



THE CHEMISTRY GRADUATE STUDENT ASSOCIATION

Constitution



JANUARY 26, 2021
CGSA
Department of Chemistry
Mississippi State University

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Article I: *Name Location and Government*

A) Name

The name of this organization shall be the Chemistry Graduate Student Association, a branch of the American Chemical Society's (ACS) Graduate Student Organization (GSO). Business of this organization may be conducted as the Chemistry Graduate Student Association or CGSA.

B) Location

This organization shall be located at Mississippi State University, Starkville branch.

C) Government

This organization shall be governed by this constitution. This organization shall be managed by the members of the Executive Council. This organization shall be supported by the Advisor and Co-Advisor. The authority over this organization shall be wielded by the General Assembly.

Article II: *Mission and Power*

A) Mission Statement

The CGSA strives to carefully address graduate student concerns and champion for their well-being, professional development, and growth within the Department of Chemistry at MSU.

B) Power

The CGSA shall have the power to conduct all lawful acts which may be necessary for activities to further accomplish, foster, or attain the mission for which the organization was made.

Further, the CGSA may work directly or indirectly, alone or with others to further achieve these goals. The organization also has the power to accept contributions from the public and private sector, regardless of the type of contribution, whether financial or other in nature.

Article III: Membership and the General Assembly

A) Membership

i) Eligibility:

All graduate students enrolled as a full- or part-time student in a STEM Masters or Doctoral degree at Mississippi State University are eligible for membership to the organization.

ii) Registration:

Graduate students in the Department of Chemistry do not need to register for the organization, as all eligible chemistry graduate students are automatically enrolled as a member of the CGSA upon completion of their first semester of study. Non-Department of Chemistry graduate students must reach out to the CGSA Executive Council to be considered for membership.

iii) Dues:

There are no dues required for membership.

iv) Activity:

Members will be categorized by activity in the organization, which will be a factor when funding is requested, further discussed in Article VIII.

Activity will be assigned or reevaluated at the end of a semester and applied to the semester immediately following and may not be retroactively incited for past funding requests.

a. Active Members

1. Attend all mandatory meetings per semester.
2. Participate in at least two thirds of all CGSA sponsored events.
3. Participation shall be evaluated by the Executive Council described in Article IV.
4. Active members have the rights and responsibilities to:
 - Veto decisions made by individual officers and/or the Executive Council by a majority vote of the present and voting members.
 - Approve purchases and transactions of CGSA funds totaling more than \$500 by a majority vote of the present and voting members.
 - Hold elections for officers as described in Article IV.
 - Conduct the Impeachment process as outlined in Article IV.

b. Inactive Members

1. Individuals that do not completely meet the requirements outlined in Active Members herein.
2. Inactive members have the right to:
 - Petition the Executive Council to change their status to Active Members.
 - Shall not be eligible for funding.

c. Unassigned Members

1. Individuals who are graduate students currently in their very first semester, before officially being changed to Active Members.

2. Shall have the rights of an Active Member, except when funding limitations outlined in Article VIII apply.

B) General Assembly

i) Composition:

The General Assembly is comprised of the members of the CGSA.

ii) Meetings:

- a. A minimum of two (2) meetings must be called by the Executive Council per semester.
- b. Any member may request the Executive Council call a meeting:
 - This meeting must be held within two (2) weeks of the request.
- c. Shall be presided over by the highest-ranking officer in attendance.
- d. Shall be held as a physical meeting or via online platform.
 1. Physical meetings are encouraged for the following instances:
 - Any meeting requested by a member who is neither an officer nor an officer elect.
 - An election meeting, further described in Article V.
 - An Impeachment process meeting, further described in Article V.
 - A meeting requiring a vote to veto an officer's decision or a decision by the Executive Council.
 2. Online platform meeting:
 - May be used if extenuating circumstances illicit such a response i.e. mandatory quarantine, pandemic, etc.

iii) Powers and Responsibilities:

- a. The general body has the same powers and responsibilities given to the individual, outlined in Article III, Section A, Subsection iv, Subsubsection a, number 4.

