

Chemical and Biomolecular Engineering Graduate Student Liaison Committee (GSLC)  
Constitution (current as of August 23, 2020)

## **Mission Statement**

The Graduate Student Liaison Committee (GSLC) is a group of volunteer graduate students (Masters and PhD) that are responsible for planning graduate student events for the Chemical and Biomolecular Engineering Department at Johns Hopkins University. The goals of the GSLC are to:

- Coordinate the needs of graduate students with faculty and staff when needed.
- Foster a sense of community amongst the graduate students within the ChemBE department by:
  - Planning and executing social events that promote inclusion and fun on and off campus amongst graduate students and faculty/staff.
  - Representing ChemBE to serve and enhance the Johns Hopkins and surrounding Baltimore community through community service and professional development.

We aim to have each lab in the department represented in the GSLC (at least one student from each lab should serve as a volunteer). We also aim to facilitate a collaborative and supportive graduate student body to improve the graduate student experience here at Johns Hopkins.

## **Bylaws**

### **I. General Membership and Responsibilities**

Any graduate student enrolled in The Johns Hopkins University is welcome to be involved as a general member and attend GSLC-planned events – this includes all masters students, doctoral students, and visiting graduate students. There is no minimum number of meetings or events that must be attended in order for a student to obtain a desired membership status. Each lab in the ChemBE department should have at least one graduate student attend general meetings. All general members have the following responsibilities:

- To participate in meetings where we make decisions on events and how to effectively run them.
- To volunteer to help planning activities (at least 1 per semester).

### **II. Election Procedures**

GSLC elections will take place in late September/early October for all executive board positions. Elections for the GRO GC representatives will take place separately at the beginning of the Spring semester in late August/early September. New lab representatives will be selected sometime during the month of October. Any voting results can be made available upon request and with the consent of all parties involved.

- Elections for GC Representatives:
  - Former GC reps will hold an open meeting during the first week of September for all graduate students in the department (this meeting will be announced during the

last week of August). During the meeting, anyone who is interested can nominate themselves and give a short statement on why they are interested in the position.

- Online forms (either via Google Forms or CampusGroups) will be used for both submitting nominations and for collecting votes. An anonymous vote will be conducted to select two representatives shortly following the open meeting for a 24-hour period.
- Lab Representatives:
  - Each lab can have their own nomination process among the graduate students in that lab to decide who will be their representative during the month of October.
  - Labs should notify the Vice President as soon as they have decided on who will be the representative for their lab. The deadline for this notification is the end of October.
- Executive Board:
  - Nominations for all positions on the executive board will be submitted via an online form.
  - Once all nominations have been collected, there will be an open meeting where all nominated candidates can give a short statement on why they are interested in the position.
  - During this meeting, an online form will be used to collect votes anonymously for each position.
- Contingency Plans:
  - For any case where there are no interested candidates for a given position, the current President and Vice President will contact individual students who they think would be appropriate for said position and see if they are interested. If a prospective candidate accepts the offer, they will be automatically appointed to the position without any voting process.
  - If no one is interested in said position at this point, the executive board can make calls for anyone who is interested in said position and whoever responds first will automatically be elected to said position without any voting process.
  - If there are not enough candidates to fill all positions, it is acceptable for one person to hold multiple positions if needed (i.e. positions are not mutually exclusive).

### III. Executive Board

Leadership positions on the executive board are appointed at the beginning of every Fall semester to serve for an entire academic year by the GSLC. The leadership positions are as follows:

- President and Vice President:
  - Run GSLC meetings.
  - Communicate directly with faculty and staff when needed.
  - Work with the department staff, treasurer, and activity chairs on budget approval.
  - Oversee all other leadership positions and event-planning activities.

- Treasurer:
  - Responsible for making and finalizing the GSLC budget during the Fall semester.
  - Keeps track of all spending activities.
  - Handles all reimbursements for graduate students who purchase items and services for GSLC events.
  
- Activity Chairs (2):
  - Make and formalize the activities calendar for all GSLC-related events.
  - Confirm that activities are being planned and executed.
  - Serve as default leaders for all activities (or are responsible for appointing leaders for planning specific events when needed).
  - One chair focuses on social events and the other focuses on professional development and outreach events.
  
- Historian/Secretary:
  - Responsible for organizing GSLC documents online.
  - In charge of handling GSLC social media accounts on Facebook, Instagram.
  - Responsible for handling any GSLC-related updates to the ChemBE website.
  - In charge of documenting GSLC events via pictures.
  
- Intramural Chair:
  - Send out interest forms for intramural sports every semester.
  - Organize intramural sports teams.
  - Make sure team members participate in intramural events (to avoid extra fines).
  
- Recruitment Chair:
  - Responsible for organizing volunteers for helping with recruitment-related events.
  - Serves as a point of contact between faculty and staff for what GSLC responsibilities are for any recruitment-related events.
  - Should ideally be a 1st or 2nd year graduate student.
  
- MSE Representatives (2):
  - Serve as points of contact for all MSE students in the GSLC and the ChemBE department at large.
  - Advocate on the needs of MSE students.
  - Promote involvement of MSE students in the GSLC and GSLC-related events.
  
- Graduate Representative Organization General Council Representatives (2):
  - Serve as GC reps for the GRO general council.
  - Attend all GC meetings and facilitate general student concerns to the GRO during these meetings.