

Boston University  
Student Association of Graduate Engineers  
**CONSTITUTION**

ARTICLE I: NAME

1. The name of this organization will now be known as the Student Association of Graduate Engineers (SAGE).

ARTICLE II: AIM/PURPOSE

1. SAGE is a student-run organization that works to enhance the experience of graduate students in the College of Engineering at Boston University. This organization fosters the building of a large community through a variety of events including social, athletic, and service-oriented activities.

ARTICLE III: MEMBERSHIP

1. Membership in SAGE will be equally available to all graduate students in the College of Engineering and the intercollege Bioinformatics Program at Boston University. There may not be any discrimination because of race, religion, political views, nationality, handicap, sex, etc., according to the Boston University Discrimination policies.
2. All graduate students in the College of Engineering and the Bioinformatics Program are members whether or not they choose to participate in SAGE activities.
3. SAGE Alumni are welcome to attend SAGE certain events which are not ticketed, such as Holiday Party and Trivia Nights.

ARTICLE IV: OFFICERS

1. This organization/society will consist of five officers: President, Vice President, Treasurer, Community Service Chair, and PR Chair/Webmaster.
2. All officers must be members as defined in Article III.

ARTICLE V: OFFICER RESPONSIBILITIES

1. President:

- a. It will be the duty of the president to call, preside over and adjourn all meetings of this society/organization.
- b. Responsible for setting board meeting agendas and taking meeting minutes
- c. The President is also responsible for performing other various duties that are required by the organization.

- d. The President, with the assistance of the Vice President, will oversee the planning of events by the SAGE departmental representatives and provide guidance and support when necessary.
- e. The President will have final approval on adding any proposed events to the events list for the semester.
- f. The President will oversee event planning of specific events, including 2 general assemblies/elections per year. SAGE will cover the cost of the President's admission to events that the President is responsible for overseeing.

## 2. Vice President:

- a. The Vice President will assume the duties and responsibilities of the President if he/she must resign from that position.
- b. The Vice President shall preside over meetings if the President is unable to attend, assuming the responsibilities and duties of the President for that meeting.
- c. Oversee Documentation on event processes, and general SAGE organizational documents (e.g, Constitution, Member Responsibilities, Training documentation, etc.)
- d. Responsible for taking meeting minutes
- e. The Vice President will oversee event planning of specific events, including Pub Nights; SAGE will cover the cost of the Vice President's admission to events that the Vice President is responsible for overseeing.

## 3. Treasurer:

- a. All fiscal matters are the responsibility of the Treasurer, except as noted in Clause d. below.
- b. The Treasurer will be responsible for reviewing charges as they are posted to the Tracking Form, and signifying approval before passing Payment Requests on to the Graduate Programs Office (GPO) for final approval and processing.
- c. The Treasurer shall prepare financial reports to be sent to the rest of the Executive Board, by requesting updated ledgers from Accounts Payable at regular monthly intervals in order to reconcile charges and deposits made to the SAGE account.
- d. The Treasurer will oversee event planning of specific events; SAGE will cover the cost of the Treasurer's admission to events that the Treasurer is responsible for overseeing. For events overseen by the Treasurer, the President and Vice President shall be responsible for the duties specified in Clause 3b.

## 4. Public Relations (PR) and Webmaster

- a. The PR Chair will maintain the website, including updating general information, events, calendar and officer/representatives information.
- b. The PR Chair keep the general body aware of upcoming events by using email, the website, social media, etc.
- c. The PR Chair will be responsible for planning at least 2 events per year, as detailed in Article VII Section 1; SAGE will cover the cost of the PR Chair's admission to those events.

## ARTICLE VI: SAGE REPRESENTATIVES

1. This organization will actively seek representative(s) to the board from the following departments, programs, and divisions:

- A. Bioinformatics Program (BI)
- B. Biomedical Engineering (BE)
- C. Electrical & Computer Engineering (ECE)
- D. Late Entry Accelerated Program (LEAP)
- E. Materials Science and Engineering (MSE)
- F. Mechanical Engineering (ME)
- G. Systems Engineering (SE)

2. This organization will look for at least one representative from each of the above departments, and reserves the right to limit the number of representatives to a manageable number, if so needed in the future.

3. In addition, SAGE will seek an International Students Representative

4. All SAGE Representatives must be members as defined in Article III above.

#### ARTICLE VII: SAGE REPRESENTATIVE RESPONSIBILITIES

##### 1. SAGE Representatives:

a. Expected to be the primary individual(s) responsible for planning at least (1) event/year.

b. Expected to be the secondary individual(s) responsible for planning at least (1) event/year.

c. SAGE will cover the cost of representative's admission to events that the representative is responsible for planning.

d. Expected to make an effort to attend all board meetings, and to keep the President and Vice President informed of aforementioned event planning status and issues as they arise.

##### 2. International Students Representative:

a. Serve as a point person of contact for the international graduate engineering community. May be responsible for interacting with the Career Development Office (CDO) and Graduate Programs Office (GPO), facilitating the logistics of moving to Boston/finding housing, and planning events geared toward the international community.

#### ARTICLE VIII: ELECTIONS

##### 1. Officers:

a. Elections for officers will be held at the end of the spring semester each year, and elected individuals will hold office for one full year.

b. The candidates receiving a plurality of votes will be deemed the winner.

c. All candidates must be members of the organization to be nominated and elected, as explained in Article III; and submit a nomination form no later than 5 days before the election.

d. For an election to be valid, the notice of election must be given 2 weeks in advance, and an assembly of the general body members, i.e. all graduate engineers, must convene and a vote take place.

##### 2. SAGE Representatives:

a. Elections for SAGE representatives will be held at the end of the spring semester and the beginning of the fall semester each year, and elected individuals will hold office for one full year.

- b. The candidates receiving a plurality of votes will be deemed the winner.
- c. All candidates must be members of the organization to be nominated and elected, as explained in Article III; and submit a nomination form no later than 5 days before the election.
- d. For an election to be valid, the notice of election must be given 2 weeks in advance, and an assembly of the general body members, i.e. all graduate engineers, must convene and a vote take place.

#### ARTICLE IX: VOTING

- 1. All members of SAGE are allowed to vote.

#### ARTICLE X: MEETINGS

- 1. SAGE officers will meet when necessary and hold a general membership meeting twice per year.
- 2. The President will have the authority to order a special meeting whenever they deem necessary.

#### ARTICLE XI: AMENDMENTS

- 1. Two-thirds of the membership in attendance at a biannual general membership meeting is required in order to vote on changes to the Constitution.
- 2. All amendments after being successfully voted on by SAGE must then be forward for approval to the Director of the Graduate Programs Office in the College of Engineering.