

**CONSTITUTION OF ENGINEERING EDUCATION
GRADUATE STUDENT ASSOCIATION (ENEGSA)**

School of Engineering Education


Purdue University


Ratified: March 23, 2015

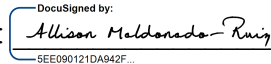
Revised: June 11, 2022

Founded: October 21, 2008

APPROVAL OF THE ACADEMIC YEAR 2022-2023 REVISIONS

President:  date: 06/11/2022

Faculty Advisor:  date: 7/8/2022

SAO Representative:  date: 7/11/2022

ARTICLE I

Name

The name of this organization is the Engineering Education Graduate Student Association. It is also known as the Engineering Education GSA, ENE Graduate Student Association, and/or the ENEGSA.

ARTICLE II

Purpose

The ENEGSA exists to enhance the scholarly community of graduate students within the School of Engineering Education (ENE) at Purdue University by:

- Providing graduate student representation on various College of Engineering, School of Engineering Education, and various student-organized committees and organizations
- Providing opportunities for professional development and networking, including sponsoring seminars and departmental activities
- Assisting in the recruitment of new graduate students

- Supporting members in the mentoring of other graduate students
- Facilitating social interactions within the graduate student body and between the graduate student body, their families, and the community.

ARTICLE III

Definition of Membership

Membership is limited to all graduate students enrolled in the Purdue University School of Engineering Education. Eligible individuals are automatically members of the ENEGSA but can decline membership if they so choose. Post-doctoral researchers may indicate their interest in membership by writing to the current ENEGSA President.

Purdue University staff and faculty (including faculty advisors) are eligible for adjunct membership, meaning that they may have all rights and privileges therein, except for the right to vote or hold office.

Membership and participation are free from discrimination on the basis of race, religion, color, sex, age, national origin or ancestry, genetic information, marital status, parental status, sexual orientation, gender identity and expression, disability, or status as a veteran.

ARTICLE IV

Administration

Section 1. *Branches*. The ENEGSA administration will have four parts: the Executive Board, Internal Committee Representatives, External Committee Representatives, and the Faculty Advisor.

Section 2. *Executive Board*. The Executive Board of the ENEGSA shall consist of the President, Treasurer, and Secretary. All ENE graduate students are eligible to run for and hold any officer position on the Executive Board.

Section 3. *Internal Committee Representatives*. Each Internal Committee is led by a Committee Chair who reports to the Executive Board. Committee Chairs are non-elected positions. Each committee must have at least three members in addition to the Chair. Committees may include but are not limited to the following: Student Relations, Communications, Social Networking, Financing/Fundraising, Athletics, and Professional Development.

Section 4. *External Committee Representatives*. The ENEGSA provides representatives to various College of Engineering, School of Engineering Education, and student-organized committees and organizations. These organizations include, but are not limited to, the Graduate Student Advisory Council (GSAC), ENE Graduate Committee, and the Purdue Graduate Student Government (PGSG). External Committee Representatives are elected positions. All ENE graduate students are eligible to run for and hold any External Committee Representative position.

Section 5. *Faculty Advisor*. The Faculty Advisor of the ENEGSA will be a faculty member in the School of Engineering Education. There are no term limits for the Faculty Advisor. The first choice for the Faculty Advisor should be the Chair of the School of Engineering Education's Graduate Committee.

Section 6. *Participation Limitations*. No ENE graduate student shall hold more than two elected positions on the Executive Board and/or committees unless a shortage of candidates for the available positions exists. All elected positions, unless otherwise specified, have a term limit of one year. With the exception of the Faculty Advisor, ENEGSA board members (i.e. Executive Board, at least one representative from each Internal and External committee) are expected to attend most, if not all, general ENEGSA meetings.

