

Proposed Structure and Bylaws for the Aerospace Engineering and Engineering Mechanics Graduate Student Organization

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Mission Statement

The Aerospace Engineering and Engineering Mechanics Graduate Student Organization (AEGSO) will serve to foster relations between graduate students, faculty, department officials, industry, and the University and Austin local community. The organization shall also promote and encourage intradepartmental interactions between graduate students with the aim of improving their quality of life. The organization shall also strive to augment the eminence of UT's already reputed and highly-ranked Aerospace Engineering and Engineering Mechanics Department.

Membership

All Aerospace Engineering and Engineering Mechanics graduate students (M.S. and Ph.D.) will automatically gain membership to this organization. There will be no annual fees/dues.

Leadership

The organization shall be governed by a team of graduate students (under the jurisdiction of the department). This team shall comprise of:

1. **Chair** (1 position)
Will ensure the overall success and governance of the organization. Responsible for organizing bi-weekly meetings, working with the rest of the leadership team, and serving as the main point of contact between the department head and faculty advisor(s) for the organization. Shall ensure responsible, professional, and ethical conduct of the leadership team.
2. **Co-Chair** (1 position)
Assists the Chair and assumes the responsibility of the chair in their absence.
3. **Treasurer** (1 position)
Responsible for planning the annual budget for the organization, and the financial management of the organization.
4. **Professional Development Chair** (1 or 2 positions)
Will actively seek opportunities that would aid the professional development of graduate students in the department.
5. **Outreach Chair** (1 or 2 positions)
Shall network with the local community, including other organizations within the University to organize outreach events/activities that would benefit all parties involved.

6. **Social Chair** (1 or 2 positions)
Responsible for organizing weekly social activities for graduate students.
7. **First Year Representatives** (2 positions)
First year graduate students that will represent the incoming class of graduate students and shall aim to govern the organization in future years.

The position of the Chair, Co-Chair, and Treasurer must be filled at all times for the organization to exist.

Elections

- Annual Elections via anonymous ballot will be held to fill the leadership positions. This will typically happen at the end of the spring semester before finals week.
- A student may hold a single leadership position for a maximum of two years. After this, he/she must step down from their leadership role, but are eligible for other leadership roles that they have not previously undertaken.

Finances

- The leadership team shall work together to propose an annual budget, which shall then be submitted to the department for approval. The final budget must be approved by the department chair and the treasurer.
- The treasurer will be responsible for allocating the budget for all events, and ensuring that the annual budget lasts till the end of the year.
- All transactions for student organization business must be approved by two of the three Treasurer/Chair/Co-chair leadership committee members.
- No funding must be used for the purchase of illegal substances.
- All transactions are tax-exempt. Receipts for all transactions must be handed over to the ASE/EM department treasurer.

Short Term Plan of Action for Fall 2018

1. Seek advice and approval of Dr. Clemens.
2. Send out an email to all graduate students for an info-session to gauge enthusiasm and interest in such an organization, and identify students willing to take responsibility to help set up the organization, and possibly take on leadership roles.
3. Identify three officers (preferably the Chair, Co-Chair, and Treasurer) for this organization so as to be eligible for registering the organization as an official student group.
4. Register the organization as an official student organization.
5. Identify other officers for the organization.
6. Identify a webmaster and set up webpage for the organization linked with the Aerospace Engineering and Engineering Mechanics department webpage.
7. Start planning some events for this semester.
 - For Social activities, weekly Happy Hours will be an easy start as they would not require any financial assistance from the department. Once the budget is approved

and finalized, we can begin organizing weekly coffee hours (provided we have volunteers for set-up and take down).

- For planning Professional and Outreach activities, start planning ahead by researching some middle/high schools that UT or the department already have established connections with.

Examples of Proposed Activities (Long Term & Short Term)

Professional Development Activities

1. Crash Courses

Graduate students experienced in certain skills can volunteer to teach crash courses in MATLAB, Python, LaTeX etc. to incoming graduate students or those without such training.

2. Career building events/visits

Coordinate with the faculty, advisory board and other industry leaders to organize events such as seminars geared towards how to be successful in academia and industry.

3. Graduate Mentorship Activities

Organize panels where graduate students share their experiences and help mentor other graduate students as well as undergraduate interested in graduate school.

Possible topics on which faculty and senior graduate students can present on:

1. How to review a journal paper.
2. How to avoid plagiarism.
3. Keys to success on passing your written/oral qualifying exams.
4. Things to know/remember when applying for academic positions, including fellowships and postdoctoral positions towards the end of your Ph.D.
5. How to be a successful technical expert.

Outreach Activities

The Outreach coordinator shall facilitate events through which graduate students can be more involved with the UT and local community. These may include:

1. Visits to local Middle/High Schools

Visit local middle and high schools to talk about careers in STEM, and host interactive activities that inspire and motivate students to pursue careers in STEM. These may potentially involve coordinating with undergraduate student clubs such as Longhorn Rocketry Association, as well as graduate student labs such as the UAV lab etc.

2. Graduate Student Recruitment Panel

Pair prospective graduate students visiting campus with current graduate students to enhance their experience at UT. Also, host a live webinar to answer questions and interact with prospective students who cannot physically visit campus.

3. Interact with Media

Facilitate local news channels and other media sources to highlight the work being done at UT's Aerospace Engineering and Engineering Mechanics department. This could be done via interviews, site visits etc.

Social Activities

1. Weekly coffee hours

Free coffee and bagels one day a week on a weekly basis throughout the semester. AEGSO will be responsible for organizing, getting the supplies, and cleanup.

2. Weekly happy hours

The social chair shall pick a different location every week for Happy Hour every Friday evening.

3. Fall/Spring Social

AGSO shall organize a social event in the Fall and Spring for the graduate students, administrative officials, and faculty. Everyone shall get tickets for food and beverages.

4. Weekend Retreat

Organize 1 weekend retreat per semester or per year where graduate students get together for a backpacking/hiking trip, visit a national park, etc.

References

1. Bylaws for the Aerospace Graduate Student Organization, Department of Aerospace Engineering Sciences, University of Colorado at Boulder. (<https://www.colorado.edu/studentgroups/agso/sites/default/files/attached-files/agsobylaws.pdf>)