Article IV: Officers and the Executive Council

A) Officers

All executive power not allocated to the General Assembly in this constitution shall be rested in the Executive Council made up of the President, Vice–President, Secretary, and Treasurer. The power from highest to lowest are ranked as described:

i) President:

- a.** Shall have the authority to assume the power of any officer if:
 1. The officer is absent and known to be out of town by the General Assembly.
 2. The officer cannot be found by the Executive Council, the Co-Advisor, or Advisor for 72 hours.
 3. The officer has requested in writing or email that the afore mentioned officer assume their duties and powers.
 4. The officer is under a Grace Period outlined in Article V.
 5. The officer has been removed from office and a new officer has not yet been elected.
 6. When the Secretary is absent the President may:
 - Take meeting minutes for any meeting in attendance.
 7. When the Treasurer is absent the President may:
 - Sign financial ledgers.
 - Make purchases with CGSA funds.
- b.** Shall organize and oversee CGSA fundraising activities.
- c.** Shall present an Annual Report written by the Executive Council, during the spring General Assembly meeting each year.

ii) Vice–President:

- a.** Shall have authority to assume the power of the President if anything in:
 1. Article IV, Section A, Subsection i, Subsubsection a, Numbers 1-5 is triggered.
- b.** In tandem with the Secretary will:
 1. Organize fellowship gatherings.
 2. Organize elections, if the Secretary is unable, outlined in Article V.
- c.** In tandem with the Treasurer will:
 1. Assist in keeping track of member participation at CGSA events.
- d.** Will assist in creating the Annual Report with the other officers.

iii) Secretary:

- a.** Shall have the authority to assume the power of the Vice–President if anything in:
 1. Article IV, Section A, Subsection i, Subsubsection a, Numbers 1-5 is triggered.
- b.** Shall maintain records and documents of the CGSA, including:
 1. Recording the Meeting Minutes of all meetings and actions of the Executive Council as well as the General Assembly meetings they are in attendance of.
 2. All documentation not specifically assigned to another officer herein.
- c.** Shall store all records and make them available upon requests made by the Executive Council and/or the General Assembly.

- d. Shall organize the elections each April, outlined in Article V.
- e. In tandem with the Vice–President will:
 1. Organize fellowship gatherings.

iv) Treasurer:

- a. Shall have the authority to assume the power of the Secretary if anything in:
 1. Article IV, Subsection A, Subsection i, Subsubsection a, Numbers 1-5 is triggered.
- b. Shall have the primary responsibility of overseeing the CGSA budget including:
 1. Overseeing budget preparation with oversight by the Executive Council, as outlined in Article VIII.
 2. Document major transactions.
 3. Keep the Executive Council up to date with the financial condition of the CGSA each semester or upon request.
 4. Will assist in the event of an audit of the funds of the organization according to funding source guidelines and accepted accounting principles.
- c. Shall have the authority to sign financial ledgers as outlined in Article VIII.
- d. Shall have the ability to make authorized purchases with CGSA funds.
- e. Track member participation in tandem with the Vice–President.

B) Executive Council

The Executive Council shall be defined as a body composed of the President, Vice–President, Secretary, and Treasurer only.

i) Meetings

- a. Shall convene at a minimum of monthly per semester, without the General Assembly, but with the Advisor/Co–Advisor present.

ii) Budget and Funding

- a. Shall oversee budget preparation with the Treasurer, as outlined in Article VIII.
- b. Review funding applications from Active Members, as outlined in Article VIII.

iii) Annual Report

- a. Shall create an Annual Report outlining:
 - b. Successfully achieved goals.
 - c. Social gatherings.
 - d. Events.
 - e. Future ambitions.

iv) Appointments:

The Executive Council may ask individual members to fill Committee Leader positions. These may include, but are not limited to:

- a. **Public Relations:** Individual(s) in charge of CGSA’s various social media platforms.
- b. **CGSA Ambassadors:** Individual(s) acting as Ambassador’s for the different countries represented in the graduate student population of the Department of Chemistry.
- c. **Event Planners:** Individual(s) who assist in planning CGSA events.
- d. **Funding Finders:** Individual(s) charged with compiling funding sources. These positions do not need to be voted on by the General Assembly.

