

**CONSTITUTION  
OF THE COLLEGE OF HUMANITIES AND SOCIAL SCIENCES COUNCIL  
NORTH CAROLINA STATE UNIVERSITY  
RALEIGH, NORTH CAROLINA**

REVISED APRIL 2003

PREAMBLE

We, the representatives of the departments of the College of Humanities and Social Sciences of North Carolina State University, desiring to promote the interests and general welfare of the students, to further communication and cooperation among the various departments, and to provide the Humanities and Social Sciences students with a representative College Council, do hereby establish this constitution.

ARTICLE I - NAME

The organization shall be known as the College of Humanities and Social Sciences Council (CHASS Council).

ARTICLE II - PURPOSE

The purpose of the Council shall be:

1. to represent CHASS student organizations;
2. to help fund CHASS organizational needs
3. to handle all monies received by the Council, including Humanities and Social Sciences fees;
4. to promote leadership and participation in the College of Humanities and Social Sciences, and in the University;
5. to organize/sponsor CHASSNet, a job fair that helps provide CHASS students with opportunities to excel within their study concentrations outside of school.

ARTICLE III - MEMBERSHIP

Section 1. Members of CHASS will be all Humanities and Social Sciences senators and a representative of each society who meet the following criteria.:

- a. is a CHASS student, meaning they are a CHASS major and/or minor, or is serving as a CHASS organization officer.
- b. the representative assigned to attend meetings must be consecutive;
- c. represent a curriculum within the College of Humanities and Social Sciences;
- d. have a faculty or administrative advisor from their curriculum;
- e. register with the Student Organizations at the beginning of each Fall semester.

Section 2. Any student of the College of Humanities and Social Sciences or any other interested party may attend any meeting of the council as an observer and may be recognized to speak but may not request funds or hold voting privileges.

ARTICLE IV - OFFICERS

Section 1. Officers of this organization will be President, Vice-President, Secretary, and Treasurer.

Section 2. Officers will be elected by a majority vote of the members present.

Section 3. If any officer is unable to complete their term in office, a new officer must be nominated and elected by the Council at its next regular meeting. If the office of President is vacated, the Vice-President assumes the Presidency.

Section 4. Any officer may be removed by a two-thirds (2/3) vote, but only at a meeting subsequent to one in which the removal motion is made with a two week advance written document as to why.

ARTICLE V - ADVISORS

Section 1. A faculty advisor will be appointed by the Dean of the College of Humanities and Social Sciences to serve for a one-year term.

Section 2. The faculty advisor shall be a member of the faculty of the College of Humanities and Social Sciences.

Section 3. The duties of the faculty advisor are the following:

- a. to attend at least two CHASS Council meetings a semester;
- b. be available to address concerns regarding CHASS Council;
- c. be available to participate in CHASS Council events.

Section 4. If negligent of these duties, the faculty advisor may be removed by a two-thirds (2/3) vote, but only at a meeting subsequent to one in which the removal motion is made with a two week advance written document as to why.

#### ARTICLE VI - FINANCES

Section 1. All College fees collected by the University Business Office from Humanities and Social Sciences students may be allocated by the Council. In addition, any funds collected from CHASS Council fund raising programs are to be deposited in the CHASS Council Trust Funds, and treated as College fees.

Section 2. With academic events taking precedence, priority in the allocations of funds will be as follows:

- a. Council operating expenses (\$100 club membership allocations);
- b. Academic and social events for the College;
- c. Academic and social events of organizations within the College.

Section 3. The President must submit a Council budget at the end of each semester to the College Finance Office.

Section 4. The Council will review requests for events or programs (to be conducted during the semester) costing no more than \$500, unless the event is something that will benefit CHASS as a whole, and not simply a few students, then the maximum amount request and allocation must not exceed \$1,000. A written bid proposal must be presented to all Council members present, along with an oral explanation detailing the desire for club funding. There will be two days a semester in which organizations can propose bids. The two dates will be announced at the first meeting of each semester. Comments and questions regarding the proposals will be addressed on these two days. The meeting following the two bid dates will be for the committee to vote on the bids and either accept or reject. Checks will be written out on this day. No bids to be accepted or discussed following these three meetings per semester.

