Constitution and Bylaws
of the
Engineering and Computer Science Graduate Student Organization
(ECS-GSO)

ARTICLE I. Introduction

Section I. Name
i. The name of this organization shall be Engineering and Computer Science Graduate Student Organization, hereinafter referred to as ECS-GSO.

Section II. Mission Statement
i. ECS-GSO is the organization of, by, and for Syracuse University College of Engineering and Computer Science graduate students (hereinafter referred to as E&CS graduate body.)

ii. The purpose of this organization shall be:
   a. To provide an inclusive, public, and democratic space in which to advocate for the interests of all Engineering and Computer Science (E&CS) graduate students, through cooperation among students and negotiation with faculty and administrators.
   b. To encourage and promote student interest in related fields of research and education.
   c. To promote interdepartmental collaboration and interest among the E&CS graduate body.
   d. Promote professional development of E&CS graduate students.

Section III. Objectives
i. The objectives of ECS-GSO shall be as, but not limited to, the following:
   a. To improve communication and collaboration between the E&CS graduate students, the Syracuse University student body, faculty and administrators, the Syracuse community, and other domestic and/or international universities, organizations, and companies.
   b. To provide a network of current and former E&CS graduate students to the E&CS graduate body.
   c. To organize events and activities geared towards fulfilling its purposes stated in Article I, Section II-ii.

ARTICLE II. Organizational Structure

Section I. Executive Board
i. The Executive Board shall consist of nine Executive Officers: President, Vice-President/Recording Secretary, Comptroller, Social Chair, First-Year Representative, and one Department Representative from each of the four Departments in the College of E&CS.

ii. Other officers may be elected if and when it is deemed necessary by the Executive Board.

iii. Each matriculated E&CS graduate student may hold one office in the Executive Board.

iv. All of the Executive Officers shall preside at all meetings of the Executive Board.

v. The Executive Board shall approve all Committee Chairs. A Committee Chair position shall not disqualify the member from holding an office in the Executive Board.

vi. Vacancies among elected, appointed, or approved Officers lasting less than one month shall be filled by consensus of the Executive Board. Vacancies greater than one month shall necessitate a re-election.

vii. The Executive Board shall:
   a. Consist of all Executive Officers, and manage, in general, all of the business and affairs of the ECS-GSO.
   b. Take action as a whole via a majority vote. Quorum shall be a majority of Executive Officers, excluding vacancies.
   c. Take on the duties of any vacant office, delegating such responsibilities and powers as the Board sees fit to the remaining Executive Officers.
   d. Be responsible for attending all General, Executive, and Special Meetings.
   e. Establish the place and time of ECS-GSO General, Executive, and Special Meetings, unless the E&CS graduate body otherwise requests.
   f. Call, with due notice, Special Meetings of the Executive Board. Due notice is defined as seven calendar days.
   g. Compose one written General Semester Report per academic semester, comprising of individual reports by all Executive Officers, to be distributed on the E&CS listserv and published on the ECS-GSO website.

viii. The President shall:
   a. Serve as Chief Executive of the ECS-GSO and oversee its operations and budget.
   b. In general, supervise all of the business and affairs of the ECS-GSO.
   c. Represent E&CS graduate body to the GSO, and to the University Administration and the Graduate School, when necessary, in consultation with the Executive Board.
   d. Prepare the General Semester Report, with the addition of individual reports by all Executive Officers, and be responsible for its distribution and publishing.
   e. Serve as an ex-officio member of all ECS-GSO Committees.
   f. Serve in office for a period of one year following election.

ix. The Vice-President/Recording Secretary shall:
   a. Assist the President in supervising all of the business and affairs of the ECS-GSO.
b. Record the minutes at the Executive Board meetings, and maintain an archive of the same.
c. Maintain rolls at each Executive Board meeting, and maintain an archive of the same.
d. Maintain an information list of all Officers, Committee Members, and other positions, if any.
e. Serve as the President with all powers and privileges therein during absence, infirmity, or incapacity of the President.
f. Serve as an ex-officio member of all ECS-GSO Committees.
g. Prepare one individual Semester Report per academic semester.
h. Serve in office for a period of one year following election.

