

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. Committee Positions

- President – Head of the organization with overall responsibility for upholding the committee mission and organization.
- Vice President – Assist President with duties.
- Treasurer – Responsible for maintaining the committee budget and finances.
- Secretary – Responsible for keeping and maintaining a record of committee activities and meetings.
- Membership Director – Responsible for outreach and advertisement for committee membership.
- Interdepartmental Liaison – Responsible for departmental collaboration efforts.

III. Membership and Voting

The member Committee consists of 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. Appointments for the committee positions will be for 12 months. The President position cannot be filled by the same person for more than 2 years; no such restriction exists for the other committee positions. Elections for those positions will be conducted each year by the final week of April; votes for these positions will come from the sitting committee members. 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. At the beginning of each semester, the Committee, its purpose, and the application process to gain membership to the Committee will be made known to all graduate students. Those who wish to serve as representatives may submit a brief application to the Coordinator of Academic Programs or directly to the sitting committee.

IV. Meetings

The committee shall fix regular biweekly meeting days. 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. The committee is required to convene at least once during each academic semester with the Coordinator of Academic Programs and/or the Head of the Department.

V. Committees

Ad hoc and standing committees will be formed by the Chair as deemed 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.

VI. 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: 08/09/2023