Section 5. The Council Treasurer will keep a record of every expenditure. The Treasurer will institute their own system of bookkeeping. The only requirements are that it be accurate, efficient, current, and provide the societies with the best possible access to their funds.

Section 6. Any funds remaining at the close of the semester will be included in the budget of the following semester.

Section 7. Each organization must keep complete records of all expenditures of CHASS Council allocated monies, except for operational costs allocated by the Executive Board. **All financial statements (receipts, documentation of expenditures, signed documentation by the organization advisor) must be turned in by the end of the semester.** The Treasurer shall be responsible for maintaining a calendar of events and programs conducted by the organizations receiving CHASS Council funding.

#### ARTICLE VII - ACTIVITIES

The Council will sponsor at least one major social function per academic year and/or at least one major informative program per academic year or a combination thereof, and any other activity or activities such that the Council may see fit to sponsor.

#### ARTICLE VIII - MEETINGS

Section 1. Regular meetings will be held during the school year at least once per month, the time and day to be designated by the Executive Committee at the beginning of each semester of the school year. These dates are to be ratified by the Council at the first meeting of the semester and the Council will be reminded throughout the year of meeting times.

Section 2. Special meetings may be called by the President or by a petition by a quorum of the Council members. This petition must be submitted to a member of the Executive Committee at least 72 hours in advance and attendance won't count towards bid allocations.

#### ARTICLE IX - QUORUM AND VOTING

Section 1. The Constitution and By-Laws of the Council may be amended at any meeting of the Council by a two-thirds (2/3) vote of those present, provided a quorum is present.

Section 2. Any amendment to the Constitution or By-Laws must have been presented to the Council at least one meeting prior to its being voted upon.

Section 3. In order to vote, the quorum must be at least 30% of Council membership.

Section 4. Proposed amendments will be legibly written and properly dated.

#### ARTICLE X - ATTENDANCE

Section 1. Attendance is mandatory for club representatives and Council officers. A member's absence will be excused provided an alternative has been appointed and has attended the meeting, or an excuse can be granted by the President.

Section 2. After the first absence of a society's representative without an alternate present, the President will contact the society's President and/or advisor stating that one more unexcused absence will result in the society's suspension from getting funding for that semester.

Section 3. Attendance towards the first meeting of each semester does not count towards allocations. Attendance history will be reviewed the day of allocations.

Section 4. If the guidelines above are all followed, each organization will receive a \$100 start-up fee at the last meeting of each semester.

Section 5. In order to be readmitted, the society president and advisor must appear before the Council and request readmission. If the request is approved by the Council, the membership will be restored. However, such societies shall be ineligible to request funds for that current semester. Organizations can only join at the beginning of each semester to receive the \$100 start-up fee.

Section 6. In case the organization representative can no longer serve, the organization can appoint/elect a new representative to attend for the remainder of the semester/year and must notify the Council of the change at the first meeting at which the new representative is present.

#### BY-LAWS

##### ARTICLE I - DUTIES OF THE OFFICERS

Section 1. The President will preside at all meetings of the Council. The President will name all committees for which no provision has otherwise been made. The President will perform such other duties as the Constitution By-Laws prescribe in addition to those imposed on this office by parliamentary practice.

Section 2. The Vice-President will perform the presidential duties during the President's absence. The Vice-President will also serve as the head of the Scholarship Committee. The Vice-President will also be in charge of providing the Council members with dinner at each meeting.

Section 3. The Secretary will (1) make and keep official records of the Council, (2) keep an accurate record of attendance of the Council Meetings, (3) handle Council correspondence, (4) be responsible for seeing that the minutes are typed by the next meeting, and (5) be responsible for all publicity of CHASS Council events and meetings.

Section 4. The Treasurer will (1) disperse funds, (2) collect all funds other than Humanities and Social Sciences fees, (3) audit records for all enterprises for which Humanities and Social Sciences fees are expended, and (4) make a written report each semester of all expenditures through Council activities.

