

Earth and Planetary Sciences Graduate Student Organization Constitution
Last updated 22 June 2020
Approved by 18 graduate students

I. MISSION STATEMENT

- A. This organization shall be known as the Earth and Planetary Sciences Graduate Student Organization (EPS GSO).
- B. The purpose of this organization is to
 - i. Further the cultural, academic and research interests of the students in the graduate program of Earth and Planetary Sciences and
 - ii. Foster better communication between graduate students and faculty of the Earth and Planetary Sciences Department.

II. MEMBERSHIP

- A. All currently enrolled students in the graduate program of Earth and Planetary Sciences shall be members of this organization (e.g. no action is required to enroll).
- B. Membership will be available to the graduate student population at Rutgers University, especially if it is deemed relevant to their field of study and the individual feels they will benefit from membership of this organization.

III. MEETINGS

- A. At least one regular meeting shall be held each Fall and Spring semester with the time and place of each meeting to be determined by the President.
- B. Special meetings may be called by the President upon written request of members of the organization (including email).
- C. A quorum for all regular and special meetings shall consist of members present.
- D. Regular meetings should have an explicit “open floor” section to allow graduate students to bring up topics or areas of concern or discussion.
- E. Any situation not provided for in this constitution shall be decided by procedures as stated in the Rutgers Graduate Student Association (GSA) Constitution or by appending this document.

IV. OFFICERS AND DUTIES

- A. The elected officers of the Earth and Planetary Sciences Graduate Student Organization shall include a President, Vice President, Faculty Liaison, Secretary, Treasurer/Social Chair, and Special Events Chair.
- B. All officers shall serve without salary or financial remuneration.
- C. The President shall
 - i. Coordinate and lead regular meetings of the organization;
 - ii. Call special meetings when requested under Article III, Section B;
 - iii. Disseminate information to the EPS Department or EPS faculty, per Article V, Section B; and
 - iv. Perform other such duties as customarily pertain to the office of President.
- D. The Vice President shall
 - i. Be an aide to the President, and in case of the absence or disability of the President, pro tempore assume and perform the duties of the President;

- ii. Attend faculty meetings and report pertinent information to the GSO; and
 - iii. Meet with the Department Chair and Graduate Program Director ideally on a monthly basis but at least on a bi-monthly basis to discuss matters pertaining to graduate students, per Article V, Section A.
- E. The Faculty Liaison shall
 - i. Along with the Vice President, meet with the Department Chair and Graduate Program Director, ideally on a monthly basis but at least on a bi-monthly basis to discuss matters pertaining to graduate students, per Article V, Section A.
- F. The Secretary shall
 - i. Take meeting minutes and disseminate those minutes to GSO members following GSO meetings coordinated by the President;
 - ii. Lead GSO meetings in the instance that both the President and Vice President cannot be present; and
 - iii. Be responsible for EPS GSO social media accounts (Instagram & Twitter) and update and recruit graduate students for content on a semi-regular basis (ideally monthly but at least bi-monthly).
- G. The Treasurer/Social Chair shall
 - i. Coordinate and lead GSO social events, at least one event per Fall and Spring semester.
 - ii. Maintain the financial records of the organization;
 - iii. Be responsible for receiving all revenue of the organization and
 - iv. Ensure completion and submission of sign-in sheets and reimbursement forms to be submitted to the GSA following social events.
- H. The Special Events Chair shall
 - i. Coordinate and lead special GSO events (including but not limited to invited colloquium speakers, meetings with Union leaders or representatives from other Rutgers resources, department poster sessions, etc.); and
 - ii. Ensure completion and submission of sign-in sheets and reimbursement forms to be submitted to the GSA following special events.
- I. Attending mandatory Graduate Student Association events will be handled by all GSO officers on a rotating basis.

V. COMMUNICATIONS

- A. Communications with EPS leadership (EPS Graduate Program Director and EPS Chair)
 - i. Graduate students who wish to have a topic brought to the attention of EPS leadership should bring these topics to the attention of EPS GSO officers in a regular meeting or via personal communication (e.g. email, personal conversation, etc.).
 - ii. Such topics should be compiled by the GSO Vice President and Faculty Liaison.
 - iii. Prior to meetings with EPS leadership, the Vice President and Faculty Liaison should send the list of topics to be discussed to the GSO general body via email for anonymous voting.
 - iv. The general body should have three days to vote on topics. If a simple majority (half + 1) of the voting general body votes in favor of a topic being

discussed with EPS leadership, the Vice President and Faculty Liaison shall discuss that topic with EPS leadership at their next meeting.

- v. The Vice President and Faculty Liaison should send the list of topics to be discussed to EPS leadership prior to the meeting.
- B. Communications with entities outside of the GSO on behalf of the GSO
- i. Graduate students that wish to have a topic or statement disseminated to the entirety of the EPS department on behalf of the GSO should bring them to the attention of EPS GSO officers in a regular meeting or via personal communication (e.g. email, personal conversation, etc.).
 - ii. The President, GSO officers, and anyone in the graduate student body should work together to create the statement to be distributed to the department on behalf of the GSO.
 - iii. The statement should be sent to the GSO general body via email for anonymous voting.
 - iv. The general body should have three days to vote on statements. If three-fourths of the general body votes in favor of a statement being distributed, the President should distribute the statement to the EPS department on behalf of the GSO with the number of voting graduate students in favor and opposed.

VI. CANDIDATES AND TERM LIMITS

- A. All candidates for an office will be members of the organization and intend to be members of the organization for the length of their term.
- B. No individual shall be a candidate for an office in which they have previously served two terms. A partial term shall be considered a full term if it is longer than one-half the length of a normal term.
- C. No individual shall hold more than one elected officer position in the organization concurrently.

VII. ELECTIONS AND VACANCIES

- A. Election of Officers:
 - i. Elections will be held before the end of each summer, ideally during the last regular meeting of the Spring semester.
 - ii. Members may volunteer to fill an office position or nominate any other members to an office position.
 - iii. Anonymous voting will be carried out in person or using an online survey tool.
 - iv. Newly elected officers shall take office on 1 September and serve through 31 August of the following year.
- B. An officer shall lose their position should they
 - i. Cease to be a member of the organization;
 - ii. Fail to attend at least three-fourths of the regular meetings each term without approval from the other officers; or
 - iii. Be removed by three-fourths vote of organization members for failure to perform their duties.
- C. Vacancies

- i. If an office shall become vacant, the President shall order at the earliest date a special meeting of the organization for the purpose of filling such office following the Requirements of Article VII, Section A.
- ii. The Requirements of Article VI, Sections A-C shall still hold.
- iii. The member thus elected shall immediately enter upon their duties and shall remain in office until the next regular election.

VIII. AMENDMENTS

- A. The proposed amendment must be submitted to an EPS GSO officer in writing by no fewer than five members of the organization.
- B. The proposed amendment shall be discussed at the next regular meeting, provided that all members of the organization have been previously informed of its content via email by the Secretary.
- C. Three-fourths of the legal votes cast shall be required to pass the amendment.

IX. UNIVERSITY REGULATION

- A. This organization shall be in full compliance with all pertinent University Regulations and any other rules, regulations, and policies of Rutgers University that may be relevant to its activities.
- B. A member of the faculty of the graduate program of the Earth and Planetary Sciences Department shall be selected by the EPS GSO officers to serve as advisor to the organization.