



North Carolina State University  
Division of Student Affairs

Department of Student Development  
Harris Hall  
Box 7314  
Raleigh, NC 27695-7314  
Telephone (919) 737-2441

September 11, 1986

Christine Hoeffner, Vice President  
American Society of Landscape Architects  
School of Design  
Box 7701 Brooks  
NCSU Campus

Dear Ms. Hoeffner:

Upon reviewing the constitution of the American Society of Landscape Architects, I discovered that the disclaimer required by the University was not in your constitution. On the attached sheet, I have circled the disclaimer that is needed. Please see that it is included in your constitution and then send us a copy of your revised constitution along with a listing of your current officers. We will not be able to register your organization until this is taken care of.

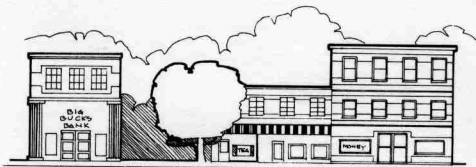
Sincerely,

*Martha Newton*

Martha Newton  
Student Development

American Society of  
Landscape Architects

North Carolina State  
University Student  
Chapter



June 2, 1986

Evelyn Reiman  
Director of Student Development  
Box 7314  
NCSU Campus

Dear Ms. Reiman:

On behalf of the North Carolina State University Student Chapter of the American Society of Landscape Architects, I am submitting a copy of our constitution for your files. If there is any other information that is needed, please contact me.

Sincerely,

*Christine Hoeffner*  
Christine Hoeffner  
Vice President

enc.

**CONSTITUTION AND BYLAWS: NORTH CAROLINA STATE UNIVERSITY CHAPTER OF  
THE AMERICAN SOCIETY OF LANDSCAPE ARCHITECTS**

(as amended on September 29, 1986)

**PREAMBLE:**

The name of this organization shall be The North Carolina State University Student Chapter of the American Society of Landscape Architects.

The objective of the Chapter shall be to unite all students interested in Landscape Architecture and combine their interests and efforts to extend their knowledge of the practice of Landscape Architecture, complementing and extending the curriculum at North Carolina State University; and to help advance the profession's visibility. Specific goals shall be:

- 1) To encourage communication between our Chapter and other students of Landscape Architecture and/or related disciplines; and to improve and encourage active communication between other student chapters and the State/Regional Chapter of ASLA in an effort to strengthen the common goals of each as well as to maintain visibility/awareness of the profession and all of national ASLA programs.
- 2) To develop vehicles to solicit presentations and demonstrations of subjects related to Landscape Architecture.

**ARTICLE I: Membership**

Section 1. Eligibility: The following individuals shall be eligible for membership in the ASLA Student Chapter:

- A. Any student who is interested in the profession of Landscape Architecture.
- B. Any interested faculty member.

Section 2. Advisor: A representative from the Landscape Architecture faculty shall act as advisor.

Section 3. NCASLA/ Student Chapter Liaison: The North Carolina Chapter of the American Society of Landscape Architects (NCASLA) Student Liaison shall be an ex-officio member of the Student Chapter and shall have no voting privileges.

**ARTICLE II: Governing Organization**

Section 1. Executive Council: The Executive Council shall consist of the Student Chapter officers; the President, Vice President, Treasurer, Secretary and Committee Chairpersons.

Section 2. Qualifications for Executive Council members: All council positions shall be filled by graduate students of Landscape Architecture and/or students of Environmental Design who:

- A. have declared Landscape Architecture as a major.
- B. are an active member of the ASLA Student Chapter.
- C. have and maintain a 2.0 grade point average.

Section 3. Duties of the Student Chapter officers:

- A. President: The President shall preside over all General and Executive Council meetings, shall form committees as needed, appoint committee chairpersons with the approval of the Executive Council; shall allocate duties and responsibilities to other elected officers beyond their stated duties; shall coordinate all Student Chapter communication outside the Student Chapter; shall be responsible for executing all business as directed by a majority vote of the members; shall represent the Student Chapter as an ex-officio member of the North Carolina ASLA (NCASLA) Chapter Executive Committee.

