

Bylaws for the Aerospace Graduate Student Organization

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

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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. AGSO coordinates social, professional development, mentoring, and outreach activities in collaboration with the aerospace department and local organizations, with an emphasis on ensuring access to opportunities for all students.

Section II - Membership

All graduate students in the Department of Aerospace Engineering Sciences (AES) at the University of Colorado Boulder, including BS/MS students who have advanced to graduate status, are considered members of AGSO. No dues are required to gain or maintain membership.

Undergraduate students and students from other departments who have a demonstrated interest in AGSO's mission may petition for membership. The petition must include a brief statement outlining their interest and any relevant contributions they wish to make. The AGSO executive committee will review and vote on petitions on a case-by-case basis, with a simple majority required for approval.

Section III - Executive Committee Positions

AGSO is led and run by an executive committee. The following positions are considered essential for the operation of the organization:

- **Chair** (held by one person)
- **Co-Chair** (held by one or two people)
- **Treasurer** (held by one or two people)

In addition to the essential positions, the executive committee may include other roles based on the evolving needs of the organization. Examples of such positions include:

- **First Year PhD Representative**
- **Master's Representative**
- **Secretary/Admin**
- **Diversity, Equity, and Inclusion (DEI) Coordinator**
- **Communications Coordinator**
- **Professional Development Coordinator**
- **Outreach Coordinator**
- **Social Coordinator**

Each of these roles can be held by **up to two people** who will equally share the responsibilities and duties of the position. The number and titles of these positions may change from year to year depending on the goals and structure of AGSO.

Each position is filled by a student elected pursuant to Section IV, and the position is held for the duration of one full year, from the 15th of September to the 14th of September of the following year. A student must be a current member of AGSO (as per Section II) for the duration of the year they hold the position.

If a position is left vacant, the remaining members of the committee will temporarily cover the responsibilities until a new election or appointment is made.

Section IV - Committee Selection

At the last AGSO meeting of the academic year, the current AGSO committee members will express their intention to either remain in their position or apply for a different role for the upcoming year. During this meeting, the committee will also select the Chair and Co-Chair for the next year. The mechanism for this selection is described below.

At the beginning of the subsequent academic year, the new Chair will hold a meeting with all the continuing members from the previous committee (those who expressed their intention to remain or apply for a different role) to discuss the nomination process. This meeting serves as an opportunity for continuing members to confirm their roles and discuss whether any new roles are needed for the upcoming year. If a new role is deemed necessary, a nomination period will open for that position.

In the first few weeks of the fall semester, AGSO will open a **nominations period** for available positions. The steps during this period will be as follows:

1. **Nomination Form:** Interested students must submit a nomination form, which will include:
 - a. Full Name
 - b. Position(s) they are interested in
 - c. Graduate Standing
 - d. Aerospace Focus Area
 - e. Current Year of Graduate School
 - f. A brief explanation of why they are interested in the position(s), including their relevant experiences, qualities, and skills.

2. **Availability of Positions:** Positions will be open for nominations based on availability. If a position is already filled by a continuing member (i.e., someone who is staying in the same role or shifting to a different role), that position will not be open for nominations. If a position is held by one continuing member and a second person is needed, the position will be open for nominations.
3. **Chair and Co-Chair Selection:** The Chair and Co-Chair positions are selected by the current Executive Committee during the final meeting of the academic year. A proposed Chair and Co-Chair are presented to the committee for approval, and the board holds a vote to confirm these positions. This process ensures a smooth leadership transition.
4. **Interviews and Selection for Competitive Positions:** For positions with multiple nominations (i.e., when there are more applicants than available spots), the current members of the Executive Committee will conduct interviews to select candidates. Final selection will be based on candidates' qualifications, fit for the role, and alignment with the needs of the organization.
5. **First-Year and Master's Representatives:** These positions must be filled by students who are in their first year of graduate school (for the First-Year Representative) and by Master's students (for the Master's Representative). Only students who fit these categories are eligible for these roles. The same selection process applies.

