



August 2019

Bylaws for the Aerospace Graduate Student Organization

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<https://www.colorado.edu/studentgroups/agso>

Section I - Mission Statement

The Aerospace Graduate Student Organization (AGSO) at the University of Colorado at Boulder (CU) exists to strengthen relations between the Aerospace Engineering Sciences graduate students, faculty, department officials, industry, and the local community. It also serves to promote interaction between CU graduate students for the purposes of strengthening the stature of the department in the wider aerospace community and improving the quality of life of the graduate students.

Section II - Membership

All students of the Department of Aerospace Engineering Sciences (AES) with graduate standing or BS/MS students who have advanced to graduate status are members of this organization. No dues are required to gain or maintain membership.

Section III - Executive Committee Positions

AGSO is led and run by an executive committee made up of the following positions:

1. Chair
2. Co-Chair
3. Treasurer
4. Professional Development Organizer
5. Outreach Organizer
6. Social Interaction Organizer
7. First Year Representative
8. United Governance of Graduate Students (UGGS) representative

A student elected pursuant to Section IV fills each committee position. The committee positions are held for the duration of one full year commencing on the 15th of September and continuing with full responsibilities to the 14th of September of the following year. In order for a student to be elected to a position, they must be a current member of AGSO (as per Section II) for the duration of the year the position will be held. The remaining members of the committee will cover the responsibilities of any position that is left vacant.

Each of the committee positions 1, 2, 3, and 8 are to be held by a single person, respectively. Each of the committee positions 4, 5, 6, and 7 are to be held by one person or a team of two people. If two students choose to hold a single committee position, they each equally share the responsibilities and duties of that position.

A committee position can be held by a single person continuously for a maximum of two years. After this two-year duration that student must stand down from that committee position. The student is still eligible to hold any other committee position for up to two years.

Section IV - Elections

An election is used to fill each of the executive committee positions. Anonymous and secure online voting is used to perform the election. Elections are held at the beginning of the fall semester and must be completed before September 15th. Voting is open to everyone who is an AGSO member at the time of the election. The process for the election and voting follows this procedure:

1. The current committee notifies all AGSO members of an upcoming election for executive committee positions. This notification includes a one-week deadline and contact email for students to self-nominate themselves for a committee position.
2. Self-nominated students (or pairs of students for positions 4, 5, 6, and 7) must indicate via email intent to run for election and include a brief biography stating:
 - a. Full name
 - b. Desired committee position
 - c. Graduate standing (MS or PhD)
 - d. Current year of graduate school
 - e. Aerospace focus area
 - f. List of qualities/experience relevant to the position he or she is seekingEach student nominated for a position must be a current member of AGSO (as per Section II) for the duration of the year the position will be held.
3. Once the one-week notification period is concluded all eligible students are placed on the online ballot, along with the position for which they are nominated and their short biographies. The online voting is open for one week. All current AGSO members vote for a candidate (or for two candidates, if applicable, for positions 4, 5, 6, and 7).
4. Each position is filled by the candidate (or two for positions 4, 5, 6, and 7) who holds the majority of votes for that position.
5. The elected candidates are notified immediately after the election and commence duties on the 15th of September. During this period, current executive committee members convey information, duties and responsibilities to any new incoming members.
6. The first-year representative is to be held by a student who will commence their graduate studies at CU in the upcoming fall semester. This position will be made available to eligible candidates (as per Section II) and the current executive committee members will conduct a vote during a committee meeting. The majority vote decides the elected candidate. Responsibilities of this position will commence as soon as notification to the student is made.
7. The chair and co-chair positions must be filled by students who hold at least second-year standing in the AES graduate department.
8. The positions of chair, co-chair, and treasurer must be filled in order for the organization to exist. Failure to fill these positions will result in the dissolution of the AGSO organization and all AGSO activities until the three required positions are filled.

Section V - General Committee Responsibilities

A fundamental list of executive committee responsibilities that addresses the mission statement of section I includes but is not limited to:

1. Maintain a professional and ethical manner of practice for every action performed as an executive committee member.
2. Positively represent the graduate student body, AES Department and CU where necessary.
3. Organize official AGSO functions.
4. Provide a point of contact and communication link between the Department/CU and the CU AES graduate student body.

5. The executive committee position members may seek willing AGSO members to assist with responsibilities.
6. Maintain regular use of the AGSO email account [cu.agso@gmail.com].
7. Maintain the website as a source of communication and advertisement for the group [https://www.colorado.edu/studentgroups/agso]. Keep all material current and suitable for public viewing.
8. Regularly attend scheduled committee meetings (as per Section VII); in the case of an absence, it is the duty of the committee member to keep himself or herself up to date on AGSO activities and fulfill all duties in a timely manner.

Section VI - Finances

The Treasurer together with the Chair and Co-Chair, manage the budget. These three executive members (Treasurer/Chair/Co-chair) oversee the upcoming academic year's proposed budget. This budget is developed over the summer and submitted to the AES Department no later than June 30th. Final budget approval comes from the Department Chair and Treasurer. The AGSO budget obtained from the Department must last the duration of the year.

All transactions must be made for official AGSO business and must adhere to the allocated budget amounts. All financial transactions and are to be approved by at least two of the three Treasurer/Chair/Co- chair executive members. No university provided funding is to be used toward the purchase of alcoholic or illegal substances. All transactions are tax-exempt and must be logged with official receipts that are given to the Department treasurer. It is the responsibility of the Treasurer to maintain prompt and up-to- date communication with both the executive committee as well as the AES Department treasurer of transactions made and the current budget status.

Additional funds are to be sought when necessary or appropriate through fundraising activities and additional off- and on-campus sources, with the intent to offset and return funds to the department. No funds will be generated by receiving dues on AGSO membership.

Section VII - Meetings

The AGSO executive committee will meet every two weeks. Notification of the time and location of open meetings will be provided to all AGSO members. The Chair and Co-chair are to meet with the Department Chair and faculty graduate student Chair once per semester. This meeting includes presenting an update of AGSO achievements and planned activities.

Section VIII - Amendments

In order to make amendments to the bylaws the following procedure must be adhered:

1. Any current AGSO member can propose an amendment to the bylaws. Proposed amendments are discussed in an AGSO meeting between the AGSO executive committee members.
2. A finalized list of amendments is placed on an online ballot system for anonymous voting. One week is given for the voting process.
3. A decision is made based on the majority vote of each amendment. At a minimum, 80% of the current executive committee must vote on the bylaws amendment election.
4. Based on the outcome of the voting process, a revision of the bylaws is drafted and approved by the Chair and Co-Chair. This must be completed within one month of completion of the bylaw voting process.
5. The bylaws are updated to reflect the amendments and dated with a new revision. The bylaws are then made available to the AGSO members via the website. The revised bylaws apply to all subsequent meetings and elections.