##### ARTICLE II - COMMITTEES

The president will ask for volunteers to serve on the Scholarship Committee. If no volunteers come forward, the President will select at least three students to serve on the committee. Duties of the committee are addressed in ARTICLE III of the BY-LAWS.

##### ARTICLE III - AWARDS

Section 1. Each Spring semester, the Council will select and give an award to the Outstanding Senior (or two most outstanding seniors if applicable) in the College of Humanities and Social Sciences. The award will be based on scholastic achievement, participation in extra-curricular activities, evidence of leadership, and contribution to the College of Humanities and Social Sciences.

Section 2. Each Spring semester, the Council will award three scholarships to students in the College of Humanities and Social Sciences. Three scholarships worth \$1,000 each will be awarded to one rising senior, one rising junior, and one rising sophomore in the College of Humanities and Social Sciences. The scholarships shall be known as the Dr. Abraham Holtzman Scholarship in honor of Dr. Holtzman's dedication to the Council by serving as its first advisor. No members serving on the Council are eligible to receive the scholarship.

3/27/99

**CONSTITUTION**

**OF THE COLLEGE OF HUMANITIES AND SOCIAL SCIENCES COUNCIL**

**NORTH CAROLINA STATE UNIVERSITY**

**RALEIGH, NORTH CAROLINA**

REVISED JANUARY, 1999

**PREAMBLE**

We, the representatives of the departments of the College of Humanities and Social Sciences of North Carolina State University, desiring to promote the interests and general welfare of the students, to further communication and cooperation among the various departments, and to provide the Humanities and Social Sciences students with a representative College Council, do hereby establish this constitution.

**ARTICLE I - NAME**

The organization shall be known as the College of Humanities and Social Sciences Council (CHASS COUNCIL).

**ARTICLE II - PURPOSE**

The purposes of the Council shall be:

1. to provide an organization for the management of affairs in which all Humanities and Social Sciences students may be interested;
2. to handle all monies received by the Council, including Humanities and Social Sciences fees;
3. to coordinate the activities of the Humanities and Social Sciences, and in the University;
4. to promote leadership in the College of Humanities and Social Sciences, and in the University;
5. to act on behalf, and in the interests of the students in the College of Humanities and Social Sciences.

**ARTICLE III - MEMBERSHIP**

Section 1. Members of CHASS will be all Humanities and Social Sciences senators and the president or a representative of each society who meet the following criteria:

- a. represent a curriculum within the College of Humanities and Social Sciences;
- b. have a faculty or administrative advisor from their curriculum;
- c. receive majority vote of CHASS Council members;

d. register with the University Development at the beginning of each Fall semester.

Section 2. A senator can appoint an alternate for himself, and if permissible, a student senate liaison may be designated.

Section 3. Any organization whose functions is related to the College of Humanities and Social Sciences and does not meet the criteria in Section 1 may obtain preferred non-member status by majority vote of the full council. This status grants priority for consideration over any other outside group coming before the Council.

Section 4. Any student of the College of Humanities and Social Sciences or any other interested party may attend any meeting of the council as an observer and may be recognized to speak or request funds.

Section 5. Membership suspension criteria are referred in Article XI, Sections 2-3.

#### ARTICLE IV - OFFICERS

Section 1. Officers of this organization will be President, Vice-President, Secretary, Treasurer, a minimum of two President-Elects (who shall not gain officer standing from this position), and at the discretion of the Council, Parliamentarian.

Section 2. The officers named in Section 1 will comprise the Executive Committee.

Section 3. Officers will be elected by a majority of the members present. The officers will be nominated at the third to the last meeting of the academic school year. Elections will be held at the next to last meeting of the academic year. In the absence of a majority vote runoff elections between the two leading contenders will be held at the same meeting as the primary elections. All officers will be nominated and elected as follows: President, Vice-President, Secretary, Treasurer, 2 President-Elects, and Parliamentarian.

Section 4. If any officer is unable to complete their term of office, a new officer must be nominated and elected by the Council at its next regular meeting. If the office of President is vacated, the Vice-President assumes the Presidency. If there becomes less than two President-Elects, then at least one new President-Elect shall be elected as above mentioned or shall be appointed by the Executive Council.