Section V - General Committee Responsibilities

All Executive Committee members will have the following responsibilities:

1. **Leadership and Management:** Oversee and coordinate AGSO's activities, ensuring that all members are informed and involved. Ensure that events and initiatives are aligned with AGSO's mission and goals.
2. **Communication:** Maintain regular communication with AGSO members and the wider graduate community through meetings, email, and other platforms. This includes providing updates on events, initiatives, and opportunities.
3. **BuffConnect Management:** As a Recognized Student Organization, the Executive Committee is responsible for maintaining AGSO's BuffConnect page, ensuring that the page is up to date with event listings, resources, and relevant information for current and prospective members.
4. **Event Coordination:** Plan, organize, and execute events that align with the mission of AGSO, including seminars, professional development opportunities, social events, and community-building activities.
5. **Collaboration:** Work closely with other student organizations, University departments, and particularly with the AES department. This includes co-organizing and supporting events such as orientation talks, recruiting events, and social activities (e.g., fall social and spring gala). The Executive Committee will help coordinate and sometimes lead collaborative efforts that align with both AGSO's and the department's goals.
6. **Documentation and Reporting:** Maintain records of AGSO meetings, decisions, and activities. Provide regular reports on progress and future plans to both the general membership and the University as required.
7. **Support New Members:** Assist in onboarding and supporting new members, helping them understand AGSO's goals and how they can contribute to the organization.

8. **Compliance:** Ensure that AGSO adheres to University policies, guidelines, and regulations, particularly as they relate to student organizations and funding.

Section VI - Finances

The Treasurer (or Treasurers) is responsible for managing AGSO's finances throughout the academic year. They will track all expenses, ensure that financial transactions align with the AGSO speedtype, and maintain clear communication with the AES Department liaison. The Treasurer will also provide updates to the committee on the financial status at least once a month, including any major upcoming events or purchases. If major events or shared costs with the department arise, the Treasurer will work closely with the department liaison to plan for and reconcile these expenses.

A budget should be created at the beginning of each academic year based on the previous year's expenses. This budget will be reviewed at the end of the academic year, and any adjustments, overspending, or savings will be discussed during the exit meeting.

All financial transactions must be made for official AGSO business and must adhere to the allocated budget amounts. University-provided funds cannot be used for the purchase of alcoholic beverages or illegal substances. Financial transactions using Department-provided funds are tax-exempt. Receipts for all financial transactions must be submitted and reconciled with the department.

The Treasurer(s) will be responsible for applying for additional funding available to RSOs for operational purposes, events, and other eligible activities. They will also manage any financial processes related to these funds, including any peculiarities such as the tax status of transactions funded through the Center for Student Involvement budget (not tax-exempt).

No funds will be generated through membership dues.

Section VII - Meetings

The AGSO Executive Committee meets weekly during the academic year to discuss ongoing initiatives, events, and issues relevant to the graduate student community. All executive committee members are notified of meetings in advance. Meetings are conducted in a hybrid format to accommodate both in-person and remote participation.

As a good practice, the AGSO Executive Committee aims to meet with the Department Chair and Graduate Chair at least once per academic year to discuss graduate student concerns and initiatives. Additionally, the AGSO liaison, who is also the Senior Program Manager for Graduate Studies, is invited to attend executive committee meetings and typically meets with the committee multiple times per semester, particularly when coordinating Department-AGSO events.

Executive committee members who miss more than **3** meetings per semester without prior notice or valid reason may be subject to removal from their position, pending a majority vote by the remaining executive committee members. The committee member will be notified of the final decision.

Section VIII - Amendments

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

1. **Proposal of Amendments:** Only current members of the Executive Committee can propose amendments to the bylaws. Proposed amendments are discussed in a meeting of the Executive Committee before any vote is conducted.
2. **Voting on Amendments:** A decision is made based on the majority vote of each amendment. A minimum of 80% of the current Executive Committee must participate in the vote for it to be valid.
3. **Bylaw Revision Process:** After approval by the Executive Committee, the revision of the bylaws is drafted and approved by the Chair and Co-Chair. This must be completed within one month of the voting process.
4. **Publication of Revised Bylaws:** The bylaws are updated to reflect the amendments and dated with a new revision. The revised bylaws are then made available to the AGSO members via the website. The revised bylaws apply to all subsequent meetings and elections.