

**AGRICULTURAL AND CONSUMER ECONOMICS GRADUATE STUDENTS
ORGANIZATION**
at the University of Illinois at Urbana-Champaign

Constitution

Article I
(Name)

The name of this organization shall be the “Agricultural and Consumer Economics Graduate Students Organization,” referred to as the ACE-GSO hereafter.

Article II
(Mission Statement)

The ACE-GSO shall support its members in their graduate studies and professional development in the Department of Agricultural and Consumer Economics (ACE) at the University of Illinois at Urbana-Champaign (UIUC).

Article III
(Status)

The ACE-GSO shall be registered as a student organization (RSO) with UIUC every year and shall follow the rules established for registered student organizations (RSOs).

Article IV
(Eligibility and Membership)

Section 1. To be eligible for membership in the ACE-GSO, one must be a graduate student registered in the Department of ACE at UIUC, in accordance with the guidelines established by the RSO Office.

Section 2. Membership in the ACE-GSO must be renewed each academic semester and continuing members shall renew their membership within the first month of instruction.

Section 3. Membership is considered valid only after payment of membership dues to the ACE-GSO for the current semester. Membership dues shall be determined by the elected officers cited in Article V, upon approval of the ACE-GSO body present thereafter.

Section 4. Membership shall be terminated if the member fails to comply with Article IV, Sections 2 and 3, or if s/he voluntarily acts against the best interests of the ACE-GSO. The elected officers shall meet to investigate the legitimacy of the member's motives and take the final decision whether to terminate their membership. The concerned member shall be notified by the President and may be present during the officer meeting. Termination shall be approved by two-thirds of the present officers. In the case of membership termination, no refund of membership dues will be made.

Article V

(Officers)

There shall be five elected officers for one-year terms:

- I. President,
- II. Vice-President,
- III. Secretary,
- IV. Treasurer, and
- V. Membership Director.

Article VI

(Elections of Officers)

Section 1. Nominations for the above officers for the subsequent term shall be taken towards the end of the spring semester (i.e., beginning of May). Nominations can be submitted through a survey administered to and completed by ACE graduate students or written via e-mail to outgoing GSO officers. One can also nominate oneself.

Section 2. All students enrolled in ACE shall be eligible for nomination.

Section 3. The Vice-President shall notify nominees of their nominations. Nominees must then confirm their candidacy for the office(s) to the Vice-President no later than two days prior to the scheduled elections. Candidates for office shall only be ACE-GSO members.

Section 4. There shall be at least one candidate per office. Outgoing officers can also be candidates.

Section 5. Elections should be held via an online survey.

Section 6. Officers are elected on a simple majority basis. Voting rules for elections shall follow Article VII.

Article VII

(Voting Rules)

Section 1. When a vote is called, only ACE-GSO members shall be eligible to vote.

Section 2. Each member can only cast one vote per officer position. In case of equality of votes between alternatives, the current President shall cast the tie-breaking vote.

Article VIII

(Duties of Officers)

Section 1. Duties of the *President* shall include:

- a. Calling and presiding over all general meetings.
- b. Appointing and coordinating ACE-GSO committees.
- c. Acting as a liaison to the Department of ACE Head.
- d. Coordinating orientation of new or prospective graduate students.
- e. Attending to various matters as they arise.

- f. Tracking on-going projects throughout the academic year.

Section 2. Duties of the *Vice-President* shall include:

- a. Coordinating desk assignments.
- b. Communicating the complete list of desk assignments to the Department of ACE for administrative purposes.
- c. Appointing Room Monitors for student offices.
- d. Assisting in the execution of the duties of the President.
- e. Presiding over meetings in the President's absence.
- f. Being the first point of contact for the ACE-GSO by ACE-GSO members.

Section 3. Duties of the *Secretary* shall include:

- a. Keeping an accurate record of all general meetings and ACE-GSO committee meetings in collaboration with ACE-GSO committee chairs.
- b. Maintaining graduate students bulletin boards throughout Mumford Hall.
- c. Maintaining proper archives of all ACE-GSO activities and documents to track the organization history and facilitate tasks of future officers and ACE-GSO committee members.
- d. Overseeing the cleaning of and managing the supply of items in Quantum.

Section 4. Duties of the *Treasurer* shall include:

- a. Supervising and keeping an accurate record of receipt and disbursement of funds within the organization.
- b. Communicating the budget to members once per semester.
- c. Collecting the ACE-GSO membership dues and the Quantum fees.
- d. Reimbursing GSO officers for expenses throughout the academic year.

Section 5. Duties of the *Membership Director* shall include:

- a. Acting as a liaison between the ACE-GSO and the ACE-GSO committees.
- b. Overseeing the activities and progress of the ACE-GSO committees.