x. The Comptroller shall:
a. Maintain current and accurate financial records of the ECS-GSO.
b. Be responsible for all budget applications to or other financial business with the GSO, the College of E&CS, and the University.
c. Advise the Executive Board on matters related to the ECS-GSO budget and other financial assets.
d. Supervise all other Financial Officers, if any.
e. Prepare one individual Semester Report per academic semester, working with other Financial Officers, if any.
f. Serve in office for a period of one year following election.

xi. The Social Chair shall:
a. Be the Chair of the Event Committee, and oversee its operations.
b. Be responsible for coordinating with other graduate student organizations at SU, or other academic institutions, when possible and/or approved by the GSO and/or the University Administration.
c. Be responsible for the creation, maintenance, and supervision of all ECS-GSO social media accounts.
d. Advise the Executive Board on matters dictated in paragraphs a, b, and c.
e. Be the Chair for all social committees that may be formed under the ECS-GSO, and report to the Executive Board on all related matters.
f. Prepare one individual Semester Report per academic semester.
g. Serve in office for a period of one year following election.

xii. The First-Year Representative shall:
a. Be preferably elected/appointed from among the matriculated E&CS first-year graduate students.
b. Be elected/appointed in the first ECS-GSO General Meeting of the academic year from among the first-year graduate students.
c. Be responsible for organizing information sessions aimed for all matriculated first-year E&CS graduate students (hereinafter referred to as First-Year Graduate Students, FYGS.)
d. Assist and work in collaboration with the Social Chair in organizing social and professional activities geared towards FYGS.
e. Work in collaboration with all Officers, as necessary, to assure proper information flow between the FYGS and the Executive Board.

f. Seek input from the FYGS, and report to the Executive Board.

g. Prepare one individual Semester Report per academic semester.

h. Serve in office for a period of one year following election/appointment.

xiii. The Department Representatives shall:

a. Comprise of one Officer from each of the following four E&CS Departments:
   i. Department of Biomedical and Chemical Engineering (BMCE)
   ii. Department of Mechanical and Aerospace Engineering (MAE)
   iii. Department of Civil and Infrastructure Engineering (CIE)
   iv. Department of Electrical Engineering and Computer Science (EECS)

b. Serve as Chair in their respective Department Committees.

c. Become GSO Senators, if possible, or recruit members from their respective departments to become Senators in the GSO Senate, representing their respective departments, and when necessary, the ECS-GSO. GSO Senators must comply with all requirements, as stipulated by the GSO, to hold a GSO Senator position, and report all GSO Senate-related matters to the ECS-GSO Executive Board.

d. Coordinate with their respective Department administration to keep track and maintain a list of alumni.

e. Maintain information flow between the Departments and the Executive Board.

f. Advise the Executive Board on matters related to their respective Departments.

g. Work in collaboration with all of the Officers, when necessary, to ensure proper department-level communication between the E&CS graduate students, Department Administrations, and the ECS-GSO.

h. Each Department Representative shall serve in office for a period of one year following election.

Section II. Committees

i. There shall be seven standing committees of the ECS-GSO. Any number of ad-hoc committees may be formed, as seen fit by the President and/or the Executive Board.

ii. Standing committees of the ECS-GSO shall be the Events Committee, the Interdisciplinary Research Committee, the Finance Committee, and one Department Committee for each department stated in Article II, Section I-xiii-a.

iii. All members of any committee not specifically designated by this Constitution shall be approved by the President or Vice-President.

iv. All committees shall have as many members as necessary or as seen fit by the Executive Board.

v. All committees shall coordinate with the Department Representatives to ensure student input and involvement from all of the four E&CS Departments.

