

# GMC BY-LAWS

## ARTICLE I – NAME, PURPOSE, DUTIES, AND MEMBERSHIP

SECTION 1 – The name of this organization shall be the Graduate Materials Council (GMC).

SECTION 2 – The purpose of the GMC shall be to act as advocates for the graduate students in the Massachusetts Institute of Technology (MIT) Department of Materials Science and Engineering (DMSE).

SECTION 3 – The GMC shall fulfill the following duties:

- a. The GMC shall organize social activities (such as DMSE socials, trips, and post-exam outings).
- b. The GMC shall guide student policies through Departmental Committee on Graduate Students (DCGS) and Graduate Student Council (GSC) representation, in addition to frequent communication with the department head.
- c. The GMC shall promote the DMSE graduate program to prospective graduate students via assistance with planning and executing visit weekend activities.
- d. The GMC shall provide targeted academic and well-being support to all DMSE graduate students through actions such as organizing academic information panels and facilitating graduate student mentorship programs.
- e. The GMC shall use funds for the benefit of all DMSE graduate students and no part of the budget shall inure to the benefit of, or be distributable to, its members, officers or other private persons, except that the GMC shall be authorized and empowered to pay reimbursement for services rendered and to make payments and distributions in furtherance of the purposes set forth by the GMC.

SECTION 4 –

- a. All graduate students currently in the Department of Materials Science and Engineering at MIT are automatically considered members of the GMC.
- b. The organization shall not discriminate based on any characteristic listed in the MIT Nondiscrimination Statement for membership, officer position, or in any other aspect.
- c. Graduate students from other departments at MIT can become members of the GMC provided they have attended at least two GMC Officer Meetings in the past semester.

## ARTICLE II – OFFICERS

SECTION 1 - The elected officers of the GMC shall be the President, Vice President,

Secretary, Treasurer, Athletics Chair, Academic Committee, Social Committee, Alumni Committee, Coffee Hour Committee, DCGS Representatives, MRS President, Outreach Committee, Public Service Chair, Sustainability Chair, Well-being Chair, GSC Representatives, and Diversity, Equity, and Inclusion Chair. If an officer position is unfilled, the President may delegate the duties associated with that position to other GMC officers. All officers are responsible for assisting in the execution of events by other officers, as directed by the Secretary.

**SECTION 2** - In addition to maintaining the records of their offices to be turned over to their successors, the duties of the officers shall be as follows:

*a. President*

- i. The President shall be the official representative of the GMC to any other organizations, the Association of Student Activities, and to MIT, except to the Graduate Student Council.
- ii. The President shall be a currently enrolled MIT graduate student in DMSE.
- iii. The President shall hold no office in the GMC other than that of President.
- iv. The President shall preside over all GMC Officer Meetings, determine the time of these meetings, and publicize meeting dates to all GMC members.
- v. The President retains the authority to form committees, suggest members to those committees, and serve as voting member of all committees.
- vi. The President shall faithfully execute their office in accordance with these By- Laws and ensure that all other GMC officers likewise perform their duties in accordance with these By-Laws.
- vii. In the case of resignation of any other GMC officer, the President shall call and hold a special election to fill the remaining term of the vacant office.
- viii. The President shall be responsible for coordinating with the DMSE Academic Office regarding prospective student visit weekend activities.
- ix. The President may delegate specific tasks to GMC officers, including the temporary fulfillment of responsibilities assigned to other GMC Officers who are absent or unable to satisfy their commitments.

*b. Vice President*

- i. The Vice President shall assume and fulfill all duties of the President in the absence or resignation of the President. In the case of resignation by the GMC President, the Vice President shall succeed the office of President for the remainder of the term.
- ii. The Vice President shall serve as first assistant to the President and accept, as directed by the President, specific GMC responsibilities.
- iii. The Vice President shall serve as voting member of all committees.
- iv. The Vice President shall be responsible for upkeep and decoration of the graduate student portion of the DMSE lounge including occasional acquisition of new content for use by all graduate students of DMSE as determined by the

GMC budget.

*c. Secretary*

- i. The Secretary shall serve as the official correspondent of the GMC, record minutes for all GMC meetings, and distribute meeting minutes to all GMC members.
- ii. In the absence of the Secretary, their duties shall fall upon the President, Vice President, or Treasurer based on availability.
- iii. The Secretary shall be responsible for upkeep of the GMC website.
- iv. The Secretary shall be responsible for taking attendance and establishing that a quorum is present for General Meetings.
- v. The Secretary shall be responsible for maintaining an official copy of the GMC By-Laws and furnishing all members with a copy of these By-Laws.
- vi. The Secretary shall be responsible for establishing and running a system to coordinate GMC officers assisting in GMC events outside their elected responsibilities.

