

**COLLEGE OF VETERINARY MEDICINE GRADUATE STUDENT ASSOCIATION
NORTH CAROLINA STATE UNIVERSITY**

CONSTITUTION

Article I. Name

The name of this organization shall be the College of Veterinary Medicine Graduate Student Association. It shall be hereinafter referred to as CVM-GSA.

Article II. Purpose

The purpose of the CVM-GSA shall be the following:

1. To represent the graduate students in the College of Veterinary Medicine in any matter that may affect the welfare of the graduate students.
2. To represent the graduate students in the College of Veterinary Medicine at the University Graduate Student Association (UGSA) and the Graduate School.
3. To provide information of interest or of importance regarding the graduate programs in the College of Veterinary Medicine to the graduate students.
4. To provide a forum for discussion of problems and other matters of importance to the graduate students in the College of Veterinary Medicine.
5. To promote interaction and fellowship among graduate students in the College of Veterinary Medicine.

Article III. Membership

All graduate students enrolled in the following graduate programs in the College of Veterinary Medicine shall be members of the CVM-GSA.

1. Master/PhD Students in Comparative Biomedical Sciences (CBS)
 - a. Cell Biology
 - b. Infectious Disease
 - c. Pharmacology
 - d. Population Medicine
 - e. Pathology
2. Master/PhD Students in Immunology
3. Master/PhD in Physiology
4. Masters of Specialized Veterinary Medicine
5. Masters of Veterinary Public Health

Article IV. Offices and Officer Responsibilities in CVM-GSA

Section 1. Offices of CVM-GSA

The permanent offices of the CVM-GSA shall be:

1. President
2. Vice-President
3. Treasurer
4. Secretary

Section 2. Requirements of Officers

1. Must be currently enrolled in a North Carolina State University College of Veterinary Medicine graduate program.
2. Must be in good academic standing with North Carolina State University.

Section 3. Election of Officers

1. Regular elections shall be held in August every year at a regular meeting. Announcement of the election shall be given at the previous regular meeting by the presiding officer. Newly elected officers shall assume office at the conclusion of the regular August meeting.
2. Officers shall be nominated and elected by verbal ballot from members of the CVM-GSA during the regular August meeting. Elections shall be determined by the majority of votes cast.
3. Officers shall serve a term of one year and must be re-elected to remain in office thereafter.
4. Special elections shall be held whenever a permanent office becomes vacant and/or a temporary office is created. The presiding officer shall announce the vacancy during a regular meeting and elections shall follow at the next regular meeting.

Section 4. Duties of Officers

1. President shall:
 - a. Call and preside over CVM-GSA meetings.
 - b. Call CVM-GSA elections and special elections whenever necessary.
 - c. Represent the CVM-GSA at all College of Veterinary Medicine functions.
 - d. Appoint CVM-GSA committees and their chairpersons when necessary.
 - e. Keep the constitution and all CVM-GSA paperwork updated, available to all CVM-GSA members, and in accordance with the UGSA policies.
2. Vice-President shall:
 - a. Call and preside over CVM-GSA meetings at the request or in the absence of the President.
 - b. Represent the CVM-GSA at all College of Veterinary Medicine functions at the request or in the absence of the President.
 - c. Serve as a liaison with every CVM-GSA committee chairperson when a committee is appointed by the President.
3. Treasurer shall:
 - a. Keep the financial records of the CVM-GSA.

4. Secretary shall:
 - a. Record minutes during each regular CVM-GSA meeting.

Section 5. Removal of Officers

1. An officer may resign by submitting a written notification to the remaining officers at the regular meeting prior to the date of resignation.
2. An officer may be removed from office by a majority vote once a motion has been made for removal of the officer.

Article V. UGSA Representatives and Alternates

Section 1. Requirements of UGSA Representatives and Alternates

1. Must be currently enrolled in a North Carolina State University College of Veterinary Medicine graduate program.
2. Must be in good academic standing with North Carolina State University.

Section 2. Election of UGSA Representatives and Alternates

1. Appointment of Representatives and Alternates shall be decided at the regular August meeting every year by the CVM-GSA. One Representative and one Alternate shall be appointed. Newly elected Representatives and Alternates shall assume responsibilities at the conclusion of the regular August meeting.
2. Representatives and Alternates shall serve a term of one year and must be re-elected to remain in position thereafter.

