

**CONSTITUTION AND AIMS OF THE
PURDUE UNIVERSITY NANOTECHNOLOGY STUDENT ADVISORY COUNCIL**

(Adopted June 2010)

ARTICLE I - NAME

The graduate students at Purdue University interested and engaged in nanotechnology research taking place at Birck Nanotechnology Center (Birck) shall be known collectively as the nanotechnology graduate student body. Their official representative body shall be known as the Nanotechnology Student Advisory Council, hereafter referred to as "NSAC".

ARTICLE II - PURPOSE AND OBJECTIVES OF THE COUNCIL

The purpose of this organization shall be 1) to cultivate a sense of community among Purdue University nanotechnology graduate students, faculty, and staff, 2) to identify the needs and concerns of nanotechnology graduate students and take responsive action that is beneficial to the Purdue nanotechnology community as a whole, 3) to help provide a safe and productive laboratory working environment, 4) to improve multi-disciplinary innovation by fostering collaboration among nanotechnology students and researchers, 5) to nurture professional growth, and 6) to enhance the awareness of and interest in nanotechnology in the community at large.

ARTICLE III – EXECUTIVE COMMITTEE

Section I - Executive Committee

A. The elected officers:

1. President
2. Vice-President
3. Secretary
4. Treasurer

Section II –Officers Expectations

- A. Only council members in good standing may be nominated or voted for officer positions*.
- B. The treasurer must be in good financial standing with the university.
- C. It is allowable to have co-officers, or combine the duties of two or more positions, upon approval of the group as a whole.

D. Officers failing to maintain membership in good standing or failing to fulfill the duties of office, may be removed at any scheduled meeting by a majority vote of council members.

E. Powers bestowed upon the executive positions may be delegated to new offices shall the need arise. If there is to be a new position, an amendment to this constitution is necessary stating the name and duties of the new position.

* If unable to find an appropriate number of officer candidates from qualified council members, the committee may approve the appointment of a graduate student, in good standing who has not previously participated as a council member.

Section III. Elections and Term of Office

A. The term of office shall be for one (1) year: June 1 – May 31.

B. The election of new officers shall be held in April before spring semester final exam week.

C. A member may serve in each position twice.

Section IV. Duties and Responsibilities of the Executive Committee

A. It shall be the duty of the **President** to preside at all meetings of the council. He or she shall attend town hall meetings with Birck officials and present reasonable problems, concerns, or suggestions brought to the council by students. He or she shall perform the duties that are usually executed by the chief officer. He or she shall not vote on motions except those ending in a tie vote. He or she shall not amend, circumvent, or supersede the voted decisions of the council and shall be supportive and cooperative in the realization of these decisions. He or she shall serve as a representative of the council when necessary. He or she shall serve as an ex-officio member of all committees. He or she shall assist in the preparation of the council yearly agenda. He or she shall work with the Executive Committee to create council meeting agendas. He or she shall submit the council meeting agenda to the Secretary before council meetings.

B. It shall be the duty of the **Vice-President** to assist the President in the performance of their duties and to preside during the absence of the President. He or she shall attend town hall meetings with Birck officials and present reasonable problems, concerns, or suggestions brought to the council by students. He or she shall organize the council yearly agenda and preside over Committee Chairpersons. He or she shall serve as an ex-officio member of all committees. He or she shall maintain the NSAC website by giving information to the Birck staff person in charge of the Birck website.

C. It shall be the duty of the **Secretary** to record the official minutes and to maintain the official roster of council members. He or she shall distribute the minutes via email to all council members. He or she shall reserve rooms for council meetings and send email reminders of meeting times and places. He or she shall record the attendance of each member at council meetings. He or she shall distribute the agenda at council meetings.

D. It shall be the duty of the **Treasurer** to receive and record all funds. He or she shall give receipts for all money received and shall maintain all financial records. He or she determine the budget needed to carry out council activities. He or she shall present the budget to the council for approval. He or she will solicit and obtain funds from appropriate resources. He or she shall present to the council a biannual financial report. Lastly, it is the treasurer's responsibility to organize, allocate funds, and implement a rotation schedule for providing refreshments for all NSAC meetings.

Section V. Faculty Advisor

A. The faculty advisor for NSAC will be a faculty researcher at Birck. Chosen by the executive committee members, the role of the faculty advisor is to provide guidance and support. The faculty advisor cannot contribute a vote in NSAC matters.

