

Constitution of the Chemistry Graduate Student Association

Article I. Object

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 university administration in an organized manner.

Article II. Organization

Section 1. Name

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

Section 2. Membership

All matriculated graduate students of the Tulane chemistry department are considered members unless barred by another Article.

Section 3. Officers and duties

The officers of the association shall consist of a speaker, treasurer, and 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.

- Speaker: The speaker shall organize and lead all CGSA meetings. The speaker shall communicate issues to the membership and resolutions to the appropriate entities.
- Treasurer: The treasurer shall be responsible for filing necessary paperwork with GSSA. This officer shall maintain a record of paperwork filed with GSSA.
- Secretary: The secretary shall be responsible for taking minutes at meetings, and be the official liaison between the executive board and student body.

Section 4. Anonymity

All concerns, complaints etc. expressed to the executive board are considered anonymous. Representatives must get a student’s permission before using their name.

Section 5. Nominations and elections

Nominations for positions shall be accepted one week prior to the first spring meeting, additional nominations from the floor shall be permitted. 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 year. Elections can be in person by ballot or by an anonymous online polling system. All officers will serve a 1-year term.

Section 6. Meetings

The CGSA shall hold a minimum of two meetings during each semester, as well as one meeting over the summer. All members shall be notified of meetings in writing at least twenty-four hours in advance of the scheduled meeting time.

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.

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 6. The motion for impeachment can be brought by any member of the executive committee or general membership. Prior to the vote, the officer in question must be informed of the reasons for the movement and provided the opportunity to address the general membership.

Article III. Amendments

The constitution may be amended at any regular meeting of the CGSA by a simple majority vote of the members provided the amendment was submitted in writing at a previous meeting. Furthermore, all amendments to the constitution must be ratified by GSSA.