

CONSTITUTION OF MEAS GRADUATE STUDENT ASSOCIATION

Article I: Name

The name of this organization shall be the Marine, Earth and Atmospheric Sciences Graduate Student Association. It shall be hereinafter referred to as MEAS-GSA.

Article II: Objectives

The objectives of this organization shall be: (1) To represent the graduate students of this department in any and all matters which may affect the welfare of the students; (2) To disseminate information of interest or importance to the students; and (3) To provide a forum for discussion of problems and other matters of importance to the students in Marine, Earth and Atmospheric Sciences.

Article III: Membership

Section 1 -- Composition

- A. The MEAS-GSA shall be composed of Graduate Students in Marine, Earth or Atmospheric Sciences.
- B. Every Representative, Alternative and Officer shall be a student with full graduate standing.
- C. Every Representative and Alternate shall be majoring or minoring in the discipline he/she represents.

Section 2 -- Apportionment

There shall be one Representative and one Alternate within the Department of Marine, Earth and Atmospheric Sciences. The Representative and/or Alternate should represent the Department at the monthly meetings of the North Carolina State University Graduate Student Association. The Representative and Alternate of each discipline shall be elected by the members of MEAS GSA.

Section 3 -- Vacancies

Regular elections for Representative and Alternates shall be held every April in conjunction with MEAS GSA officer election. At other times vacancies shall be filled as follows:

- A. If a Representative resigns or is removed from office, and if there is an elected Alternate, the Alternate shall assume the office of Representative;
- B. If a Representative resigns or is removed from office and there is no elected Alternate, a special election shall be held within the program to fill the offices of Representative and Alternate until the next regular election; and
- C. If an Alternate resigns or is removed from office the President appoint an Alternate to serve until the next regular or special in that program.

Article IV: Amending the Constitution and By-laws

Section 1 -- Amendments to the constitution or by-laws shall be presented by members of the MEAS GSA in writing and read at a regular meeting but shall not be voted upon until the next regular meeting, and then only after informing each member of the proposed amendments. A majority of 2/3 of the members present and voting shall be required.

Section 2 -- All amendments to this constitution or by-laws 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 constitution or by-laws shall be null and void and declared unconstitutional by the President of Student Government. Any differences of opinion between the club and the President of Student Government shall be brought before the Legislature, whose decision shall be final.

Article V: By-Laws

Section 1 -- Election of Officers

A. The permanent offices shall be those of President, Vice-President, Secretary, and Treasurer. Temporary offices may be created for a specified term and to perform specified duties, by a two thirds majority of votes present at the next regular meeting after the one at which the motion is presented. The term specified for such special offices shall not extend past the next regular election.

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. Candidates for the offices of President, Vice-President, Secretary, and Treasurer shall be open to students of all disciplines.

D. 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, and the election shall be at the next regular meeting.

E. Nominations of candidates shall be from the floor.

F. Election shall be by a plurality of votes cast.

Section 2 -- Removal of Officers

A. An officer may resign by submitting a written notification to the Secretary at the regular meeting before the effective date of the resignation.

B. An officer may be removed from office by a two-thirds vote at the next regular meeting after the one at which the motion is introduced.

Section 3 -- Officer Duties

A. The President shall call and preside over MEAS-GSA meetings, appoint MEAS-GSA committee and their chairpersons, represent the MEAS-GSA at university and Student Government functions, call MEAS-GSA elections when- ever necessary, prepare an annual budget, and perform those duties imposed on his office by the Student Body Constitution. The president will also serve as a representative on the MEAS Connectivity Committee and attend monthly faculty meetings.

B. The Vice-President shall preside over MEAS-GSA meetings at the request or absence of the President, serve as member of every MEAS-GSA committee, and at the President's request substitute for him at university or Student Government functions.

C. The Secretary shall maintain minutes of the MEAS-GSA meetings and circulate copies to the members, maintain a roll of members and call the roll whenever a roll call vote is taken, be

responsible for MEAS-GSA correspondence and publications, update and maintain the MEAS-GSA website, and provide a reference copy of Robert's Rule of Order at each meeting.