vi. Each Committee shall prepare a Semester Report per academic semester to be submitted to the Executive Board by the Committee Chair.
vii. The Events Committee shall:
   a. Be chaired by the Social Chair, and shall work with the Social Chair in preparing the Semester Report.
   b. Organize activities and events for social, professional, community outreach, fundraising, or any other purposes, as seen fit by the Committee Chair and Executive Board.
   c. Schedule regular meetings or convene as necessary to manage all ECS-GSO events.

viii. The Interdisciplinary Research Committee shall:
   a. Have one Chair approved by the Executive Board in the first Executive Board Meeting. The Chair of this Committee shall advise the Executive Board on related matters.
   b. Organize and/or facilitate tours, demos, and/or activities to introduce E&CS graduate students to the available laboratories, equipment, and facilities within the College, and the University, if and when possible.
   c. Prepare short news articles for featuring research, awards, or other news related to E&CS graduate students on the ECS-GSO website, social media, or by other means of public communication.

ix. The Finance Committee shall:
   a. Be chaired by the Comptroller, and shall work with the Comptroller in managing the ECS-GSO budget and budget-related matters, and preparing the Semester Reports.
   b. Be responsible for applying for annual funding to the GSO, and finding and applying to any other funding opportunities within the University.

x. Each Department Committee shall:
   a. Be chaired by the Department Representative for the respective department.
   b. Be responsible for recruiting graduate students from the respective department, organizing departmental events and/or activities, and/or schedule Departmental Graduate Student Meetings.

Section II. Advisor
i. The faculty/staff advisor of the ECS-GSO shall be a current member of the faculty or staff in the College of E&CS, and shall not be leaving within two years of being elected.
ii. The faculty/staff advisor shall provide guidance and advice in the operations of the ECS-GSO, and act as a resource for the ECS-GSO.
iii. The Executive Board shall schedule one meeting with the faculty/staff advisor per academic semester. Additional meetings shall be scheduled, if and when needed.
iv. When a new faculty/staff advisor is needed, a faculty/staff advisor shall be elected by the Executive Board from a pool of advisor candidates by the end of April.
v. When a new faculty/staff advisor is needed, a pool of advisor candidates shall be formed through input by all Executive Officers. Advisor candidates must be contacted, and acceptance of offer from the candidate must be received before the
candidate is added to the pool. Candidates must be added to the pool by the first week of April.

vi. The faculty/staff advisor’s status/role within the organization shall be reviewed at the end of his/her one-year term as stated in the most recent Advisor Contract in effect.

ARTICLE III. Membership

Section I. Membership Eligibility

i. All matriculated graduate students (including Master’s and Doctoral students) in the College of E&CS are members of the ECS-GSO and have the right to attend meetings, and elect Officers and Committee Members.

ii. Membership shall be automatically granted upon enrollment in a graduate program offered in the College of E&CS and terminated upon graduation (or upon termination of graduate study).

iii. Any individuals affiliated with Syracuse University may also become members upon request. These members shall be known as “associate members.”

iv. Associate members may attend meetings, speak at meetings as members of the audience, and assist with program events under the supervision of active members.

v. Associate members may not hold office, vote, or otherwise conduct official organizational business, nor solicit funds on behalf of the ECS-GSO.

Section II. Executive Board Eligibility

i. All members, excluding associate members, of the ECS-GSO, as depicted in Article III, Section I, shall be eligible to hold an office in the Executive Board of the ECS-GSO.

ii. Remainder of a minimum of one full academic year in program of study shall be required of any member to hold an office in the Executive Board.

Section III. Committee Eligibility

i. All members, excluding associate members, of the ECS-GSO, as depicted in Article III, Section I, shall be eligible to serve in a Committee of the ECS-GSO.

ii. Remainder of a minimum of one full academic year in program of study shall be required of any Committee Chairs.

Section IV. Executive Board Resignation

i. All Executive Board Members shall give at least two weeks of notice before resigning from their position.

ii. In the case of resignation of any Executive Board Member, an announcement to the E&CS listserv will be sent out to provide equal opportunity to the whole E&CS graduate body, and the Executive Board will continue to seek for an eligible candidate until the position is filled.

