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) and maintain the graduate student lounge.
   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 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. All MIT students can become members of the GMC by attending at least two General Meetings of the GMC.

ARTICLE II - OFFICERS

SECTION 1 - The elected officers of the GMC shall be the President, Vice President, Secretary, Treasurer, Athletic Chair, Publicity Chair, Academic Committee, Social Committee, Alumni Relations Committee, DCGS Representatives, Events Committee, and GSC Representatives.
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 and to MIT.
   ii. The President shall be a currently enrolled MIT student.
   iii. The President shall hold no office in the GMC other than that of President.
   iv. The President shall preside over all General and Focus 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 a voting member of all committees.
   vi. The President shall faithfully execute his/her 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.

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 a voting member of all committees.
   iv. The Vice-President shall be responsible for maintaining the DMSE graduate lounge.

c. **Secretary**
   i. The Secretary shall serve as the official correspondent of the GMC, record minutes for all GMC meetings, distribute meeting minutes to all GMC members, and maintain member and guest meeting attendance records.
   ii. In the absence of the Secretary, his/her duties shall fall upon the President, Vice-President, or Treasurer based on availability.
   iii. The Secretary shall be responsible for taking attendance and establishing that a quorum is present for General Meetings.
   iv. 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.
   v. The Secretary shall be responsible for organizing, collecting, and counting absentee ballots cast in the GMC elections and for GMC meetings.
   vi. The Secretary shall be accountable for coordinating the transition between incoming and outgoing GMC Members and ensure continuity.
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 student.
   iii. The Treasurer shall not also hold the office of President.
   iv. In the absence of the Treasurer, his/her duties shall fall upon the Vice-President and Secretary, depending on availability, until a special election is held to elect a new Treasurer.
   v. The Treasurer shall draft an annual budget prior to the beginning of the fall semester. The draft budget shall be approved by a quorum at a general meeting before the Treasurer can present the budget to the DMSE Department Head for final approval.
   vi. The draft budget will include (but not limited to) the desired spending for academics, athletics, GMC general, graduate student lounge, and social events.
   vii. The Treasurer is the only officer who can approve reimbursements for GMC related purchases.
   viii. The Treasurer must make a physical note of every amount reimbursed in order to accurately track the budget.
   ix. 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 (IM) 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 IM sports team captains throughout the active seasons dealing with issues of fines or recruitment.

f. **Publicity Chair**
   i. The Publicity Chair shall be responsible for the GMC website as well as other publicly displayed media.
   ii. The Publicity Chair shall work to ensure that the GMC elections are well publicized.

g. **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. The DCGS Representatives shall be responsible for keeping the GMC informed of DCGS actions.
   iii. There shall be three DCGS Representatives.
   iv. The term of a DCGS Representative is two years.
**h. Academic Committee**

i. The Academic Committee shall support all DMSE graduate students academically through such activities as departmental talks, information panels, and graduate student mentorship.

**i. Social Committee**

i. The Social Committee shall be responsible for organizing all of the DMSE graduate social activities, including themed socials, orientation events, and organized outings.

**j. Alumni Relations Committee**

i. The Alumni Relations Committee shall be responsible for connecting the DMSE alumni and the DMSE graduate students.

ii. The Alumni Relations Committee shall ensure that the DMSE graduate students benefit from the experience of the DMSE alumni. Examples include choosing a career path or mentorship through the degree program.

iii. The Alumni Relations Committee may coordinate with the DMSE Alumni Club although both will remain independent entities.

iv. The Alumni Relations Committee shall be responsible for selecting a committee member to serve as a graduate student liaison on the Alumni Club Board.

**k. GSC Representatives**

i. The GSC (Graduate Student Council) Representatives shall be responsible for attending GSC general council meetings and voicing DMSE graduate student opinion in these meetings.

ii. The GSC Representatives shall be responsible for effective communication of GSC action items that concern or require participation of DMSE graduate students to the departmental student body.

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.

**l. Events Committee**

i. The purpose of the Events Committee shall be to serve as an introduction to GMC event planning and work to assist the members of the GMC.

ii. Members of the Events Committee shall be responsible for participating in the events they volunteer for.

iii. Solicitation for the Events Committee will be put out during Graduate Student Orientation in a well publicized email.
iv. Members of the Events Committee will be approved by special election before the close of Independent Activities Period.

v. A position for a specific event (such as coffee hours, lunch and lectures, materials lectures the basics, etc.) may be added or removed to the Events Committee (as listed in vi) by a majority vote at a general meeting, to be filled at the next general election or earlier.

vi. **Specific Event Chairs:** Coffee Hour Chair.

