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| ***Constitution of the Chemical Engineering Graduate Council*** |
| **I. Name:** Chemical Engineering Graduate Council (CEGC)  **II. Mission:** To foster the professional and personal development of past, present and future graduate students of the Chemical Engineering program at The Ohio State University.  **III. Organizational Structure:**   1. 6 person council. 2. Chemical Engineering Graduate Council responsibilities consist of five principal areas:    * Academic - foster a Top 10 program academic experience    * Business - foster professional execution of CEGC agenda    * Facilities - foster the improvement of physical facilities    * Recruiting - foster the recruitment of superior graduate students    * Social - foster the personal aspect of the graduate student experience 3. There are six roles for the members of the Chemical Engineering Graduate Council. The formal responsibility of each role is outlined in Section VII:    * President    * Vice President    * Treasurer    * Recruiting Officer    * Mental Health Officer    * Social Officer 4. Officer responsibilities:    * Exhibit leadership in the planning, coordination, & execution of events, activities, etc. in designated area of responsibility and with council as a whole.    * Represent the interests and concerns of graduate students in meetings with faculty, administration, and other relevant bodies.    * Advocate for policies and initiatives that promote inclusivity, diversity, and community within the department.    * Ensure events are inclusive, welcoming, and align with the Chemical Engineering Graduate Council’s mission. 5. Officer positions to be determined by the Chemical Engineering Graduate Council members after the election, i.e. independent of the election. 6. Comprised of current chemical engineering graduate students. 7. Departmental oversight:    * Graduate Program Coordinator and Graduate Studies Chair provide principal oversight. 8. Term of service:    * One year term of service. May serve, at most, three full terms.    * Service term coincides with OSU fiscal year (FY), or July 31st through August 1st of the following year (to coincide with Department of Chemical Engineering budget).   **IV. Eligibility**   1. Current chemical and biomolecular engineering graduate students in good academic standing only:    * CGPA > 3.0    * Making sufficient progress in chosen area of research 2. Enrolled in the chemical and biomolecular engineering graduate program for at least one academic quarter.   **V. Elections**   1. Term: from July 31st to August 1st of the following calendar year. 2. Nominations solicited electronically during the 1st week of July. 3. Confirmation of nominee's acceptance of nomination must be obtained electronically or in writing. 4. Those students who accepted nominations will be placed on electronic ballot or any other form of ballot deemed acceptable to a fair democratic process. 5. The election will be held during the 3rd week of July. 6. The Graduate Program Coordinator or an outgoing Chemical Engineering Graduate Council member will distribute the ballots electronically to all chemical and biomolecular engineering graduate students. 7. Each student will be allowed to vote for up to 6 candidates for Council. 8. The 6 highest vote receiving candidates shall win Council seats. Runoff elections will be conducted to break ties between candidates if the tie results in more than 6 candidates gathering the 6 highest vote totals. 9. If in the event special elections are required outside of the normal election period, the above process (adjusted in number of seats to fill only) shall be used to conduct elections to fill any vacant council positions. 10. In the event of a tie, a special committee shall be formed to vote among the members that are tied that will affect their membership in CEGC. This committee will be comprised of the following people within the department of Chemical Engineering:     * The Department Chair     * The Graduate Program Coordinator     * The Graduate Studies Chair     * Any two outgoing CEGC officers who are not running in the election in question. The order of precedence of these two officers will follow the order shown in Section III, point 3.   **VI. Transition**   1. The officers are relieved of their position/duties at the end of the term mentioned (section V). 2. The incoming officers are officially recognized as “active” upon being updated in the [student organization management system](https://activities.osu.edu/involvement/student_organizations/) by the outgoing primary leader/ management system access holder. 3. The removal of existing officers and/or general members from the roster can be made by the existing management system access holder upon the discretion of the organization advisor. 4. Outgoing council members must provide guidance & support of new council members through September 1st following elections.   **VII. Formal Responsibilities of Chemical Engineering Graduate Council**  President   * Provide leadership and direction to the Chemical Engineering Graduate Council * Motivate council members to actively participate and contribute to the council’s activities, delegating responsibilities when needed. * Oversee day-to-day operations. * Ensure that meetings are organized and productive. * Maintain communication with council members, graduate students, faculty, and staff within the department of chemical and biomolecular engineering. * Serve as primary spokesperson and advocate for the Chemical Engineering Graduate Council. * Work with Treasurer and council members to develop and manage the organization’s budget. * Develop long-term strategies and goals for the council’s growth and sustainability. * Address conflicts or issues that arise within the organization in a timely and effective manner. * Facilitate decision-making processes that involve input from the Chemical Engineering Graduate Council’s members.   Vice President   * Conduct elections for the Chemical Engineering Graduate Council. (unless re-applying for Chemical Engineering Graduate Council position) * Annual Survey - conduct an annual survey of the CBE graduate students during Spring Quarter. * Ensure continuity by documenting processes, maintaining institutional memory, and mentoring incoming leadership. * Aiding with presidential responsibilities when needed or when president is out of commission.   Treasurer   * Budget Management - manage the annual budget allotted to the Chemical Engineering Graduate Council. * Coordinate with department head, fiscal associate, and business officer on budget, purchasing, and reimbursement for events. * Ensure all receipts are collected and purchases made recorded. * Ensure financial resources are managed responsibly and transparently.   Mental Health Officer   * Compile and provide mental health resources to the CBE department. * Organize and present at mental health related events like suicide prevention month. * Ensure inclusivity in the planning of CEGC events.   Recruiting Officer   * Plan & conduct the Prospective Chemical Engineering Graduate Student Open House- weekend in spring semester with the Graduate Studies Chair. * Sit on Faculty Search Committee and evaluate faculty candidates per the request of the Department. * Host & evaluate prospective chemical engineering graduate students per the request of the Department. * Working with CBE Climate Change committee to encourage undergraduate interest in graduate programs both within and outside of OSU.   Social Officer   * Website and social media development and maintenance. * Foster relationships with other student organizations, departments, and funding sources to collaborate on initiatives and share resources. * Seek opportunities for partnerships that enhance the council’s activities and impact.   **VIII. Informal Responsibilities of Chemical Engineering Graduate Council**   1. Use funds allotted by the Department in a manner that is consistent with the mission of the Council. 2. Provide guidance and direction for the chemical engineering graduate student body. 3. Act as a voice for the graduate student body 4. Act as ambassadors on behalf of The Ohio State University, the Department of Chemical Engineering, & the graduate student body 5. Act as a resource for the Department, The Ohio State University, and Chemical Engineering Alumni Society   **IX. Non-Discrimination Statement**  Chemical Engineering Graduate Council (CEGC) is committed in policy, principle, and practice to maintain an environment which prohibits discriminatory behavior. CEGC prohibits discrimination on the basis of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status or any other basis in accordance with [the guidelines](https://activities.osu.edu/posts/documents/student-organization-registration-guidelines-updated-by-csa-02032020.pdf) provided by The Ohio State University. CEGC believes that all members and/or participants may benefit from each other’s experiences and foster mutual respect and appreciation of divergent views. |