Article V: Elections and Impeachment

A) Elections

Elections for the forthcoming academic year's CGSA officers must occur in April.

i) Oversight:

- a. Elections are to be organized and coordinated by the Secretary.
- b. Votes shall be tallied by the Co-Advisor and Advisor.
- c. Elections shall be held at a mandatory meeting of the General Assembly:
 1. A physical meeting is preferred.
 2. In the case of extenuating circumstances, i.e., quarantine, the election may take place via an anonymous poll.

ii) Timeline and Deadlines:

- a. The Secretary must announce to the General Assembly that the Executive Council is accepting nominations for the election of the Executive Council for the forthcoming academic year.
 1. Nominations will be accepted from April 1st to April 15th via MSU email.
- b. By April 18th, three (3) days after nominations close, the Secretary must notify the General Assembly of:
 1. The nominees for each office.
 2. The election date between the dates of April 19th and April 30th.
 3. The mandatory nature of the election meeting.

iii) Nomination Guidelines:

- a. Nominations will be accepted by the Secretary via MSU email.
- b. Active members must be nominated by a fellow graduate student or faculty, but they may **NOT** nominate themselves.
 1. No member may be nominated for office who joined the graduate program after September 1st of the semester immediately preceding the election.
 2. No member may be nominated for office who is planning to graduate the academic calendar year the election is being held for.
 3. Nominated members must remain or plan to remain in the graduate program up to July 31st of the year of their potential term in office.
- c. Nominations for the Presidency:
 1. No member may be nominated for President who has spent less than 8 months in the graduate program at MSU.
 2. Members nominated for President are encouraged to be a past Executive Council member.
- d. All nominated members shall be eligible to be on the ballot.
- e. A nominated member has the authority to withdraw their nomination at their own discretion by requesting a withdrawal to the Secretary.

iv) Tallying the Votes:

- a. Votes shall be tallied by the Co-Advisor and Advisor.
- b. If desired, an assistant, who is not a CGSA member, may assist in the count.

- c. The Advisor is to report the results of the vote to the entirety of the General Assembly directly, no individual member may know before the others.

v) Officers–Elect:

- a. The newly voted in officers are referenced as the ‘Officers–Elect’ and individually as:
 1. President–Elect.
 2. Vice–President–Elect.
 3. Secretary–Elect.
 4. Treasurer–Elect.

Until taking office August 1st of the academic year they are elected for.

- b. Officers–Elect have no official duties other than active members until August 1st:
 1. The current Executive Council and Officers–Elect are expected to meet and go over the requirements of the office.
 2. Training should take place over the summer semester.
 3. Officers-Elect must join the ACS to be in good standing with the ACS GSO.

B) Impeachment

i) Overview:

- a. Impeachment is a way to protect the CGSA as an organization and self–providing government.
- b. It is a system of remedial justice.
- c. Impeachment is not a punishment.

ii) Who May be Impeached:

- a. All members of the Executive Council.
- b. All Officers–Elect.
- c. Advisors and/or Co–Advisors.
- d. Committee Leaders.

iii) Grounds for Impeachment:

- a. Unavailability or refusal to complete requirements outlined in Articles IV, VI, and VII.
- b. Abuse of official power and/or trust.
- c. Reckless disregard for duty.
- d. Unauthorized and/or inappropriate use of CGSA funds.
- e. Misuse of position for personal gain.
- f. Behaving, personally or officially, in a manner grossly incompatible with the office the individual was elected to.

iv) Accusation:

- a. Impeachment may be initiated by:
 1. The General Assembly.
 2. Any member of the Executive Council.
 3. Any member of the Officers–Elect.
 4. The Advisor and/or Co–Advisor.
 5. Committee Leaders.
- b. Initiation, in the form of a complaint against the Accused, must be brought to the Court. The Court consists of:

1. The Advisor. If the Advisor is being indicted, then:
 2. The Co-Advisor. If the Co-Advisor is being indicted, then:
 3. The Executive Council as a whole.
- c. The Accused: The individual of whom the complaint is about.

v) Investigation:

- a. After the initial complaint is brought to the Court, analysis must occur.
- b. The Court must examine the complaint by the following parameters at minimum:
 1. Does this complaint outline a serious misdemeanor by the Accused that will harm the CGSA in current or future situations?
 2. Does this complaint outline the Accused's behavior as consistently occurring or a singular act?
 3. Does the complaint indicate that the Accused did knowingly and willfully commit the misdemeanor?
 4. Does this complaint indicated when the Accused commit the misdemeanor, was it before or during their position tenure?

