



Chemistry Graduate Student Council Constitution

v2.0 :: November 12, 2019

ARTICLE I: NAME

The organization shall be called Chemistry Graduate Student Council at UC San Diego, herein referred to as the CGSC.

ARTICLE II: STATEMENT OF PURPOSE

The CGSC exists to vocalize and advocate for the rights, concerns, and objectives of the graduate students in the Chemistry and Biochemistry (Chem. & Biochem.) Department at UC San Diego. The CGSC will act as the officially recognized liaison between Chem. & Biochem. graduate students and the department's administration and faculty.

ARTICLE III: NONPROFIT STATEMENT

Chemistry Graduate Student Council at UC San Diego is a non-profit student organization.

The CGSC is an unincorporated association of Chem. & Biochem. graduate students at UC San Diego. The members of the CGSC are the duly constituted representative assembly of the graduate students in the Chem. & Biochem. Department whose mandate to act on behalf of the graduate students in the Chem. & Biochem. Department is derived directly from the Chem. & Biochem. graduate student body. The CGSC is constituted as such according to the provisions of the United States Constitution on freedom of speech and association. The CGSC is a "Student Government Organization" at UC San Diego.

ARTICLE IV: CGSC MEMBERSHIP

SECTION I: Council Composition

In the Spring of each year, the Chem. & Biochem. graduate students shall elect two representatives from each entering class up to the normative to receive a degree in the Chem. & Biochem. Department (5 years), herein referred to as the senior year. Meaning, two individuals from their 1st, 2nd, 3rd, 4th, and 5th+ (or Senior) of the Ph.D. program and two individuals from the Research M.S. program will be elected in the Spring to

represent their class in the following academic year as representatives for 2nd, 3rd, 4th, 5th, and 6th (Senior) year, and M.S. classes, respectively. Furthermore, these individuals shall elect three executive officers—the Chair, Vice-Chair, and Communications Director—from amongst their ranks to help lead the council’s activities.

Furthermore, the Council shall appoint two members from the new 1st year class in the Fall (1 Ph.D. and 1 coursework M.S.), to represent these individuals in the midst of their first year of graduate study.

The Council may appoint one to four additional council positions as defined in the CGSC Representative Membership Bylaws (Article IV, section III).

SECTION II: Eligibility

Any registered graduate student in the Chem. & Biochem. Department at UC San Diego is eligible to be a member of the CGSC. The graduate student must represent their class (as described in Article IV section I). The exceptions to this are: 1). Members representing the Senior year, which can be filled by a student in that class year or later; 2). Research M.S. members who have transitioned into the Ph.D. program are eligible to run as a research M.S. representative within one year of defending their master’s thesis and as a representative for the current class year corresponding to number of years in the graduate program (typically this would include 2 years in the research M.S. program).

SECTION III: Responsibilities

All CGSC members are required to attend at minimum half of the officially convened Council meetings. If a representative will not be in attendance they must inform the executive officers at least one day in advance. Said member must also verify the fellow representative for their class will be in attendance, when possible. Additionally, all CGSC members should sit on at least one committee as described in the CGSC Representative Membership Bylaws (Article VI, section II) to carry out the goals and duties of the CGSC (Article II) and ensure the execution of the yearly minimum plan (Article IV, section IV).

SECTION IV: Yearly Minimum Plan

The following events should happen at the frequency outlined below. The Chair of the scheduling committee as defined in Article VI, section II of the CGSC Representative Membership Bylaws is responsible for reminding the responsible parties of the required events to ensure timely planning and execution.