Section 3. Vacancies in the Positions of UGSA Representatives and Alternates

1. If a Representative resigns or is removed from office and if there is an Alternate, the Alternate shall assume the office of Representative.
2. If a Representative resigns or is removed from office and there is no Alternate, the President shall appoint a new Representative and Alternate to fill the vacated positions.
3. If an Alternate resigns or is removed from office, the President shall appoint a new Alternate to fill the vacated position.

Section 4. Duties of UGSA Representatives and Alternates

1. Must belong to the UGSA Representatives listserv.
2. Must belong to a UGSA standing committee.
3. Must attend all UGSA monthly meetings.

Article VI. Faculty Advisor

1. The Faculty Advisor shall oversee all proceedings of the CVM-GSA.

2. The Faculty Advisor must be a faculty member in one or more of the graduate programs at the College of Veterinary Medicine.
3. The Faculty Advisor shall be nominated and voted on by members of the CVM-GSA at the regular August meeting every year. The Faculty Advisor shall serve a term of one year and must be re-elected to remain in position thereafter.

Article VII. Meetings

Regular meetings shall be held at least once a month during the school year. Meetings shall be open to all graduate students of North Carolina State University College of Veterinary Medicine and to guests. The date of the next meeting shall be announced at each meeting.

Article VIII. Committees

Committees shall be defined when necessary by the President and approved by a majority of votes of those in attendance at a regular meeting.

Article IX. Amendments

Amendments to this Constitution shall be presented by any member of the CVM-GSA at a regular meeting. The proposed amendment shall be discussed and a final reading of the proposed amendment shall be given. The amendment to the Constitution shall be passed by a majority of votes of those in attendance.

All amendments to the CVM-GSA Constitution shall be subject to the approval of the University Student Government.

(Amended September 22, 2004)

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North Carolina State University
Graduate Student Association Constitution

Article I. Name

The name of this organization shall be the Graduate Student Association. It shall be hereinafter referred to as the GSA.

Article II. Membership

All graduate students of North Carolina State University shall be members of the GSA.

Article III. The GSA Council

Section 1 - Definition

The GSA Council shall be the governing body of the GSA.

Section 2 - Objectives

The objectives of this council shall be:

- 1) to be the school council for the Graduate School as provided for in the Student Body Constitution
- 2) to represent the graduate students of this university in any matter which may affect the welfare of the graduate students
- 3) to disseminate information of interest or of importance to the graduate students
- 4) to provide a forum for discussion of problems and other matters of importance to the graduate students and
- 5) to provide services to the graduate student body.

Section 3 - Council Composition

A. The GSA Council shall be composed of:

- 1) Representatives and Alternates from each chapter
- 2) Current Graduate School Senators of the Student Government and
- 3) Officers of the GSA

B. A chapter shall be an organization consisting of all the graduate students in one or more majors. A major is an area of study for which one may receive an advanced degree. This organization shall have a constitution which: (1) Includes the name(s) of the major(s) incorporated in the chapter; and (2) Has been accepted by the GSA in accordance with Article V, Section 8, paragraph C.

C. Representatives and Alternates shall be elected or appointed by each chapter annually as provided for in each chapter's constitution.

D. Each Representative, Alternate, and Officer shall be a graduate student in good academic standing.

E. Each Representative and Alternate shall be a member of the chapter represented.

F. Each Representative and Alternate from a local chapter shall present credentials to the Parliamentarian in the form of a letter signed by the faculty administrator of their chapter stating that their selection was in accordance with that chapter's constitution.

G. Each Representative and Alternate from a major not represented by a local chapter shall present credentials to the Parliamentarian in the form of a letter signed by the faculty administrator of their major.

H. In addition, any graduate student enrolled in a major that is interdepartmental by nature may, at his or her own discretion, become a member of the chapter graduate student organization in the department (or major) of his or her major professor. Those qualified departments (or majors) that are participating members of an interdepartmental program are outlined by the Graduate School.

Section 4 - Apportionment

Each chapter shall have one Representative and one Alternate for each major named in the chapter's constitution. In addition, a major not represented by a chapter shall have one Representative and one Alternate.

Section 5 - Chapter Vacancies

Representatives and Alternates shall be chosen by each chapter annually as provided for by each chapter's constitution. At other times, vacancies shall be filled as follows:

A. If a Representative resigns or is removed from office and if there is an Alternate, the Alternate shall assume the office of Representative;

B. If a Representative resigns or is removed from office and there is no Alternate, that chapter shall be responsible for filling the vacated position according to its constitution;

C. If an Alternate resigns or is removed from office, the chapter shall be responsible for filling the vacated position according to its constitution.