vi) The Initial Court Decision:

If the Court finds the Accused guilty, they must decide the best course of action. In general:

- a. If it is a first and minor offense, the Accused may get a Grace Period in which they may rectify their actions to maintain their position.
 1. This Grace Period may last up to thirty (30) days.
 2. During the Grace Period, the Accused's officer's position will be filled by the next powerful office as outlined in Article IV.
 3. If the Advisor is the Accused, the Co-Advisor should step in during the Grace period.
 4. If the Advisor and the Co-Advisor are the Accused, then the Executive Council may seek advice from the Head of the Department of Chemistry at MSU.
- b. If it is a repeated offence, a serious offence, or the Accused doesn't rectify their actions during the Grace Period, the Accused is up for full impeachment, the decision of which is vested in the General Assembly.
- c. The Accused may choose step down instead of going up for full impeachment to the General Assembly.

vii) Voting and Judgment:

- a. A mandatory General Assembly meeting must be called.
- b. The Accused may defend themselves during the meeting:
 1. The Accused may speak to defend themselves uninterrupted for up to one (1) hour.
- c. The Court will present the case for the Accused's removal from office:
 1. The Court may speak to present a case for the Accused's dismissal uninterrupted for up to one (1) hour.
- d. Once all cases have been made, the Accused will be asked to leave the room while the General Assembly deliberates and votes.

- e. Votes shall be tallied by the Executive Council, if the Executive Council is the Court then a non-CGSA individual will be asked to tally the votes.
 - 1. Three quarters majority of the present members is required for removal of the Accused.
- f. If the majority votes for the removal of the Accused, the removal is effective immediately.
- g. If the majority votes to not remove the Accused, the Accused will remain in office.
 - 1. The Accused may be up for impeachment again.
 - 2. If the Accused is up for a secondary (or further) impeachment:
 - The new accusation must be different than the previous accusations.
 - The initiator must be a different individual than the previous initiator.

viii) After Removal:

- a. If the Accused is removed from office, they shall be placed on a semester-long probation from the CGSA.
 - 1. They may attend CGSA sponsored social events and workshops.
 - 2. They may not be considered for CGSA funding.
 - 3. They shall not be considered an Active Member until the probation period is over and they petition the Executive Council to be considered for Active Membership, as outlined in Article III.
- b. Once removed from office, a Special Election will be held.
 - 1. A Special Election will be triggered if:
 - An officer from the Executive Council is impeached.
 - An officer from the Executive Council leaves the graduate program before their term is over.
 - An officer of the Executive Council is unable to continue as an officer of the Executive Council.
 - 2. Once triggered, the remaining officers shall absorb duties as outlined in Article IV.
 - 3. The Secretary must announce the Special Election within one (1) week of vacancy.
 - 4. The Special Election should be conducted as a normal election.
 - 5. Once elected, the new officer-elect takes office immediately presiding for the remainder of the initially elected officer's term.

Article VI: *The Advisor*

A) General Role

The Advisor is to be a faculty member in the Department of Chemistry at MSU, enlisted by the CGSA to act as a tether between the graduate students and the faculty, to guide and support the CGSA, and to give the organization a sense of direction.

B) Selection

i) Interim Advisor:

- a. If the organization is advisor-less, the Department Head of the Department of Chemistry at MSU will act as Interim Advisor until the Executive Council has a chance to find a new advisor.
 1. The Interim Advisor has the same powers as the Advisor while acting as Interim.

ii) Candidates and Selection:

- a. Candidates for the Advisor position may come from faculty of the Department of Chemistry at MSU.
- b. Candidates should be individuals who are interested in developing graduate students and supporting them in the department.
- c. Candidate recommendations may come from faculty or graduate students.
- d. Once a Candidate is selected by the Executive Council, they:
 1. Reach out to the Candidate, in person or via email, and inquire about their interest in becoming the CGSA Advisor.
 2. If the Candidate is not interested, the Executive Council will reassess their other options.
 3. If the Candidate is interested, they immediately assume the position and the Interim Advisor automatically steps down.
 - The new Advisor must already be or join the ACS to be in good standing with the ACS GSO.

