

BY-LAWS
ELECTRICAL AND COMPUTER ENGINEERING
GRADUATE STUDENT ORGANIZATION

ARTICLE I. NAME OF ORGANIZATION

Section 1. The name of this organization shall be the ELECTRICAL AND COMPUTER ENGINEERING GRADUATE STUDENT ORGANIZATION (herby after referred to as either Electrical and Computer Engineering Graduate Student Organization or ECEGSO).

ARTICLE II. PURPOSE

Section 1. Purpose of the Electrical and Computer Engineering Graduate Student Organization. The purpose of the ECEGSO is:

- 1) to promote cohesion amongst the diverse graduate student group in the Klipsch School of Electrical and Computer Engineering;
- 2) to obtain funding for graduate student travel to deliver accepted presentations and posters at professional meetings;
- 3) to encourage social interaction between graduate students and undergraduate associates in the Electrical Engineering major, and with faculty;
- 4) to present a united position in regard to Departmental and University plans, policies, and regulations that affect ECEGSO members; and
- 5) to provide support for any other needs or activities deemed appropriate by the leadership and membership.

ARTICLE III. MEMBERS AND MEMBERSHIP

Section 1. Qualifications for Membership. Any full- or part-time New Mexico State University (NMSU) Electrical and Computer Engineering graduate student may join this organization. Undergraduate Electrical and Computer Engineering majors and post-doctoral students, all affiliated with NMSU, may also become non-voting associate members.

Section 2. Procedure for Affiliation with the Organization. All Electrical and Computer Engineering Graduate students may affiliate with this organization by e-mailing or personally contacting a representative of the organization, generally the Secretary, and by committing in writing to abide by all of the laws, regulations, and procedures that are set forth by the governing council of the Electrical and Computer Engineering Graduate Student Organization.

ARTICLE IV. OFFICERS

Sections 1. List of Officer Positions, 2. Description of Duties for each Officer

President. Convenes and leads all meetings of the ECEGSO. Appoints the non-elected officers at the beginning of each semester: Graduate Student Council Representative and Community Events Coordinator. Appoints all standing and special committee members except the selection committee members for the funding of presentations. Nominations for special and standing committees will be taken from the floor and upon consideration by the President, such committees will be formed. Attends all functions that are of import to the advancement of the organization. Promotes graduate student membership drives in conjunction with the Secretary.

Vice-President. Leads all meetings of the ECEGSO in the absence of the President. Appoints the chair of each standing and special committee designated during regular ECEGSO meetings. If absent from a meeting, and (a) chair(s) of (a) standing or special committee must be appointed, the President shall appoint the chair(s) in the Vice President's absence. Is in charge of (chairs) the selection committee for funding presentations at professional conferences.

Obtains the names of members who are interested in obtaining funds to present at a professional convention during the academic year. All ECEGSO members who are graduate students and who have a poster or paper accepted for presentation at a professional convention or are attending a professional conference, will be screened by the Chair, and will be eligible for potential funding. Is in charge of attending, or sending committee representatives to attend and screen presentations given at departmental Cognitive, Social, and Engineering lab meetings to choose the outstanding member-representatives, per semester, to fund for a professional convention with ECEGSO funding mechanisms.

Secretary. Takes minutes and records minutes of all meetings. Leads all meetings of the ECEGSO in the absence of both the President and the Vice-President. Maintains order during meetings, and ensures that all meetings are completed within the allotted time. Schedules rooms and times for meetings called by the President and the membership, and informs the membership of the times and rooms scheduled. Is in charge of the ECEGSO email listserv. Is in charge of membership drives in conjunction with the President of the ECEGSO at the beginning of each semester, with the goal of signing up all Electrical and Computer Engineering graduate students. Disseminates all information to the appropriate departmental and/or University contacts when instructed by other GSO officers or the Faculty Advisor to do so. Maintains record of all the meetings, should any member need to go through. Signs off on and audits all collections, deposits, and distributions of monies performed by the Treasurer. Maintains a current membership list for the organization.

Treasurer. Is in charge of collecting, depositing, distributing all ECEGSO monies, and accounting for said monies. Is in charge of planning and executing fundraising drives for the PGSO. Keeps spreadsheet of all financial transactions and provides copies once per semester to the general membership for review, usually at the last meeting of the semester. Encourages ECEGSO members to present at the Graduate Research and Arts Symposium (GRAS) at NMSU each academic year. Appoints a Cognitive,

Engineering, and Social graduate student (if available) to the committee chaired by the Vice-President to screen and finance presentations at professional conferences.

Section 2a. Description of Standing Appointees and Duties (Non-Elected Officers).

