

6020 J. N. H. H.

Changes Proposed 4/29/04

Note: Text and sections suggested for removal is indicated by being a stick-out and new additional text by italics.

**THE CONSTITUTION OF THE EDUCATION AND
PSYCHOLOGY COUNCIL**

Established 3/01/76

Amended 3/16/87

2/09/88

4/14/88

11/18/92

3/24/94

NORTH CAROLINA STATE UNIVERSITY

Constitution

Education and Psychology Council North Carolina State University

ARTICLE I

Name

The name of this organization shall be "The College of Education and Psychology Council of North Carolina State University," hereinafter referred to as "The Council" in the Constitution.

ARTICLE 2

Purposes

The purpose of the Council shall be: to promote and stimulate advancement in the fields of professional education, psychology other fields in the College of Education, and related activities, to promote leadership in education and in all campus activities, to provide recreation and social activities, and to promote a better school and college spirit.

ARTICLE 3

Membership

SECTION 1. All undergraduate majors in the College of Education and Psychology, regardless of race, religion, sex, or national origin, shall be eligible to serve as Council representatives and to vote in the election of such Council representatives, according to the procedures outlined in Sections 2 and 3 of Article 3.

SECTION 2. The membership of the Council shall consist of appointed or elected representatives from each major undergraduate *degree granting program* ~~departmental club~~ of the College of Education and Psychology, ~~appointed or elected representatives from each minor undergraduate departmental club of the College of Education and Psychology, the elected officers of the Council,~~ and the Senators representing the College of Education and Psychology in Student Government. ~~For the purpose of this section, a "major department" is defined as any department of the College of Education and Psychology having twenty or more undergraduate majors; a "minor department" is defined as any department of the College of Education and Psychology having at least one undergraduate major, but less than twenty such majors.~~

SECTION 3. The President of the Council shall have the authority to appoint representatives from among those interested students attending Council meetings *recommended by the faculty*, with such appointment effective immediately. ~~except that whenever~~ *When* more students from a given ~~department~~ *degree granting program* wish to be

CES "blanks"
for s.h.

representatives than there are representative positions available for that department program, then the President shall direct the individuals to obtain evaluations of their abilities to serve on the Council from a minimum of three faculty or NCSU organizational director or supervisor that an election be held among the entire undergraduate body of the department concerned. The form for this evaluation can be obtained from the Council Secretary. Only the Council Faculty Advisors will see the completed evaluations. Scores on the evaluation will be tallied by the Advisors and then top scoring individuals will be recommend to the Council members. The names of all students seeking a position as representative for that department shall be listed on the ballot in alphabetical order and those students receiving the greatest number of votes shall be elected in descending order until all vacancies are filled. Each winning candidate will assume the position of representative immediately upon election. Following such an election, no new challenge for a position as representative shall be entertained during the same academic year, except as needed if a position becomes vacant through the resignation of a sitting representative. In the event of such a vacancy on the Council, only the vacated seat shall be available for contention. All other details of conducting a fair election are left to the discretion of the officers of the Council.

Section 4. ~~The number of Two representatives that from each major departmental club degree granting program and the Student Faculty Representative/s makes up the council. is allowed is based on the total number of undergraduate students in their program or major as follows: Membership on the council is for a minimum of two years.~~

If your undergraduate	then your program is
program's population	allowed this many
is this size	representatives
0 - 100	2
101 - 200	3
201 +	4

For those departments with more than one club, the clubs in that department will have to decide how to assign their department's allotted number of representatives (adopted November, 1986; goes into effect Spring semester, 1987).

SECTION 5. *The representatives for each program have the responsibility of assuring that one of the representatives or a proxy attends each meeting of the council.*

ARTICLE 4

Officers

SECTION 1. Officers of the Council shall be President, Vice-President, Secretary, and Treasurer. The term of office shall be one year, with all terms expiring upon the election of a new person to the same office under provisions of Section 2, Article 4.