C) Duration of Position

i) Time in Office:

- a. The Advisor may remain in office for the duration of the Executive Council's time in office.
- b. The Advisor may retain the position of Advisor for multiple terms.

ii) Stepping Down:

The Advisor has the right to step down from the position at any time.

- a. To step down, the Advisor must formally alert the Executive Council as well as the Department Head of the Department of Chemistry of this intention via email.

D) Role and Responsibilities

The Advisor is to take an active role in the CGSA by contributing the following:

i) Professional Development:

- a. The Advisor is to help graduate student professional development with research-related items.
- b. The Advisor, working in tandem with the Funding Finder Committee, is to help find:

1. Regular funding sources the CGSA and/or graduate students may apply for.
- ii) Event Planning:**
- a. The Advisor shall focus planning on the Yearly Events, outlined in Article IX.
 - b. Professional development events.
 - c. Social Events
 1. Both in the Fall and Spring semesters.
- iii) Meetings:**
- a. **Officer Meetings**
 1. Attendance of the first new officers' meeting is mandatory.
 2. Attendance to one (1) officers' meeting per month is mandatory.
 3. Here the Advisor should attend and offer up ideas and advice.
 - b. **General Assembly Meetings**
 1. Attendance for the General Assembly meeting is not mandatory but encouraged.
- iv) Facilitating Ideas:**
- a. The Advisor assists the Executive Council in creating diverse events for the Department of Chemistry.
 - b. Should assist keeping the organization's goals attainable and aid in the organization of goals into short- and long-term priority.
 - c. Assist in keeping the Executive Council on track in planning.
- v) In the Department:**
- a. Advisor addresses conflicts arising between the graduate student body and the department with the departmental faculty.
 - b. The Advisor is expected to champion for graduate students amongst faculty.
- vi) Responsibilities:**
- a. The Advisor is responsible for tallying the votes of an election, discussed in Article V.
 - b. The Advisor is responsible to act on behalf of the initiator and incite the Impeachment process outlined in Article V.

Article VII: *The Co-Advisor*

A) General Role

The Co-Advisor is a faculty member of a STEM field at MSU, enlisted by the CGSA to act as a supporter of the graduate students in the Department of Chemistry.

B) Selection

- i) Requirement:
 - a. The Co-Advisor position is not a required position to be filled.
 - b. The position may be implemented to offer further support to the CGSA.
- ii) **Candidates and Selection:**
 - a. Candidates for the Co-Advisor position may come from the faculty from STEM fields employed by MSU.
 - b. Candidates should be individuals who are interested in assisting in developing graduate students and supporting them.
 - c. Candidate recommendations may come from faculty and graduate students.
 - d. Once a Candidate is selected by the Executive Council, they:
 - 1. Reach out to the Candidate, in person or via email, inquire to their interest in becoming a CGSA Co-Advisor.
 - 2. If the Candidate is not interested, the Executive Council will reassess their other options.
 - 3. If the Candidate is interested, they immediately assume the position.

C) Duration of Position

- i) **Time in Office:**
 - a. The Co-Advisor may remain in office for the duration of the Executive Council's time in office.
 - b. The Co-Advisor may retain the position of Co-Advisor for multiple terms.
 - c. The Co-Advisor may later become the Advisor.
- ii) **Stepping Down:**
 - a. The Co-Advisor has the right to step down from the position at any time.
 - b. To step down, the Co-Advisor must formally alert the Executive Council as well as the Advisor.

D) Role and Responsibilities

The Co-Advisor is to take a secondary role to the Advisor, and support the CGSA by contributing the following:

- i) **Professional Development:**
 - a. The Co-Advisor is to help graduate student professional development by focusing on job-related development. This could be in the form of:
 - Resume and CV advice, job application timelines, offering resources.
 - b. The Co-Advisor may assist the Advisor in finding funding opportunities.
- ii) **Event Planning:**
 - a. Assists in planning Yearly Events, outlined in Article IX.
 - b. Professional development events.