( ARTICLE II continued)

- B. Vice President: The Vice President shall assume the duties of the President in his/her absence; shall preside over Committee Chairpersons and report their progress to the President and the Student Chapter; and shall act as Parliamentarian at all General Chapter Meetings.
- C. Treasurer: The Treasurer shall supervise collection of all fees, dues, charges and other monies due the Student Chapter; shall maintain accounts and records of all transactions and monies recieved and paid out of the Student Chapter funds; shall supervise the auditing of the accounts, which shall be open at all times to inspection by the President and the Executive Council; shall be responsible for the deposit and withdrawal of funds; shall give financial reports to the Executive Council, the University and as required at Student Chapter meetings.
- D. Secretary: The Secretary shall be responsible for recording and maintaining minutes at each General and Executive Council meeting; shall maintain an accurate file of Student Chapter correspondence, constitution and other items of presevable importance; shall record all voting results; shall be responsible for the Student Chapter printing and typing needs; shall be responsible for the advertisement of all meetings; shall submit an annual report of the Student Chapter activities to the ASLA Student Services Committee; shall be responsible for reporting election results of Student Chapter officers to ASLA administrative headquarters.

Section 4. Committee Chairpersons: Committee Chairpersons shall be active members of the Student Chapter appointed to lead specified committees.

**ARTICLE III: Procedures**

- Section 1. General Meetings: General Meetings shall consist of the membership of the chapter.
  - A. Regular General Meetings shall be held monthly during the academic year with seven days notice given to the membership.
  - B. Special General Meetings shall be held at the request of the Executive Council with three days notice given to the membership.
- Section 2. Executive Council Meetings: Executive Council Meetings may be called by any officer with a quorum consisting of three officers.
- Section 3. Parliamentary Procedure: *Robert's Rules of Order* shall be used as a guideline in conducting activities during the General Chapter Meetings.

**ARTICLE IV: Ratification and Amendments**

- Section 1. Ratification: Ratification of this constitution shall consist of being presented at a General Chapter Meeting of the ASLA Student Chapter which there is a quorum of twenty percent of the membership, and approved by a majority vote (fifty percent plus one) of the members present.
- Section 2. Amending the Constitution: Amendments to this constitution will become effective through the process of Ratification as set out in ARTICLE IV, Section 1.
- Section 3. Any article of this constitution or part thereof that is in direct violation of the Student Government constitution or by-laws shall be null and void and declared unconstitutional by the President of Student Government. Any differences of opinion between the club and the President of Student Government shall be brought before the Legislature, whose decision shall be final.

## **ARTICLE V: Dues and Finances**

- Section 1. Dues: The Student Chapter shall assess dues from all members. The dues fee shall be established on an annual basis by the Executive Council prior to the first Fall Semester meeting and shall be collected and maintained by the Treasurer. All dues and funds collected shall be for the exclusive use of the Student Chapter towards accomplishing the goals of the Chapter. No portion of the funds shall inure to the benefit of any person whomsoever.
- Section 2. Disposal of Monies at Disbandment: If disbandment of the Chapter should occur, all remaining monies after payment of outstanding debts, shall be donated to the North Carolina Chapter of the American Society of Landscape Architects Scholarship fund.
- Section 3. Expenditures: The Executive Council shall have the power to allocate funds for the ASLA Student Chapter.
- Section 4. Check Signing: Checks must be signed by the Treasurer or the President.

## **ARTICLE VI: Nominations and Elections**

- Section 1. Nominations and Elections:
- A. Candidates for Student Chapter offices shall be nominated from the floor of a General Chapter Meeting.
  - B. Voting for each office shall be by closed ballot and shall occur immediately after nominations for that office are closed and shall be decided by a simple majority of a quorum.
  - C. Public announcements must be posted at least one week prior to nominations and elections.
  - D. Elections for officers shall be held during the last half of Spring Semester with terms of office commencing on the last day of final exams.
- Section 2. Terms of Office: The term of office for all officers and committee chairpersons shall be one year.
- Section 3. Vacancies: Vacancies of offices are to be filled by simple majority vote of quorum on candidates nominated from the floor at the next General Chapter Meeting.
- Section 4. Removal from Office: Executive Council Members who are absent two consecutive General Chapter Meetings or have a total of three absences during any one semester may be subject to removal from office by majority vote of a quorum at the next General Chapter Meeting.