Section 2. Officers shall be elected by the Council at the first meeting in April of each school year. At that meeting, candidates shall be nominated for and elected to each of the available offices in order of priority, namely: Vice-President, Treasurer, and Secretary. *The current Council Vice-President will become President for the following year without election, in order to provide continuity of Council activities.* No more than two officers should be elected from the same program or major unless deemed necessary by a majority vote of the Council. Newly elected officers shall take office at the end of the meeting at which they were elected. In the event that an office remains vacant at the end of the first meeting in April, an effort shall be made to fill the vacancy ~~through an election~~ at the earliest subsequent meeting possible. The President shall have the authority to appoint an interim officer until such an election can be held.

SECTION 3. The President shall:

1. preside at all meeting of the Council,
2. name committees, and
3. perform such other duties as the Constitution prescribes in addition to those imposed on the office by parliamentary practices.

SECTION 4. The Vice-President shall:

1. perform the President's duties during the President's absence, ~~and~~
2. coordinate any activities funded by the Council under the provisions of Article 8, Section 5, *and*
3. *ascend to the office of President the following year.*

SECTION 5. The Treasurer shall:

1. collect and disburse all funds received from students through the regular College of Education ~~and Psychology~~ fee, which will be collected by the University at registration time,
2. maintain accurate and up-to-date records of all income and expenditures *by contacting the budget officer of the college,*
3. be available at every Council meeting to present a current report on the state of the Council's finances, and
4. make a written report at the end of each semester of all the Council's income and expenditures for Council activities.

SECTION 6. The secretary shall:

1. make and keep official records of the Council,
2. keep an accurate record of membership and of attendance at Council meetings,
3. handle Council correspondence,
4. see that all information pertaining to the Council that should be published is placed in the proper publication channels, ~~and~~
5. be responsible for notifying Council members of meetings at least two days in advance of the meeting, *and*
6. *provide the minutes to the Council's web master in electronic format so they can displayed on the Council's web site.*

SECTION 7. If any elected officer is temporarily unable to fulfill the duties of his/her office for any part of his/her term of office, the President of the Council shall appoint a Council member to that office. The appointed officer shall relinquish the office whenever the duly elected officer shall relinquish the office whenever the duly elected officer can fully resume the duties of the office. If the office of President is vacated, the Vice-President shall ascend to the presidency. If the position of any other officer is vacated permanently, including the office of Vice-President upon ascension of the officer to the presidency, then the Council shall elect a new student to that office.

SECTION 8. Any officer may be removed from office by a two-thirds vote of the total membership of the Council, voting in secret ballot.

ARTICLE 5

Voting

SECTION 1. Each ~~departmental club~~ representative and each Senator shall have one vote on any matter before the Council.

SECTION 2. Each officer shall have one vote on any matter before the Council, except that the President (or other officer presiding in place of the President) shall have a vote only in the event of a tied ballot.

SECTION 3. Each duly appointed or elected voting member of the Council shall have the right to appoint a proxy with voting privileges to serve when said member is absent from a regular Council meeting. The designation of a proxy shall have effect only for the specific meeting indicated, and the document of designation shall be filed with the minutes of that meeting.

SECTION 4. Any student from the College of Education ~~and Psychology~~ may attend any Council meeting without voting privileges.

ARTICLE 6

Advisors

SECTION 1. There shall be a Faculty Advisory Committee for the Council. This committee shall consist of two faculty members who shall each hold office for a *minimum of a two-year term*. One new ~~member~~ *advisor* shall be *appointed each year (if needed)* ~~elected by incoming officers of the Council as soon as possible after those officers assume their positions~~, so that the terms of the two faculty advisors will be staggered.

SECTION 2. The faculty advisors shall be members of the faculty of the College of Education ~~and Psychology~~.

SECTION 3. The two members of the Faculty Advisory Committee shall come from different departments. Every effort shall be made to rotate membership of the Faculty Advisory Committee among all departments having undergraduate majors.

SECTION 4. ~~The faculty member who has served longest on the committee shall serve as Senior Advisor. The other faculty member on the committee shall serve as Junior Advisor.~~

SECTION 4 5. The Faculty Advisory Committee shall advise the Council in all matters pertaining to the Council, but shall have no vote on any matter before the Council.