Section 5. Any officer may be removed by a two-thirds (2/3) vote, but only at a meeting subsequent to one in which the removal motion is made.

#### ARTICLE V - ADVISORS

Section 1. A faculty advisor will be appointed by the Dean of the College of Humanities and Social Sciences to serve for a one-year term.

Section 2. The faculty advisor shall be a member of the faculty of the College of Humanities and Social Sciences.

#### ARTICLE VI - FINANCES

Section 1. All College fees collected by the University Business Office from Humanities and Social Sciences students may be allocated by the Council. In addition, any funds collected from CHASS Council fund raising programs are to be deposited in the CHASS Council Trust Funds, and treated as College fees.

Section 2. With academic events taking precedence priority in the allocation of funds will be as follows:

- a. Council operating expenses;
- b. Academic and social events for the College;
- c. Academic and social events of societies;
- d. Academic and social events of a campus-wide nature;
- f. All events of the special-interest groups apart from the College of Humanities and Social Sciences societies.

Section 3. The Executive Committee must submit a Council budget at the first meeting of each semester. A final budget must be approved by the Council at that meeting. At the discretion of the Executive Council, operational funds may be provided to all societies. The remaining funds will be divided with sixty percent (60%) to the General Finance Fund and forty percent (40%) to the Finance Committee.

Section 4. At the General Finance meeting (to be held at the second meeting of each semester), the representative of each society requesting funds from the General Finance Fund will submit their request for **one single event or specific program to be conducted for the current semester only. The request shall be for an event or program costing more than \$300. Oral and written presentations (representatives must provide a copy for all Council members), must be conducted by all societies requesting funds.** A final budget for each society must be approved by a Council vote at that meeting.

Section 5. The Finance Committee meeting will be held after requests from the General Finance Fund have been approved. The Finance Committee will review requests for events or programs (to be conducted during the current semester) costing \$300 or less. A presentation written and oral should be prepared for the Executive Committee. Finance Committee meetings all take place at regularly schedule meetings until all Finance Committee funds are distributed.

Section 6. The Council Treasurer will keep a record of every expenditure. The Treasurer will institute their own system of bookkeeping. The only requirements are that it be accurate, efficient, current, and provide the societies with the best possible access to their funds.

Section 7. Any funds remaining at the close of the semester will be included in the budget of the following semester.

Section 8. Each society must keep complete records of all expenditures of CHASS Council allocated monies, except for operational costs allocated by the Executive Committee. **All financial statements (receipts, documentation of expenditures) and leftover monies must be turned in at the Council meeting following the event** unless excused by the Council. The Treasurer shall be responsible for maintaining a calendar of events and programs conducted by societies receiving CHASS Council funding. The Treasurer will report any budget discrepancies or misappropriations to the full Council for possible suspension. Failure to turn in records or return left over money will result in suspension of the society's membership in the Council (For readmittance procedures see Article XI, Section 3).

#### ARTICLE VII - ACTIVITIES

The Council will sponsor at least one major social function per academic year and/or at least one major informative program per academic year or a combination thereof, and any other activity or activities such that the Council as a whole body may see fit to sponsor.

#### ARTICLE VIII - MEETINGS

Section 1. Regular meetings will be held during the school year at least once per month, the time and day to be designated by the Executive Committee at the beginning of each semester of the school year. These dates are to be ratified by the Council at the first meeting of the semester. After ratification, a schedule of these meetings will be printed and distributed to each society by the secretary.

Section 2. Special meetings may be called by the President or by a petition by a quorum of the Council members. This petition must be submitted to a member of the Executive Committee.

#### ARTICLE IX - QUORUM AND VOTING

Section 1. The Constitution and By-Laws of the Council may be amended at any meeting of the Council by a two-thirds (2/3) vote of those present, provided a quorum is present.

Section 2. Any amendment to the Constitution or By-Laws must have been presented to the Council at least one meeting prior to its being voted upon.

Section 3. Proposed amendments will be legibly written and properly dated.