GAC appointment (once, Late Summer, early Fall)

Renew Student Success Center Afiliation (once, Fall)
SLSS and SRS appointments (once, Spring)
Survey preparation (once, Fall/Winter Prep., sub in Winter/Spring, analysis (Spring))
Quarterly cof ee meetups (5th week, quarterly)
Town Hall (once, annual or biennial)
Orientation (once, prep summer, execution fall)
Participation survey (once, winter)
International Student Mixer (once, during pre-orientation)
Meetings (monthly)
Elections (once, Spring)
Voting Cof ee & Bagels (once, Spring)
Appointed and first year representatives (once, Fall)

SECTION V: Term of Office

All elected CGSC representatives shall serve a minimum term of one year, whereas appointed representatives serve until the end of the Spring quarter in a given academic year.

SECTION VI: GSA Representatives

The Chem. & Biochem. Department representatives of the Graduate Student Association (GSA) at UC San Diego, shall be *ex-of icio* members of the council, with one cumulative council vote that cannot be cast by GSA representatives that already hold a CGSC seat. The GSA representative's term of office in the council is dictated by their membership in the GSA. See CGSC Membership Bylaws Article II, section IV for GSA election details.

ARTICLE V: GOVERNANCE

SECTION I : Quorum

A meeting must be attended by one or more representatives from at least two-thirds of the council sub-groups (listed below) with fifty percent total attendance for quorum to be present and for the actions taken at that meeting to be binding on the CGSC. *Note: Class years listed below are determined by the student's class year during the academic year in which they serve on the CGSC. Meaning, the 1st years elected in the Spring of the previous academic year serve as 2nd year representatives on the Council, and so on.*

Elected Core Representatives (Spring, 2 seats per class)

1. 2nd

2. 3rd
3. 4th
4. 5th
5. Senior
6. Research MS (rMS)

Appointed Representatives (Seats available)

7. 1st Year (1)
8. Coursework MS (1)
9. Appointed (2-4)

SECTION II: Membership Bylaws

The CGSC shall adopt Membership Bylaws to govern its internal organization and the assembly of its seats. Amendments to the Bylaws shall require a two-thirds vote and be presented in written form at least one week in advance. The Bylaws may be suspended by a two-thirds vote.

SECTION III: Transparency

The open access of graduates to the CGSC and its resources is a critical feature of this council to expand engagement and participation of our community. As such, the CGSC shall strive to achieve transparency amongst the various entities in the Chem. & Biochem. Department.

Graduate students in the department shall be notified of a council meeting and its accompanying agenda by email one week prior to its start. CGSC council meetings are open to all Chem. & Biochem. graduate students.

Furthermore, Council Meeting Minutes/Notes shall be publicly available by electronic means (email, CGSC Facebook Page, CGSC website), with special care to reach the graduate constituents whom the CGSC representatives advocate for and represent.

The CGSC reserves the right to close meetings to the general public by a two-thirds vote of council members. During this time, minutes will not be recorded and only CGSC members may be in attendance.

SECTION IV: Parliamentary Authority

At the discretion of the Chair, Robert's Rules of Order Newly Revised shall govern this organization in all cases to which they may apply and in which they are not inconsistent

with this Constitution or its Bylaws and any special rules of order the organization may adopt.

SECTION V: Removal of Members

Any elected member of the CGSC may be removed by a vote of two-thirds of the members of the CGSC over two consecutive votes at least one week apart. One of the two votes must be executed in council, whereas the other may be issued digitally as dictated in Section VII.

SECTION VI: Resignation of Members

Any member may resign from the CGSC for any reason provided that Member notifies all members of the CGSC five working days before resigning from their responsibilities.

SECTION VII: Electronic Voting

Any member of the CGSC may at any time submit a motion via electronic message to the Chair. The Chair may at their sole discretion submit the motion via electronic message to the entire membership for a vote, provided that a meeting is not explicitly required by the Constitution or Bylaws for a vote on a motion of its type. The period of voting shall commence immediately when such submission to the membership occurs, and shall last for a minimum of 48 hours. Votes are to be sent directly to the Chair by way of an online form or email. After the prerequisite time, the Chair can be asked to make the voters and votes available for the minutes. The motion shall be adopted at the end of that time if approved by a quorum, with a failure to vote being counted as an abstention.

