of GSO Funding Deadlines and Applications. They are responsible for attending GSO meetings in the event that the Primary GSO Senator cannot attend it and additionally, they should attend meetings in which funding and/or application deadlines are to be discussed on the meeting’s agenda.

e. The Alternate GSO Senator must be the President of the Executive Board. They are to attend GSO meetings in the event that both GSO Senators are unable to attend and pass along all important information to both GSO Senators and all Executive Board members after the GSO meeting has taken place.

Section 8
All Executive Board members and GSO Senators will have access to the Materials Science Council email account. While the Event Planner may use it for contacting vendors, speakers, etc.; the Treasurer and Senators may use it for contacting the GSO; and the Secretary may use it for sending out advertisements for events; it is the role of the President to respond to student and faculty emails sent to the council as a representative of the executive board.

ARTICLE VI - MEETINGS

Section 1
This organization should hold at least one general meeting or event each month. In the event that there are no meetings or events planned for a certain month, one officer must attend the Materials Science Department’s Colloquium in order to be able to communicate information to the members.

Section 2
All meetings or events with the general members of this organization must have at least five (5) school days prior notice of the meeting/event given to all organization members.

Section 3
The President must convene regularly scheduled meetings with Executive Board Members and GSO Senators each semester. Faculty Advisor(s) do not have to attend the regularly scheduled meetings, but they should know when every meeting is if they would like to attend. The frequency of meetings (once per week or once every two weeks) is up to the discretion of the Executive Board Members. The President should email an official agenda for the meeting at least one day prior to the scheduled meeting which details the outline of the meeting. Executive Board members and Advisors can
suggest agenda changes prior to the meeting. In order for the meeting to be officially held, one more than half of the total number of Executive Board Members must be present.

Section 4
There must be a meeting with the Materials Science Council general members hosted by the GSO Senators once a semester to disseminate information about GSO and the benefits that can be reaped from it by graduate students to the members. The Secretary must be in attendance to take notes on the meeting’s activities and should distribute the notes via email to members who were not able to attend the meeting. The Event Planner should help the GSO Senators plan this meeting.

ARTICLE VII – ELECTIONS

Section 1
The Faculty Advisor(s), the President, and the Primary GSO Senator shall act as Election Committee that will moderate the election process that should take place around the last week of April of each academic year (it should be held no later than May 1st). The President shall act as the Election Committee Chair and they shall moderate the election process. The Election Committee shall recommend the exact time, manner, and place of election pursuant to the articles contained in this constitution.

Section 2
The election must be actively promoted by the current Executive Board members (in the form of advertisements on the cork board, any social media pages, fliers that are passed out at events, emails, etc.) one month before the election is to take place.

Section 3
All officers must be elected by majority vote. Elections must be held no later than May 1st (they should be conducted during the last week of April, preferably before or after Colloquium). New officers will assume their positions on June 1st.

a. Nominations shall be submitted to everyone within the Election Committee from one week prior till the day before the election.

b. A list of those who are running for office and/or a certain position must be emailed to all faculty and staff by the day before the election.

c. Any faculty or students who have any concerns about a certain student running for Executive Board or GSO Senator reserves the right to disclose their concerns to the Election Committee any time before the election is to take place.

d. The Election Committee shall choose the next Executive Board by the majority vote of the active voting members present whose names appear on the membership roster.

e. All Executive Board and GSO Senator candidates may make a speech that lists their qualifications for the position and some of their ideas that they would like to implement before the election process begins.

Section 4
If any Executive Board position remains unfilled after the election process, it may be filled by any runners up from other Executive Board positions. Shall the situation arise in which there are no
runners up from other Executive Board positions and/or any runner up does not wish to hold the Executive Board position in question, a volunteer from the voting members that are present may claim the position.

ARTICLE VIII – IMPEACHMENT

Section 1
Any officers of the club may be brought up on impeachment charges if he/she is acting detrimentally to the organization or he/she has significantly disregarded the major responsibilities of his/her office.

Section 2
a. If a list of charges signed by one more than half of the total number of Executive Board members is submitted to the President, he/she must call for an impeachment proceeding. If the President is being brought up on charges, the petition shall be submitted to the Vice President. Upon receipt of the petition, the President shall suspend the officer and prevent him/her from exercising all powers and voting rights pending the outcome of the impeachment proceedings.

b. The Faculty Advisor(s) should be aware of the impeachment proceeding to be taken place and must be in attendance for the impeachment proceeding.

Section 3
If a list of charges signed by one more than half of the active members is submitted to the President, he/she must call for impeachment proceedings (see Section 2 for remaining steps).

Section 4
After the proper impeachment proceedings, the officer(s) so charged may be impeached by a one more than half vote of group members. If impeachment passes, the officer shall be removed from his/her position.

Section 5
Special elections:

a. Upon Impeachment of

1. President, the Vice President assumes the Presidency position and a special election is held for Vice President within a one month period.

2. Other officers, a special election will be held within a one month period.

ARTICLE IX – AMENDMENTS

Section 1
Before the beginning of each semester and at the end of each semester mandatory meetings for the Executive Board must be held with respect to the constitution and potential amendments. The former will revolve around a reading of the constitution for a thorough understanding of roles. The latter will revolve around suggesting amendments for the constitution in case there have been significant changes to the council that warrant a reflected change to the constitution.

Section 2
The constitution and its amendments must be made available to the general body via the Graduate Materials Science Council website.

Section 3
The serving Executive Board may amend the constitution at any time. The Vice President is responsible for updating the Graduate Materials Science Council website with the amended changes as soon as they are made.

ARTICLE X – DISSOLUTION

In the event of the dissolution of this group, all accrued funds and assets shall revert to the Graduate Student Government.