*d. Treasurer*

- i. The Treasurer's primary responsibility is to manage and maintain the budget and financial records of the GMC.
- ii. The Treasurer shall be a currently enrolled MIT graduate student.
- iii. The Treasurer shall not also hold the office of President.
- iv. In the absence of the Treasurer, their duties shall fall upon the Vice President and Secretary, depending on availability. Upon the resignation of the Treasurer, the Vice President and Secretary shall maintain the duties of the Treasurer until a special election is held to elect a new Treasurer.
- v. The Treasurer shall draft an annual budget which includes proposed allocations for all positions by September 1 for the MIT fiscal year. The draft budget shall be approved by a majority at a GMC Officer Meeting before the Treasurer can present the budget to the DMSE Department Head for final approval.
- vi. The Treasurer must record every amount reimbursed in order to accurately track the budget.
- vii. The Treasurer shall prepare a detailed financial report annually to share with the GMC prior to the election of new GMC officers.

*e. Athletics Chair*

- i. The Athletic Chair shall be responsible for organizing intramural sports for DMSE graduate students.
- ii. The Athletic Chair will attend the Intramural general body meetings, as a representative of the department, faithfully executing all associated general body duties.
- iii. The Athletic Chair shall serve as the primary liaison to intramural sports team captains throughout the active seasons dealing with issues of fines

or recruitment.

*f. DCGS Representatives*

- i. The DCGS (Departmental Committee on Graduate Students) Representatives shall be responsible for attending DCGS meetings, voicing DMSE graduate student opinion in these meetings and to the DCGS Chair.
- ii. There shall be three DCGS Representatives.
- iii. The term of a DCGS Representative is two years.

*g. Academic Committee*

- i. The Academic Committee shall be responsible for organizing events which benefit DMSE graduate students academically through such activities as departmental talks and information panels.

*h. Social Committee*

- i. The Social Committee shall be responsible for organizing DMSE graduate social activities, including themed socials, orientation events, and organized outings.
- ii. The Social Committee shall be responsible for upkeep of any storage areas provided by DMSE, and share this responsibility with the Outreach Committee.

*i. Alumni Committee*

- i. The Alumni Committee shall be responsible for connecting DMSE alumni and DMSE graduate students by organizing events such as alumni lunches and panels focused on choosing a career path.

*j. GSC Representatives*

- i. The GSC (Graduate Student Council) Representatives shall be responsible for attending GSC general council meetings, voicing DMSE graduate student opinion in these meetings.
- ii. The GSC Representatives shall be responsible for effective communication of GSC action items to the GMC that concern or require participation of DMSE graduate students.
- iii. The GSC Representatives shall be responsible for meeting the eligibility requirements set by the GSC to secure Representative funding.
- iv. The GSC Representatives shall be responsible for requesting their Representative funding from the GSC in a timely manner.
- v. The GMC should appoint as many GSC Representatives as is necessary to ensure full representation in the GSC as determined by the GSC.

*k. Outreach Committee*

- i. The Outreach Committee shall be responsible for promoting the knowledge and understanding of materials science amongst the general public outside of MIT.
- ii. The Outreach Committee shall seek to find and coordinate opportunities to present the field in public forums and emphasize the importance and pervasiveness of materials science in daily life.
- iii. The Outreach Committee shall be responsible for upkeep of any storage areas provided by DMSE, and share this responsibility with the Social Committee.

*l. Public Service Chair*

- i. The Public Service chair shall organize public service events for DMSE to participate in, such as group events to the Boston Food Bank, CASPAR kitchen, or Charles Clean-Up.
- ii. The Public Service Chair may coordinate events with the Priscilla King Gray Public Service Center at MIT.

*m. Coffee Hour Committee*

- i. The Coffee Hour committee shall be responsible for organizing monthly Coffee Hours for the DMSE community.

*n. Sustainability Chair*

- i. The Sustainability Chair shall be responsible for promoting environmental sustainability at all GMC-sponsored events via incentivization (ex. line priority, reward system for bringing reusable tableware) or other methods.
- ii. The Sustainability Chair may create and/or run events or campaigns for the DMSE community which promote environmental sustainability as well as identify university-wide initiatives that DMSE/GMC can participate in.
- iii. The Sustainability chair shall maintain a central stock of eco-friendly single-use tableware for use at all GMC events as well as a stock of reusable tableware in the lounge.

*o. Well-being Chair*

- i. The Well-being Chair shall be responsible for managing the first-year graduate student mentorship program in DMSE.
- ii. The Well-Being Chair may coordinate events to promote graduate student and community well-being in DMSE.
- iii. The Well-Being Chair may act as a resource for DMSE graduate students to be connected to other well-being-related resources at MIT.
- iv. The Well-being Chair may collaborate with the Diversity, Equity, and Inclusion Chair to host and promote events related to DEI efforts.
- v. The Well-being Chair may collaborate with DMSE Resources for Easing Friction and Stress (REFS) to host and promote events related to well-being.

- vi. The Well-being Chair shall be responsible for conducting climate surveys with the Diversity, Equity, and Inclusion Chair, and may coordinate with other GMC officers to perform these surveys.
  
- p. *MRS President*
  - i. The MRS President shall be responsible for acting as a graduate student liaison between GMC, DMSE, and the Materials Research Society (MRS).
  - ii. The MRS President shall maintain a roster of DMSE graduate students who are active MRS members and be responsible for supplying this information to MRS to receive Chapter funding.
  - iii. The MRS President shall be responsible for attending the MRS University Chapter Representatives Meetings at the MRS Fall and Spring National Meetings as a DMSE representative or delegating this responsibility to another person.
  