Article IV. Amendments

Amendments to this constitution shall be passed by simple majority of the votes present at the second reading of the proposed amendment. The first and second readings shall occur at consecutive regular meetings at which a quorum is present.

Article V. By-Laws

Section 1 - Election of Officers

A. The permanent offices shall be those of President, Vice-President, Secretary, Treasurer, Parliamentarian, Electronic Communications Officer, and Travel Fund Administrator.

B. Regular elections shall be held in April of each year at a regular meeting. Such elections shall be announced by the presiding officer at the previous regular meeting.

C. Newly elected officers shall assume office at the conclusion of old business during the regular May meeting.

D. Temporary offices may be created for a specified term and to perform specified duties by a simple majority of votes present at the next regular meeting after the one at which the motion to form such an office is presented. The term specified for such temporary offices shall not extend past the next regular election.

E. Special elections shall be held whenever one of the permanent offices becomes vacant or whenever a temporary office is created. All vacancies shall be announced by the presiding officer at the first possible meeting. The elections shall be at the next regular meeting.

F. Nomination of candidates shall come from the floor.

G. Election shall be by a simple majority of votes cast. If no person receives a majority of votes, the two candidates receiving the most votes shall have an immediate runoff.

H. To begin nominations, a motion must be made, seconded, and requires a majority vote. Nominations are debatable and do not require a second. Closure of nominations requires a motion, must be seconded, is not debatable, and requires a two-thirds majority. If there is only one nominee, voting shall be done by voice vote. A nominee shall decide if he or she wants to be present for the election. If it be the case that the non-present nominee's vote can make or break a tie, he or she shall be asked to cast a vote in the presence of the quorum. For elections with two or more nominees, elections will be done by ballot. Ballots will be made prior to elections with the predetermined nominations printed on them (see Article V, Section 1, paragraphs B and E).

Section 2 - Removal of Officers

- A. An officer may resign by submitting a written notification to the Secretary at the regular meeting prior to the effective date of resignation.
- B. An officer may be removed from office by a two-thirds majority of the votes present at the next meeting after the one at which the motion for removal is introduced.

Section 3 - Duties of the Officers

- A. The President shall:
 - 1) Call and preside over GSA Council meetings
 - 2) Appoint GSA committees and their chairpersons unless otherwise specified herein
 - 3) Call GSA elections whenever necessary
 - 4) Represent the GSA at University and Student Government functions and
 - 5) Perform those duties imposed on this office by the Student Body constitution.
- B. The Vice-President shall:
 - 1) Preside over GSA Council meetings at the request of or in the absence of the President
 - 2) Act as proxy for the President at University or Student Government functions at the President's request and
 - 3) Serve as a liaison with every GSA standing committee chair.
- C. The Secretary shall:
 - 1) Record and maintain minutes of the GSA Council meetings and circulate copies of the minutes to the council members

- 2) Maintain a roll of council members and call the roll whenever a roll call vote is taken and
- 3) Prepare and carry out GSA correspondence

D. The Treasurer shall:

- 1) Keep the financial records of the GSA and
- 2) Serve as chair of the Finance Committee

E. The Parliamentarian shall:

- 1) Maintain parliamentary procedure at GSA Council meetings and have a copy of *Robert's Rules of Order* present at each meeting
- 2) Contact each department chairperson at the beginning of every school year to request that Representatives and Alternates be elected or appointed to the GSA and
- 3) Serve as chairperson of the Judicial-Legislative Committee.

F. The Electronic Communications Officer shall:

- 1) Provide and maintain a prompt and reliable flow of information from the GSA and its constituent members through the most currently available electronic computer-based channels, conforming as closely as possible to the current state-of-the-art and
- 2) Provide support for the access channels implied by paragraph 1. This will be an elected position and receive the same honorarium associated with the offices of Secretary, Treasurer and Parliamentarian.

G. The Travel Fund Administrator shall:

- 1) Facilitate the requests and appropriations of the GSA Travel Fund
 - a. Travel fund applications must be sent to the GSA Travel Fund Administrator prior to the professional meeting the applicant wishes to attend.
 - b. The voucher form and receipts must be filed no later than two weeks after the conclusion of the meeting.
 - c. A student failing to comply with guideline rules will not be considered for subsidy.
 - d. The student's advisor and department head must read and sign the application verifying all information (including sources of funding for graduate student's travel [grants, fellowships, departmental money, private funds, etc], with actual amounts provided).
 - e. The Travel Fund Administrator has the right to spot check any and all applications for authenticity.
 - f. All students that apply correctly will be subsidized—either the full amount they are eligible for under the Travel Fund Guidelines

for Application or a percentage of the full amount for which they are eligible. The formula will take into account individual student need based on whether or not they are receiving funding from other sources directly for travel purposes.

g. Under this policy, all students would receive at least some subsidy.

h. In addition, any money not used during a particular semester, will be split between the remaining semesters.

i. All applications will be held until the end of each semester and processed only three times a year.

j. A deadline for application will be set very late in the semester. These dates will be strictly enforced. Applications received after the date will not be considered. These dates will be advertised in the packet that is sent to all directors of graduate programs each year. It is the student's responsibility to be aware of these deadlines.