D. The Treasurer shall keep the MEAS-GSA financial records.

E. In the case that a student representative is needed for appointment to a MEAS department faculty committee the MEAS-GSA officers shall solicit nominations from the MEAS-GSA members. Nominees will be selected by a majority vote from the MEAS-GSA officers and University Graduate Student Association Representative. The exception will be for electing a student representative to MEAS faculty search committees (Section 7).

Section 4 -- Quorum

A quorum shall consist of two-thirds of the average number of members attending the last 4 MEAS-GSA meetings, and no vote may be taken unless a quorum is present. An active member shall be any graduate student pursuing a degree within the Department of Marine Earth and Atmospheric Sciences. The Secretary shall announce whether a quorum is present.

Section 5 -- Voting

Each member shall have one vote. The President shall vote only to make or break a tie.

Section 6 -- Meetings

Meetings shall be held during the school year. The date of the next meeting shall be fixed at each meeting to suit the needs of the members present. Meetings shall be open to all graduate students of North Carolina State University and to guests of members, but non-members shall enter discussion only with the permission of the presiding officer. Procedure shall be according to Robert's Rules of Order.

Section 7—MEAS Faculty Search Committee Student Representatives

- A. The graduate student representative for faculty search committees shall be a student with full graduate standing and enrolled in a PhD program within the MEAS department. The student representative shall be responsible for attending all faculty search committee meetings, synthesizing student input on candidates, and voting for the students' top choice candidate.
- B. Nominations for search committee representatives, including their statement of intent, must be submitted to the MEAS-GSA Secretary at least one week prior to the election. MEAS-GSA members must be notified of the candidates and receive their statement of intent one week prior to the election. Each MEAS-GSA member in attendance will vote to elect the representative. MEAS-GSA members unable to attend the election can cast an absentee vote to the MEAS-GSA officers if it is received in writing at least 24 hours prior to the vote. The MEAS-GSA President shall vote only to break a tie.

Rewritten by MEA-GSA (formerly GSAG) Sept. 1980 for approval by the membership.

Rewritten by MEA-GSA Sept. 1982 for approval by the membership.

Amended by MEA-GSA Dec. 1985 for approval by the membership.

Amended by MEAS-GSA (formerly MEA-GSA) May 2007 for approval by the membership

CONSTITUTION OF THE GRADUATE STUDENT ASSOCIATION

OK
Department of Marine,
Earth and Atmospheric
Sciences

Article I Name

The name of this organization shall be the Marine, Earth and Atmospheric Sciences & Engineering Graduate Student Association. It shall be hereinafter referred to as the MEA-GSA.

Article II Objectives

The objectives of this organization shall be: (1) To represent the graduate students of this department in any and all matters which may affect the welfare of the students; (2) To disseminate information of interest or importance to the students; and (3) To provide a forum for discussion of problems and other matters of importance to the students in Marine, Earth and Atmospheric Sciences & Engineering.

Article III Membership

Section 1 -- Composition

- A. The MEA-GSA shall be composed of Graduate Students in Marine, Earth or Atmospheric Sciences.
- B. Every Representative, Alternative and Officer shall be a student with full graduate standing.
- C. Every Representative and Alternate shall be majoring or minoring in the discipline he represents.

Section 2 -- Apportionment

There shall be one Representative and one Alternate from each discipline within the Department of Marine, Earth and Atmospheric Sciences and Engineering. The Representative and/or Alternate of each discipline shall represent the Department at the first monthly meeting of the North Carolina State University Graduate Student Association and thereafter alternate responsibility of attending the meetings. The three disciplines represented shall be (1) Marine Science, (2) Geology and (3) Meteorology. The Representative and Alternate of each discipline shall be elected by the members of that discipline.

Section 3 -- Vacancies

Regular elections for Representative and Alternates shall be held every September. At other times vacancies shall be filled as follows:

- A. If a Representative resigns or is removed from office, and if there is an elected Alternate, the Alternate shall assume the office of Representative;
- B. If a Representative resigns or is removed from office and there is no elected Alternate, a special election shall be held within the program to fill the offices of Representative and Alternate until the next regular election; and
- C. If an Alternate resigns or is removed from office the President shall appoint an Alternate to serve until the next regular or special election in that program.

Article IV 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 regular meeting but shall not be voted upon until the next regular meeting, and then only after informing each member of the proposed amendments. A majority of 2/3 of the members present and voting shall be required.