- q. *Diversity, Equity, and Inclusion Chair*
  - i. The Diversity, Equity, and Inclusion (DEI) Chair shall be responsible for promoting activities around diversity, equity and inclusion on campus towards GMC's role of providing well-being support to DMSE graduate students.
  - ii. The DEI chair shall attend the Graduate Student Council's Diversity and Classroom Initiative monthly meetings and serve as our department's DEI fellow to the Graduate Student Council DEI Committee.
  - iii. The DEI Chair may collaborate with the Well-being Chair to host and promote events related to DEI efforts.
  - iv. The DEI Chair may collaborate with groups outside the GMC to host and promote events related to DEI efforts.
  - v. The DEI Chair shall be responsible for conducting climate surveys with the Well-being Chair, and may coordinate with other GMC officers to perform these surveys.

## ARTICLE III – ELECTION OF OFFICERS

**SECTION 1** – Officers shall be elected yearly by popular vote at the final social of the year or by popular vote as conducted through an online election.

- a. The number of slots on committees is to be decided by the GMC in a GMC Officer Meeting before the annual election.
- b. All GMC members must be notified of the social or online election. Individuals who are unable to attend the social shall be given the opportunity to vote via an absentee ballot organized by the Secretary. All absentee ballots shall be distributed, collected, and counted by the Secretary.
- c. Receiving a vote from a plurality of the GMC members participating in the election of officers shall be required for election.

SECTION 2 – With the exception of DCGS Representatives, all GMC officers shall serve a term lasting one year and may serve no more than two consecutive terms in one office.

SECTION 3 – The new officers shall take office by June 30th, after a GMC transition meeting.

- a. Between election and the GMC transition meeting, the incoming officers are given the title of “elect” (e.g. President-Elect).
- b. Officers-elect may plan and coordinate transition activities but shall not commit funds without the approval of the outgoing officer. In cases where the officer retains their seat, this rule does not apply.

SECTION 4 – A special election shall be held to fill any vacant office occurring before the next regular election, with the exception of a vacancy in the office of President. Should the office of the President become vacant, the Vice-President shall assume the office of President until the next regular election. All open positions to be filled by special election must be publicized to the DMSE community two weeks prior to the special election. The nominee who receives a plurality of votes is considered to be the winner of a special election race and is appointed to the position for the remainder of the term.

SECTION 5 – A recall election for any office may be initiated by vote or written request by at least half of the GMC officers. An elected officer is removed from office by a two-thirds vote for removal by GMC Officers in a recall election.

## ARTICLE IV – GMC MEETINGS

SECTION 1 – The GMC shall hold GMC Officer Meetings to facilitate communication on issues of GMC business.

- a. GMC Officer Meetings shall be held at least once every two months from August to June.
- b. Attendance is considered mandatory for GMC officers at GMC Officer Meetings.
- c. A quorum at GMC Officer Meetings is constituted by the physical presence of GMC officers equal to 50% of the number of elected GMC officers, rounding up, plus one.
- d. Unless specified otherwise, voting decisions by the GMC shall be made by simple majority provided quorum has been established. A majority is defined as more than half of the total number of all elected GMC officers.
- e. The President shall abstain from voting for all meetings over which they preside. In the case of a tie, a President may vote to break the tie.

SECTION 2 – Minutes must be taken at all GMC Officer Meetings. It is the responsibility of the Secretary to record, distribute, and keep minutes. In their absence, any officer may take minutes to be provided to the Secretary at a later time and to be distributed to the GMC. During such a meeting, the officer responsible for the minutes shall be selected by

the Secretary.

#### ARTICLE V – FINANCES

SECTION 1 – The expenses of the GMC shall be met by funds obtained from DMSE and through GSC Representative funding.

SECTION 2 – A draft budget shall be presented at a GMC Officer Meeting for comments and discussion. The proposed budget shall be voted on at a GMC Officer Meeting, and a favorable vote of a majority of GMC officers shall be required to pass the draft budget before the Treasurer presents the budget to the DMSE department head for final approval.

#### ARTICLE VI – AMENDMENTS

SECTION 1 – A proposed amendment to these By-Laws must be read by an active member and seconded by an active member during a GMC Officer Meeting.

SECTION 2 – After a week of the amendment being available by email or on the website for comments and discussion, a vote may be held, either at the next GMC Officer Meeting or by an Internet poll organized by the Secretary.

SECTION 3 – A favorable vote of three fourths of all GMC officers shall be required to pass an amendment.

#### ARTICLE VII – CODE OF CONDUCT

SECTION 1 – All members agree to abide by the rules and regulations set by the Department of Material Science and Engineering.

#### ARTICLE VIII – ASA GOVERNANCE CLAUSE

The Graduate Materials Council agrees to abide by the rules and regulations of the Association of Student Activities, and its executive board. This constitution, amendments to it, and the by-laws of this organization shall be subject to review by the ASA Executive Board to ensure that they are in accordance with the aforementioned rules and regulations.