Article IX
(Committees)

Section 1. The President shall appoint standing ACE-GSO committees by September 30 of the fall semester. Terms shall be for one year.

Section 2. Two ACE-GSO students (i.e., one master's student and one PhD student) shall be appointed to the following ACE-GSO committees:

- a. Grievance Committee: will be the point of contact for ACE graduate students that have expressed an issue in the Department of ACE related to faculty, staff, or other students. They will meet with students—on a needed basis—to hear these grievances and will communicate with the appropriate stakeholders to address and resolve the issue at hand (e.g., set up meetings, reference protocols, etc.). They will introduce themselves via email at the beginning of each semester so students are aware they can contact them if the need arises during the academic year.

- b. Courses and Curricula Committee: will be the point of contact for ACE graduate students regarding suggestions for updating current ACE courses and graduate program curriculum. At the beginning of the fall semester, they will each review their respective program's curriculum, ask for feedback from current students throughout each semester, and suggest changes or adjustments to faculty and the Department of ACE to improve the course offerings and program requirements, etc. at the end of each semester. They will introduce themselves via email at the beginning of each semester so students are aware they can contact them during the academic year.
- c. Social Committee: will oversee the planning of social activities and events throughout the academic year (e.g., Friendsgiving, happy hour events, etc.) that will engage students as well as both students and faculty. They will work closely with the ACE-GSO to organize logistics, create awareness (e.g., marketing), and to brainstorm creative ideas for gatherings that might be of interest to the ACE-GSO body.
- d. Outstanding Faculty and Staff Awards: will facilitate the nomination process for one outstanding faculty award and one outstanding student award (both M.S. and PhD) that will be given at the end of the academic year. They will gather nominations from fellow students and faculty towards the end of the spring semester via surveys, discuss the most popular nominees for each category, and then decide as to who should win these respective awards. Completes duties by presented the recipients with their awards at the last faculty meeting at the end of the spring semester.

Section 3. The President appoints a chairperson per ACE-GSO committee. ACE-GSO committee chairs report to the Membership Director and provide minutes of any ACE-GSO committee meetings to the Secretary on a regular basis.

Section 4. The ACE-GSO committees should act in the best interests of the ACE-GSO, its members, and the Department of ACE. The committees shall consult ACE-GSO students regularly. Actions of committees should reflect the opinion of ACE-GSO members.

Article X

(Room Monitors)

Section 1. The Vice-President shall appoint one Room Monitor per graduate student office.

Section 2. Room Monitors shall monitor and uphold the rules in each graduate student office. Their duties and responsibilities shall include:

- a. Assessing if a student is using his/her desk, shelving, and cabinet space to its full potential. If not, Room Monitor should notify the Vice-President before assigning a new student to the desk following guidelines in Article XI.
- b. Serving as a liaison to the Vice-President.
- c. Reporting malfunctions of any equipment in the graduate student offices, such as drawers, lights, phones, refrigerators, air conditioner units, etc.
- d. Maintaining and updating desk assignment sheets and announcements bulletins within their offices.

- e. Notifying the Vice-President of upcoming vacant desks and desk reassignments within their offices.

Failure to do these aforementioned duties may result in removal by the Vice-President.

Article XI (Desk Assignments)

The Vice-President assigns desks to all registered graduate students in the Department of ACE based on the following guidelines:

Section 1. All graduate students currently enrolled in the Department of ACE should be given access to desk space.

Section 2. Priority desk assignments will be given to students in the following order:

- a. ACE-GSO members
- b. Students with no desk anywhere else on campus
- c. First-year PhD and MS/MAAE students
- d. Second-year PhD and MS/MAAE students
- e. Remaining PhD students
- f. Remaining MS/MAAE students
- g. Students who are off campus during the semester and are categorized as:
 - PhD candidates
 - PhD post pre-lim students
 - Room Monitors

Section 3. Students with desks who have not been enrolled in the Department of ACE, on leave, or with a different (adequate) desk space elsewhere on campus have the lowest priority for desk assignments.

Section 4. Disputes and within-room desk changes should be handled by Room Monitors. Disputes can be appealed to the Vice-President.

Section 5. Major reassignments, especially room changes, will be conducted during the summer prior to the fall semester upon the arrival of incoming graduate students. The Vice-President will handle the assignments.

Section 6. All complaints and appeals concerning desk assignments or how these guidelines are interpreted or implemented by Room Monitors should be formally made in writing to the Vice-President. Further action shall be decided by the officers.

Article XII (Amendments and Revisions)

Amendments and revisions to this constitution shall require a majority of all graduate students following voting rules in Article VII. A majority is defined as one greater than half and will only be valid if at least fifteen (15) graduate student members respond.

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