**Engineering Graduate Student Council (EGSC)**

**CONSTITUTION**

Last Revised: August 2020

**ARTICLE I. NAME OF ORGANIZATION**

The name of this organization is the Engineering Graduate Student Council.  The acronym EGSC may also be used.

**ARTICLE II. PURPOSE STATEMENT**

The objectives of EGSC shall be:

1. To liaise between the administration of the Herbert Wertheim College of Engineering (the College) and the students and faculty within each department of the College.
2. To participate and support the College’s graduate-level recruiting activities
3. To encourage collaboration and interaction between the various departments.

**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. STUDENT ORGANIZATION ADVISOR**

The student organization advisor shall serve as a resource person and provide advisory support for the officers and members of EGSC.  The student organization advisor should attend executive and general meetings; however, the student organization advisor may not vote in any EGSC matters.  The student organization advisor shall be nominated by the officers and confirmed by a majority vote of the voting members.  The student organization advisor will serve a term of one (1) academic year, with the chance to be reappointed; reappointment shall be automatic in the event of an unopposed candidacy.  If that the student organization advisor is unable to continue in their position, officers may nominate a replacement at any time, to be confirmed by a majority vote of the voting members at the next regular meeting.

**ARTICLE VII. OFFICERS**

**Section A. Elected Officers**

The elected officers of the Engineering Graduate Student Council shall be Chair (President for SAI), Vice-Chair (Vice President for SAI), Secretary, Recruitment Chair, Treasurer, Public Relations Chair, Master's Liaison, and International Liaison.

**Part 1. The Chair**

The Chair shall preside over all meetings; oversee the activities of the other officers; serve as *ex officio* members of all committees, providing guidance and direction therein; appoint and invite positions provided majority approval; form *ad hoc* committees and appoint the chairs thereof, overseeing such activities as to ensure effective execution of assigned duties; and coordinate the transition of elected officers, including e-mail accounts and all relevant documents associated with each position.

**Part 2. The Vice-Chair**

The Vice-Chair shall assist the Chair in performance of the Chair’s duties; exercise the authority of the Chair in incidence of absence or other incapacitation; function as Chair until an election can be held in the event of a permanent vacating by the Chair; oversee the activities of the other officers, committee chairs, and invited positions to ensure effectiveness; hold responsibility for ensuring that two voting representatives are designated for each eligible department or organization; ensure that departmental graduate student councils are progressing and participating in recruiting events for the College; and review the Bylaws at least once annually.

**Part 3. The Secretary**

The Secretary shall manage EGSC correspondence, including any listservs; provide notice of EGSC meetings and events; prepare meeting agendas; record minutes at all meetings and make the same accessible to EGSC members; record attendance at all meetings; prepare, distribute, collect, and tabulate ballots during voting procedures; and maintain a list of contact information and the assigned and/or elected positions of all EGSC members.

**Part 4. The Recruitment Chair**

The Recruitment Chair shall work directly with the College’s administration on graduate-level recruitment activities; plan events as necessary for recruitment; and ensure the provision of volunteers for recruitment.

**Part 5. The Treasurer**

The Treasurer shall establish and maintain EGSC budget; oversee all expenses and purchases; and design and distribute EGSC t-shirts.

**Part 6. Public Relations Chair**

The Public Relations Chair shall be responsible for all publicly available content on EGSC newsletters and websites; write or solicit and edit all articles for the newsletters; and maintain open communications with interested parties and alumni.

**Part 7. The Master's Liaison**

The Master's Liaison shall relay the comments and concern of enrolled master's students to EGSC; assist the Recruitment Chair with master's-level recruitment; and promote EGSC-sponsored events to master's students to increase their involvement within the College.

**Part 8. The International Liaison**

The International Liaison shall act as a liaison between the UF International Center, EGSC, & the international graduate students in the College and raise awareness among the same students to events & scholarships offered by the Center.

**Section B. Term Length**

Newly elected officers shall be seated immediately upon announcement of the results of the annual officer elections.  As such, all previous officers--even those not serving a full term due to filling a vacancy or the like--shall relinquish all duties and responsibilities upon installment of the newly elected officers.

**Section C. Vacancies**

If a vacancy or permanent incapacitation occurs for any position other than Chair, then no one shall be appointed to fill that position; instead, a new election shall be held at the next regular meeting to fill that same position.  The Vice-Chair shall act as Chair in case of absence or temporary incapacitation.  In case of vacancy or permanent incapacitation of the Chair, the Vice-Chair shall then become Chair while relinquishing their position as Vice-Chair; the now-vacant Vice-Chair position can be filled as held previously.

**Section D. Impeachment**

Any EGSC officer may be removed from office by the following procedures:

**Part 1. Request for Impeachment Proceedings**

At least three voting members of EGSC must submit a written request for impeachment proceedings to the Chair, Vice-Chair, or Secretary; the receiving officer must inform the officer in question and the entire membership of the request and the subsequent initiation of impeachment proceedings at the next regular meeting.

**Part 2. Vote Necessary for Impeachment**

Provided proper notice was given as described in §VI.D.1, a two-thirds majority of voting members is necessary to impeach and remove from office the officer in question.