Section 2 -- All amendments to this constitution or by-laws 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 constitution or by-laws shall be null and void and declared unconstitutional by the President of Student Government. Any differences of opinion between the club and the President of Student Government shall be brought before the Legislature, whose decision shall be final.

Article V By-Laws

Section 1.-- Election of Officers

- A. The permanent offices shall be those of President, Vice-President, and Clerk. Temporary offices may be created, for a specified term and to perform specified duties, by a two-thirds majority of votes present at the next regular meeting after the one at which the motion is presented. The term specified for such special offices shall not extend past the next regular election.
- 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. Candidates for the office of President shall be of a discipline differing from that of the presiding President; exception: a candidate whose has been approved by the three Representatives. The offices of Vice-President and Clerk shall be open to students of all disciplines.
- D. 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, and the election shall be at the next regular meeting.
- E. Nominations of candidates shall be from the floor.
- F. Election shall be by a plurality of votes cast.

Section 2 -- Removal of Officers

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

- A. The President shall call and preside over MEA-GSA meetings, appoint MEA-GSA committee and their chairpersons, represent the MEA-GSA at university and Student Government functions, call MEA-GSA elections whenever necessary, prepare an annual budget, and perform those duties imposed on his office by the Student Body Constitution.
- B. The Vice-President shall preside over MEA-GSA meetings at the request or absence of the President, serve as member of every MEA-GSA committee, and at the President's request substitute for him at university or Student Government functions.
- C. The Clerk shall maintain minutes of the MEA-GSA meetings and circulate copies to the members, maintain a roll of members and call the roll whenever a roll call vote is taken, be responsible for MEA-GSA correspondence and publications, keep the MEA-GSA financial records, and provide a reference copy of Robert's Rule of Order at each meeting.

Section 4 -- Quorum

A quorum shall consist of two-thirds of the average number of members attending the last 4 MEA-GSA meetings, and no vote may be taken unless a quorum is present. An active member shall be any graduate student pursuing a degree within the Department of Marine, Earth and Atmospheric Sciences and Engineering. The Clerk shall announce whether a quorum is present.

Section 5 -- Voting

Each member shall have one vote. The President shall vote only to make or break a tie.

Section 6 -- Meetings

Meetings shall be held during the school year. The date of the next meeting shall be fixed at each meeting to suit the needs of the members present. Meetings shall be open to all graduate students of North Carolina State University and to guests of members, but non-members shall enter discussion only with the permission of the presiding officer. Procedure shall be according to Robert's Rules of Order.

Rewritten by MEA-GSA (formerly GSAG) Sept. 1980 for approval by the membership.

Rewritten " " " _____ " 1982 after " " " " .

Amended " " " _____ Dec. 1985 after " " " " .

Check List

We realize that we have swamped you with information this evening. There are a few important items that you need to take care of before the September UGSA meeting. To make your life a little easier, here is a checklist for you.

_____ 1. **Sign up for UGSA listserv**

Join the UGSA listserv by going to the UGSA web site:

<http://ugsa.ncsu.edu>

Please do this ASAP! This is our main method of communication. You will receive important messages about current issues, meeting reminders and minutes.

_____ 2. **Fill out the Letter of Credentials**

Complete the letter of credentials found in this packet, or if you loose it on the UGSA web site. Your DGP or department head must sign this. Turn it in to the parliamentarian at the September meeting. Please don't turn them early, as that increases the chance of it getting lost.

If you DO NOT turn this in ON TIME, your chapter will NOT receive a rebate this year!

_____ 3. **Register GSA chapter with Student Organization Resource Center**

Complete the Student Organization Registration Form. We have included it in this packet; however, extras can be obtained at the SORC. Turn the completed form into the SORC located in: 1201 Talley Student Center, Campus Box 7306, 515-3323.

If you DO NOT turn this in ON TIME, your chapter will NOT receive a rebate this year!

_____ 4. **Get a copy of your chapter's constitution**

Obtain a copy of your GSA chapter's constitution. This should be turned into the Parliamentarian at the September meeting. Your GSA should have a constitution, because it is required in order to register your organization. If your GSA does not have a constitution, you can find a sample one on the UGSA web site. You can also check with the parliamentarian to see if we have a current constitution on file for your chapter.