ARTICLE V

Officers and Duties

Section 1. *President*. The duties of the President include:

- Creating agendas for and running both administration and general ENEGSA meetings
- Working with the Secretary to organize both administration and general ENEGSA meetings
- Working with the Treasurer to write grant proposals and reports related to obtaining and maintaining organizational funding
- Interacting with other university and student organizations to host and sponsor events
- Conducting spring officer elections under the supervision of the Faculty Advisor

Section 2. *Treasurer*. The Treasurer keeps accounts, deposits the organization's funds, and makes expenditures in a manner approved by the Business Office for Student Organizations. In addition, the duties of the treasurer include:

- Creating and maintaining a budget
- Working with the President to write grant proposals and reports related to obtaining and maintaining organizational funding

Section 3. *Secretary*. The duties of the Secretary include:

- Documenting ENEGSA's meetings, progress, and attendance at events
- Working with President to organize both administration and general ENEGSA meetings
- Updating ENEGSA's Facebook page and any other applicable web presence to advertise ENEGSA events and disseminate relevant information

Section 4. *Internal Committee Representatives*. The duties of the Internal Committee Representatives include:

- Carry out the goals of the committee and report to the executive board
- Committee Chairs are responsible for ensuring that committee goals are met

Section 5. *External Committee Representatives*. The duties of the External Committee Representatives include:

- Serving as liaisons between the graduate student body and various College of Engineering, School of Engineering Education, and other student organization committees and organizations
- Giving regular progress reports to the executive board members and membership at-large

Section 5(a) Graduate Student Advisory Council (GSAC) representative(s) consist of one elected representative and one alternate who serves when the elected representative is unavailable. The duties of the GSAC representative(s) includes:

- Attend monthly meetings with the Dean of the College of Engineering to discuss the graduate student concerns
- Solicit concerns of the graduate students to bring to the attention of the Dean

Section 5(b) Purdue Graduate Student Government Senator positions will consist of a Senior Senator and a Junior Senator that will handle issues in absence of the Senior Senator. This is a two-year position that progresses from Junior Senator in year 1, and then to Senior Senator in year 2. The duties of the senator include:

- Maintain Senate responsibilities and good standing within the senate.
- Disseminate information about activities and events happening in PGSG that affect the department or university.
- Seek feedback for PGSG activities and legislation currently under consideration

Section 5(c) Engineering Education Graduate Committee consists of three elected graduate students.

- Senior Chair – Only member with voting rights for Graduate Committee concerns, one-year term. Must have served two terms as Junior Chair (one Spring and one Fall).
- 1st Junior Chair – Focus is on departmental policy, and general business of the grad committee, will assume duties of Senior Chair after serving at least one academic year. 1st Junior Chair will assist Senior Chair, though 1st Junior Chair has no voting rights, one-year term.
- 2nd Junior Chair - Focus is on student affairs including recruitment and peer ombudsman. 2nd Junior Chair will assist Senior Chair, though 2nd Junior Chair has no voting rights, one-year term.

The duties of the Engineering Education Graduate Committee include:

- Attending Graduate Committee meetings on issues relating to departmental procedures, including admissions, courses, graduate student issues
- Keeping any and all details pertaining to the Graduate Committee meetings as strictly CONFIDENTIAL

Section 6. *Faculty Advisor*. The duties of the Faculty Advisor include:

- Monitoring actions of the ENEGSA and supporting in additional capacities

ARTICLE VI

Amendments and Bylaws

Section 1. *Proposal of Amendments and Bylaws*. Amendments to this constitution can be proposed by any member of the ENEGSA. Amendments can be proposed in person at any ENEGSA meeting or in writing to any member of the Executive Board.

Section 2. *Approval of Amendments and Bylaws*. Amendments and bylaws will be adopted by a two-thirds majority of the body present at the time of voting. All amendments to the constitution and bylaws are subject to the approval of the Office of Student Activities and Organizations. They MAY NOT take effect until they have been approved.

BYLAWS

Section 1. *Election Procedures*. Elections can be held at an ENEGSA meeting or through the virtual meeting of an online anonymous vote. Elections will be held at the end of each academic year (Spring) to elect officers whose terms will begin on the first day of the following semester. The ENEGSA President will be responsible for conducting the election process, overseen by the Faculty Advisor.

Section 2. *Office Vacancies*. Vacancies on the executive board and external committees will be filled as soon as possible by a special election. Vacancies on internal committees will be filled as needed unless the committee chairs request replacement representation immediately.