North Carolina State University  
Division of Student Affairs

Department of Student Development  
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Box 7314  
Raleigh, NC 27695-7314  
Telephone (919) 737-2441

October 9, 1986

Ben Coonrod, President  
American Society Landscape Architects, Student Chapter  
School of Design  
Box 7701 Brooks  
NCSU Campus

Dear Mr. Coonrod:

We have reviewed your organization's constitution and officers list and everything seems to be in proper order. You are now an officially registered student organization of North Carolina State University entitled to all privileges entailed in that status.

Understand that this recognition in no way gives the University or Student Government responsibility for any financial liability which may be incurred by your group. Your status does, however, give you the opportunity to approach the Student Senate with a request for funds, and it also gives you certain on campus solicitation privileges.

Please be aware that we ask each student organization to update its file whenever there is a change of officers and at the beginning of each school year. Failure to do so will result in a loss of registration.

If the Department of Student Development can be of assistance to your group, please do not hesitate to call on us. Good luck with your new group.

Sincerely,

A handwritten signature in black ink, appearing to read "R. S. Bryan, Jr." with a stylized flourish at the end.

Robert S. Bryan, Jr.  
Assistant Director  
Student Development

RSBjr/ml

cc: President, Student Government  
Michelle Hall, Reservation &  
Catering, Student Center

October 29, 1979

Ms. Becky Midyette  
President, LAR Student Chapter of  
Graduate Students Association at NCSU  
316-B Brooks Hall  
NCSU Campus

Dear Ms. Midyette:

We have reviewed the Campus Organization Information submitted for your organization and wish to inform you that we are pleased to reinstate the LAR Student Chapter of Graduate Students Association at NCSU as a campus organization.

We would like to remind you that all student organizations are expected to work within the policies of the University and with the Student Government.

In extending reinstatement, neither the University nor Student Government accepts any financial responsibility for any liability, fiscal or otherwise, which may be incurred by your organization; nor does either guarantee that permanent University facilities will be available to your group.

I shall be pleased to be of assistance to you and your organization in any way possible.

Sincerely,

Larry W. Gracie  
Director of Student Development

LWG:mj

cc: J. D. Hayworth, President, Student Government  
Mrs. Corinne Philbrick, University Student Center  
Ms. Linda Jewell, Advisor

March 30, 1979

Ms. Becky Midyette  
President, LAR Student Chapter  
of Graduate Students Association at NCSU  
217 Dexter Place  
Raleigh, NC 27605

Dear Ms. Midyette:


We have reviewed the Constitution submitted for your organization and wish to inform you that this document has been accepted, and we are pleased to recognize the Landscape Architecture Student Chapter of Graduate Students Association at North Carolina State University.

All student organizations are expected to work within the policies of the University and with the Student Government.

In extending recognition, neither the University nor Student Government accepts any financial responsibility for any liability, fiscal or otherwise, which may be incurred by your organization; nor does either guarantee that permanent University facilities will be available. The University, however, will endeavor to make meeting rooms available to your group.

I shall be pleased to be of assistance to you and your organization in any way possible.

Sincerely,

  
Jeff Mann  
Director of Student Development

JM:mj

cc: Tommy Hendrickson, President, Student Government  
Mrs. Corinne Philbrick, University Student Center



MARCH 22, 1979

DEAR JEFF,

THE GRADUATE STUDENTS IN THE LAR PROGRAM,  
SCHOOL OF DESIGN HAVE FORMED AND SUBMIT  
FOR YOUR APPROVAL, A CHAPTER OF GSA FOR  
THE PURPOSE STATED IN THE CONSTITUTION. 1

THE GSA HAS INFORMED US THAT WE ARE  
TO SUBMIT A COPY OF THE CONSTITUTION, LIST OF OFFICERS  
AND ADVISOR. THESE ARE INCLUDED HERE.

THANK YOU FOR YOUR ATTENTION TO THIS MATTER.

SINCERELY,  
BECKY MIDYETTE  
PRESIDENT  
LAR CHAPTER  
GRADUATE STUDENT  
ASSOC.

217 Dexter Place  
Raleigh, N.C. 27605  
834-1994

P.S.