SECTION 5 6. A faculty member may be removed from the Faculty Advisory Committee by a two-thirds vote of the total membership of the Council, voting in secret ballot. In the event of such removal or in the event of the resignation of a faculty advisor, the Council shall elect a replacement at the earliest subsequent meeting possible.

ARTICLE 7

Committees

SECTION 1. The President shall appoint from the Council a chairperson for such special committees as may be deemed necessary. Other committee members may be chosen from the College of Education and Psychology at large and their selection shall be the responsibility of each chairperson.

SECTION 2. When a committee completes its work, the committee chairperson shall make a brief written report to the Council, indicating the date of committee formation, membership, purpose and results of activities. The report shall be incorporated in the Council minutes by the Secretary.

ARTICLE 8

Finances

SECTION 1. Every undergraduate major in the College of Education and Psychology shall pay to the University a College of Education and Psychology fee. This fee shall be collected by the University at the start of each semester and maintained in an account accessible to the Treasurer of the Council.

SECTION 2. Council income shall consist of the collective fees described in Section 1, Article 8, plus any special assessments of students, voluntary contributions, profits from Council activities, receipts of tickets sales, etc.

SECTION 3. One half of the fees described in Section 1, Article 8, are to be withheld from the Council's Club Fund. At any time, up to the last Council meeting of a semester, any duly constituted departmental or program club recognized by Student Development (in Harris Hall), meeting at least once a month (the Council may ask for proof –

minutes, attendance – to show that the club is meeting), may request an allocation from the Club Fund (amended 2/9/87). The amount of such allocation shall be determined as follows: The total number of dollars in the Club Fund at the start of the semester shall be divided by the total number of undergraduate majors in the College of Education and Psychology for that semester (as indicated by the official registration rolls). This quotient shall be called a “per-student share”. The departmental or program club’s treasurer shall then receive the amount of a “per-student share” multiplied by the number of students currently enrolled in that department or program (amended 2/9/87). The number of students in a department or program shall be certified each semester in which the allocation is requested by written communication from an appropriate faculty member of the department concerned (in the event that more than one club exists with a department of the College, then the “per-student share” shall be multiplied by the number of students in the particular program represented by the club). In no case shall the same “per-student shares” be allocated to more than one departmental or program club.

SECTION 4. ~~The collection by a departmental or program club of the standard allocation from the Council’s Club Fund under the procedures of Section 3, Article 8, is dependent upon satisfactory attendance of the representatives of the departmental club concerned during the immediately preceding regular semester. Failure to maintain satisfactory attendance shall result in a reduction of the standard allocation to the club(s) of the department concerned by one half for the next semester following such a failure. Additional failures in a row shall result in a complete forfeiture of the standard allocation to the club(s) of that department for the next semester following each such continued failure. Satisfactory attendance during any semester shall reinstate a departmental club to good standing, regardless of the number of preceding failures. “Satisfactory attendance” shall be defined as follows: at the end of each semester, the total number of Council meetings for that semester shall be tallied. That total, multiplied by the number of representatives allowed to a department club, will be called the “full attendance value” for the departmental club concerned. The number of representatives from that department club (or their official proxies) who have attended meetings of the Council shall be summed across meetings (for this sum, each departmental club representative attending a meeting will add a count of one). The summed count must equal or exceed one half of the “full attendance value”, in order for a departmental club to be given credit for satisfactory attendance. Note that nothing in this section prohibits the Council from providing special allocations under provisions of Section 5, Article 8, to clubs failing to maintain satisfactory attendance for reasons which the Council deems extenuating. The provisions of Section 4 shall go into effect with the beginning of the Spring 1977 semester (amended 2/9/87).~~

SECTION 4 5. Fees which are not held for distribution under provisions of Sections 3 and 4, Article 8, as well as any other income, shall constitute the Council’s Regular Fund and may be used for any purposes which the Council deems appropriate to further the aims of the Council. Appropriate purposes shall be those that permit the

involvement of and/or benefit all students in the College of Education and Psychology. Appropriate purposes do not include requests for funds to defray the costs of required class activities and materials, such as materials used to teach with or to learn by, for field trips, etc. (adopted 2/9/87). In order to request or receive any money from the Council's regular fund, an organization must complete a financial request packet available from the Council's Treasurer (adopted 3/24/94).

