

# Engineering Graduate Student Council (EGSC) Constitution

Herbert Wertheim College of Engineering (HWCOE)  
University of Florida (UF)

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## ARTICLE I. NAME OF ORGANIZATION

The name of this organization is the Engineering Graduate Student Council, which may be abbreviated to the letters EGSC.

## ARTICLE II. PURPOSE STATEMENT

The Engineering Graduate Student Council (EGSC) is focused on improving the graduate experience within the University of Florida's Herbert Wertheim College of Engineering. Direct engagement with College officials ensures the student voice and perspective is most effectively represented as UF continues to rise. Through continuous interaction, the EGSC seeks to increase the quality of education delivered, workforce competence of graduating students, and the overall reputation of the University of Florida.

Working in tandem with high-level administrators and faculty, the EGSC has direct input on developing initiatives, effecting change at the College level. Representatives from every Department are present on the council, including both PhD and Masters students, ensuring a diverse set of viewpoints are heard. Key projects of EGSC include establishment of best practice guidelines at the Department level, the creation of individualized student development plans, and ongoing engagement in the College's graduate student recruitment efforts. Meetings are held at regular monthly intervals, often including speakers from various University positions, with additional consultations as required.

## ARTICLE III. COMPLIANCE STATEMENT

Upon approval by the Department of Student Activities and Involvement, the Engineering Graduate Student Council shall be a registered student organization at the University of Florida. The Engineering Graduate Student Council shall comply with all local, state and federal laws, as well as all University of Florida regulations, policies, and procedures. Such compliance includes but is not limited to the University's regulations related to Non-Discrimination, Sexual Harassment (including sexual misconduct, dating violence, domestic violence, and stalking), Hazing, Commercial Activity, and Student Leader Eligibility.

## ARTICLE IV. UNIVERSITY REGULATIONS

### Section A. Non-Discrimination

The Engineering Graduate Student Council agrees that it will not discriminate on the basis of race, creed, color, religion, age, disability, sex, sexual orientation, gender identity and expression, marital status, national origin, political opinions or affiliations, genetic information and veteran status as protected under the Vietnam Era Veterans' Readjustment Assistance Act.

## Section B. Sexual Harassment

The Engineering Graduate Student Council agrees that it will not engage in any activity that is unwelcome conduct of sexual nature that creates a hostile environment. Behaviors that could create a hostile environment include sexual harassment (which could include inappropriate sexual comments), sexual misconduct, dating violence, domestic violence, and stalking.

## Section C. Hazing

The Engineering Graduate Student Council agrees that it will not initiate, support, or encourage any events or situations that recklessly, by design, or intentionally endanger the mental or physical health or safety of a student for any purpose including but not limited to initiation or admission into or affiliation with any student group or organization.

## Section D. Responsibility to Report

If this organization becomes aware of any such conduct described in this article, the Engineering Graduate Student Council will report it immediately to Student Activities and Involvement, the Director of Student Conduct and Conflict Resolution, or the University's Title IX Coordinator.

## ARTICLE V. MEMBERSHIP

Membership in this organization is open to all enrolled students at the University of Florida. Non-enrolled students, spouses, faculty, and staff may be associate members; however, they may not vote or hold office. All members and associate members are free to leave and disassociate without fear of retribution, retaliation, or harassment.

## ARTICLE VI. OFFICERS

Registered student organizations are required to have a minimum of President, Vice President, and Treasurer as elected officers. Within the Engineering Graduate Student Council, these positions are known as Chair, Vice Chair, Secretary, Recruitment Chair, and Treasurer, respectively. These positions will serve for one year. If any position, excluding Chair, becomes permanently vacant, standard elections shall take place. If the position of Chair is vacant the Vice Chair will act as Chair until standard elections can take place. The term of any replacement officer shall expire at the end of the final EGSC meeting of the spring semester.

Section 1: Elected officers and their duties include:

- a. Chair
  - i. Presides over EGSC meetings.
  - ii. Oversees activities of Vice Chair, Recruitment Chair, and Secretary.

- iii. Serves as ex officio member of all committees; provides guidance and directions to committees.
  - iv. Appoints and invites positions in accordance with majority approval.
  - v. Forms ad hoc committees and appoints chairs as required; oversees activities of ad hoc committee chairs to ensure effective execution of assigned duties.
  - vi. Coordinates transition of elected officers including email accounts and all relevant documents associated with the position.
- b. Vice Chair
- i. Assists the Chair in the performance of the Chair's duties.
  - ii. Exercises authority of Chair in their absence.
  - iii. In the event of permanent vacancy of the Chair, the Vice Chair will function as Chair until an election can be held.
  - iv. Oversees the activities of the officers, standing committee chairs, and all appointed and invited positions to ensure effectiveness.
  - v. Holds responsibility for ensuring each engineering department has two representatives.
  - vi. Responsible for ensuring Department Graduate Student Councils are progressing and participating in College of Engineering Recruiting events.
  - vii. Review the Bylaws at least once a year.
- c. Secretary
- i. Manages EGSC correspondence including email list serves.
  - ii. Sends out notices regarding EGSC meetings and other announcements.
  - iii. Prepares agenda and takes minutes at all meetings as well as corresponding these documents to members.
  - iv. Responsible for attendance at meetings.
  - v. Prepares and distributes voting cards for meetings when formal voting occurs.
  - vi. Responsible for distribution of announcements or other information via email.
  - vii. Responsible for keeping list of contact information and positions for all EGSC members.
- d. Recruitment Chair
- i. Direct liaison with the UF Director of Graduate Recruiting
  - ii. Responsible for planning and organizing Recruiting events schedule with UF Director of Graduate Recruiting and ensuring volunteers are accountable and well informed of their duties.
- e. Treasurer

