Aerospace Engineering Graduate Student Advisory Committee

Bylaws

October 16, 2015

I. Purpose

The Aerospace Engineering Graduate Student Advisory Committee (“GSAC”) is to serve as a voice for all graduate students in the AE department, and to provide opportunities to help these students grow. The Committee strives toward continuous improvement of the department to serve the needs of the graduate students. In addition, the Committee encourages involvement in student projects and initiates other projects to further improve students’ experience in the department. The Committee meets with the Head of the Department, Associate Head, and Coordinator of Academic Programs to discuss the Committee’s concerns and concerns brought to the attention of the Committee by the graduate student body. The Committee does not serve as a formal grievance committee.

II. Membership and Voting

The member Committee consists at least four student voting members including at least: 2 Ph.D. students, 1 MS thesis student, and 1 MS non-thesis student. At least one of the students must have recent teaching assistantship experience, at least one must be a domestic student, and at least one must be an international student. The Committee also includes three ex-officio members: the Department Head, the Associate Head, and the Coordinator of Academic Programs. At the beginning of each school year, the Committee, its purpose, and the application process to gain membership to the Committee will be made known to all graduate students. By the end of the third week of classes, those who wish to serve as representatives may submit their names and a brief application to the Coordinator of Academic Programs. The Head will then appoint at least four student representatives for a term of twelve months. The Committee will elect a Secretary who serves in this role for a period of 12 months after which the Secretary is appointed the Chair for a period of 12 more months. The student members are voting members, and the three ex-officio members are non-voting members. A voting quorum shall consist of at least two-thirds of the student members.

III. Meetings

Regular meetings will be held twice during the fall and twice during the spring semesters, at a regular time to be determined by the Committee. Extra meetings may be called by the Chair or Department Head as needed, or when requested by at least two members. Meetings of the Committee are public. An agenda for each meeting will be distributed at least two days prior to the meeting.
IV. Committees

Ad hoc and standing committees will be formed by the Chair as deems appropriate. Subcommittees may contain Committee members, other AE students, or department faculty and staff members. Priority for subcommittee members may be given to those who submitted their names for the main Committee but were not selected to be class representatives.

V. Amendments

These Bylaws may be amended by a two-thirds majority of voting members present at a regular meeting, provided 1-week notice is given.

Ratified 10/16/2015