### m. Outreach Chair

i. The Outreach Chair shall be responsible for promoting the knowledge and understanding of materials science amongst the general public outside of MIT.

ii. The Outreach Chair 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.

### n. MRS Representative

i. The MRS (Materials Research Society) Representative acts as MIT’s MRS Chapter President to the MRS and the DMSE student community.

ii. The MRS Representative is responsible for preparing the end of year reports due to MRS by June 15th annually and ensuring that the rebate is received.

iii. The MRS Representative is responsible for organizing events which highlight research in the materials community at MIT.

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**ARTICLE III – VOTING**

**SECTION 1** – A quorum of the GMC is constituted by the physical presence of two-thirds of the elected GMC officers.

**SECTION 2** – A majority consists of over fifty percent of present GMC members. Abstentions have no effect on the outcome of the vote.

**SECTION 3** – The President shall abstain from voting for all meetings over which he/she presides. In the case of a tie, the President may vote to break the tie.

**SECTION 4** – All absentee ballots shall be distributed, collected, and counted by the Secretary.

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**ARTICLE IV - ELECTION OF OFFICERS**

**SECTION 1** - Officers, with the exception of the events committee, shall be elected yearly by popular vote at the final general meeting of the academic year, known henceforth as the election meeting.
a. The number of slots on committees is to be decided by the GMC in the penultimate general meeting of the academic year. The number of slots may be adjusted at the election meeting due to increased interest.

b. All GMC members must be notified of the election meeting, and individuals who are unable to attend shall be given the opportunity to vote via an absentee ballot organized by the Secretary.

c. A majority of all GMC members attending the election meeting and those casting absentee ballots shall be required for election. If no nominee receives a majority on the first ballot, a second ballot shall be held between the two leading candidates.

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

SECTION 3 - The new officers, with the exception of the events committee, shall take office by June 30th, after the 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. A majority vote at a General Meeting is required to confirm a nominee to an open position. If no nominee receives a majority on the first ballot, a second ballot shall be held between the two leading candidates.

SECTION 5 - A recall election for any office may be initiated by vote or written request by at least half of the GMC officers. A majority vote at a General Meeting shall be required for recall.

SECTION 6 – In the event that an elected officer is unable to fulfill their responsibilities as outlined in these bylaws, then they can be removed from office by a two-thirds vote of the GMC officers.

ARTICLE V – GMC MEETINGS

SECTION 1 – The GMC shall hold meetings to facilitate communication on issues of GMC business. Decisions made at these meetings can only affect GMC issues relating to the responsibilities of the officers in attendance.
SECTION 2 – Minutes must be taken at all meetings. It is the responsibility of the Secretary to record, distribute, and keep minutes. In his/her 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 officer who called the meeting.

SECTION 3 – General Meetings shall be held at least once every two months to discuss the business of the GMC. Attendance is considered mandatory for GMC officers at these meetings. A quorum of GMC officers is required for a meeting to be considered a general meeting. This quorum shall be noted as attendance is taken for the purpose of decision making as detailed in Section 1.

SECTION 4 – Focus Meetings can be called by the President in order to address specific issues related to the efficient running of GMC events and activities. The President may require the attendance of certain GMC officers; however, meetings are open to all GMC members and must be well publicized.

SECTION 5 – Additional meetings, such as those for offices with multiple positions (Social, Alumni, DCGS, or GSC), may be arranged by any officer or group of officers for the purposes of organization. While neither the President nor the Secretary need to be involved in these meetings, minutes must still be recorded and distributed as specified in Section 1.

ARTICLE VI - FINANCES

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

SECTION 2 - A draft budget shall be prepared by the incoming and outgoing Treasurers during the transition period. The draft budget shall be presented at a General Meeting of the GMC for comments and discussion.

SECTION 3 – After a week of the draft budget being available by email or on the website for comments and discussion, a vote may be held, either at the next meeting or by an internet poll of all GMC members organized by the Secretary.

SECTION 4 – A favorable vote of three fourths of the total votes cast shall be required to pass the draft budget before the Treasurer presents the budget to the DMSE department head for final approval. Passing the budget also requires at least three fourths of the GMC officers must participate in the vote.
ARTICLE VII - 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 general 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 meeting or by an internet poll of all GMC members organized by the Secretary.

SECTION 3 - A favorable vote of three fourths of the total votes cast shall be required to pass an amendment. Passing the amendment also requires at least three fourths of the GMC officers must participate in the vote.

ARTICLE VIII – CODE OF CONDUCT

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

ARTICLE IX – 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 insure that they are in accordance with the aforementioned rules and regulations.

ARTICLE X - NON-DISCRIMINATION STATEMENT

The organization shall not discriminate based on any characteristic listed in the MIT Nondiscrimination Statement for membership, officer position, or in any other aspect.