If you DO NOT turn this in ON TIME, your chapter will NOT receive a rebate this year!

_____ 5. **Fill out the FAS request form**

If your GSA chapter does not already have an FAS account, you need to fill out the FAS request form. We have included this form and instructions in this packet, however they can also be found on our website. Return the completed form to the UGSA treasurer at the September meeting.

Without an FAS account, we cannot give you last years chapter rebate!

Special Instructions for filling out Application for FAS Account

Required for Departmental GSAs to receive Departmental Rebate & Block Grant Fund transfers

1. School/Department/Unit – **print your school/department/unit – example: CHASS/Sociology/Sociology Graduate Student Association**
2. Date: **Use date completed**
3. Suggested Name of new Account – **please use your unit name above example: Sociology Graduate Student Association**
4. OUC: **obtain from departmental financial technician**
5. Name of Principal Person Responsible for this Account: **Departmental GSA Advisor's Name (This person is typically the department's DGP - Director of Graduate Programs) – Must be same as Signature in #17**
6. Title: **DGP or other title of departmental GSA advisor**
7. Email: **Email of departmental GSA advisor**
8. Campus Phone: **Campus Phone of departmental GSA advisor**
9. Campus Box: **Campus Mailing Address of departmental GSA advisor**
10. Please List other Persons Authorized to Accept Receipts to, and Initiate Disbursements from the Account: **as your departmental GSA desires – it is recommended that at least one other person be listed (dept accounting technician, dept head, etc. in case primary person is unavailable)**
11. Location of Activity: **Departmental GSA Meeting Room(s)**
12. List of All University Employees whose efforts directly benefit this activity: **None**
13. Is NC State active as an agency in handling this account? **No**
14. Are any un-reimbursed supplies or services purchased from budget codes furnished directly to this activity? **No**
15. Off-Campus Sources of Receipts: Total Percentage of Off-Campus Sources: **0%**
16. On-Campus Sources of Receipts: **Student Activity Fees – 100% Estimated Annual Receipts: \$500.00**
17. Requested by: **Signature of departmental GSA advisor (This person is typically the department's DGP - Director of Graduate Programs)**
18. Date: **date signed** and Title: **title of departmental GSA advisor**

Return completed form to: Questions? contact:

UGSA Treasurer
NCSU Campus Box 7111
DH Hill Library
Raleigh, NC 27695-7111

UGSA Membership Guidelines

Chapter Rebates

In order to receive a rebate for your GSA chapter, the membership guidelines must be followed.
Failure to complete all of the items will result in the rejection of your rebate.

Elect Officers

Your chapter must have at least 3 elected officers: President, Vice-President and Treasurer. You must also designate a Representative and an Alternate Representative to the UGSA. These representatives may or may not be elected chapter officials.

Register with Student Organization Resource Center

Your chapter must register with Student Organization Resource Center. The SORC is located in 1201 Talley Student Center, Campus Box 7306, 515-3323. This does not take much time, so please do it ASAP.

"Letter of Credentials"

You MUST submit the annual "Letter of Credentials" to the parliamentarian by the September UGSA meeting. This insures that you have elected officials and an active chapter, and provides the UGSA with contact information.

UGSA Committee Service

A member of your chapter must serve on a UGSA committee. This insures that each chapter actively participates in the goals of the entire UGSA.

UGSA Monthly Meeting Attendance

Your representative or your alternate must attend the monthly UGSA meetings. The size of your chapter's rebate is based on the number of meetings you attend.

Draft a constitution

You must draft a constitution for your chapter and file a copy with the UGSA Parliamentarian. We have an example of an actual working constitution that you can use as a template for your chapter's constitution.

Questions

If you have any further questions about chapter rebates or membership guidelines, please contact the UGSA Parliamentarian.

Thesis Fund Guidelines

Purpose:

The GSA seeks to aid graduate students in their professional activities. The purpose of the Thesis Fund is to subsidize, not reimburse, students for the cost of printing and binding their thesis.

Eligibility:

A. Any NCSU graduate student in a thesis program is eligible.

NOTE: Students whose advisor and/or scholarship/fellowship pays for the thesis are not eligible.

