

CONSTITUTION OF COES GRADUATE STUDENT COUNCIL

Louisiana Tech University

Article I – Name

The name of the organization will be *College of Engineering and Science Graduate Student Council (COES-GSC)*.

Article II – Purpose

Section 1: The graduate student council will be a representative council for the graduate students of College of Engineering and Science (COES), Louisiana Tech University. The COES Graduate Student Council will NOT function as a separate governing/ disciplinary authority over the student body.

Section 2: The COES Graduate Student Council will serve as an interface to facilitate open communication between the administration and the graduate students. It will inform the administration about the needs and concerns of the graduate students and inform the graduate students of the COES administrative policies and decisions.

Section 3: The COES Graduate Student Council will encourage students to improve the quality of their education by providing resources and opportunities that will expand their knowledge and experience.

Article III – Student Body Representation

Section 1: The student body represented will be composed of all COES graduate students currently enrolled in a full-time graduate degree program (MS/ PhD) at Louisiana Tech University.

Section 2: Membership is open to present members without restrictions such as race, sex, national origin, religion, marital status, parental status, or disability.

Section 3: Membership is required to participate in elections and nominations for officer positions defined in Article IV.

Article IV – Officers

Section 1: The officers of the council will hold the following positions:

- President
- Vice-President
- General Secretary (GS)
- Treasurer
- Public Relations Officer (PRO)
- Ad Hoc Committee Members

Section 2: The executive committee will be constituted and be comprised of:

- Current elected officers
- Faculty advisor
- COES Graduate Admissions and Enrollment Specialist

Section 3: Elections

The officers of the council will be elected annually by the organization’s members. The elected officers will serve a 1-year term starting in the Spring quarter of the current academic year and ending at the end of the Winter quarter of the following academic year. The elections for officers will be held on the date and time decided by the council. Nominations and elections will be held during the same meeting, and nominations can be made for oneself or another person. A call for nominations will be made at least one week before the day of the election. Those nominated for the presidency must have served at least one year in the organization to be eligible. Voting procedures will follow Robert’s rules of order. The COES Graduate Admissions and Enrollment Specialist (or a suitable substitute as appointed by him/her in consultation with the council) will preside over the election process.

Section 4: Duties of officers

A. President: The president will assume responsibility for leadership in the work conducted by the council. The president will call and preside at all meetings, be the official spokesperson, appoint ad hoc committees for special events/tasks and be the ex-officio member of all such sub-committees formed within the organization. The president shall be responsible for reporting and ensuring that all active members have completed their hazing training.

B. Vice-president: It shall be the role of the vice-president to fill the role of the president in the event that the current president be unable to fulfill his or her duty for any reason. It shall also be the role of the vice-president to work in cooperation with the president and the rest of the executive committee to ensure that the needs and duties of the council are met.

C. General Secretary: The general secretary will record and keep minutes of all meetings and procedures, be the chief moderator of the organization's email alias, compile a list of all members and be responsible for sending out official notices to the members of the council.

D. Treasurer: The treasurer is responsible for managing the funds of the council. The treasurer will maintain a record of all financial transactions such as expenditures, purchases and grants as and when required. The treasurer will co-sign on all financial documents with the president as and when required. At least two officers should cosign for any expenditure as and when required.

E. Public Relations Officer: The public relations officer will be a liaison to send out official notices and to convey the decisions made by the executive committee to the concerned bodies such as administration, student body or other organizations.

Article V – Faculty Advisor

Section 1: The Dean/ Interim Associate Dean of the COES Graduate Studies will be the ex-officio faculty advisor for the organization. A number of faculty advisors will be selected by organization as needed. The faculty advisor shall NOT exercise care, custody, and/or control over the funds of the organization; however, it is within the guidelines and purview of the faculty advisor to review, on a regular basis, any and all aspects of the banking procedures/guidelines/activities of the organization (including, but not limited to, cancelled checks, bank statements, check books) in order for the organization to maintain its mission and purpose as an officially recognized organization on the campus of Louisiana Tech University.

Article VI – Mentors

The COES Graduate Student Organization can solicit mentors for guidance and facilitate the proper functioning. The number of mentors can vary upto 10 based on present requirements decided by council leadership. Mentors include faculty and other officials from different departments, distinguished alumni, and industry representatives.

Article VIII – Meetings

Section 1: Executive committee meetings will be held monthly or as often as needed.

Section 2: General body meetings will be held at least once a quarter and is open to all members of the organization. A *reminder email* will be initiated no less than 3 days before each meeting.

Article IX – Finance

Section 1: There is no membership fee required, but funds can be voluntarily given as needed. It is also understood that the organization’s bank account cannot use Louisiana Tech’s name, tax identification number, or logo in any form or fashion.

Article X – Committees

Section 1: The president can appoint sub-committees for ad hoc tasks/events for additional support. The vice-president will coordinate the communication between the sub-committees and council.

Article XI – Conduct

Section 1: The organization and its members agree to abide by the rules and regulations of Louisiana Tech University.

Section 2: Hazing, in any form, is strictly prohibited by Louisiana Tech University and will not be allowed by this organization or its individual members and we will educate our members on the definitions of hazing, the possible consequences for committing hazing, the laws regarding hazing, and the negative effects of hazing.

Article XII – Amendment of Constitution

Section 1: Suggestions for amendment or revision of the Constitution may be presented at any general body meeting. The motion for amendments may be brought into effect by achieving a two-thirds majority of the members present.

Section 2: The amendments of the constitution may not be immediately effective and must be approved by a faculty member as well as the Louisiana Tech Student Government.

Last Revised: March 15, 2019