

CONSTITUTION

*of the Graduate Student Body
of the Department of Molecular and Structural Biochemistry,
North Carolina State University*

I. Purpose

The Graduate Student Association of the North Carolina State University Department of Molecular and Structural Biochemistry serves to unite currently enrolled graduate students in such a way as to promote friendship, collaboration, discussion, intra- and extra-curricular activities, and a means by which their voice can be heard and changes can be affected to benefit the graduate student body, faculty and department as a whole.

II. Biochemistry GSA Meeting Schedule

The graduate student body will meet once every 4-8 weeks to discuss ideas, seminar speaker schedules, department policies, activities, etc. Meetings should be held within one week prior to or after department faculty senate meetings to discuss topics and resolutions of that meeting. The time and place of subsequent meetings may be voted on at the close of each graduate student meeting or suggested by students prior to the next meeting.

III. Faculty Senate Meeting Attendance

The graduate student body is required to send at least one representative to attend faculty senate meetings, held on a monthly basis unless otherwise noted. The participation of graduate students at faculty senate meetings reflects an invitation to the student body by the faculty to present ideas and grievances and petition for policy changes or the implementation of new policies.

The student body will provide a semi-random list of graduate students currently enrolled and assign each for faculty meetings on a monthly basis. Each student will be required to attend the faculty senate meeting for the month assigned. If the student scheduled has a conflict they will need to switch times with another student. No exceptions for lack of attendance are allowed, unless authorized by the faculty. The order of students in the list is loosely based upon seniority, with students that are expected to graduate first assigned to attend faculty meetings first. Students are absolutely required to attend the graduate student body meetings prior to and after the next scheduled faculty meeting if he or she is assigned to attend that faculty meeting. The attending student will be expected to present our issues to the faculty and present the results, and other issues discussed, at the next graduate student meeting. Newly enrolled graduate students will be added to the end of the original list. After

each graduate student has taken his or her turn they will be added to the end of the list and finally removed upon successful defense of their thesis or presentation of their exit seminar. The list will be provided to all graduate students currently enrolled with the times and dates of the meetings, which generally fall on the third Friday of each month during the semester and are subject to change at the faculty's discretion.

IV. NC State University Graduate Student Association (GSA) Attendance

During the school year GSA meetings with representatives from all NCSU departments are held once monthly. Two representatives must be chosen to represent the Biochemistry Department. In general, the Secretary will be the main representative and another student selected as backup. Attendance to these GSA meetings earns us money to host events and activities on the stipulation that no more than two meetings annually are missed. The Secretary or acting representative will keep records of GSA policies and topics discussed at each meeting as well as inform us of events, deadlines, etc. of the NC State UGSA. More information about the NC State University Graduate Student Association can be found at <http://ugsa.ncsu.edu/>.

V. Graduate Student Body Participation in Departmental Seminars

The graduate student body participates in departmental seminars by entertaining invited speakers for lunch with the graduate students. This is dependent upon whether the speaker can attend the lunch. The lunches are usually held within the central departmental building (Polk Hall).

The departmental faculty has invited the graduate student body to participate in invitation of speakers for the weekly departmental seminars. This provides graduate students with the opportunity to meet influential and important researchers within and outside of their fields of interest, as well as enhance the diversity of departmental seminar topics. It also provides opportunities for graduate students to gain experience in the process of inviting speakers and organizing seminars.

The graduate student body may be asked to invite 4-5 speakers per semester or year. Students may group together by lab or based upon common interest to invite speakers. All graduate students will be expected to participate and names will be recorded for those who have been involved in inviting speakers. Each group should submit a list of one or more speakers that they would like to invite as a guest speaker at our weekly departmental seminar. There are no limitations except that the speaker's field of research should fall within the broad spectrum of biochemistry. Each speaker's name should be accompanied by a brief statement concerning their field of research, recent publications, major contributions, research institution, etc. for the general interest and discussion of the student body. Speakers will be ranked by votes. A list of dates available for seminar speakers will be provided by the faculty and a list of speakers to invite will be prioritized to fill all seminar dates.

Speakers will be allowed 4 weeks upon which to accept the invitation before secondary speakers on the list are contacted and invited.

Invitation will involve organization on the part of the lab or group that has elected to invite the speaker. This requires contacting the speaker, usually via e-mail, and invitation on behalf of the graduate student body. The students will also be responsible for planning the speaker's itinerary, such as booking flights, schedule of faculty that the speaker will meet with, and lunch and dinner. Further details for the invitation process can be obtained from the Director of Graduate Programs, currently Dr. E. Stuart Maxwell.

VI. Annual Graduate Student Body Elections

To maintain organization and continued success, the graduate student body will annually elect new officers to lead the group. Elections will occur within the first 4-8 weeks of the beginning of the Fall semester. A president, vice president, and secretary will be elected, as well as a Graduate Student Recruiting Weekend Committee consisting of at least five students, two of which will be the President and Vice President. A voluntary webmaster position is also encouraged to maintain our website (<http://biochem.ncsu.edu/gsa.php>). The duties of each are:

President

1. Organization of lunches with seminar speakers, in conjunction with faculty and members of the graduate student body. Tasks may be delegated to other graduate students, for example those whose lab is the invitational lab for the speaker.
2. Graduate Student Recruiting Weekend Committee member.
3. Primary organizer of graduate student meetings, maintenance of the GSA Constitution, and organization of annual elections.
4. Primary maintenance, in conjunction with Secretary, of list of students scheduled for faculty senate meetings and students involved in invitation of departmental seminar speakers.
5. Secondary organizer of intra- and extra-curricular activities for the graduate student body.