THE OFFICERS ARE:

BECKY MIDYETTE - PRESIDENT  
JIM FARMER - VICE PRESIDENT  
SECRETARY - AFSANEH ASKARI  
TREASURER - PAT CRISMAN  
PARLIAMENTARIAN - (OPEN)  
TO BE APPOINTED

# Constitution and Bylaws

## LAR Student Chapter of GSA at NCSU

March, 1979

### OBJECTIVES

The objectives of the Chapter shall be to unite interested landscape architecture graduate students and combine their interests and efforts to extend their knowledge of the practice of landscape architecture, complementing and extending the curriculum at NCSU; to help advance the profession's visibility and prepare for practice.

Specific goals shall be:

1. To develop a program of visitation to private firms, public agencies, landscape developers, and other areas of practice.
2. To help identify and develop pertinent projects which have value to the community, university, and members of the Chapter.
3. To encourage communication between our Chapter and other students of landscape architecture or other related disciplines.
4. To develop vehicles to solicit presentations and demonstrations of subjects related to landscape architecture.

### Article I. Membership

#### Section I. Eligibility

The following individuals shall be eligible for membership in the Chapter:

1. Any graduate student who is interested in the profession of landscape architecture.

#### Section II. Advisor

A representative from the graduate landscape architecture faculty shall act as advisor.

#### Section III. Voting

Each member of the Student Chapter shall be entitled to one vote.

### Article II. Governing Organization

#### Section I. Officers

Officers shall consist of the President, Vice-President, Secretary, Treasurer and Parliamentarian.

#### Section II. Qualifications for Officers

1. All official positions shall be filled by graduate students of Landscape Architecture.

2. Be enrolled in the School of Design.
3. Be an active member of the Student Chapter.
4. Have and maintain a grade point average of 3.0.

#### Section III. Executive Committee

The Executive Committee shall consist of the five elected officers.

#### Section IV. Expenditures

The Executive Committee shall have power to allocate funds for the Student Chapter.

#### Section V. Check Signing

Checks must be signed by the Treasurer and cosigned by the President or a Faculty Advisor.

### Article III. Procedures

#### Section I. Meetings

1. Meetings of the Student Chapter shall be held at least once monthly during the academic year.
2. General Meetings  
A quorum shall consist of 20% of the members of the Student Chapter.
3. Special Meetings  
Special meetings shall be called at the request of the presiding officer.
4. Executive Meeting  
May be called by any officer with quorum consisting of three officers.

#### Section II. Parliamentary Procedure

Robert's Rules of Order shall be used as a guideline in conducting activities during regular meetings.

### Article IV. Ratification and Amendments

#### Section I. Amending the Constitution

Amendments to this Constitution will become effective through the process of Ratification as set out in Section II, Article IV.

#### Section II. Ratification

Ratification of this Constitution and its amendments shall consist of being heard as a meeting of the Student Chapter and approved by a majority vote of the members present.

#### Section III. Nominations and Elections

1. Candidates for officers shall be nominated from the floor.

2. Voting for each office shall be by closed ballot and shall occur immediately after nominations for that office are closed, and shall be decided by a simple majority of quorum.
3. Public announcements must be posted at least one week prior to nominations and elections.
4. Elections for officers shall be held during the last half of Spring Semester with terms of office commencing immediately.

Section IV. Terms of Office

The term of office for all officers shall be one calendar year.

Section V. Vacancies

Vacancies of offices are to be filled by simple majority vote of quorum on candidates nominated from the floor.

Section VI. Removal from Office

Officers who are absent two consecutive regular meetings or have a total of three absences during any one Semester may be subject to removal from their office by majority vote of a quorum.

1000 CHURCH  
1500 11th  
1000 11th

North Carolina State University



ASA  
Student Chapter

Officers 1981-1982

Linné Long → Co. Chair; undergrad

Cathy Reis → Co. Chair; grad

Wanda McLean → Secretary

Honey Green → Treasurer

Cheryl Doney → Members at Large

Chris Lockwood



North Carolina State University  
Division of Student Affairs

Department of Student Development  
Harris Hall  
Box 5072  
Raleigh, N. C. 27650  
Telephone (919) 737-2441

February 3, 1982

RE: American Society of Landscape  
Architecture - Student

Dear Ms. Long

We have reviewed the Constitution submitted for your organization and wish to inform you that this document has been accepted, and we are pleased to extend recognition to your group.

All campus organizations are expected to work within the policies of the University and with the Student Government.