2) Provide the Treasurer with the names, amounts, and receipts to cover each reimbursement.

This will be an elected position and receive the same honorarium associated with the offices of Secretary, Treasurer and Parliamentarian.

Section 4 - Quorum

A quorum shall consist of one-half of all the Representatives or Alternates showing active membership, and no vote may be taken unless a quorum is present. An active member is a representative or an alternate who has been present at either of the two previous GSA meetings. The Secretary shall take the roll at the beginning of each meeting, record the names of the representatives or alternates present, and announce whether or not a quorum is present.

Section 5 - Voting

Each Representative or Alternate shall have one vote. The presiding officer shall vote only to break a tie. Other officers shall vote only as a Representative or Alternate.

Section 6 - Meetings

Regular meetings shall be held at least once a month during the school year, except December. Meetings shall be open to all graduate students of North Carolina State University and to guests, but non-council members shall enter discussion only with the permission of the presiding officer. Procedure shall be in accordance with *Robert's Rules of Order*. The date of the next meeting shall be announced at each meeting.

Section 7 - Standing Committees

A. The standing committees shall be:

- 1) the Computer Committee
- 2) the Finance Committee
- 3) the Health Insurance Committee
- 4) the Judicial Legislative Committee
- 5) the Library Committee
- 6) the Newsletter Committee
- 7) the Political Awareness and Response Committee
- 8) the Orientation Committee
- 9) the Social Committee and
- 10) the Teaching Effectiveness Committee

B. The members of these committees will be volunteers from the Representatives and Alternates. In the event that enough members cannot be obtained in this manner, the President will appoint members to these committees.

Section 8 - Duties of Standing Committees

A. The Computer Committee shall:

- 1) Provide a monthly report on the activities related to the computing center
- 2) Provide a graduate student representative on any standing or ad hoc committees related to the academic computing environment which allows for such representation
- 3) Have the Electronics Communications Officer as a standing member and
- 4) Provide assistance to the Electronics Communications Officer.

B. The Finance Committee shall:

- 1) Prepare an annual budget proposal for submission to and approval by the GSA Council
- 2) Be responsible for any fund raising activities of the GSA and

3) Review applications for seed money from chapters wishing to hold fund-raising events.

C. The Health Insurance Committee shall:

- 1) Represent the Graduate Student Association on the University Student Health Insurance Subcommittee, raising issues of concern to graduate students, reviewing and/or suggesting proposed insurance policy changes, and voting on any proposed policy changes
- 2) Report the activities of the University Student Health Insurance Subcommittee to the GSA and
- 3) Research and resolve issues of general concern to graduate students regarding health insurance.

D. The Judicial-Legislative Committee

- 1) The Judicial-Legislative Committee shall have as its chairperson the Parliamentarian.
- 2) This committee shall enforce and review the constitution of the GSA and shall make recommendations to the GSA for improvements when necessary.
- 3) This committee shall review the constitutions of the local GSA chapters and shall verify compliance with the GSA constitution. The committee shall either accept the constitutions or make recommendations for their correction.
- 4) This committee shall determine that the local GSA chapter has fulfilled the following requirements to be legally recognized by the GSA:
 - a. Each local GSA chapter shall have a duly elected President and Treasurer, or their equivalent, who shall be responsible for maintaining the financial records of that organization.
 - b. Each local GSA chapter shall have a constitutional procedure for choosing Representatives and Alternates to the GSA council.
 - c. The local GSA chapter shall have a written constitution accepted by the Judicial-Legislative Committee.
- 5) This committee shall accept or reject the credentials of the GSA Council Representatives and Alternates in accordance with Article III, Section 3, paragraphs F and G.
- 6) The local GSA chapters will be given a cash rebate each year subject to meeting the criteria:
 - a. Each Representative and Alternate from a local chapter shall present credentials to the Parliamentarian in the form of a letter signed by the faculty administrator of their major stating that their selection was in accordance with that chapter's constitution, as required by Article III, Section 3, paragraph F.

b. The local chapter shall be legally recognized by the GSA (as stated in Article V, Section 8, paragraph C-4) by way of that chapter being recognized by the Department of Student Development.

c. Each chapter will have a Representative serving on at least one committee. The listing of those serving on a committee is to be reported by the chair of the respective committee.