Graduate Student Council Representative. Is in charge of attending or, if unable to attend a Graduate Student Council (GSC) meeting, is in charge of sending (a) representative(s) to scheduled (GSC) meetings. Promotes active participation in the GSC and in ASNMSU functions to achieve maximum power and monies to fund PGSO purposes. Ensures that all points given by the GSC are maximized per semester for the ECEGSO. Works to achieve maximum representation of the ECEGSO membership in the NMSU GSC political hierarchy, including nominating interested ECEGSO candidates for open GSC positions. Works to nominate, promote, and elect Graduate School Senators to the ASNMSU Senate from the ECEGSO. Works to promote one ECEGSO member to be affiliated with the NMSU Human Subjects in Research committee through the GSC each academic year. Is appointed by the President for an academic year term.

Community Events Coordinator. Is in charge of the committee to organize: 1) a Las Cruces and 2) an NMSU-based project at least each academic year aimed at assisting the both the local and University communities. Coordinates graduate, undergraduate, and post-doctoral student volunteers' actions for those events. Encourages non-member participation. Promotes and maximizes membership participation in those events. Is appointed by the President for an academic year term.

Section 3. Eligibility Requirement for Elected Officers. Officers will be elected during the first monthly meeting of the ECEGSO. Eligibility requirements are as specified in Article IV, sections 1 and 2. The Faculty Advisor to the ECEGSO may not hold any elected office within the organization, although he or she may serve on any committee(s) of interest.

Section 4. Nomination Procedure. At the first general meeting of the ECEGSO each semester or at special election sessions, a volunteer will hand out to all graduate student attendees a statement to sign, which indicates that they will become member within the first month of that semester. All graduate student attendees who sign their statements (hereafter referred to as signatories) will be given a blank nomination ballot, where graduate student attendees will write in their own names or other graduate students' names next to the offices open for nomination. If one or more offices have no nominees on the first ballot, signatories will be asked to submit a name of a graduate student or a non-voting associate member, where applicable, for nomination to those posts. After nominations are made, any signatory may speak or openly campaign on behalf of themselves or others for two minutes before secret votes are taken. The volunteer will then make up hand-written ballots with all of the nominees for each position written next to the office they are nominated for, and ballots will be distributed to all graduate student attendees.

Section 5. Election Procedure. The volunteer will distribute the ballots, and all attendees who are graduate students will vote. Majority votes will prevail for officers. In case of (a) tie(s), the president will be asked to vote. In the absence of president, the vice president will be asked to vote. If a nominee declines an office for a reason deemed appropriate by a majority of signatories, public nominations from the floor will be encouraged, and a public attendees' vote will be cast, again with majority rule, until all offices are filled. A graduate student may hold simultaneous offices during a semester, but can not be elected as President and Vice-President or Secretary and Treasurer offices simultaneously during the

same semester. If an office holder who is newly-elected does not pay dues within the thirty days allotted to become a ECEGSO member, which office holder must vacate the office and a special election for the office will be set by the highest-ranking ECEGSO office holder at the next general meeting of the membership.

Section 6. Term of Office. Officers serve for the fall-spring academic year in which they are elected. Elections take place at the beginning of each regular academic year in the Fall unless a special election is warranted, the latter of which may be held with proper notice to the membership or to the potential membership. Officers may be re-elected to the same or different offices each academic year, with a consecutive term limitation of one academic year.

Section 7. Procedures for Filling Vacancies. In the event of a non-President officeholder's resignation, a general vote of the organizations' members will be held at a date and time designated by the President or, in his or her absence, the Vice President of the Electrical and Computer Engineering Graduate Student Organization. The procedure to elect a replacement non-President office-holder will follow the secret-ballot, self- or other nomination procedure that is used in regular elections during the designated meeting. Procedures for replacing a President are specified in Article V., Section 2.

Section 8. Absentee or Proxy Voting. If a graduate student wishes to join the ECEGSO at the beginning of a semester and signs as a signatory before the first meeting, but cannot attend that meeting, that potential member may appoint, in writing, an attending signatory to vote as proxy for the signatory that cannot attend. A special proxy form must be signed by the absentee voter and submitted to the attending signatory.

ARTICLE V. UNIVERSITY ADVISOR

Section 1. Selection Procedure. All faculty of Klipsch School of Electrical Engineering are by default the advisors for ECEGSO. One official Faculty will be appointed as the main Faculty Advisor who will be the same advisor designated at the incorporation of the by-laws of the Electrical and Computer Engineering Graduate Student Organization, and will hold the Advisor position for as long as he or she wishes to hold it. However, if the main advisor indicates that he or she does not wish to continue as the main Faculty Advisor, or if the main Advisor leaves the employ of NMSU, or receives a position which is not primarily based at NMSU, the President of the ECEGSO will appoint a committee to seek and nominate a replacement main Faculty Advisor. The main Faculty Advisor may also be removed and replaced by a four-fifths vote of the entire voting membership of the ECEGSO. The main Faculty Advisor must be a faculty member of the Klipsch School of Electrical Engineering at NMSU.