SECTION 5-6. Any undistributed money in the Club Fund at the end of a semester shall revert to the Council's Regular Fund to be used at the discretion of the Council. No existing or newly formed club shall have any claim against such reverted fees from previous semesters.

SECTION 6-7. All money in the Council's Regular Fund at the end of the fiscal year shall be retained in that fund for future use by the Council.

ARTICLE 9

Activities

SECTION 1. The Council shall sponsor informative programs, social functions, and other educational activities that benefit the College of Education and Psychology (amended 2/9/87).

SECTION 2. The Council shall be responsible for selecting students (and faculty) to serve on various administrative committees such as the Grievance Committee and the Committee for the Selection of Outstanding Teacher nominees, as well as for conducting the business of those named committees.

ARTICLE 10

Meetings

SECTION 1. The Council shall meet in Poe Hall or at such other places as may be designated by the President.

SECTION 2. Regular meetings shall be held once a month, or more often when deemed necessary by the Council, during the school year at times designated by the President. Such times shall be established at the beginning of each semester and followed thereafter.

SECTION 3. A quorum shall consist of a presiding officer and at least two fifths of the eligible voting members of the Council. A quorum must be present to conduct official business.

ARTICLE 11

Parliamentarian

SECTION 1. The President may appoint a parliamentarian to familiarize him/herself with the Constitution of the Council and with parliamentary laws. The parliamentarian shall be ready to give such information as desired by the Council concerning parliamentary law. This appointment shall be made with the approval of the Vice-President, Secretary and Treasurer. The parliamentarian shall continue as a regular member of the Council and shall not be considered an officer of the Council.

Web Master

SECTION 1. *A web master will be appointed by the President of the Council to develop and maintain the Council web site. The web master will be responsible for posting the minutes and the calendar of the Council on the web site and keep them current.*

ARTICLE 12

Amendments

SECTION 1. The Constitution of the Council may be amended at any meeting of the Council by a two-thirds vote of the total membership of the Council, providing that the amendment has been submitted in writing and read at the previous meeting of the Council.

SECTION 2. Amendments shall be printed on durable paper, dated properly, and attached to the constitution. An ~~inked~~ notation citing each amendment shall be made in the body of the Constitution.

SECTION 3. Amendments to the Constitution shall be filed at the places listed in Article 14 and with all of the other copies of the Constitution.

ARTICLE 13

Awards

SECTION 1. The Council shall present an award to the most outstanding graduating senior in each undergraduate certification program and psychology option in the College of Education and Psychology. Graduating senior shall be defined as any person who is awarded a degree from _____ to _____. Each department will choose its recipient(s) within board guidelines provided by the Council. Awards shall be presented by each department head during the departmental commencement. These awards may include a monetary sum to be determined by the Council (adopted 3/16/87).

ARTICLE 14
Copies of the Constitution

SECTION 1. As many copies of the Constitution of the Council as the Council shall deem necessary shall be printed.

SECTION 2. ~~A One~~ copy of the Constitution of the Council *shall be placed on the web site. on permanent file at each of the following places: Printed copies will be provided upon request.*

- ~~1. the office of the Deem and the Assistant (or Associate) Dean of the College of Education and Psychology;~~
- ~~2. the office of the Dean of Students of North Carolina State University;~~
- ~~3. the Program Office in the University Student Center, and~~
- ~~4. the offices of the Heads of each undergraduate department of the College of Education and Psychology.~~

SECTION 3.—Additional copies of the Constitution shall be available for distribution to the following persons:

- ~~1. each member of the Faculty Advisory Committee;~~
- ~~2. each member of the Council;~~
- ~~3. any student in the College of Education and Psychology who desires a copy,
and~~
- ~~4. any other persons having a legitimate interest in the Council and its activities.~~

Ratified by unanimous vote of the Council – 3/1/76

Amended: 3/16/77

1/09/87

4/14/88

11/18/92