

**Constitution
of the
Computer Science Graduate Student Association
at
North Carolina State University**

Article I. Name and Purpose

- Section 1. This organization shall be known as the Computer Science Graduate Student Association (abbreviated as CSC GSA).
- Section 2. The purpose of this organization shall be to promote the academic and professional development of graduate students in Computer Science.

Article II. Membership

- Section 1. Membership in the CSC GSA shall be open to all students currently enrolled in any of the graduate degree programs defined by the Computer Science Department of North Carolina State University.

Article III. Governance

- Section 1. The objectives of the CSC GSA shall be
- A. to represent the graduate students in the Computer Science Department in any matter which may affect the welfare of the graduate students,
 - B. to disseminate information of interest or importance to the graduate students of this department,
 - C. to provide a forum for discussion of problems and other matters of importance to the graduate students of this department, and
 - D. to provide services to the graduate students of this department.
- Section 2. To achieve these objectives, the governance of the CSC GSA shall be vested in the Executive Committee (EC).
- A. The EC shall consist of the President, the Vice-President, the Treasurer, and four (4) At-Large Executive Committee Members.
 - B. EC members shall strive to uphold the highest standards of personal conduct, and shall not, at any time during their tenure in office, be on any type of disciplinary probation, suspension, eviction, or expulsion for any kind of research, academic, or non-academic misconduct, as described by the NCSU Code of Student Conduct and the NCSU Graduate School Policies Pertaining to Graduate Student Rights and Responsibilities.
 - C. A Quorum of the EC shall consist of either the CSC GSA President or Vice-President and three (3) other members of the EC, for a total of four (4) members.
 - D. The EC shall only enact measures in the presence of a quorum of EC members. Enacted measures must be approved by a simple majority of the EC members present. In the event of an unbreakable tie, the measure will be tabled until the next meeting of the EC.
 - E. The EC shall produce agendas for the general meetings of the CSC GSA.
 - F. The EC shall be responsible for developing long-term plans for the organization, and initiating measures to fulfill those plans.
- Section 3. Executive Orders
- A. When an issue arises that normally requires a vote of the CSC graduate student body, and a general meeting is not possible before a decision is necessary, the executive committee shall have the power to issue an executive order regarding that decision.

- B. The order must be made known to the CSC graduate student body as soon as the order is issued via the CSC GSA web site.
- Section 4. The Faculty Advisor of the CSC GSA shall be the Director of Graduate Programs (DGP) for the Computer Science Department, or his/her designated representative.
- Section 5. A Quorum of the CSC GSA membership shall be a quorum of the EC in addition to 5 CSC GSA members not serving on the EC.

Article IV. Amendments

- Section 1. Amendments to this constitution shall be passed by a two-thirds majority of the votes present at the second reading of the proposed amendment. The first and second readings shall occur at consecutive regular meetings of the CSC GSA at which a quorum is present.

Article V. Transition

- Section 1. Members of the EC elected prior to the adoption of this constitution will retain their existing positions until the required elections in March, 2006.
- Section 2. EC members whose elected titles are not defined in this position will be AT-Large members of the EC.
- Section 3. A special election will be held to fill the remaining At-Large EC positions. This special election will be held immediately following the vote to adopt this constitution.

Article VI. Bylaws

Section 1. Election of Officers

- A. General Election Rules: The following rules apply to all CSC GSA elections unless otherwise stated in the bylaws.
1. The annual opening of nominations for regular elections shall occur according to the schedule in Bylaw 1.B.2 below. The opening of nominations for other elections must pass by a simple majority vote. All nominations must be closed by a two-thirds majority vote.
 2. All nominations shall come from the meeting floor, and may be declined without repercussions. All nominations must be seconded.
 3. Members may nominate themselves for elected office, with the exception of sitting EC members. Current EC members may be nominated by other CSC GSA members.
 4. The period between the opening and closing of nominations shall be at least three weeks, except in the case of temporary officers.
 5. A description of the open officer positions shall be sent to the graduate student body within one week after nominations are opened for all elections except the election of temporary officers.
 6. Before elections are held, all candidates for president and vice-president positions shall give speeches of ten minutes or less. For all other positions, a time limit of 15 minutes shall be allotted for each position, to be divided evenly among the candidates, for a minimum of two minutes and a maximum of five minutes per candidate. These time limits may be changed by a majority vote of the members at the meeting at which nominations are closed.
 7. All elections shall be won by a simple majority of the votes present, with the exception of At-Large positions.
 8. At-Large positions shall be the four (4) nominees for that position receiving the four (4) largest vote totals. In the case of a tie for the fourth position, the presiding officer will vote to break the tie.