If and only if the three above criteria are met then the chapter will be awarded a rebate according to the following criteria which incorporate both the amount of meetings attended and the size of the chapter:

Department Rebate=

$$\frac{\text{\# of meetings attended} * \text{\# of grad. students in depart.}}{\sum \text{\# of meetings attended} * \text{\# of grad students in dept.} * \text{eligible depts.}} \quad \text{total budget allocation for rebates}$$

E. The Library Committee shall:

- 1) Act as a liaison between the graduate students and the library administration
- 2) Represent the GSA on the University Library Committee
- 3) Lobby state legislators and university administrators for increased library funding and
- 4) Support or initiate additional fund-raising efforts on behalf of the library.

F. The Newsletter Committee shall:

- 1) Be lead by two co-chairs who will serve on an editorial board and determine the contents of each issue of the newsletter
- 2) Write and maintain a mission statement and advisory policy
- 3) Gather and report information affecting the lives of NCSU graduate students
- 4) Maintain the quality of the graduate student newsletter and
- 5) Ensure the printing and distribution of the newsletter

G. The Orientation Committee shall:

- 1) Organize the orientation for incoming graduate students and
- 2) Produce and distribute orientation information including a booklet for incoming graduate students

- H. The Political Awareness and Response Committee shall:
- 1) Keep the GSA informed of any political issues that affect or concern graduate students
 - 2) Respond if and when necessary to political issues that effect graduate students
 - 3) Bring all proposed responses before the general GSA council for a vote
- I. The Social Committee shall:
- 1) Organize social activities throughout the year for graduate students
 - 2) Provide refreshments at Graduate Student Association meetings
- J. The Teaching Effectiveness Committee shall:
- 1) Work with the University Teaching Effectiveness Committee
 - 2) Organize the GSA Teaching Assistant Awards Program and
 - 3) Organize Teaching Effectiveness Seminars each summer.

Section 9 - Ad Hoc Committees

Ad hoc committees shall be defined and approved by a simple majority of votes present. Committee members shall be appointed by the President. Ad hoc committees shall be disbanded by a simple majority of votes present.

Section 10 - Local Chapter Constitutions

Local GSA chapter constitutions must be in agreement with the GSA constitution and must be approved by the Judicial-Legislative Committee.

Section 11 - Financial Allocations

All financial allocations must be approved by a simple majority of votes present.

NC STATE UNIVERSITY

March 15, 1999

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Graduate Student Association
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Over the past few years the Libraries has run into problems finding office space for its staff. We have run out of space and are being forced to review the spaces currently allocated to non-library organizational functions.

As you may be aware, personnel from the College of Agriculture and Life Sciences are moving from their temporary spaces on the second floor of the Erdahl-Cloyd wing to permanent quarters elsewhere on campus. These moves make this a good time for the Libraries to reclaim much-needed space and to improve the arrangements for two departments whose staffs are currently housed in three different wings of the building. Unfortunately, these consolidations will require all available office spaces on the second floor of Erdahl-Cloyd--including rooms 2323 and 2323A.

Office space is at a premium for the entire campus. We have, however, identified an office that could be made available for your use: room 3218. This is located in the north stack tower (overlooking Hillsborough Street) and contains approximately 110 square feet. This would not be a shared space; the Graduate Student Association would have the office entirely to itself.

Preparing the second floor of the Erdahl-Cloyd wing for the internal staff moves will necessitate some work by outside contractors over the spring. We will let you know when we have a definite schedule. We realize that any move is inconvenient, but we will work with you to try to make this a smooth transition. The Libraries will assume the costs associated with moving you to new quarters. If you would like to see room 3218, please contact the Libraries' Facilities Manager, Harold Allen, at 5-5030. If you have questions related to space allocation, please contact me at 5-2843. I will be contacting you shortly about project time lines.

Sincerely,


Kathleen R. Brown,
Acting Assistant Director for
Administrative Services

cc: Susan Nutter, Vice Provost & Director of Libraries
Harold Allen, Facilities Manager, NCSU Libraries
Debra Stewart, Vice Provost & Graduate Dean
Mike Wallace, Student Organization Resource Center
Evelyn Reiman, Assoc. Vice chancellor, Student Affairs