ARTICLE IV – COUNCIL COMMITTEES

It shall be the duty of the **Committee Chairpersons** to organize and oversee committee meetings. They shall submit budget requests to the Treasurer. They shall submit a general timeline of proposed events and action items to the Vice-President. They shall report all activities and progress to the council at each meeting. They shall submit upcoming activities to the Secretary before council meetings.

Section I. Council Committees

A. The need for specific Committees and Committee Chairs, and the focus of each Committee will be determined by the Executive Committee. Each Committee, with the exception of the Policies and Procedures Committee, will have an elected Chair, and will determine its agenda in consultation with the Executive Committee. Sub-committees may be formed as necessary to accomplish group goals.

B. Recommended committees are:

1. Social and Hospitality
2. Research Awareness
3. Professional Development
4. Policies and Procedures

Section II. Recommended Council Committee Responsibilities and Goals

A. Social and Hospitality

1. Develop a sense of community within Discovery Park.
2. Organize social events for graduate students, faculty, and staff.

B. Research Awareness

1. Organize poster sessions and research talks by nano-graduate students (e.g. with the NCN Student Organization).
2. Organize student education forums (e.g. journal clubs).
3. Highlight student research and accomplishments via fliers and/or newsletters.

4. Organize trips to outside nanotechnology research laboratories.
5. Network with other Purdue research laboratories to promote awareness of other relevant research.

C. Professional Development

1. Organize seminars and/or recommend speakers to the directors of the Nanotechnology Seminar Series.
2. Organize workshops discussing career opportunities in industry, academia, etc.
3. Bring in speakers from nanotechnology industry.
4. Organize a nanotechnology career/job fair.

D. Policies and Procedures

1. Help define existing policies and procedures to make the research environment safe and efficient; ensure that penalties for breaking rules are fair and instructive.
2. Serve as student and NSAC representatives at the Birck Policies and Procedures Committee meetings.

ARTICLE V – COUNCIL MEMBERSHIP

Section I. Members

Any Purdue University graduate student may serve as a council member. NSAC will not discriminate on the basis of age, color, gender, disability status, height, marital status, national origin, political persuasion, race, religion, sexual orientation, veteran status, or weight.

Section II. Standing

Members remain in good standing by maintaining their graduate status, by obeying the constitution of NSAC, and by making a good faith effort to attend and participate in all meetings and complete assigned or accepted duties.

Section III. Service

Once accepted, council members serve until the end of their term, graduation, resignation, or dismissal.

Section IV. Special Circumstances Regarding Membership

Special circumstances may result in voluntary leave of the council or in extreme instances, dismissal.

A. A member at any time may take a leave of absence in good standing after having discussed the matter with the Council. This leave may be temporary or permanent as deemed appropriately. This position may be filled as needed by appointment at the discretion of the Council.

B. A member not participating in committee work, as reported by the head of the committee to the President of NSAC, or missing three or more meetings in a row is in a position of poor standing. Said person will be approached by the President of NSAC to discuss their future involvement in the group. The member may choose to take a leave of absence in accordance with Section IV A of Article V. If the member wishes to continue their involvement in NSAC, the Committee vote by secret ballot. A majority vote of the general body of the NSAC shall determine member's status with the organization.

Section V. Attendance of Meetings

It shall be the responsibility of each member to attend council meetings and activities. If a member is unable to attend a meeting it is the responsibility of the member to inform the Committee beforehand AND to obtain the information (e.g. meeting minutes) from the missed meeting. If two consecutive meetings are missed, the President of the NSAC will warn the member that two meetings have been missed. Upon the third consecutive absence, the member is in poor standing as described in Section IV B of Article V.

Section VI. Commitment to Safety

Each council member is expected to help develop a sense of safety in the Birck Nanotechnology Center by leading through example of safe and responsible lab practices.

ARTICLE VI - OPERATING PROCEDURES

Section I. Meetings

Meetings shall occur at least once a month at a location and time to be chosen by the executive committee before the first meeting each semester in order to accommodate new course schedules and jobs. Meetings with Birck and Network for Computational Nanotechnology (NCN) Directors shall be scheduled as needed, but should not be less than once a semester.

Section II. Voting

Each member of the NSAC has one vote in all general assembly matters.

ARTICLE VII - AMENDMENTS

Section I. Writing Amendments

Any member in good standing may write and propose an amendment to the constitution or bylaws.

Section II. Approving Amendments

After amendments to the constitution or bylaws are proposed and presented to the entire membership, the members shall have until the next regularly scheduled meeting to decide upon their vote. Amendments are approved by a $\frac{3}{4}$ (Three-fourths) concurrence of members in good standing.