9. If there is only one nominee, voting shall be done by voice vote. In this case, the nominee shall decide if he or she wants to be present for the election. If it is 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.
 10. If no person receives a majority of votes, the two candidates receiving the most votes shall have an immediate runoff. In the event of a tie, the presiding officer will vote to break the tie.
- B. Regular Elections of Permanent Officers
1. The Permanent Officers shall be those of President, Vice-President, Treasurer, and At-Large Executive Committee Member.
 2. Nominations for the regular elections shall be opened at the February CSC GSA meeting. Regular elections shall be held during the March meeting.
 3. The newly elected President, Vice-President, and Treasurer shall enter into a month-long mentorship with the current officers to ensure a smooth transition when the new officers take office at the April meeting of the CSC GSA.
 4. Candidates for President, Vice-President, and Treasurer must submit a written personal statement no later than one (1) week after their nomination. Their personal statement shall be posted immediately to the CSC GSA web site. Unopposed candidates shall still write a personal statement.
- C. Temporary Officers and Special Elections
1. A temporary officer serves for the span between two regular CSC GSA meetings. The temporary officer performs specified duties, which may include those of a vacant permanent position. In the case where a vacancy in a regular officer position arises during months when the CSC GSA is not in session, the President may appoint a stand-in to serve until the next CSC GSA meeting.
 2. A description of the temporary post will be set by the council before nominations are opened.
 3. Nominations and elections for a temporary post occur at the same meeting. Nominations and elections for a special election occur at separate council meetings.
 4. An officer elected at a special election is a full officer, and serves for a specified period not to extend past the council meeting at which the new regular officers assume their positions, as described in Bylaw 1.B.2. The officer serves as a member of the executive board. The officer elected by special election may be replacing a vacant regular officer post, or may perform other specified duties.
 5. The description of duties and time of service for a position in a special election must be set by the council before nominations may be opened. In the case of a special election to fill a vacant regular officer post, the description and time of service follow that of the regular officers post.

Section 2. Removal of Officers

- A. An officer may resign by submitting a written notification to the EC at the regular meeting prior to the effective date of the 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 Officers

- A. The Office of President shall:
 1. Call and preside over CSC GSA meetings.
 2. Call CSC GSA elections and special elections whenever necessary.
 3. Serve as the liaison between the CSC GSA and the administration and faculty of the Computer Science Department.

4. Represent the CSC GSA in its external affairs.
 5. Serve as the chapter representative to the UGSA, or appoint an At-Large member of the EC to fulfill that obligation, in which case the President shall be the Alternate UGSA Representative.
 6. Ensure that the CSC GSA chapter maintains a "good standing" with the UGSA, as defined in the UGSA Constitution.
- B. The Office of Vice-President shall:
1. Preside over CSC GSA meetings at the request or in the absence of the President.
 2. Act as a proxy at the President's request.
 3. Serve as the liaison between the EC and any committees created by the EC.
 4. Be responsible for coordinating internal affairs of the CSC GSA, e.g., scheduling meeting space, etc.
- C. The Office of Treasurer shall:
1. Maintain the financial records of the CSC GSA.
 2. Provide a report of CSC GSA finances at each regular monthly meeting.
 3. Work with the Computer Science Department and University administrative staff, and the UGSA Treasurer to manage the receipts and disbursements of funds to and from the CSC GSA account.
 4. In conjunction with the EC, prepare an annual budget for EC approval and presentation to the CSC GSA student community.
- D. The Office of At-Large Member shall:
1. Perform temporary duties necessary to the functioning of the EC, as directed by the President.

Section 4. Voting

- A. Voting at general meetings shall be open to all Computer Science graduate students in attendance.
- B. The presiding officer may not vote, unless it is necessary to break a tie. Other members of the EC may vote.
- C. The EC may allow extended balloting time after the regular meeting when the voting is initiated. Specific details of such extended balloting will be announced prior to the call for a vote at the meeting, and will be announced on the CSC GSA web site.
- D. Votes shall be counted by 2 members of the EC, and recorded by a third EC member.