- i. Direct liaison with executive assistant of the Administrative Assistant to the Associate Dean of Academic Affairs in the College of Engineering regarding budgets and reimbursements.
- ii. Responsible for assisting in the planning and organizing of events that use the budget.
- iii. Responsible for proposing a budget annually every April to the College of Engineering Dean's Office.
- iv. Responsible for maintaining the budget and ensure there is no debt.

Section 2. Elected officers shall assume office following the final EGSC meeting of the spring semester. The term of any elected officer expires after the final EGSC meeting of the spring semester. If any position excluding Chair becomes permanently vacant, standard elections shall take place. The term of any replacement officer shall expire at the end of the final EGSC meeting of the spring semester.

Section 3. All ad-hoc committees formed during the academic school year will dissolve upon its completion unless formally amended to the bylaws.

Section 4. Any officer may be removed from office through the following process:

Part 1: A written request by at least three voting members of the organization shall be submitted to either the President, Vice President, or Treasurer. Written notification shall be sent to the officer in question asking that officer to be present at the next meeting and prepared to respond to the removal request.

Part 2: A three fourths majority vote of members present is necessary to remove the officer.

Part 3: In the event of the removal of an officer, a special provision may be granted to the remaining officers to appoint an interim replacement until an election may be held.

## ARTICLE VII. ELECTIONS

### Section 1. Nominations and Elections

Elections shall be held at the last meeting of the spring semester. Candidates must be enrolled as full time students for the entire term of office. Students are not eligible to run for any elected positions until they have been a member of EGSC for one full semester. Terms of office begin after the election and end after the next election. It is the responsibility of all outgoing officers to give their successors all written materials, records and reports concerning the conduct and duties of their respective office, as well as to personally instruct their successor in the proper administration of said office.

### Section 2. Procedure for Nominations:

Nominations shall begin at the meeting prior to the elections meeting; at least two weeks in advance. During new business, a member of EGSC must make a motion to open the floor for nominations. A second from another member will pass this motion and will be declared by the Chair. Members can nominate at this meeting and via email to the Secretary up until the elections meeting. Members can self-nominate and the advisor can nominate a graduate student. For the nomination to be valid, the student must have completed at least a semester as an EGSC member. When no other Nominations have been cast, a member must move to close the floor for Nominations and with a second from another member, the Chair will declare the Floor for Nominations closed. Once the floor for Nominations has been closed, the Secretary will Roll Call the nominations and ask the nominees if he/she accepts the nominations. Once the nominations have been accepted and positions filled with at least one nominee, the Chair will call the procedure for Elections.

### Section 3. Procedure for Elections:

If a position has only one valid student nomination, this student wins by default. Order of elections shall be Chair, Vice Chair, Recruitment Chair, Treasurer, and Secretary.

Elections shall be determined by simple majority (greater than 50% of present voting members). Only EGSC members of that year may vote. If no majority is achieved, the faculty advisor of EGSC casts the tie-breaking vote. If more than one student is running for a position, each candidate will have 2 minutes on the floor to state their intent. A paper vote will be cast and counted by the officers and advisor. A member must be present at the meeting to cast a vote.

## ARTICLE VIII. STUDENT ORGANIZATION ADVISOR

Each registered student organization must have an advisor. The advisor must be a full-time, salaried faculty or staff member not on leave during his or her term. The advisor will serve as a resource person and provide advisory support for the officers and members of the Engineering Graduate Student Council. The student organization advisor should attend executive and general meetings. Given the nature of EGSC's purpose, the Student Organization Advisor is the Associate Dean of Academic Affairs in the College of Engineering Dean's Office.

## ARTICLE IX. FINANCE

The Engineering Graduate Student Council will receive all funds from the UF HWCOE Dean's Office if a budget is submitted to the office by April of each year. There are no memberships fees at any time.

## ARTICLE X. DISSOLUTION OF ORGANIZATION

Should any organization assets and/or debts exist, disposing of these assets and/or debts are at the discretion of the Dean's Office within the UF HWCOE. The American Red Cross Association will be designated as the recipient of any remaining assets at the dissolution of the organization. Nothing may be left to an individual nor another registered organization.

#### ARTICLE XI. AMENDMENTS

Amendments to this constitution may be made at any regular meeting provided notice of the proposed amendment was given one week prior to a vote. Any member is eligible to propose an amendment, and proposals should be sent to any member of the executive board. Amendments require a two-thirds vote of the voting members in attendance at the meeting, and are subject to final approval by the Department of Student Activities and Involvement.