Section 2. Duties. The Faculty Advisor will act as the official University liaison to the ECEGSO, and will act as a consultant to the ECEGSO in all matters. If the President of the ECEGSO is, in the view of the Faculty Advisor, grossly negligent in following University regulations, policies, and procedures, or, if the President is not holding regular (at least monthly) meetings or is not attending meetings (at least monthly) of the ECEGSO, or, if the President graduates or no longer is an eligible graduate student at NMSU, the Faculty Advisor will meet with the President to discuss deficiencies or will certify to the Vice President of the organization that the President is no longer eligible to serve as President. The Vice

President will generally address the next ECEGSO meeting and will vacate the current office-holder as ECEGSO President and will appoint the Secretary of the ECEGSO as Acting President for the remainder of the academic year in which the current officeholder is ineligible to serve. The Vice President will then appoint a new Acting Secretary at the same meeting. If in any one semester, at least 10 graduate students do not sign up for the ECEGSO, the Faculty Advisor will appoint a graduate student volunteer, member or not, to solicit new ECEGSO members, until a minimum of 10 members are signed up for that semester. The Faculty Advisor will, in all other circumstances, support the current office-holders' agendas, and will promote the goals and purposes of the ECEGSO. The Faculty Advisor is welcome to attend each scheduled meeting of the ECEGSO, but is not required to do so.

Section 3. Term of Office. The term of office for the Faculty Advisor will be for as long as he or she wishes to hold the position, unless he or she indicates that he or she does not wish to continue as the Faculty Advisor, or for the other reasons specified in Article V., Section 1. In that case, the President of the ECEGSO will appoint a committee to seek and nominate a replacement Faculty Advisor, with a prioritized list of three interested Faculty members.

ARTICLE VI. EXECUTIVE BOARD

Section 1. There will be no Executive Board of the ECEGSO, although the names of the founding members of the ECEGSO and the first Faculty Advisor will be acknowledged on all official letterheads, website pages, and on other published resources produced and/or used by the ECEGSO in perpetuity.

ARTICLE VII. COMMITTEES

Section 1. Standing Committees. All standing committees will be determined by the President of the ECEGSO, except as indicated in Article IV.

Section 2. Special Committees. All special committees will be appointed as indicated in Article IV, and if other committees are needed, a general voting ECEGSO member will make a motion to the President, seconded by another voting member, and the President shall make a final determination as to whether a special committee is necessary to be appointed and convened for any matter.

Section 3. Composition of Membership. Refer to Article IV.

Section 4. Designation of Chair. Refer to Article IV.

Section 5. Procedures for Forming. Refer to Article IV.

ARTICLE VIII. MEETINGS

Section 1. Regular Meetings. Regular ECEGSO meetings will be held, optimally, twice per month, but at least monthly during each academic year, suspended in the summer months. Committees may continue

meetings or conduct business or perform community service during the summer, but may not expend funds during the summer months for any reason.

Section 2. Special Meetings--Frequency and Cause. If, upon request by the Faculty Advisor, President, or Vice President, a special meeting of the general membership is necessary, such meeting will be scheduled and convened during the academic year at a time and place convenient for the majority of the membership. Notice of such a special meeting will be given at least one day in advance of said meeting. Committees will set their own meeting times as needed aside from general ECEGSO meeting times.

Section 3. Quorum Required to Transact Business. At least four members will be on-hand at any general ECEGSO meeting in order to conduct significant ECEGSO business.

Section 4. Voting Procedures. Refer to Article IV.

ARTICLE IX. FINANCES

Section 1. Membership dues or assessments. No dues will be collected from members of ECEGSO. However, the Advisor, President or Vice-President may call for a special meeting to discuss dues and would need three quarters of the attending members' votes, should quorum be present, to allow the collection of membership dues.

Section 2. Processing of Financial Transactions. All financial transactions will be processed through a special ECEGSO checking account. All transactions paid for by the ECEGSO must be accounted for in the form of receipts, either electronic or otherwise, and submitted to the current Treasurer of the ECEGSO for accounting purposes. The Treasurer must submit a statement of ECEGSO financial accounting to the Faculty Advisor when one is requested.

Section 3. Limitations on Political Lobbying on Behalf of the ECEGSO. No officeholder or other non-voting associate will be paid to perform ECEGSO business for any reason. Further, organized lobbying by any member(s) of the ECEGSO is restricted only to NMSU-based entities, such as representatives of ASNMSU, and will never extend to New Mexico governmental representatives or entities or to other non-NMSU governmental representatives or entities.