- c. Social Events.
- iii) **Meetings:**
 - a. **Officer Meetings**
 1. Attendance of the first new officers' meeting is mandatory.
 2. Attendance of one (1) monthly officers' meeting is mandatory.
 3. If possible, the Co-Advisor should attend meetings the Advisor cannot attend.
 - b. **General Assembly Meetings**
 1. Attendance for the General Assembly is encouraged, not mandatory.
- iv) **Facilitating Ideas:**
 - a. Should assist in creating diverse events for the Department of Chemistry.
 - b. Should assist in keeping the organization goals attainable and organized into short- and long-term priority.
 - c. Assist in keeping the Executive Council on track in planning and attaining their goals.
- v) **In the Department:**
 - a. The Co-Advisor is expected to champion for graduate students amongst faculty.
- vi) **Responsibilities:**
 - a. The primary responsibility of the Co-Advisor is to act as a supporting role.
 1. Assisting with side tasks, offering another set of hands, provide different and dynamic ideas to the CGSA.
 - b. The Co-Advisor may help with the vote tallying if necessary.
 - c. The Co-Advisor may help with the Impeachment process if necessary.
 - d. The Co-Advisor may take up more responsibilities if they desire and may initiate such a role by explicitly discussing it with the Executive Council.

Article VIII: Budget and Emergency Spending

A) Budget

i) Access:

- a. Funds will be kept on deposit in CB&S Bank.
- b. Checks may be signed by the Treasurer, as outlined in Article IV.
- c. Costs of \$500 must be unanimously voted on by the Executive Council.
- d. Costs between \$500-999 must be unanimously voted on by the Executive Council and the Advisor.
- e. Costs more than \$1,000 must be voted on by the General Body as outlined in Article III.

ii) Income:

- a. The Executive Council is expected to conduct fundraisers to supplement the current balance.
- b. Historical fundraiser examples are:
 1. Undergraduate exams help sessions.
 2. T-shirt sales.
 3. Funding requests to companies.
- c. The Executive Council is encouraged to leave more money in the bank account than when their term initially started.

iii) Costs:

- a. Costs incurred by the CGSA come in order of importance as follows:
 1. Fundraising.
 2. Funding.
 3. Scholarships.
 4. Fellowship Gatherings.
 5. Executive Council and/or Advisor's ACS memberships.
- b. Fundraising
 1. Costs incurred by fundraising are the first and foremost for spending so that the account can be supplemented.
- c. Funding
 1. Funding may be requested by Active Members for academic and professional development opportunities.
 2. To apply for funding, two (2) additional forms of travel funding must be requested, and proof submitted with the funding request.
 3. Funding applications will be assessed by the Executive Council.
 4. Funding will be received after approval by the Executive Council and will not be retroactively awarded.
 5. Funding awards may start at up to \$100 for a first-year graduate student, and an additional \$100 will be added each additional year up to the fifth-year student who may receive up to \$500.

6. Funding may only be awarded for a combined total of \$100 plus an additional \$100 for each additional number of years a graduate student has been in the department, not exceeding \$500, per academic year, per member.
- d. Scholarships
 1. Scholarships may be requested by Active Members the semester of or before their graduation.
 2. Scholarship applications will be assessed by the Executive Council.
 3. Scholarships will be received after approval by the Executive Council.
 4. Scholarships of \$100 will only be awarded once per member.
 - e. Fellowship Gatherings
 1. Fellowship Gatherings will be held twice a year in the Fall and Spring semesters.
 - f. ACS Memberships
 1. ACS Memberships will be purchased or reimbursed for the Executive Council and/or the Advisor if financially necessary.
 2. Reimbursement will not occur retroactively if the Executive Council and/or the Advisor had a membership before their term began.
 3. ACS membership purchase or reimbursement is only to keep good standing with the ACS GSO.

B) Emergency Spending

i) Account Minimum:

- a. If the CGSA account falls below \$2,000 all costs beyond fundraising materials will be suspended.
- b. After the account is replenished costs will continue as normal.

Article IX: *Yearly Events*

A) Lester Andrews Graduate Research Symposium (LAGRS)

- i) The Executive Council is expected to host the LAGRS event each May.
- ii) A binder is available in the front office to assist in planning.

B) Pittfest

- i) The Executive Council is expected to host the Pittfest event each October.
- ii) Planning information will be available from past CGSA officers.

Article X: Amending Procedure

A) Definition

Amending shall be defined as the addition of any new articles to this constitution.