B. The GSA is authorized to make only one allocation per degree program at NCSU, i.e. once per Masters program and/or once per Doctoral program.

Procedures:

A. Thesis Fund applications and expenditure vouchers are available from your departmental graduate secretary, your departmental graduate administrator, your departmental GSA representative, the Travel Fund Administrator and on the UGSA website.

B. The application must be received by the thesis fund administrator before his/her graduation date.

C. In addition to this application, the student must submit **ORIGINAL** receipts to the thesis fund administrator. Failure to do so will result in the forfeiture of any reimbursements from the UGSA.

Funding:

A. No advances will be granted.

B. The money for the thesis fund will cover the cost of acid free paper, the number of copies made and personal binding.

C. Due to the limited amount of funding, the total reimbursement will not exceed \$40.00. ~~\$50.00~~

D. Reimbursements for the thesis fund will be submitted as soon as the administrator receives the application (mail checked weekly). You will receive a check from the University in the mail. Please allow one two months for your request to be processed.

E. Falsification of applications or receipts will result in denial of current or future subsidy while at NCSU.

If you have any questions about the above guidelines please contact the Travel Fund Administrator.

UGSA Thesis Fund Application

A. General Information

Applicant: _____ SSN# _____

Degree: M.S. _____ Ph.D. _____ Expected Graduation Date _____

e-mail: _____

School Address: _____

Phone: _____

Home Address: _____

Phone: _____

Forwarding Address: _____

(Address check will be mailed to)

B. Receipt Summary

1. Paper _____

2. Copy Cost _____

3. Binding _____

4. Total _____

In addition to this application, **ORIGINAL** receipts **MUST** be submitted.

NO ORIGINAL RECEIPTS, NO REFUNDS!!!!

C. Student's Pledge

I have read, understand, and agree to abide by the regulations governing the allocation and use of UGSA thesis funds.

Signature: _____ Date: _____

D. Return Completed Form to:

Graduate Student Association
Fund Administrator
c/o NCSU Libraries
Box 7111
Raleigh, NC 27695-7111
515 - 3303

Instructions

- 1) You must attach a detailed description of the activities, programs, or operations to be supported by this account. Be sure to indicate any specific restrictions, terms, or conditions for the use of funds deposited to the account.
- 2) Attach photocopies of correspondence, donor letters, and any relevant documentation that will provide information for the permanent file.
- 3) Only one type of funding source may be used with an individual trust fund. (Example: Receipts from sales of goods or services may not be deposited into the same account as receipts from gifts).
- 4) If you have marked Sales of Goods & Services as the source of receipts, please complete NCSU FORM BA-109.
- 5) Questions concerning completion of this form should be directed to the Accounting Office at Extension 5-7204.
- 6) Submit all Gifts, and Agency request to the University Accounting Office, Box 7205.
- 7) Submit all Sales & Services request along with the BA-109 and CG006 to Contracts and Grants, Box 7214.

**North Carolina State University
Institutional or Special Trust Fund Account Request
(Non-Contract or Grant Account)**

School/Department/Unit:	Date:
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Suggested Name of New Account:	OUC:
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Name of Principal Person Responsible for the Account:	Title:	email:	Campus Phone:	Campus Box:
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Please List Other Persons Authorized to Accept Receipts to, and Initiate Disbursements from the Account

Name:	Title:	email:	Campus Phone:	Campus Box:
Name:	Title:	email:	Campus Phone:	Campus Box:
Name:	Title:	email:	Campus Phone:	Campus Box:

Location of Activity (Building(s), Room Number(s), or Other Physical Location(s)):

List all University employees (professional and support staff) whose efforts directly benefit this activity and estimate the percentage of time that the employee spends toward the activity: If there are more than four employees, attach a separate list.

Name	Percent of Time	Name	Percent of Time
_____	_____	_____	_____
_____	_____	_____	_____

An agency relationship exists when NC State is providing accounting or other services for an organization and the funds belong to that organization and not NC State.

Is NC State acting as an agency in handling this account?