Section 5. Meetings and Reporting

- A. Meetings shall be open to all students enrolled in graduate degree programs in the Computer Science Department, their guests, and departmental faculty and staff.
- B. The CSC GSA shall hold at least one (1) regular meeting each month of the academic year, except December.
- C. Meeting times, locations, and agendas shall be announced at least three (3) business days prior to the meeting. Announcements shall be made via departmental mail list(s), the CSC GSA web site, and other means the EC determines to be of value for notification.
- D. The EC shall maintain a web site and various other means of electronic media to provide communication with the department student body.
- E. Agendas, minutes, and reports of all CSC GSA activities and business shall be made available via the CSC GSA web site.

Section 6. Committees

- A. The CSC GSA shall make provision for any standing or special committees as the EC deems necessary or valuable to the mission of the CSC GSA.
- B. At least one (1) member of the EC shall sit on each committee.

- C. Committees shall report to the EC and the CSC GSA at each regular meeting of the association. The EC may require more frequent reporting when circumstances merit.
- D. Committee members shall be volunteers from the CSC GSA membership, in addition to the required EC member.
- E. Each committee shall appoint a chairperson who will be responsible for reporting the committees activities and/or findings to the EC and the CSC GSA membership.
- F. Standing committees shall be those committees determined by the EC and membership to be of permanent value or necessity to the association. Standing committees shall be established by an amendment to the chapter constitution.
- G. Special committees shall be those committees determined by the EC and membership to meet a specific, short-term need of the organization. The scope of a special committee's activities and responsibilities shall be clearly defined when the committee is proposed. The committee shall be formed by a majority vote of the EC and volunteers sufficient to initiate committee activities.

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Article 1 - Name

The name of the organization shall be "Computer Science Graduate Student Association."

Article 2 - Purpose

The purpose of this organization shall be to represent the interests of Computer Science Graduate Students.

Article 3 - Membership

Membership shall be open to all graduate students who major or minor in Computer Science as regular members. Members shall not be required to pay any dues.

Article 4 - Officers

Section 1: Officers and executive committee

The officers of this organization shall constitute the executive committee and shall include President, Vice-President, and Treasurer.

Section 2: Qualifications of officers

Officers shall be graduate students in good standing with the Department of Computer Science, and must maintain such status during their terms.

Section 3: Duties of the officers

a. The President shall

1. preside at meetings and represent the organization in its external affairs.
2. serve as liaison between the organization and faculty.
3. serve as the University Graduate Student Association representative (UGSA).
4. be the sole decision maker of all matters and policies not specifically set forth in this document.

b. The Vice President shall

1. preside at meetings and represent the organization in its external affairs in the event the President is unable to perform her duties.
2. assume the office of President in the event that the President resigns or is no longer eligible for membership in the organization.

c. The Treasurer shall

1. be responsible for all financial matters, including the keeping of accurate records.
2. serve as alternate representative to UGSA.

Section 4: Elections and terms of office

Officers shall be elected during the spring semester of each year, and shall assume office at the end of the spring semester for a one year term.

Section 5: Removal from office

Any officer shall be automatically removed from office if they cease to be a graduate student in good standing who majors or minors in computer science.

Section 6: Replacement of officers

In the event that an officer resigns from office, or for any reason is unable to continue to fulfill the duties of their office, the President shall appoint a replacement.

Section 7: Faculty advisor

The Director of Graduate Programs (DGP) of the Department of Computer Science (CSC) shall serve as faculty advisor to the organization.

Article 5 - Meetings

Section 1: Meetings shall be called by the executive committee on as needed basis. Notification of meeting time and place shall consist of an email sent to the departmental graduate student listserve, not less than 3 days before the scheduled meeting time.

Section 2: A quorum shall consist of 4 members.

Section 3: The executive committee may not convene executive committee meetings for the purpose of voting on motions or making any decision that will affect the regular members.

Article 6 - Amendments

Amendments to the constitution may be made at any meeting by a two-thirds vote of the voting members. No amendment may be considered unless one of the following two conditions are met.

1. The proposed amendment was announced and read at a prior meeting.
2. The full text of the proposed amendment was made available to all members by email to the departmental graduate student listserve at least 3 days prior to the meeting.

Adopted 4/23/99



North Carolina State University

Department of Student Development
Division of Student Affairs

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May 7, 1996

Martin S. Dulberg
President
Computer Science Graduate Student Association
Box 8206
NCSU Campus

Dear Mr. Dulberg:

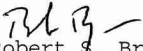
We have reviewed your organization's constitution and officers list and everything seems to be in proper order. You are now a registered student organization at North Carolina State University entitled to all privileges entailed in that status.