B) Timeline

i) Proposal:

- a. Amendments may be initiated by any active member.
- b. Intent to amend must be proposed to the General Assembly in writing at least two (2) weeks prior to the meeting at which they are to be voted on.
 - 1. Announcement given by the Secretary with a summary of proposed additions.
 - 2. The announcement must contain the date of the meeting, and the mandatory nature of the meeting.

ii) Meeting:

- a. A mandatory meeting shall be announced.
- b. A vote of the present and voting members shall take place.

C) Judgement

i) Acceptance:

- a. A three quarters vote of the present and voting members must occur for an amendment to be accepted.
- b. If accepted, the amendment will immediately go into effect.
- c. If accepted, the constitution must be officially updated within two (2) weeks of the vote.

ii) Denial:

- a. If three quarters vote of the present and voting members is not attained, the amendment will be assumed to be denied.
- b. If denied, the General Assembly may allow for a revision of the amendment to address any General Assembly concerns with the original amendment proposal.
- c. After being denied three (3) times a proposed amendment must be discarded.

Article XI: Revision

A) Definition

Revision shall be defined as **any** changes made to the existing articles of this constitution.

B) Timeline

- i) **Proposal:** Protocol follows that of Article X, Section B, Subsection i.
- ii) **Meeting:** Protocol follows that of Article X, Section B, Subsection ii.
- iii) **Judgement:** Protocol follows that of Article X, Section C, Subsection i, and ii.

C) Mandatory Revision

- i) **Timeline:**
Every five (5) years the constitution must be brought up for Mandatory Revisions, ensuring the constitution accurately reflects the graduate student body.
- ii) **Initial Judgement:**
When up for Mandatory Revision, the Executive Council oversees assessing the accuracy of the constitution in relation to the graduate student body it represents.
 - a. Proposed Revision: Follows the same protocol as Article X, Sections A, B, and C.
- iii) **Judgement:** Protocol follows that of Article X, Section C, Subsection i, and ii.

D) Constitution History

The history of the constitution will be documented herein.

- i) Original Constitution circa 2017.
- ii) Updated 2020-2021.

Article XII: Non-Discrimination Policy, Title IX, and Disabilities

A) What We Believe

The CGSA welcomes diversity, and as such strictly follows the Mississippi State University policies on Non-Discrimination, Title IX, and Disabilities.

B) Non-Discrimination

“Mississippi State University does not discriminate on the basis of race, color, ethnicity, sex, religion, national origin, disability, age, sexual orientation, genetic information, pregnancy, gender identity, status as a U.S. veteran, and/or any other status protected by applicable law. The University will not tolerate unlawful discrimination, harassment, or retaliation and is committed to preventing or stopping them whenever they may occur at the University or in its programs.

Further, it is the policy of Mississippi State University to comply with applicable civil rights laws, regulations, and orders, including but not limited to the Civil Rights Acts of 1964, the Age Discrimination in Employment Act, Executive Order 11246, Title IX of the Education Amendments of 1972, the Rehabilitation Act of 1973, the Vietnam Era Veterans’ Adjustment Assistance Act, the Uniformed Services Employment and Reemployment Rights Act of 1994, the Americans with Disabilities Act of 1990, and the Genetic Information Nondiscrimination Act of 2008.”

C) Title IX

“It is the policy of Mississippi State University to comply with Title IX of the Education Amendments of 1972, which prohibits discrimination based on sex, including sexual harassment and assault and other forms of sexual misconduct, in the University’s programs and activities. Policy and procedures for responding to reports of sexual misconduct are found in University Operating Policy 3.04 (Sexual Misconduct). Concerns about sexual assault or other forms of sexual misconduct, or inquiries about Title IX or gender equity generally, should be directed to Brett Harvey, Director of Title IX/EEO Programs at 56 Morgan Street, Mississippi State, MS 39762, by phone at 662-325-5839, or by email at brett.harvey@msstate.edu”

D) Disabilities

“Mississippi State University is committed to compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and all other applicable laws prohibiting disability discrimination. Procedures for requesting reasonable accommodations or modifications due to disability are provided in Operating Policy 60.123 (ADA Reasonable Accommodation in Employment) and Operating Policy 91.122 (Students with Disabilities).”