

Communication, Rhetoric and Digital Media Graduate Students Association Constitution

Article I. Name and Purpose

Section I This organization shall be known as the Communication, Rhetoric and Digital Media (CRDM) Graduate Students Association

Section II The purpose of this organization shall be to:

- A. Promote the academic and professional development of graduate students in the CRDM doctoral program.
- 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 CRDM 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 September of each year at a regular meeting. Nominations will be made in February at a regular meeting. The Association's President will announce election results at the next meeting.
- 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. The presiding officer at the first possible meeting shall announce all vacancies. 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 Association meetings;
- B. Call Association elections and special elections, whenever necessary;
- C. Appoint Association committees and their chairpersons unless otherwise specified herein;
- D. Perform those duties imposed on this office by the Association constitution.

Section II The Office of the Vice President

The Vice President shall:

- A. Preside over Association 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 Association constitution.

Section III The Office of the Secretary

The Secretary shall:

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

Section IV The Office of the Treasurer

The Treasurer shall:

- A. Keep the financial records of the Association;
- 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 Association constitution.

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

The UGSA Representative shall:

- A. Serve as the Association's 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 CRDM Association; and
- E. Perform those duties imposed on this office by the Association's 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. Association dues will be \$10 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 Association 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.

NC STATE UNIVERSITY

Student Organization Resource Center
1202 Talley Student Center
Campus Box 7306
Raleigh, NC 27695-7306

919.515.3323
919.513.0328 (fax)

Anna Turnage, President
Communication, Rhetoric and Digital Media Student Association
G 116 A Tompkins Hall
NCSU
Raleigh, NC 27695

Dear Anna,

Congratulations! We have reviewed your organization registration for Communication, Rhetoric and Digital Media Student Association and we have approved *this group* as a Registered Student Organization at North Carolina State University. The SORC organization directory has been updated to reflect the contact information for Anna Turnage, as president of the organization Carolyn Miller as the advisor for the organization. Please review the organization detail page on our website for accuracy <http://www.ncsu.edu/sorc>. Please review the page for accuracy and let me know if any changes are necessary.

Please be sure to submit a new registration form each year, or any time you change officers or contact information.

If you need to modify who has administrative access to your website or to request space you (president or advisor) should send email to webmaster@ncsu.edu requesting the change. Be sure to include the URL of your web and up to two (2) Unity user ids of people who should have administrative access.

The Student Organization Resource Center (SORC) website has a large amount of relevant information for organization leaders and advisors, and I encourage you to check it out at www.ncsu.edu/sorc.

I would also like to remind you that SORC, located in 1202 Talley student Center, has a variety of services and resources available to your organization. We offer mailboxes and a permanent campus mailing address, file storage space, a small unity lab in Talley Student Center for organization leaders, and display cases in the lobby of Talley Student Center. Additionally, we have a small amount of equipment available for organizations to rent, including a laptop computer, multimedia projector, portable sound system, video camera, and small tables. Full information can be found on our web.

As always our staff are here to answer your questions and assist you with your organization and activities in any way we can. Please contact us anytime if we can be of help.

Sincerely,



Deborah Felder
Assistant Director, Campus Activities
Student Organization Resource Center