

Constitution of the Genetics Graduate Student Association

(Revised May 2003)

Article I *Name*

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

Article II *Purposes*

The purpose of this organization shall be: (1) To disseminate information of interest or importance to the members; (2) To provide a forum for discussion of matters important to the members; and (3) To represent the graduate students of the Genetics Department in any and all matters which may affect the welfare of the students.

Article III *Membership*

All regularly enrolled graduate students majoring or co-majoring in Genetics at North Carolina State University shall be considered members.

Article IV *Amendments*

Amendments to this constitution shall be passed by a simple majority of the votes present at the meeting following the posting of the proposed amendment. Proposed amendments shall be posted at least two weeks prior to their consideration.

Article V *Dissolution*

Upon dissolution and disbandment of this Association, all financial assets will be awarded to the genetics Department of this University. Moneys may be designated or restricted to certain uses by a simple majority vote of the remaining members.

Article VI *By-Laws*

Section 1 Election of Officers

- A. The permanent officers shall be those of Co-Presidents, Vice President, and Secretary/Treasurer. Temporary offices may be created, for a specified term and to perform specified duties, by the Co-Presidents.
- B. Regular elections shall be held in May at a regular meeting.

- C. Special elections shall be held whenever one of the permanent offices becomes vacant. Such vacancies shall be announced by the presiding officers at the first possible meeting, and the election shall be held at the next regular meeting.
- D. Nominations of candidates shall be from the floor.
- E. Election shall be by plurality of votes cast.
- F. Newly elected officers will assume their duties at the close of the meeting in which elections are held.

Section 2 Removal of Officers

- A. An Officer may resign by submitting a written notification to the Secretary/Treasurer specifying the effective date of resignation
- B. An officer may be removed from office by two-thirds vote at the next regular meeting after the one at which the motion is introduced.

Section 3 Duties of Officers

- A. The Co-Presidents shall call and preside over GGSA meetings, appoint GGSA committees and their chairpersons, call GGSA elections whenever necessary, represent students at Genetics Department faculty meetings, and oversee all functions and projects of the GGSA.
- B. The Vice President shall assume the duties of Co-President at the request or absence of both Co-Presidents. The Vice President will also serve as the GGSA representative to the University Graduate Student Association.
- C. The Secretary/Treasurer shall take and maintain minutes of the GGSA meetings, be responsible for personal GGSA correspondence, keep the financial records of the GGSA, and serve as the chairperson of the Finance Committee.

Section 4 Quorum

A quorum shall consist of two-fifths of the membership.

Section 5 Voting

Each member shall have one vote. The Co-Presidents shall vote only in the event of a tie. A member must be present to cast a vote

Section 6 Meetings

Meetings shall be held once per month during the academic year, or as determined by the Co-Presidents. The date of the next meeting shall be fixed at each meeting to suit the needs of the members present. Procedure shall be according to Robert's Rules of Order.

Section 7 Standing Committees

- A. The Standing Committees shall be: the Finance Committee, the Student Symposium Committee, the Student Sponsored Speaker Committee, The Social Committee, the Academic Committee, and the New Student Recruitment Committee.
- B. The members of standing committees and their respective chairpersons shall be appointed by the Co-President unless a simple majority of those present choose otherwise.

Section 8 Duties of Standing Committees

- A. The Finance Committee shall have as its chairperson the Secretary/Treasurer of the GGSA. Up to two other members shall be appointed by the Co-Presidents promptly after the election meeting. The Finance Committee shall be responsible for obtaining funds for the various functions and projects that the GGSA undertakes. The Finance Committee shall also be responsible for preparing an annual budget.
- B. The Student Symposium Committee shall consist of two co-chairpersons and up to two other members. It shall be responsible for organizing the annual Genetics Student Symposium.
- C. The Student Sponsored Speaker Committee shall consist of a chairperson and up to two other members. It shall be responsible for organizing a seminar given by a student invited speaker. It shall be appointed at least one year in advance of the event. The Chairperson will also serve as a member of the Genetics Department's Seminar Committee.
- D. The Social Committee shall consist of two co-chairpersons and up to two other members. It shall be responsible for organizing social activities planned and sponsored by the GGSA. The Co-chairpersons will also serve as members of the Genetics Department's Social Affairs Committee.

- E. The Academic Committee shall consist of a chairperson and up to two other members. It will be responsible for addressing issues relating to academic requirements, and conveying those issues to the Genetics Department. The Chairperson will serve as a member of the Genetics Department's Academic Committee.
- F. The New Student Recruitment Committee shall consist of a chairperson and up to two other members. It will be responsible for addressing issues relating to new student recruitment, and will coordinate graduate student sponsors during the Genetics Department graduate student recruitment weekend. The Chairperson and up to one additional committee member will serve as members of the Genetics Department's Graduate Student Recruitment Committee.

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 Co-Presidents. Ad hoc committees shall be disbanded by a simple majority of votes present.