ARTICLE IV. Executive Board Election Process
Section I. Time and Period when election occurs
i. Elections shall be held annually in the last week of March, and positions shall be filled in the following week (the first week of April) after online voting concludes.
ii. Terms shall run from May 1 to April 30.
iii. The roster shall be updated with the GSO once voting is finalized and positions are filled.
iv. Special elections shall be held when:
   a. An Executive Officer resigns and a regular election will not be held within the next four weeks.
   b. A new position is created by the Executive Board with no potential candidates available at the time.
v. Newly elected officers shall shadow departing members for at least one month for training purposes, ideally from the time of election until the beginning of term of office.

Section II. Nominations
i. An information/nomination meeting shall be held annually in the last week of February, open to the E&CS graduate body.
ii. Contents of this meeting is stated under Article V, Section I.

Section III. Election Procedures
i. All nominees (as stated in Section II) shall send an e-mail to the designated election coordinator, who shall be an active Executive Officer, including their brief statements, which shall be sent out to the listserv and posted on the website for online voting.
ii. All eligible members of the ECS-GSO, as stipulated in Article III, Section I, shall vote for the nominees online through a single survey, which shall be created by the designated election coordinator.
iii. Each member of the ECS-GSO shall be eligible for a single vote on each position.
iv. In the case of a single nominee for an available position with no opposition, the nominee shall be elected automatically, unless a valid opposing reason can be provided by the members or the Executive Board. Validity of the opposing reason shall be decided upon by the Executive Board.
v. In the case of multiple nominees for an available position, the nominee with the most votes shall be elected, unless a valid opposing reason can be provided by the members or the Executive Board. Validity of the opposing reason shall be decided on by the Executive Board.

Section IV. Notification and Posting of Elections
i. General elections to be held shall be announced by sending an e-mail to the listserv twice by the President or Vice-President at the following times:
   a. First announcement shall be sent out in the last week of February.
b. Second announcement, as a reminder, shall be sent out two weeks prior to the election week, in the second week of March.

ii. Following the information/nomination meeting, nominations shall be posted on the ECS-GSO website and remain online until the end of the election week.

iii. Election results shall replace the nominations posted on the website and announced via the listserv in the week following the election.

ARTICLE V. Meetings

Section I. Types of Meetings

i. There shall be five main types of meetings:

a. Executive Board Meeting
   i. Executive Board Meeting shall include all business matters related to the ECS-GSO.
   ii. Only Executive Officers shall attend these meetings.
   iii. All Executive Board Members shall be required to attend all Executive Board Meetings.
   iv. Any Executive Board Member who misses three meetings shall be required to resign from office or removed from office, if necessary, with a 70% vote of the Executive Board Members.

b. General Meeting
   i. General Meeting shall include business, social, activity, and other matters related to the ECS-GSO and the E&CS graduate body.
   ii. General Meetings shall be open to all graduate students at SU.
   iii. All Executive Board Members shall be expected to attend all General Meetings.

c. Information/Nomination Meeting
   i. This meeting shall be open to all graduate students at SU.
   ii. Only members of the E&CS graduate body shall be allowed to nominate and/or vote.
   iii. These meetings shall include, but not limited to, the following:
      1. General information about the ECS-GSO provided by the President and/or the Vice-President
      2. Information about the positions provided by all active officers
      3. A call for nominations for all available positions; members can nominate themselves or others
      4. Brief introductory statements from all nominees about themselves

d. Committee Meeting
   i. Committee Meetings shall be open to the members of the particular Committee.
   ii. Executive Officers, as ex-officio members, may attend any Committee Meeting, as necessary.
iii. Guests may be invited to Committee Meetings upon approval by the respective Committee Chair.

iv. Each ECS-GSO Committee shall hold regular meetings, unless the structure and purpose of a Committee requires irregular (or special) meetings (i.e., as needed).

v. All members of a particular ECS-GSO Committee shall be required to attend all meetings by the Committee they are committed to.

vi. Members of a particular ECS-GSO Committee who miss three meetings shall be removed from the Committee by a majority vote from the Committee members.

e. Special Meeting
   
   i. Special Meetings shall be held when an urgent matter arises and/or when a regular meeting is not scheduled for the next two weeks. Urgency of the matter shall be decided on by the Executive Board.
   
   ii. Any ECS-GSO member can call for a Special Meeting; the request must be seconded by two other members, and shall require approval by the Executive Board.