Yes No

Are any unreimbursed supplies or services purchased from budget codes furnished directly to this activity? Yes No If Yes, list the budget code and the appropriate annual amount:

Budget Code	Annual Amount
_____	\$ _____
_____	\$ _____

Off-Campus Sources of Receipts: (indicate percentage)	On-Campus Sources of Receipts: (indicate percentage)
Gifts, Devises, & Bequests including transfers from Foundations kajdfk %	Budget Code Accounts %
Federal Contracts, Grants, & Agreements %	Other Trust Fund Accounts %
Non-Federal Contracts, Grants, & Agreements %	Student Activity Fees %
Sales of Goods & Services %	Charges to Students, Faculty & Staff %
Other (Describe): _____ %	Total Percentage On-Campus Sources %
_____ %	Total All Sources 100%
Total Percentage Off-Campus Sources %	Estimated Annual Receipts: \$ _____

Signatures

Requested By:	Date:	Approved By:	Date:
Title:		Title:	

- Yes, a detailed and comprehensive description of the activities, programs, and/or operations to be supported by the account attached as required. Included are any specific restrictions, terms, or conditions for the use of monies deposited to the account.
- Photocopies of correspondence, agreements award letters and any other relevant documentation that will enable proper establishment of the account is attached.
- Complete NCSU FORM BA-109 (when applying for Sales & Service account).

MARINE EARTH AND ATMOSPHERIC SCIENCES (MEAS) GRADUATE STUDENT
ASSOCIATION

CONSTITUTION

ARTICLE I: Name and Purpose

Section 1: This organization shall be known as the MEAS GSA

Section 2: The purpose of this organization shall be to facilitate interaction of MEAS graduate students, represent student concerns within the department, and distribute information affecting graduate student interests.

ARTICLE II: Membership

Section 1: Membership shall be open to all regularly enrolled MEAS graduate students.

Section 2: All those fitting the above description in Section 1 will be automatically members.

ARTICLE III: Officers

Section 1: The elective officers of this club organization shall be the President, Vice President, Secretary, Treasurer, and GSA Campus-wide Representative.

Section 2: The officers shall be elected by the club members to serve a term of one year beginning in September.

ARTICLE IV: Dues

Section 1: No dues shall be required.

ARTICLE V: 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 regular meeting but shall not be voted upon until the next regular meeting, and then only after informing each member of the proposed amendments. A majority of 2/3 of the members present and voting shall be required for adoption.

ARTICLE VI: Meetings

Section 1: The MEAS GSA shall meet monthly.

ARTICLE VII: Committees

Section 1: No standing committees at present but they can be established at a future date when necessary.



North Carolina State University
Division of Student Affairs

Department of Student Development
Harris Hall
Box 7314
Raleigh, NC 27695-7314
Telephone (919) 737-2441

December 20, 1985

Clark Alexander
Marine, Earth & Atmospheric Sciences - GSA
Box 8208
NCSU Campus

Dear Mr. Alexander:

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

Understand that this recognition 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 also gives you certain on campus solicitation privileges.

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.
Assistant Director
Student Development

RSBjr/ml

cc: President, Student Government
Michelle Hall, Reservation &
Catering, Student Center



North Carolina State University
Division of Student Affairs

Department of Student Development
Harris Hall
Box 7314
Raleigh, NC 27695-7314
Telephone (919) 737-2441

November 7, 1985

Clark Alexander, President
MEAS-GSA
Box 8208 Withers Hall
NCSU Campus

Dear Clark:

Upon receiving your organization's information sheet, it came to my attention that you did not include a constitution with a disclaimer which is required by the university. The attached sheet is an example of what is needed, please note the disclaimer is circled. Please send us a copy as soon as possible. We will not be able to register your organization until we have received this information.

Sincerely,

Melody Lancaster
Melody Lancaster
Student Development



GRADUATE STUDENTS ASSOCIATION

DEPT. OF MARINE, EARTH AND
ATMOSPHERIC SCIENCES

Box 8208
NCSU Campus

December 5, 1985

MEMORANDUM

TO: *Melody Lancaster*

FROM: Kathy DePatra, Secretary/Treasurer
MEAS - Graduate Student Association

SUBJECT: Constitution amendments

Enclosed is a copy of our GSA constitution which was amended by the membership December, 1985. Please retain for your records.