Vice President

1. Primary organizer of intra- and extra-curricular activities for the graduate student body.
2. Graduate Student Recruiting Weekend Committee member.
3. Secondary organizer of graduate student meetings and speaker lunches.

Secretary/Treasurer

1. Maintain notes for graduate student meetings, list of students scheduled for faculty senate meeting attendance, and students involved in invitation of departmental seminar speakers.
2. Maintain NC State UGSA information and attend UGSA meetings.
3. Accounting of funds for graduate student body activities.

Graduate Student Recruiting Weekend Committee (at least 5 members)

Primary organizers of the graduate student recruiting weekend for the department. Requires scheduling airport pickup/dropoff, transportation to and from dinners and tours, and escorting of prospective students. All graduate students are expected to participate by volunteering to help in at least one of these duties during the recruiting weekend.

VII. Graduate Student Participation Policy

All currently enrolled graduate students within the NCSU Department of Molecular and Structural Biochemistry are expected to participate in the departmental graduate student association activities. Exceptions are:

1. Any graduate student who has given his/her exit seminar or successfully defended their thesis is not expected to participate in any of the above activities of the graduate student body.
2. Newly enrolled graduate students are expected to attend all graduate student body meetings. They are not required to participate in the invitation of speakers for departmental seminar meetings or hold office in the GSA for their first year of enrollment.

VIII. Constitutional Amendments

A copy of this constitution will be available to all graduate students and maintained by the graduate student body leaders, the Director of Graduate Programs, and the Department Head. Any changes to the constitution of the Graduate Student Association of the NCSU Department of Structural and Molecular Biochemistry must first be discussed and voted upon by the graduate student body. The acting graduate student body president will insert all official amendments, followed by the date and his/her name. Significant amendments to this document must be submitted to the Director of Graduate Programs and the Department Head for final approval and an updated version provided to all parties within 8 weeks.

First Drafted by Keith Gagnon, Student Body President, 04-12-07
Voted on and approved by the Graduate Student Body, 04-12-07

05-18-2007, updated, Keith Gagnon, President
09-13-2007, updated, Keith Gagnon, President

Molecular and Structural Biochemistry
NORTH CAROLINA STATE UNIVERSITY
CONSTITUTION

Article I. Name and Purpose

Section 1. This organization shall be known as the Biochemistry Association of Graduate Students; hereafter referred to as BAGS.

Section 2. The purpose of this organization shall be:

- a. To represent the graduate student body in the Department of Molecular and Structural Biochemistry.
- b. To provide a forum for graduate student opinion.
- c. To voice graduate student opinion in all matters of mutual interest to graduate faculty and students.
- d. To promote professional interest and fellowship among graduate students.

Article II. Membership

Section 1. Membership shall be concurrent with the enrollment in the following graduate programs of the Department of Molecular and Structural Biochemistry:

- a. Master of Science in Biochemistry
- b. Ph.D. in Biochemistry

Article III. Officers and GSA Representatives

Section 1. The elected officers of this organization shall be:

- a. President
- b. Vice-President
- c. Secretary-Treasurer
- d. Social Director

Section 2. Election of Officers

Officers shall be elected by secret ballot by the members of the organization to serve a term not exceeding one year. Election shall be determined by the plurality of the votes cast.

Section 3. Date of Elections

Elections shall be held during April and the terms of office shall begin at the end of the Spring semester. Any vacancies created by the early retirement of an officer shall be filled by presidential appointment or, at the request of the organization, by a special election.

Section 4. Duties of the Officers

- a. The President shall call and preside over Bags meetings and represent BAGS at University and Department functions.
- b. The President shall also nominate representatives to such committees and organizations as considered appropriate and/or necessary. Such nominations will be subject to approval by a majority of BAGS members present at the meeting they are announced.
- c. The Vice-President shall preside over BAGS meetings at the request or absence of the President and, at the President's request, substitute for the President at University and Department functions.
- d. The Secretary-Treasurer shall take and maintain the minutes of BAGS meetings and keep the financial records of BAGS.

e. The Social Director shall be responsible for organizing all social functions held by BAGS.

Section 5. GSA Representatives

There will be one representative and one alternate to serve as members of the GSA Council. The representative and alternate will be nominated by at large nominations and will be approved by a majority vote at a BAGS meeting. The GSA representative must participate on one GSA committee per year and must attend seven of eleven monthly GSA meetings in order for BAGS to receive an annual rebate from the GSA.

Article IV. Committees

Section 1. The organization shall make provisions for the formation of any special committees when needed.

Article V. Amending the Constitution

Section 1. Amendments to the Constitution shall be presented by members of the organization in writing and shall be read and voted upon at a regular meeting. A majority of two-thirds of the members present and voting shall be required for approval.

Section 2. All amendments to the Constitution shall be subject to the approval of the Student Government.

Section 3. Any article of this Constitution or part thereof that is in direct violation of the Student Government shall be null and void and declared unconstitutional by the President of Student Government. Any differences of opinion between the organization and the President of Student Government shall be brought before the appropriate legislative body, whose decision shall be final.