Section II. Time and Occurrence of Meetings

i. Executive Board Meetings:
   
   a. Shall be held once every month during both of the academic semesters.
   
   b. Dates and times of the meetings shall be decided upon in the beginning of each academic semester.

ii. General Meetings:
   
   a. Shall be held once every month during both of the academic semesters.
   
   b. Dates and times of the meetings shall be decided upon in the beginning of each academic year.

iii. Information/Nomination Meetings:
   
   a. Shall be held during the third week of March, prior to election week (the last week of March.)
   
   b. Date and time shall be decided upon in the beginning of the Spring Semester.

iv. Committee Meetings:
   
   a. Shall be held once every month, unless decided otherwise by the Committee members with a majority vote, or required otherwise due to the structure and purpose of the Committee.

v. Special Meetings:
   
   a. Shall be held at least one week after a call has been made.
   
   b. Date and time shall be decided upon depending on the nature of the special meeting.

Section III. Special Meetings

i. Specials Meetings shall be called when:
   
   a. An Executive Office or Committee position becomes available due to resignation or impeachment, and election week is more than six weeks away.
b. Any issue, including request for removal or impeachment, which must be dealt with urgently, arises.

Section IV. Quorum
i. A majority of the Executive Board shall constitute a quorum to do business.

Section V. Parliamentary Procedure
i. All meetings shall be governed by General Consensus.

Section VI. Voting
i. Voting sessions for all positions shall be held via online surveys following information/nomination meetings.
ii. Voting sessions shall last for a duration of one week, unless otherwise becomes necessary, which shall be decided on by the Executive Board.
iii. Each member shall cast one vote per nomination, including self-nominations.
iv. All votes shall remain anonymous. However, in order to prevent multiple votes by a single member, votes shall be collected and stored with identifying information (i.e., SU ID number,) and survey data shall be checked for duplicate votes. Identifying information shall not be used to match responses with respondents.
v. Voting results shall be made publicly available through the listserv and the ECS-GSO website in order to have open, transparent, and accessible voting sessions, when possible.

Section VI. Meeting Minutes and Records
i. For Executive, General, and Special Meetings:
   a. The Vice-President/Recording Secretary shall be responsible for taking notes and/or meeting minutes. If the Vice-President/Recording Secretary is unable to attend the meeting, an Executive Officer shall be appointed as the Recording Secretary for that particular meeting.
   b. Notes and meeting minutes shall be stored and maintained on an accessible online storage by the Vice-President/Recording Secretary.
   c. Notes and meeting minutes shall be published on the ECS-GSO website by the Executive Officer in charge of maintaining the website.

ii. For Committee Meetings:
   a. Each Committee shall designate a Recording Secretary, who shall be responsible for taking notes and/or meeting minutes.
   b. For each Committee, notes and meeting minutes shall be stored and maintained on an accessible online storage by their Recording Secretary.

iii. For all other meeting notes/minutes including, but not limited to, election results, impeachment of an officer, removal of a member, approval of a budget or expense, and confirmation of an amendment approval, shall be stored and maintained on an accessible online storage by the President, Vice-President, or an appointed Executive Officer.
iv. All official records, excluding meeting notes/minutes, shall be stored and maintained on an accessible online storage by the Comptroller.