Section 4. After approved, the amendments will be typed on durable paper, properly dated, and attached to the Constitution. An inked notation citing the amendments will be made in the body of the Constitution.

#### ARTICLE XI - ATTENDANCE

Section 1. Attendance is mandatory for club representatives and Council officers. A member's absence will be excused provided an alternate has been appointed and has attended the meeting, or an excuse can be granted by the President.

Section 2. After the first absence of a society's representative without an alternate present, the President will contact the society's President and/or advisor stating that one more unexcused absence will result in the society's suspension from the Council. When a society is suspended, a letter will be sent to the society's president and/or supervisor notifying them of the action. Upon suspension, a society must return all allocated funds for that semester, excluding operational funds, regardless of whether they were used or unused. A society may not request readmission during the same semester they are suspended and also may not request readmission until all restitutions regarding funds are made. If a senator or the Student Senate liaison is absent, a letter of reprimand will be sent to the Senate President.

Section 3. In order to be readmitted, the society president and advisor must appear before the Council and request readmission. If the request is approved by the Council the membership will be restored. However, such societies shall be ineligible to request funds for that current semester. At the request of a suspended society, the Executive Council may allocate operational expenses for the semester.

## BY-LAWS

### ARTICLE I - DUTIES OF THE OFFICERS

Section 1. The President will preside at all meetings of the Council. The President will name all committees for which no provision has otherwise been made. The President will perform such other duties as the Constitution and By-Laws prescribe in addition to those imposed on this office by parliamentary practice.

Section 2. The Vice-President will perform the presidential duties during the President's absence. The Vice-President will also serve as the head of the Finance Committee and Scholarship Committee.

Section 3. The Secretary will (1) make and keep official records of the Council, (2) keep an accurate record of attendance of the Council Meetings, (3) handle Council correspondence, (4) be responsible for seeing that the minutes are types and posted, no later than five days after any meeting, and (5) be responsible for all publicity of CHASS events and meetings.

Section 4. The Treasurer will (1) disperse funds, (2) collect all funds other than Humanities and Social Sciences fees, (3) audit records for all enterprises for which Humanities and Social Sciences fees are expended, and (4) make a written report each semester of all expenditures through Council activities.

Section 5. The Parliamentarian will be familiar with the Constitution of the Council and with parliamentary law as specified in the Revised Robert's Rules of Order. The Parliamentarian will be ready to give such information as desired by the Council concerning parliamentary law.

Section 6. The President-Elects shall (1) work with the current President in order that they shall have an understanding of how to run the Council, (2) not gain officer standing from their position as President-Elect, (3) be responsible for helping set up and run CHASSNet and any other functions as determined by the Executive Council, and (4) be automatically nominated for the office of President the following year.

### ARTICLE II - COMMITTEES

Section 1. The President will appoint standing and temporary committees in accord with the group efforts required for the execution of the Council's work, and such committee appointments will be accompanied by a clear definition of areas of responsibility, duties, and date for submission of reports.

Section 2. When a committee completes its work, the committee chairman will make a written report to the Council. This report will be incorporated into the Council minutes by the Secretary.

## ARTICLE II-AWARDS

Section 1. Each year the Council will select several members to participate in the selection of the Outstanding Teacher in the School of Humanities and Social Sciences. The President will be a co-chairman of the selection committee along with the faculty co-chairman designated by the Dean.

Section 2. Each year the Council will select and give an award to the Outstanding Senior in the College of Humanities and Social Sciences. The award will be based on scholastic achievement, participation in extra-curricular activities, evidence of leadership, and contribution to the College of Humanities and Social Sciences.

Section 3. Each year the Council will award four scholarships to students in the College of Humanities and Social Sciences. Three scholarships worth \$250 each will be awarded to one rising senior, junior, and sophomore in the College of Humanities and Social Sciences. One scholarship worth \$1,000 will be awarded to one incoming freshman in the College of Humanities and Social Sciences. The freshman scholarship shall be known as the Dr. Abraham Holtzman Freshman Scholarship in honor of Dr. Holtzman's dedication to the Council by serving as its first advisor.