

**Tulane University Graduate Student Studies Association
Ecology & Evolutionary Biology Department
CREEP Constitution**

Article I: Name

The name of this society shall be The **Club** for **Rumination** on **Ecology, Evolution, and Phylogenetics**, hereafter referred to as **CREEP**.

Article II: Purpose

The primary purpose of CREEP is to provide a venue for communication of current events with the Ecology & Evolutionary Biology (hereafter EEB) department, and to review discussions of broader interest from Graduate Student Studies Association (hereafter GSSA) meetings. Attention is also given to the organization of departmental events and maintenance of student-faculty relations, including a yearly meeting with a faculty liaison.

Article III: Membership

Membership in CREEP is open to all graduate students in the EEB department. Attendance is also situationally permitted for visiting students and faculty members.

Article IV: Officers

Section 1. Titles and Election Procedures

CREEP shall elect from its permanent membership a president, vice president, secretary, treasurer, Ecolunch coordinator, social coordinator, and first-year feelings representative. In addition, for every fifteen members of the EEB graduate student body, a member will be elected to represent the department at monthly GSSA meetings. Elections will take place at the first CREEP meeting of the academic year. Incumbent officers will first announce their will (or lack thereof) to remain in their current position. At this point, members may nominate themselves or others for each position, to run unopposed or against the incumbent officer. Votes will be cast by a show of hands. The newly elected officers will assume their duties at the second meeting of the fall semester. If a position is abdicated during the academic year, a replacement will be nominated as soon as possible, and confirmed at the CREEP meeting following nomination.

Section 2. Officer Duties

- A. President
 - i. Coordinate and oversee all CREEP meetings, including room reservation, procurement of food, and announcement of meetings to all members.
 - ii. Bring attention to issues relevant to the general membership, complementary to those announced by the GSSA representatives.
 - iii. Act as primary contact to the EEB faculty liaison, and arrange for a yearly meeting between CREEP and this faculty member to discuss issues raised by the CREEP membership.
 - iv. Maintain an up-to-date CREEP constitution.
- B. Vice President
 - i. Assist the president in coordination of CREEP meetings and social events, as necessary.
 - ii. Act as a channel of communication to the president and/or carry out the responsibilities of the president when needed.
- C. Secretary
 - i. Maintain a list of all CREEP members and contact information.
 - ii. Record attendance and minutes at each CREEP meeting, and promptly organize and distribute these minutes following the meeting's conclusion.
 - iii. Distribute announcements or other pertinent information as needed or requested by the president.
- D. Treasurer
 - i. Maintain CREEP funds, including a cash box and treasury spreadsheet tracking requests, spending, and reimbursement of GSSA-provided funds.
 - ii. This role may be filled by the CREEP President, a GSSA Representative, or delegated to a separate member.
- E. GSSA Representatives
 - i. Attend all monthly GSSA meetings and take notes to facilitate presentation of relevant information during CREEP meetings.
 - ii. Propose requests for CREEP funds at GSSA meetings, as prompted by the GSSA President.
 - iii. Arrange for proxy representatives to attend GSSA meetings when elected representative are unable to do so.
 - iv. Present information from GSSA at CREEP meetings, and forward GSSA e-mails of broad interest (e.g. social event announcements) to CREEP members.
- F. Ecolunch Coordinator
 - i. Work with EEB faculty to identify Fridays in which no other seminars are being held, and solicit Ecolunch presenters on those days.

- ii. Coordinate Ecolunch presentations, including funding requests to GSSA for snacks and refreshments, procuring these items, timely emails to the department advertising the presentations, and assisting the presenter with computer setup prior to the start of the meeting.
- G. Social Coordinator
- i. Participate in the organization of CREEP social activities. While other members may host these activities, the coordinator shall be proactive in offering assistance and distributing information on events. In particular, weekly e-mails should be sent to inform the department of the occurrence and location of the traditional Friday social hour.
 - ii. Monitor refreshment and snack inventory for Friday social hours, and take steps to solicit contributions from the department as necessary.
- H. First-Year Feelings Representative
- i. Maintain a general knowledge of morale among first-year graduate students in the EEB department.
 - ii. Communicate thoughts, questions, concerns, and other forms of expression relevant to new graduate students in the EEB department, in order to facilitate the transfer of departmental knowledge from more experienced members. These statements will typically occur at the conclusion of CREEP meetings.

Article V: Meetings

CREEP shall meet no fewer than three times per semester, preferably once monthly within one week of the monthly GSSA meeting. The president is responsible for determining the time and place of the CREEP meeting, and should accommodate the preferences of the membership to the best of their abilities. Meetings will follow a general agenda of:

- 1) Serving of food
- 2) Presentation of GSSA meeting information by representatives
- 3) Discussion of upcoming departmental events, including funding requests to be made before the next GSSA meeting
- 4) Discussion of issues relevant to the broader EEB department, including matters to bring to the attention of the faculty liaison
- 5) Discussion of other events occurring at Tulane or in the city of New Orleans
- 6) Presentation of first-year feelings
- 7) Adjournment

Article VI: Voting

Any requests for funding, from GSSA or the CREEP treasury, must be ratified by a simple majority during a CREEP meeting. In the event of a more pressing need to request funding, voting may be conducted via e-mail by the president, vice president, or secretary, with a period explicitly defined in which members may express their approval or dissent. Abstention from voting in these instances will be considered a tacit approval unless otherwise specified at the outset of voting. Once a funding request is approved by CREEP, it may be submitted to GSSA by the president, vice president, the member that originally requested funding, or the member that will be providing money for the event in advance of reimbursement.

Article VII: Amendments and Revision

Any amendments or revisions of this constitution must be submitted in writing and approved by a simple majority at a CREEP meeting. Members that cannot attend the meeting may send comments, objections, and/or votes in advance via e-mail. After approval, the amended or revised constitution shall be submitted for official approval by GSSA.