ARTICLE VI. Impeachment

Section I. Ground for Removal
i. Any Executive Board or Committee Member, who is no longer an ECS-GSO member due to loss of student status, shall be allowed to complete term of office, if possible.
ii. Any Executive Board or Committee Member, who is charged with and decided upon by the University Administration as committing academic misconduct or any other disciplinary action as per University regulations, shall be removed from Office, effective immediately following the decision of the University Administration.
iii. For Executive Board Members:
   a. Any ECS-GSO member may initiate impeachment of an Executive Officer. This action must be seconded by at least five other members.
   b. Impeachment actions shall be brought by any Executive Board Member.
   c. A vote of 70% for impeachment shall be required out of all voting members.
iv. For Committee Members:
   a. Any Committee Member may request removal of another member of the same committee. This request must be seconded by at least one other Committee Member or the Committee Chair.
   b. The request for removal shall be passed onto the Executive Board by the Committee Chair, and be approved or rejected by a majority vote of the Executive Board.

Section II. Procedure for Impeachment
i. The following process shall be followed, in order, for the removal of an Executive and/or Committee Member:
   a. Charge(s) or complaint(s) against the individual must be brought.
   b. Evidence to support charge(s) or complaint(s) must be clearly presented.
   c. The individual with charge(s) or complaint(s) against must be given an opportunity to argue a defense and offer counter evidence.
   d. A vote must be taken for a final decision. A vote of 70% for removal, by show of hands, shall be required to take action.

Section III. Procedure for Appeal of Impeachment
i. An appeal of impeachment may be submitted to the Executive Board at most ten days following the decision of impeachment.
ii. A special meeting will be called as defined in Article V, Section III.
iii. An Appeals Board shall be formed to oversee the process and convene in the Special Meeting. The Appeals Board will consist of five total members, at least two of whom are Executive Officers.
iv. The Appeals Board will review all presented testimonies and evidence, and through a majority vote, decide on a final outcome for impeachment.
ARTICLE VII. Constitutional Amendments

Section I. Amendment
   i. Any member of the ECS-GSO may propose an amendment.
   ii. All amendment proposals shall be submitted to the Executive Board in writing.
   iii. A Special Meeting shall be called with a written notice to the Executive Board containing a provision advising the Executive Board members.
   iv. The proposed amendments must be disbursed to all members in attendance at the Special Meeting.
   v. At least 70% of the Executive Board must be present at the Special Meeting for the proposed amendment to be adopted.
   vi. All members of the ECS-GSO in attendance at the Special Meeting shall cast one vote on the adoption of the amendment.
   vii. A vote of 70% from all members of the ECS-GSO in attendance at the Special Meeting is required for the adoption of the amendment.

Section II. Ratification
   i. The Executive Board, with a vote of 70% or more from all of its members, shall ratify the new Constitution.
   ii. The newly ratified Constitution shall become in effect the following academic semester.
   iii. A copy of the new Constitution shall be submitted to the GSO as soon as possible.

ARTICLE VIII. Not-for-Profit Statement
   i. This is a not-for-profit organization.

ARTICLE IX. Financial Obligation
   i. A majority of voting members of this organization may determine reasonable dues and fees assessed to each member at the beginning of each semester. A specific member or members, designated by this organization shall be responsible for payment in full of all debts accumulated by the organization not covered by funds on deposit.

ARTICLE X. Statement of Non-Discrimination
   i. Syracuse University is an equal-opportunity, affirmative-action institution. We do not discriminate on the basis of race, creed, color, gender, national origin, religion, marital status, age, disability, sexual orientation, gender identity and gender expression, or status as a disabled veteran or a veteran of the Vietnam era to any extent discrimination is prohibited by law. This nondiscrimination policy covers admissions, employment, and access to and treatment in University programs, services, and activities.
ARTICLE XI. Statement of Non-Hazing
   i. This organization will not conspire to engage in hazing, as defined by New York Penal Law 120.16 and New York Penal Law 120.17, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person attending the institution.

ARTICLE XII. Statement of Compliance with Campus Regulations
   i. This organization shall comply with the Syracuse University Code of Student Conduct.