

**Communication Chapter of University Graduate Student Association**  
**NORTH CAROLINA STATE UNIVERSITY**

**CONSTITUTION**

**Article I. Name and Purpose**

Section 1. This organization shall be known as the Communication Chapter of University Graduate Student Association; hereafter referred to as CUGSA.

Section 2. The purpose of this organization shall be:

- a. To represent the graduate student body in the Communication Department of College of Humanities and Social Sciences.
- 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 Organizational Communication graduate program of the Department of Communication.

**Article III. Officers and GSA Representatives**

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

- a. President
- b. Vice-President
- c. Secretary-Treasurer

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 CCUGSA meetings and represent CCUGSA at University and Communication 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 CCUGSA members present at the meeting they are announced.
- c. The Vice-President shall preside over CCUGSA meetings at the request or absence of the President and, at the President's request, substitute for the President at University and Communication Department functions. VP will also organize the social functions of the chapter.
- d. The Secretary-Treasurer shall take and maintain the minutes of CCUGSA meetings and keep the financial records of CCUGSA. The official will also be responsible for any paperwork associated with members requiring funds.

#### 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 CCUGSA meeting. The GSA representative must participate on one GSA committee per year and must attend seven of eleven monthly GSA meetings in order for CCUGSA to receive an annual rebate from the GSA. The GSA representative will be an elected officer other than the President of CCUGSA.

#### 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.

# Communication Graduate Students Association Constitution

(To be brought up for voting at the next general meeting in October, 2006)

## Article I. Name and Purpose

- Section I This organization shall be known as the Communication Graduate Students Association (CGSA)
- Section II The purpose of this organization shall be to:
- A. Promote the academic and professional development of graduate students in the department of Communication
  - B. Give graduate students a platform to meet, learn, and share information and knowledge with their peers.

## Article II. Membership

- Section I Membership shall be open to all Communication graduate and PhD. students at North Carolina State University

## Article III. Election and Removal of Officers

- Section I Election of officers
- A. The permanent offices shall be those of President, Vice President, Secretary, Treasurer and University Graduate Student Association Representative.
  - B. Regular elections shall be held in March of each year at a regular meeting. Nominations will be made in February at a regular meeting. Election results will be announced at the next meeting by the President of CGSA
  - C. Temporary officers are appointed in instances of removal or resignation of an officer or in instances of special need. Temporary officers are appointed by the council and may be created for a specified term and to perform specified duties. In the event the President's position becomes vacant, the Vice President assumes the position temporarily and then the council appoints a temporary Vice President. The term specified for such temporary offices shall not extend past the next regular election.
  - D. Special elections shall be held whenever one of the permanent offices becomes vacant and/or whenever a motion is made to make a temporary office permanent. All vacancies shall be announced by the presiding officer at the first possible meeting. The election shall be at the next regular meeting.

- Section II      Removal of Officers
- A. An officer may resign by submitting a written notification to the Executive Council 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.

**Article IV. Officers and Special Responsibilities**

- Section I      The elected officers of this Association shall be the President, Vice President, Secretary, Treasurer, and University Graduate Student Association Representative.
- Section II      The officers shall be elected by the Association to serve a term of one year beginning the first week of school in the Fall semester
- Section III     The Treasurer, in addition to other duties, shall form a Disbursement Committee. This committee shall, once a year, solicit from graduate students their plans for attendance at professional meetings. With this information in hand, and taking into consideration the treasury balance and estimated fundraising revenues, the committee shall determine an amount for that year's travel allotment. The committee is further responsible for determining eligibility criteria for reimbursing eligible graduate students.

**Article V. Officers and Duties of the Same**

- Section I      The Office of the President
- The President shall:
- A. Call and preside over CGSA meetings;
  - B. Call CGSA elections and special elections, whenever necessary;
  - C. Appoint CGSA committees and their chairpersons unless otherwise specified herein;
  - D. Perform those duties imposed on this office by the CGSA constitution.
- Section II      The Office of the Vice President
- The Vice President shall:
- A. Preside over CGSA meetings at the request of or in the absence of the President;
  - B. Act as proxy at the President's request;
  - C. Perform those duties imposed on this office by the CGSA constitution.

Section III The Office of the Secretary

The Secretary shall:

- A. Record and maintain minutes of the CGSA meetings and circulate them to the CGSA members
- B. Prepare and carry out CGSA correspondence
- C. Identify local volunteer and cultural opportunities for the graduate students
- D. Perform those duties imposed on this office by the CGSA constitution

Section IV The Office of the Treasurer

The Treasurer shall:

- A. Keep the financial records of the CGSA;
- B. Identify additional fund raising opportunities
- C. Be responsible for helping graduate students to obtain thesis / academic conference related travel reimbursements.
- D. Perform those duties imposed on this office by the CGSA constitution.

Section IV The Office of Representative to the University Graduate Student Association

The UGSA Representative shall:

- A. Serve as the CGSA Representative to the UGSA Council;
- B. Fulfill duties as outlined in the UGSA constitution;
- C. Be responsible for maintaining 'good standing' with the UGSA
- D. Submit regular reports to the CGSA; and
- E. Perform those duties imposed on this office by the CGSA constitution.

**Article VI. Dues**

Section I Payment of dues, while not required for membership in the Association, shall be required before a member may receive funding from the Association. Collection of dues will be the responsibility of the Treasurer. CGSA dues will be \$5 per semester.

Section II The amount of dues assessed will be determined by a two-thirds majority vote of those members in attendance and voting at a regular meeting of the Association. The meeting at which dues are determined shall be advertised in advance as such.

**Article VII. Amending the Constitution and By-laws**

- Section I Amendments to the constitution or by-laws shall be presented by members of the Association in writing, and read at a regular meeting, but shall not be voted on until the next regular meeting, and then only after informing each member of the proposed amendments. A majority of two-thirds of the members present and voting shall be required.
- Section II All amendments to this constitution or by-laws shall be subject to the approval of the University Graduate Student Association.
- Section III Any article of this constitution or part thereof that is in direct violation of the University Graduate Student Association constitution or by-laws shall be null and void and declared unconstitutional by the President of the University Graduate Student Association. Any differences of opinion between the CGSA and the President of the University Graduate Student Association shall be brought before the Legislature, whose decision shall be final.

**Article VIII. Meetings**

- Section I The Association shall meet monthly. Other meetings may be called under special circumstances.

**Article IX. Committees**

- Section I The Association shall make provision for any standing or special committees as needs arise.