Thank you,

Kathy DePatra

Kathy DePatra
Secretary/Treasurer
MEAS - GSA

CONSTITUTION OF THE GRADUATE STUDENT ASSOCIATION

Department of Marine,
Earth and Atmospheric
Sciences

Article I Name

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Section 1 -- Composition

- A. The MEA-GSA shall be composed of Graduate Students in Marine, Earth or Atmospheric Sciences.
- B. Every Representative, Alternative and Officer shall be a student with full graduate standing.
- C. Every Representative and Alternate shall be majoring or minoring in the discipline he represents.

Section 2 -- Apportionment

There shall be one Representative and one Alternate from each discipline within the Department of Marine, Earth and Atmospheric Sciences and Engineering. The Representative and/or Alternate of each discipline shall represent the Department at the first monthly meeting of the North Carolina State University Graduate Student Association and thereafter alternate responsibility of attending the meetings. The three disciplines represented shall be (1) Marine Science, (2) Geology and (3) Meteorology. The Representative and Alternate of each discipline shall be elected by the members of that discipline.

Section 3 -- Vacancies

Regular elections for Representatives and Alternates will be held during a scheduled meeting in the month of April (May). At other times vacancies shall be filled as follows:

- A. If a Representative resigns or is removed from office, and if there is an elected Alternate, the Alternate shall assume the office of Representative;
- B. If a Representative resigns or is removed from office and there is no elected Alternate, a special election shall be held within the program to fill the offices of Representative and Alternate until the next regular election; and
- C. If an Alternate resigns or is removed from office the President shall appoint an Alternate to serve until the next regular or special election in that program.

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Section 2 -- All amendments to this constitution or by-laws 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 constitution or by-laws shall be null and void and declared unconstitutional by the President of Student Government. Any differences of opinion between the club and the President of Student Government shall be brought before the Legislature, whose decision shall be final.

Article V By-Laws

Section 1.-- Election of Officers

- A. The permanent offices shall be those of President, Vice-President, and Clerk. Temporary offices may be created, for a specified term and to perform specified duties, by a two-thirds majority of votes present at the next regular meeting after the one at which the motion is presented. The term specified for such special offices shall not extend past the next regular election.
- 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. Candidates for the office of President shall be of a discipline differing from that of the presiding President; exception: a candidate whose has been approved by the three Representatives. The offices of Vice-President and Clerk shall be open to students of all disciplines.
- D. 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, and the election shall be at the next regular meeting.
- E. Nominations of candidates shall be from the floor.
- F. Election shall be by a plurality of votes cast.

Section 2 -- Removal of Officers

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

Section 3 - Duties of the Officers

- A. The President shall call and preside over MEA-GSA meetings, appoint MEA-GSA committee and their chairpersons, represent the MEA-GSA at university and Student Government functions, call MEA-GSA elections whenever necessary, prepare an annual budget, and perform those duties imposed on his office by the Student Body Constitution.
- B. The Vice-President shall preside over MEA-GSA meetings at the request or absence of the President, serve as member of every MEA-GSA committee, and at the President's request substitute for him at university or Student Government functions.
- C. The Clerk shall maintain minutes of the MEA-GSA meetings and circulate copies to the members, maintain a roll of members and call the roll whenever a roll call vote is taken, be responsible for MEA-GSA correspondence and publications, keep the MEA-GSA financial records, and provide a reference copy of Robert's Rule of Order at each meeting.

Section 4 -- Quorum

A quorum shall consist of two-thirds of the average number of members attending the last 4 MEA-GSA meetings, and no vote may be taken unless a quorum is present. An active member shall be any graduate student pursuing a degree within the Department of Marine, Earth and Atmospheric Sciences and Engineering. The Clerk shall announce whether a quorum is present.

Section 5 -- Voting

Each member shall have one vote. The President shall vote only to make or break a tie.

Section 6 -- Meetings

Meetings shall be held during the school year. The date of the next meeting shall be fixed at each meeting to suit the needs of the members present. Meetings shall be open to all graduate students of North Carolina State University and to guests of members, but non-members shall enter discussion only with the permission of the presiding officer. Procedure shall be according to Robert's Rules of Order.

Rewritten by MEA-GSA (Formerly GSAG) Sept. 1980 for approval by the membership.

Rewritten " " " _____ Sept. 1982 after " " " " .

Amended " " " _____ Dec. 1985 after " " " " .

Amended " " " _____ Nov. 1988 after " " " " .