During the period of an electronic vote, any member of the CGSC may request of the Chair, via electronic message or in person, that the question be deferred until the next meeting. If any four members make such a request, the Chair shall notify the membership that the consideration of the motion is suspended and place the item on the agenda for the next meeting. The motion shall be considered deferred whether or not it has garnered sufficient votes for approval at the time of the fourth request for deferral, provided such request is made within 48 hours of the submission of the question to the membership.

ARTICLE VI: ELECTORAL PROCEDURE

SECTION I: Eligibility

Only registered UC San Diego students may hold office in the organization.
Only registered UC San Diego students may vote in elections for the selection of

the organization's officers.

Any nominee to the CGSC must be a registered graduate student in the Chem. & Biochem. Department.

SECTION II: Election Coordinator

To ensure a smooth election process, an election coordinator shall be appointed from the graduate student body by the CGSC to oversee the election. Preference in the position should go to current CGSC representatives who are not running for the following term.

SECTION III: Nomination

For CGSC membership, a graduate student candidate can be nominated by a member of the Chem. & Biochem. Department, including by self-nomination. Nominees are to be presented to the current Council in office one week prior to the CGSC election.

SECTION IV: Election

The CGSC election must be scheduled by the current Council in office no later than three weeks prior to the end of Spring quarter and earlier if required by the Membership Bylaws.

ARTICLE VII: EXECUTIVE OFFICERS/ RISK MANAGEMENT

Chemistry Graduate Student Council at UC San Diego is a registered student organization at the University of California, San Diego, but not part of the University itself.

Chemistry Graduate Student Council at UC San Diego understands that the University does not assume legal liability for the actions of the organization.

Possible risks include ensuring food offered at events fall within the dietary restrictions of attendees. To mitigate these risks, we ask for dietary restrictions on all RSVP forms.

SECTION I: Membership

The CGSC shall include three executive positions filled by sitting representatives, herein referred to as the Chair, Vice-Chair, and Communications Director.

SECTION II: Executive Officer Responsibility

The executive officers, herein referred to as executives, are responsible for assuring the CGSC meets at least twice per quarter, totalling at least eight meetings per year. The

executives are responsible for overseeing the activities of the CGSC and assuring that the CGSC continues to fulfill its purpose. The executives are responsible for assuring at least one executive is present at every meeting. The term of office for each executive is equal to that of all other elected Council members.

SECTION III: Chair

The Chair arranges and runs council meetings, ensures all CGSC events are executed, oversees any budgets, and acts as the council's head diplomat, interacting with administration/faculty as needed. Namely, the Chair shall organize meetings with the Graduate Office (quarterly) as well as the Department Vice-Chair of Education (annually). In addition, it is the responsibility of the Chair to preside over CGSC meetings or nominate an interim Chair to preside over a meeting if both the Chair and Vice-Chair are unable to attend.

SECTION IV: Vice-Chair

The Vice-Chair's primary role is to assist the Chair in fulfilling responsibilities listed above. Furthermore, the Vice-Chair is chiefly responsible for ensuring the continuity and function of council officer/committee appointments (See Membership Bylaws Article VI). In addition, the Vice-Chair will preside over the meetings of the CGSC, where the Chair is unable to attend.

SECTION V: Communication Director

The Communication Director acts as the major communicative liaison for the CGSC members both internally and externally. The Comm. Director's primary responsibilities including taking council notes/minutes, overseeing the CGSC's digital space (Google Drive, Facebook Page, email etc.) and list servers.

ARTICLE VIII: AMENDMENT TO CONSTITUTION

This Constitution may be amended by a two-thirds vote of the CGSC over two consecutive CGSC council meetings.

NB – This document of the CGSC was partially adapted from the Physics Graduate Council (PGC) at UC San Diego Constitution (v10, August 2nd, 2016)

The CGSC Constitution was ratified by the duly elected council members of the CGSC on July 18th, 2017.