



THE UNIVERSITY OF UTAH  
**NANO INSTITUTE OF UTAH**

**36 S Wasatch Drive, Salt Lake City, UT 84112**

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## NANO INSTITUTE OF UTAH STUDENT AUXILIARY

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### CONSTITUTION OF THE NANO INSTITUTE OF UTAH STUDENT AUXILIARY AT THE UNIVERSITY OF UTAH

We the students of The University of Utah, in order to form a more cohesive union of nanotechnology disciplines, insure academic tranquility and promote collaborative efforts, do ordain and establish the Nano Institute of Utah Student Auxiliary (NIUSA).

#### **ARTICLE I: RESPONSIBILITIES**

**Section 1.** To serve as a unifying force for all students in nanotechnology disciplines

**Section 2.** To exist as an auxiliary body for the representation and development of the student nanotechnology community at The University of Utah

**Section 3.** To help students in Nanotechnology grow through educational, professional, and outreach opportunities

**Section 4:** To develop collaborative networks in the form of instrumentation, methodology and ideas in Nanotechnology at The University of Utah

**Section 4.** To provide oversight, planning, and organization of student Nanotechnology events on The University of Utah campus

#### **ARTICLE II: MEMBERSHIP**

**Section 1.** The NIUSA shall consist of a body of elected officers and an active body of voting members. The elected positions of the NIUSA shall derive classification through both an executive body, whose purpose is to direct activities and discussion, and an advisory body, whose purpose is to assist in representation and communication of the voting members.

**Section 2.** The voting membership shall consist of one representative from each of the recognized nanotechnology research laboratories operating on the campus of The University of Utah campus. These representatives must be a member of their respective laboratory; however the position of NIUSA representative need not be a fixed assignment and may rotate freely among said laboratory members. Laboratories wishing to be represented in the NIUSA must formally accept the duties associated with representation



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before the standing members of the council. Laboratories can move to be recognized in such a way at any point during the academic year, as set out in Article IX.

**Section 3.** The executive body shall consist of the Chair, Vice Chair of Communications and Network Development, Vice Chair of Education Development, Vice Chair of Professional Development, Vice Chair of Outreach Development, Director of Nanotechnology Days, Director of Seminars, Director of Conferences, Director of Journal Club, and Director of Information Technology.

### **ARTICLE III: COMMITTEES**

**Section 1.** The NIUSA shall establish four standing committees: Communications and Network Development, Educational Development, Professional Development, Outreach Development

#### **Section 2. The Communications and Network Development Committee**

1. The Communications and Network Development Committee shall consist of the Chair, the Vice Chair of Communications and Network Development, the Vice Chair of Professional Development and the Information Technology Director. The Vice Chair of Communications and Network Development shall preside at all meetings of this committee. In the absence of the Vice Chair of Communications, the Chair of the NIUSA shall preside.
2. The committee will be charged with developing and maintaining communications and networks among the nanotechnology laboratories and the nanotechnology community.
3. The committee will develop and maintain a comprehensive list of instrumentation and experimental methodologies on campus
4. The committee will develop and maintain a comprehensive list of faculty, industrial and alumni contacts
5. The committee will develop and maintain a website and electronic communications to members of NIUSA
6. The committee will develop and maintain a comprehensive list of student contacts, laboratories and laboratory representatives

#### **Section 3. The Educational Development Committee**

1. The Educational Development Committee shall consist of the Chair, the Vice Chair of Educational Development, the Director of Seminars, Director of Conferences and the Journal Club Director. The Educational Development shall



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preside at all meetings of this committee. In the absence of the Vice Chair of Educational Development, the Chair of the NIUSA shall preside.

2. The charge of this committee is to plan/develop/support NIUSA educational co-programming, including nanotechnology seminars, symposiums, journal clubs and the nanoUtah conference.
3. The committee will also serve as an advocatory voice for future direction in course development and departmental nano tracks

### **Section 4. The Professional Development Committee**

1. The Professional Development Committee shall consist of the Chair, the Vice Chair of Professional Development, and the Vice Chair of Communications and Network Development. The Vice Chair of Professional Development shall preside at all meetings of this committee. In the absence of the Vice Chair of Professional Development, the Chair of the NIUSA shall preside.
2. The charge of this committee is to plan/develop/support NIUSA professional co-programming.
3. The committee will also develop and maintain a compilation of opportunity databases, including but not limited to employment, networking, funding, conferences and national organizations.

### **Section 5. The Outreach Development Committee**

1. The Professional Outreach Development Committee shall consist of the Chair, the Vice Chair of Outreach Development, the Vice Chair of Professional Development and the Director of Nanotechnology Days. The Vice Chair of Outreach Development shall preside at all meetings of this committee. In the absence of the Vice Chair of Outreach Development, the Chair of the NIUSA shall preside.
2. The purpose of this committee is to plan and develop NIUSA and co-programming activities, including Nanotechnology Days, undergraduate/high/elementary school programs and general public outreach events.

