Preamble

We the graduate students of the Electrical and Computer Engineering Department, in order to promote our professional and academic activities and to secure collective representation on the University of New Mexico campus do establish this organization under the name of the Electrical and Computer Engineering (ECE) Graduate Student Association (GSA), hereafter to be known as the ECE/GSA.

1. Membership Definition
   (a) Anyone who supports the objectives, goals and procedures of the ECE/GSA
   (b) Meeting attendance and/or participation in ECE/GSA activities
   (c) Active membership is attendance in two consecutive ECE/GSA activities/meetings and current registration as a graduate student

2. There shall be no membership dues above the required GPSA fee.

3. Executive Council
   (a) Members are the President, Vice-President, Secretary, Treasurer, and all committee chairpersons.
   (b) All regular office terms shall be one calendar year in duration
   (c) No Officer may hold the same office for two consecutive terms

4. Duties of the Executive Council
   (a) Organize and promote activities that enhance the member’s professional and educational growth (e.g. student contests, seminars, speakers).
   (b) Promote interaction with professional societies and industry representatives.
   (c) Maintain a working relationship with faculty and the ECE department.
   (d) Recruit members and publicize ECE/GSA and its activities.
   (e) Hold meetings on a regular basis, at least once a month.

5. Duties of the Executive Council, by majority vote
   (a) May form and dissolve committees, as needed.
   (b) Will decree length of term for chairpersons, not to exceed one calendar year.
   (c) Shall appoint to fill any vacated regular offices for the duration of that term.
   (d) Can remove any Officer from their office for derelict of duty.

6. Duties of the Officers
   (a) Be committed to year-round participation.
   (b) Organize and help committees in any functions or activities.
   (c) Help and encourage members to be involved (e.g. join committees, give speeches).
   (d) Generate ideas for organizational activities.
   (e) Attend all meetings.
7. Duties of the President
   (a) Establish working relations with other organizations (e.g. ECE, IEEE, GSA).
   (b) Be directly responsible for seeing to the success of the ECE/GSA.
   (c) Oversee and be aware of all organizational activities.
   (d) Moderate all meetings and prepare agendas.
   (e) Appoint committee chairpersons.

8. Duties of the Vice-President
   (a) Act as liaison and representative of ECE/GSA at all UNM GSA meetings.
   (b) See to the success of all activities by assisting all Officers in their duties.
   (c) Oversee that all procedures fall within the guidelines set forth in this document.
   (d) Assume the office of the president, in the president’s absence.
   (e) Become president, if the office of the president becomes vacant for any reason.

9. Duties of the Secretary
   (a) Maintain and distribute accurate minutes of all meetings.
   (b) Document all organizational (attendance, events, etc.)
   (c) Oversee publication of upcoming meetings and events.
   (d) Maintain an accurate and updated roster of members.

10. Duties of the Treasurer
    (a) Oversee the drafting and submittal of proposals to all possible funding sources.
    (b) Manage all expenditures and reimbursements to members.
    (c) Interact in a periodic and timely fashion with the ASUNM/GSA Business Office.
    (d) Submit a monthly financial report to the Executive Council.

11. General Meetings shall be held as deemed necessary by the Executive Council, at least once per semester

12. General Elections
    (a) Shall be held once per year in June
    (b) Members shall be notified 15 days prior to the election
    (c) Nominations and elections will be held on the same day
    (d) Candidates must be active members
    (e) Candidates must be nominated by a member other than themselves
    (f) Candidates will have an equal opportunity to present their platform to the members
    (g) All members are eligible to vote in ECE/GSA elections
    (h) The candidate with the majority of votes shall be elected. If there is no majority than a run-off of the top two candidates will occur
    (i) A quorum shall be defined as twenty percent of the active members
    (j) All incoming officers are installed in August

13. Requirements for amendments
    (a) Submitted to the Executive Council in writing
    (b) Approved by a two-thirds (2/3) vote of the Executive Council
    (c) Ratified by a three-fourths (3/4) vote of the members.