In extending recognition, neither the University nor Student Government accepts any financial responsibility for any liability, fiscal or otherwise, which may be incurred by your organization; nor does either guarantee that permanent University facilities will be available. The University, however, will endeavor to make meeting rooms available to your group.

I shall be pleased to be of assistance to you and your organization in any way possible.

Sincerely,

Larry W. Gracie  
Director of Student Development

LWG:mn

cc: Ron Spivey, President, Student Government  
Mrs. Corine Philbrick, University Student Center  
Sandi Long, Student Body Treasurer

Constitution and Bylaws  
Student Chapter of ASLA at NCSU  
September, 1980

OBJECTIVES

The objectives of the Chapter shall be to unite interested landscape architecture students and combine their interests and efforts to extend their knowledge of the practice of landscape architecture, complementing and extending the curriculum at NCSU; to help advance the profession's visibility and prepare for practice.

Specific goals shall be:

1. To develop a program of visitation to private firms, public agencies, landscape developers, and other areas of practice.
2. To help identify and develop pertinent projects which have value to the community, the university, and members of the Chapter.
3. To encourage communication between our Chapter and other students of landscape architecture or other related disciplines.
4. To develop vehicles to solicit presentations and demonstrations of subjects related to landscape architecture.

Article I. Membership

Section I. Eligibility

The following individuals shall be eligible for membership in ASLA Student Chapter:

1. Any student who is interested in the profession of landscape architecture.
2. Any interested faculty member.

Section II. Advisor

A representative from the landscape architecture faculty shall act as advisor.

Section III. Voting

Each member of the ASLA Student Chapter shall be entitled to one vote.

Article II. Governing Organization

Section I. Executive Council

The Executive Council shall consist of two co-chairpersons, treasurer, secretary, and parliamentarian. The members must consist of at least one student from the graduate program in landscape architecture and one student from environmental design with a declared major of landscape architecture.

Section II. Qualification for Executive Council Members

1. All Council positions shall be filled by both graduate students of landscape architecture and students of environmental design who have declared landscape architecture as a major.

2. Be enrolled in the School of Design.
3. Be an active member of the ASLA Student Chapter.
4. Have and maintain a 2.0.

#### Section III. Expenditures

The Executive Committee shall have power to allocate funds for the ASLA Student Chapter.

#### Section IV. Check Signing

Checks must be signed by the treasurer and cosigned by the president or faculty advisor.

### Article III. Procedures

#### Section I. Meetings

1. Meetings of the ASLA Student Chapter shall be held at least once monthly during the academic year.
2. General Meetings  
A quorum shall consist of 20% of the members of the ASLA Student Chapter.
3. Special Meetings  
Special meetings shall be called at the request of the presiding officer.
4. Executive Meeting  
May be called by any officer with quorum consisting of three officers.

#### Section II. Parliamentary Procedure

Robert's Rules of Order shall be used as a guideline in conducting activities during the regular meetings.

### Article IV. Ratification and Amendments

#### Section I. Amending the Constitution

Amendments to this Constitution will become effective through the process of Ratification as set out in Section II, Article IV.

#### Section II. Ratification

Ratification of this Constitution and its amendments shall consist of being heard at a meeting of the ASLA Student Chapter and approved by a majority vote of the members present.

#### Section III. Nominations and Elections

1. Candidates for Executive Council shall be nominated from the floor.



2. Voting for each Council position shall be by closed ballot and shall occur immediately after nominations for that Council position are closed, and shall be decided by a simple majority of quorum.

3. Public announcements must be posted at least one week prior to nominations and elections. This does not apply to Spring Semester, 1981.

4. Elections for Council members shall be held during the last half of Spring Semester with terms of office commencing immediately.

#### Section IV. Terms of Office

The term of office for all Council members shall be one calendar year.

#### Section V. Vacancies

Vacancies of Council positions are to be filled by simple majority vote of quorum on candidates nominated from the floor.

#### Section VI. Removal from Office

Council members who are absent two consecutive regular meetings or have a total of three absences during any one semester may be subject to removal from office by majority vote of a quorum.

#### Section VII. Fees

To become a member of the ASLA Student Chapter each student or faculty member shall be required to pay a fee of \$2.00 per year and maintain an active membership in the Chapter.