## **ARTICLE IV: ELECTIONS**

**Section 1.** Anyone seeking an officer position must be nominated by the general assembly. Self-Nominations are accepted.



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**Section 2.** A letter of intent is due the first Thursday after spring break.

**Section 3.** Elections shall be held by secret ballot, in a medium to be decided before each election.

**Section 4.** Regular elections for executive officer positions will be held on the second Thursday after spring break. Appointments to positions will be made by a simple majority vote of the active representatives meeting in general assembly. Only in the absence of qualified candidates for executive officers in an election semester will non-qualified candidates be accepted to such positions.

### **ARTICLE V: ABSENCES FROM OFFICE**

**Section 1.** A vacancy shall occur when a member either resigns from an office or is absent from more than one NIUSA general assembly meeting or two committee meetings. An absence is defined as not being present at a meeting for at least forty-five minutes after the initial roll call. An absence can be excused for good reason if prior notice is given to the Vice Chair of Communications and Network Development.

**Section 2.** Should a vacancy occur in the representation of a specific laboratory in NIUSA, recognition and all the benefits of recognition and voting privileges in NIUSA for that laboratory will be automatically forfeited for the rest of the semester. The laboratory may re-apply to the NIUSA the following semester.

**Section 3.** Should a vacancy occur in an officer position, that position will be filled by a voting in of an alternative qualified candidate within two weeks of the vacancy.

**Section 4.** The term of an officer appointed to fill a vacancy shall end on the same day as that of the representative he/she replaces.

**Section 5.** If the office of the Chair becomes vacant, the Vice Chair of Professional Development shall reside concurrently in that position until a new Chair is elected.

### **ARTICLE VI: MEETINGS**

**Section 1.** The NIUSA shall hold no fewer than three general assembly meetings each semester. All officers and representatives are expected to attend such meetings. The Vice



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Chair of Communications and Network Development will be charged with taking the minutes of all general assembly meetings.

**Section 2.** The Chair of the NIUSA shall preside at all NIUSA general assembly meetings. In the absence of the Chair, the Vice Chair of Professional Development shall preside.

**Section 3.** The purpose of the general assembly meetings will be to discuss findings of the most recent committee meetings, discuss the activities and suggestions of the nanotechnology laboratories and to handle appointments to officer positions.

**Section 4.** The committees of the NIUSA shall hold no fewer than two organizational meetings each semester. Officers active in each of the given committees are expected to attend such meetings.

**Section 5.** The presiding officers for both general assembly and committee meetings shall vote only in the case of a tie in voting during such meetings.

### ARTICLE VII: ADVISOR

**Section 1.** The Chair of NIUSA shall seek at least one advisor subject to the approval of the NIUSA, to be reviewed at least once a year.

### ARTICLE VIII: AMENDMENTS

**Section 1.** An amendment to this constitution may be accepted by a two thirds majority of the NIUSA voting members meeting in general assembly.

### ARTICLE IX: RECOGNITION

**Section 1. Length of Recognition.** Recognition shall be granted for a period of one fiscal year, extending from July 1 to June 30.

**Section 2. The NIUSA Recognition Form.** This form is to be designed by the Vice Chair of Communications and Network Development and shall include space for the following information:

- (a) Laboratory name, local address, phone



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- (b) General laboratory research interest
- (c) Departmental affiliations
- (d) List of laboratory members including name, e-mail, expected graduation date, department, and general research interests/specialties
- (e) Representative student name from the respective laboratory
- (f) List of instrumentation within the laboratory
- (g) List of methodology within the laboratory

**Section 3. Benefits of Recognition.** Recognition from the NIUSA provides access to relevant nanotechnology collaboration networks including but not limited to: instrumentation, methodology, industrial, faculty, alumni, student, funding, employment, national organization, and commercialization networks. Professional and educational benefits, including but not limited to: seminars/symposiums, conferences, journal clubs, courses, and departmental tracks. Potential teaching/volunteer opportunities, including but not limited to: Nanotechnology Days, undergraduate/high/elementary school and public outreach programs. Membership also includes the right to use the Nano Institute facilities consistent with prevailing guidelines, reasonable assistance and the cooperation of Nano Institute staff, and the right to have a voting representative on the NIUSA.

### ARTICLE X: SCHEDULE OF RECOGNITION

**Section 1. Distribution of Recognition Forms.** The NIUSA Recognition Form must be available to all interested laboratories at any time during the year.

**Section 2. Deadline Advertising.** All recognition deadlines must be posted in the Nano Institute Office by the end of the second week of the semester.