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# THE CONSTITUTION AND BYLAWS OF PhD Students at Cornell Tech

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## CONSTITUTION

### **Article I: Name**

The name of this organization is “PhD Students at Cornell Tech”, also referred to as “PACT”.

### **Article II: Purpose**

The purpose of PACT is to address the needs and concerns of the community of PhD students at the Cornell Tech campus in New York, NY.

PACT provides services within this community, including the dissemination of information and facilitation of events.

PACT also represents the community and voices its matters to other Cornell University and Cornell Tech bodies.

### **Article III: Members**

Any PhD student who studies or is expected to study primarily at the Cornell Tech campus in New York, NY is considered a PACT Member.

PACT Members must be enrolled in a Cornell University or Cornell Tech PhD program in order to vote and/or hold Officer positions.

### **Article IV: Officers**

PACT Officers consist of President, Treasurer, Strategic Officer, Social Delegator, Wellbeing Officers, House Czar, and Snack Czar. Officers must be voting Members, and cannot hold more than one Officer position at a time.

### **Article V: Advisor**

The PACT Advisor must fulfill GPSA’s Graduate/Professional Student Organization Advisor requirements.

### **Article VI: Committees**

PACT Committees may be formed to address a specific concern of the PhD student community at Cornell Tech.

Each Committee must have one or more Committee Chairs.

PACT Committee Members and Committee Chairs must be PACT Members, but need not be voting Members.

Members, including Officers, may hold one or more Committee Chair positions.

## **Article VII: Meetings**

PACT holds Officer Meetings, General Body Meetings, and Committee meetings as deemed necessary.

## **Article VIII: Quorum**

Two PACT Officers constitutes a quorum at an Officer Meeting.

For General Body Meetings and Committee Meetings, the total number of PACT Members present constitutes a quorum.

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# **BYLAWS**

## **Article IX: Leadership Duties**

### *Section A: Collective Officer Duties*

1. Appoint the PACT Advisor.
2. Create, terminate, and appoint Committee Chairs to Committees.
3. Organize and preside over PACT General Body Meetings, including Officer elections for the following term.

### *Section B: President Duties*

The individual Officer duties of the PACT President are as follows:

1. Organize and preside over PACT Officer Meetings.
2. Represent PACT at Cornell University and Cornell Tech assemblies.
3. Maintain PACT's standing as a student organization recognized by GPSA.

### *Section C: Treasurer Duties*

The individual Officer duties of the PACT Treasurer are as follows:

1. Maintain PACT financial records, including budget proposals for each term.
2. Present a financial report at each PACT General Body Meeting.
3. Complete and/or advise on the completion of financial documents for PACT-funded events.

### *Section D: Strategic Officer Duties*

The individual Officer duties of the PACT Strategic Officer are as follows:

1. Maintain the PACT Constitution, email address (cornelltechphds@gmail.com), and listserv (techphd@googlegroups.com).
2. Maintain minutes for each PACT meeting, including an attendance list.
3. Complete and/or advise on the completion of PACT logistical tasks. This includes, for example, distributing information or surveys to the PACT community, and renting rooms or ordering food for PACT events.

### *Section E: Social Delegator Duties*

The individual Officer duties of the PACT Social Delegator are as follows:

1. Organize all the social events, including the end-of-year event, for the PhD student community.
2. Ensure that all PhD students are aware of upcoming events and activities.
3. Distribute workloads and coordinate with members to facilitate the successful execution of social events.

### *Section F: Wellbeing officer Duties*

The individual Officer duties of the PACT Wellbeing Officer are as follows:

1. Oversee initiatives and programs aimed at maintaining and promoting the wellbeing of PhD students.
2. Ensure that everyone in the community feels included, supported, and accepted.
3. Coordinate with campus services and organize events that support mental, emotional, and social health.

### *Section G: House Czar Duties*

The individual Officer duties of the PACT House Czar are as follows:

1. Ensure that student housing follows a transparent and clear decision-making process.
2. Handle all matters related to student housing, including mediating issues and suggesting improvements.
3. Work with both the student community and housing administration to enhance the overall housing experience.

### *Section H: Snack Czar Duties*

The individual Officer duties of the PACT Snack Czar are as follows:

1. Ensure that snacks are always available in the PhD lounge.
2. Manage snack inventory and coordinate regular restocking.
3. Gather feedback regarding snack preferences from the PhD community and implement necessary adjustments.

### *Section I: Advisor Duties*

The duties of the PACT Advisor are as follows:

1. Advise PACT Officers and Members on the operation of PACT.
2. Serve as a liaison between PACT and Cornell University and Cornell Tech administration.

### *Section J: Committee Chair Duties*

The duties of Committee Chairs for their respective Committees are as follows:

1. Organize and preside over PACT Committee Meetings.

2. Maintain Committee records.
3. Present a Committee report at each PACT General Body Meeting.

#### **Article X: Terms**

PACT operates on twelve-month Terms: January through December.

Each Term, individuals are (re)evaluated for Membership, (re)elected for Officership, and (re)appointed for Advisor and Committee Chair roles.

#### **Article XI: Officer Election**

PACT Officers are elected to serve for one Term during the Term immediately preceding it, by majority vote at a General Body Meeting determined by the active Officers.

Any voting Member may make a nomination and/or be nominated for each position.

The elected President may appoint a Member to any Officer position that is not filled.

#### **Article XII: Amendments**

Amendments to this constitution and its bylaws may be proposed by any voting Member of PACT.

Amendments are ratified upon majority vote at a PACT General Body Meeting.

#### **Article XIII: Ratification**

This constitution and its bylaws shall be adopted upon unanimous vote of the current ad-hoc Officers and Advisor.