**Part 3. Vacancy after Impeachment**

If an officer is removed from office, then the vacancy shall be disposed of in accordance with §VI.C.

**Article VIII. Elections**

**Section A. Criteria for Officer Eligibility**

Candidates must be presently enrolled as a full-time graduate student in the College with a commitment to remain at that status for the full-term length.  The Chair, Vice-Chair, and Recruitment Chair shall be limited to those who have been previously involved in EGSC for greater than one semester.

**Section B. Nomination Timeline and Process**

Nominations shall be accepted no earlier than one (1) month prior to and no later than one (1) week prior to the scheduled election.  All nominations must be communicated in writing to the Secretary.  A member may nominate themselves or be nominated by the student organization advisors in addition to other members.  The Secretary shall inform all nominees of their status without delay after the close of nominations.  A member may choose to accept or reject a nomination as they see fit; rejections must be made in writing to the Secretary at least one (1) day prior to the scheduled election.

**Section C. Balloting Procedures**

All regular, run-off, and tie-breaking elections shall occur by secret ballot to be prepared, distributed, collected, and tabulated by the Secretary.  One-fifth of voting members present may request that the Chair conduct a re-tabulation of ballots; in the event of a discrepancy between the two counts, that election will be conducted again.

**Section D. Month of Scheduled Elections**

Officer elections shall be held at the regular meeting in the month of April every year.

**Section E. Election Rules and Procedures**

In the event of an unopposed candidate, then that member shall be elected to that position by default.  Except unopposed candidates, all candidates are entitled to deliver a two (2) minute speech from the floor.  A candidate who receives a majority vote of voting members present shall be elected to that position.

**Section F. Run-off and Tie Procedures**

If no candidate achieves a majority vote, then the two (2) candidates with the most numbers of votes shall proceed to a run-off vote conducted immediately.  In the event of a tie without majority (*i.e.* each candidate receives exactly 50% of the votes), then the current Chair, Vice-Chair, and Secretary shall break said tie with one (1) vote each.

**Article IX. Finance**

EGSC shall not charge membership dues at any time; the bulk of funding will derive from the College’s appropriations as authorized.  Funds may be used to support activities for graduate students in the College as well as those being recruited by the College for graduate enrollment.  Additional expenses may be funded by seeking Student Government support.

**Article X. Dissolution of Organization**

If this organization dissolves, all monies left in the treasury, after outstanding debts and claims have been paid, shall be returned to the College of Engineering as appropriate.

**Article XI. Voting Eligibility**

While membership is defined as in Article V, several additional requirements must be met for that member to vote on EGSC matters and to count in quorums: the voting member must be a presently enrolled full-time or part-time graduate student within the College and must be chosen by an authorized departmental representative or body or by an accepted non-departmental organization.  Once designated, a voting member must also participate in at least two (2) committee assignments per academic year; serving on a committee during the Summer C academic session shall count as one (1) assignment for the purposes of meeting this requirement.  Voting members are also expected to regularly attend general body meetings to the best of their ability. The designation of voting members shall have no effect on the ability of others in a department/organization to participate in EGSC less eligibility to vote and to count for a quorum.  A voting member may designate anyone from their respective department/organization to act as proxy in case of their absence from a meeting; this proxy shall be communicated to the Secretary by that voting member.

**Section A. Selection of Voting Members**

Each department within the College shall designate two (2) voting members for EGSC; the existence of a departmental graduate student organization does not entitle that department to more than two (2) voting members. This process shall occur without influence by EGSC. Those serving as EGSC officers may not also serve as department voting members for the duration of their term.

* Department of Agricultural & Biological Engineering
* J. Crayton Pruitt Family Department of Biomedical Engineering
* Department of Chemical Engineering
* Department of Civil and Coastal Engineering
* Department of Computer & Information Science & Engineering
* Department of Electrical & Computer Engineering
* Department of Environmental Engineering & Sciences
* Department of Industrial & Systems Engineering
* Department of Materials Science & Engineering
* Department of Mechanical & Aerospace Engineering

**Section B. Non-departmental Organizations**

From time to time, EGSC may accept two (2) voting members from a non-departmental organization by majority vote of the entire voting membership.  Unless de-affiliated by a two-thirds vote of the voting members present at a meeting with previous notice, this acceptance shall continue indefinitely; the non-departmental organization shall designate these voting members without EGSC influence.

**Section C. Graduating or Vacating Voting Members**

In the event that a voting member graduates, it is their responsibility to work with their department/organization to designate a new voting member and communicate this change to the Secretary.  If a vacancy occurs for the position of a voting member, then the respective department/organization shall expeditiously fill that vacancy.

**Article XII. Parliamentary Authority**

Unless superseded by another stipulation described elsewhere in this Constitution, the parliamentary authority for EGSC shall be *Robert’s Rules of Order Newly Revised, 11th Edition* or newer authorized editions as appropriate.

**Article XIII. Amendments to Constitution**

Amendments to this Constitution may be made at any regular meeting of EGSC provided notice of the proposed amendment was given at least one week prior to a vote. Any member is eligible to propose an amendment, and proposals should be sent to the Chair, Vice-Chair, or Secretary. 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.