Understand that this registration in no way gives the University or Student Government responsibility for any financial liability which may be incurred by your group. Your status does, however, give you the opportunity to approach the Student Senate with a request for funds, and it gives you certain on-campus solicitation privileges. Also, this status enables you to link your student organization's homepage to the University's Web.

Please be aware that we ask each student organization to update its file whenever there is a change of officers and at the beginning of each school year. Failure to do so will result in a loss of registration.

If the Department of Student Development can be of assistance to your group, please do not hesitate to call on us. Good luck with your new group.

Sincerely,


Robert S. Bryan, Jr.
Associate Director
Student Development

cc: John O'Quinn, President, Student Government
Dick Parham, Reservations, Student Center
Catherine Kuhary, Registration and Records
Harry Nicholas, Computer Center

Computer Science Graduate Student Association
Constitution

Article 1: Name and Purpose

Section 1: This organization shall be known as the Computer Science Graduate Student Association (CSGSA).

Section 2: The purpose of this club shall be to represent the interests of Computer Science graduate students with respect to the policies of NCSU.

Article 2: Membership

Section 1: Membership shall be open to all regularly enrolled Computer Science Graduate Students.

Section 2: Anyone meeting the criteria of Section 1 will be accepted as a member.

Article 3: Officers

Section 1: The appointed officers of this club shall be the president and treasurer.

Section 2: The officers shall be appointed by the Director of the Computer Science Graduate program by August 23rd of each academic year and will serve a term of 1 year.

Section 3: The president shall have the responsibilities of attending the monthly meetings of the Graduate Student Association and direct the affairs of the CSGSA. The treasurer shall be responsible for managing the clubs finances as well as filling in for the president as required.

Article 4: Dues

Section 1: There will be no dues collected by the CSGSA

Article 5: Amending the Constitution and By-laws

Section 1: Amendments to the constitution or by-laws shall be presented by members of the club in writing and read at a meeting but shall not be voted upon until the next meeting, and then only after informing each member present of the proposed amendments.

Article 6: Meetings

Section 1: The club shall meet on an as needed basis. A meeting may be called by sending an email to the gradstd list at least 2 weeks prior to the meeting date.

Article 1 - Name

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Article 2 - Purpose

The purpose of this organization shall be to represent the interests of Computer Science Graduate Students.

Article 3 - Membership

Membership shall be open to all graduate students who major or minor in Computer Science as regular members. Members shall not be required to pay any dues.

Article 4 - Officers

Section 1: The executive committee shall consist of the appointed officers who shall be:

President: Shall preside at meetings and represent the organization in its external affairs.

Shall serve as liaison between the organization and faculty.

Shall serve as the University Graduate Student Association representative (UGSA).

Shall be the sole decision maker of all matters and policies not specifically set forth in this document

Treasurer: Shall be responsible for all financial matters, including the keeping of accurate records.

Shall serve as alternate representative to UGSA.

Section 2: Terms of office

Each officer shall be appointed by the Director of Graduate Programs (DGP), in the Computer Science Department (CSC), at the beginning of the fall semester for a period of 1 year.

Section 3: Removal from office

Any appointed officer may be removed from office at the discretion of the DGP of CSC for any reason.

Section 4: Replacement of officers

In the event that an appointed officer resigns from office, or for any reason be unable to continue to fulfill the duties of her office, the DGP CSC shall appoint a new officer.

Section 5: Faculty advisor

The DGP CSC shall serve as faculty advisor to the organization

Article 5 - Meetings

Section 1: Meetings shall be called by the executive committee on as needed basis. Notification of meeting time and place shall consist of an email sent to the departmental graduate student listserv, not less than 3 days before the scheduled meeting time.

Section 2: A quorum shall consist of 4 regular members.

Section 3: The executive committee may not convene executive committee meetings for the purpose of voting on motions or making any decision that will affect the regular members.

Article 6 - Amendments

Amendments to the constitution may be made at any meeting following announcement at a regular meeting. The amendment must be approved by two-thirds of the voting members.

Article I: Name

The name of the organization shall be "Computer Science Graduate Student Association."

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2. serve as liaison between the organization and faculty.
3. serve as the University Graduate Student Association representative (UGSA).
4. be the sole decision maker of all matters and policies not specifically set forth in this document.

b. The Vice President shall

1. preside at meetings and represent the organization in its external affairs in the event the President is unable to perform her duties.
2. assume the office of President in the event that the President resigns or is no longer eligible for membership in the organization.

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1. be responsible for all financial matters, including the keeping of accurate records.
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