Section 4. Conference Funding.

- A. A new ECEGSO member cannot ask for conference or other funding from the Organization during the first six months of membership. Exceptions to this rule will be considered only if a quorum of ECEGSO members is present at a regular meeting. Exceptions must be approved by a 2/3 majority vote of the membership present at the meeting.
- B. Eligible ECEGSO members requesting funds from the Organization must submit their funding requests in writing to the Vice-President of ECEGSO at least one-month prior to the conference. Estimated costs or real costs for expenses are required to be attached. Additionally, the member must submit proof of their community service requirement

outlined in Article XI Section 4. C. Request forms can be found on the ASNMSU website.

- C. Requestors must perform community service requirements for the ECEGSO group on-campus or off-campus. Requestors must have performed with the ECEGSO, 2-hour on-campus OR 2-hour off-campus, community service requirements before requesting funds. Exceptions for this may be voted on and require a 2/3 majority vote by a quorum of dues paying members at the present meeting. Requestors must complete and document additional community service. For each one hour of community service conducted, the member can request \$100, up to a maximum of \$500 for five total hours of community service. Requestors may substitute individual community service projects in lieu of group participation, if the hours are properly documented, and can request \$100 per community service hour completed, up to a maximum of \$500 for five total hours of individual community service. Community service forms can be found on the ASNMSU website. ECEGSO members requesting funds are responsible to maintain documentation of both group and individual community service conducted and to turn in this documentation with their funding requests to the Vice-President.
- D. Requestors must attend at least two (2) regularly-scheduled ECEGSO meetings in the semester that funding is requested. If the requestor has a class or other conflict with meeting times, the requestor must submit a letter from the professor or the advisor in regards to the reason of being absent from the General meeting.
- E. Eligible ECEGSO members requesting funds from the Organization must be presenting at or attending a conference. Funding preferences will be given to members that are presenting at a conference, unless extenuating circumstances occur.
- F. Requestors must first attempt to receive all monies possible from the GSC and ASNMSU before making request from ECEGSO.
- G. Selection of individuals for funding will be accomplished following the guidelines set out in Article IV-Section 1. The Vice-President will select a committee to evaluate the applications for funding and decide the action for the request.
- H. Requestors are not limited in the number of requests for funding during their membership in ECEGSO, as long as the guidelines in Article IX. Section 4 are followed each time funding is requested.
- I. Conference travel and lodging reimbursement will be structured following applicable University guidelines. I. Funded students presenting at a conference will also be required to present at GRAS in the Spring semester. ECEGSO members not presenting at a conference will not be required to present at GRAS.

ARTICLE X. PARLIAMENTARY AUTHORITY

Section 1. Specification of the Authority Which Will Resolve Questions About ByLaws and Meeting Procedures. The Secretary will maintain order throughout all ECEGSO meetings, and will be knowledgeable about all by-laws. In the absence of the Secretary, the Treasurer will maintain order during the meetings, and in the Secretary's and Treasurer's absences, a ECEGSO member, affirmed by a majority of the membership attending the meeting, will maintain order. The latest edition of Roberts Rules of Order will be roughly followed during meetings, where old business and new business from members will require a motion and a second, etc. The President will set the agenda for the meeting, and the Vice President, Secretary, Treasurer, and all other office holders and applicable committee chairs or designates in attendance will present reports at the general meeting. Introductions of new business and a general discussion by the membership during each meeting will be encouraged. Guests, visitors, and new members will be formally introduced and acknowledged at each meeting.

ARTICLE XI. AMENDMENT OF THE BY-LAWS

Section 1. Procedure whereby rules of the organization may be changed. By a vote of four-fifths of all ECEGSO members during one regular academic semester, after considering verbal opinions presented by interested ECEGSO officers and members, the rules of the ECEGSO may be changed or amended as deemed necessary.

Section 2. Requirement of previous notice at regular meeting before a vote is taken at a subsequent regular meeting. Amendment votes specifically regarding the by-laws of the ECEGSO will be advertised via e-mail to the general membership of the ECEGSO and via verbal or written notice during one regular meeting of the ECEGSO before an amendment vote may be taken.

SIGNATURES

We do hereby accept all of the by-laws as written to establish and maintain the Electrical and Computer Engineering Graduate Student Organization at New Mexico State University.

Signature

Date

PRESIDENT, ELECTRICAL AND COMPUTER ENGINEERING GRADUATE STUDENT ORGANIZATION

Signature

Date

FACULTY ADVISOR, ELECTRICAL AND COMPUTER ENGINEERING GRADUATE STUDENT ORGANIZATION