

APR 11 1997

CONSTITUTION

Article I - Name

The name of the organization shall be, "North Carolina State University Student Chapter of Microbiology Graduate Student Association" (MBGSA).

Article II - Purpose

The purpose of the organization shall be to:

1. Encourage interest in the professional field of Microbiology
2. Provide an informal means of exchanging information about the methods and techniques of microbiology.
3. Promote a sense of community among students and faculty.
4. Provide a channel of communication between students and faculty.

Article III - Membership

Section 1: Regular membership

Regular membership shall be open to all graduate students who major or minor in microbiology.

Section 2: Affiliate membership

Affiliate membership shall be open to all North Carolina State University graduate students.

Section 3: Honorary membership

This class of membership is intended to promote a means by which the organization may recognize persons of outstanding professional attainment who have shown an active interest in supporting and encouraging the program of the organization. Only regular members are allowed to vote.

Article IV - Officers

Section 1: The Executive Committee Shall consist of the elected officers who shall be:

President: Shall preside at meetings and represent the organization in its external affairs. The President shall also serve

as liaison between organization and faculty. The President shall also serve as the University Graduate Student Association (UGSA) representative.

Vice President: Shall assume the duties of the President in the President's absence. The Vice President shall also maintain liaison with all committee chairmen. The Vice President shall also administer all cultural and social activities. The Vice President shall also serve as UGSA alternative representative.

Treasurer: Shall be responsible for all financial matters, including keeping of all financial records. The treasurer shall also share the role of alternative UGSA representative with the Vice President.

Section 2: Terms of office:

Each officer shall be elected at the last meeting of the Spring semester and take office immediately. The elected officer must receive a majority of the votes cast. Each officer shall be a regular member.

Section 3: Removal from office:

Any elected officer may be removed from office by a two thirds majority of votes cast at any meeting, provided that two days notice be given to the voting membership.

Section 4: Replacement of officers:

In the event that an elected officer resigns from office, or for any reason be unable to continue to fulfill the duties of their office (including removal from office), a special meeting shall be held at the earliest opportunity for the purpose of electing a new officer to fulfill the vacated position until the next regular election.

Section 5: Faculty Advisor:

One member of the Department of Microbiology at North Carolina State University may be designated as Faculty Advisor to the organization. Such designation shall be upon the consent to the said faculty member, in response to an invitation from the Executive Committee. Invitations shall be for a period extending until the next regular election of officers.

Article V - Meetings

Section 1:

There shall be at least two meetings per semester. Meetings shall be called by the executive committee. Special meetings can be called by any executive member. At least three days notice shall be given for special meetings.

Section 2:

A quorum shall consist of one third of the regular members.

Section 3:

Executive Committee meetings may be called by any executive member. A quorum for the executive meeting shall consist of at least two members of the Executive Committee. All committee members shall have one vote and motion shall be carried by a majority of votes cast.

Article VI - Committees

Section 1:

The Executive Committee shall consist of as set forth in Article IV.

Section 2:

The Executive Committee may appoint other committee and committee chairmen, as it deems necessary.

Article VII - Bylaws

Section 1:

The Executive Committee shall be responsible for establishing and maintaining current a set of Bylaws governing the operations of the organization.

Section 2:

The Bylaws shall include the current rules regarding membership, as well as the current rules regarding dues, and other financial matters.

Section 3:

Adoption of an initial set of Bylaws, and of such amendments as may be proposed by the executive committee, shall be by majority of the votes cast.

Article VIII - Amendments

Amendments to the Constitution may be made at any meeting following announcement at a regular meeting. The amendment must be approved by a two-thirds of the voting members. Written ballots shall be used to reach all members eligible to vote.

BYLAWS

I. Membership

1. Any constitutionally eligible person who wishes to become a regular or affiliate member may do so by signifying her intention to an Executive Committee member. Membership shall be effective upon payment of any fees prescribed in Article III, sections 1 and 2 of these Bylaws.
2. Honorary membership shall become effective upon consent of the proposed member, in response to an invitation from the Executive Committee. Such invitation may be issued only after approval by a two-thirds majority of the voting membership.
3. Any member who wishes to withdraw from the student chapter may do so by indicating this, in writing, to an executive committee member.
4. Compliance with the appropriate section of Article III of these Bylaws shall be required to maintain membership.

II. Committees

1. There shall be one permanent committee - named Membership and Orientation. The function of this committee shall be defined in the succeeding section.
2. Membership and Orientation committee shall be responsible for keeping records of all current membership, informing potential members about activities of the student section, actively soliciting new members, assisting interested parties in joining the MBGSA, and orienting and helping new students with the curriculum.

III. Financial Affairs

1. There are no current dues collection in the MBGSA. This Bylaw can be changed in the future by amendment procedures set forth in the Constitution.
2. Signing authority for the withdrawal of funds from any of the chapter's accounts shall be vested in the President, Vice President, and Treasurer. Two signatures shall be required. In the extended absence of

two of these officers, the Executive Committee shall designate signing authority.

3. The Treasurer shall be required to report on the chapter's financial position at each regular meeting.

IV. Elections

1. Election of officers shall be held as specified in the Constitution.

2. Nominations for officers shall be taken from the voting members at the election meeting. Any voting member present may second a nomination for any office. There shall be no limit on the number of nominations for any office. Notification of election shall be 14 days before the election meeting. The current President shall not be eligible for nomination to any office.

3. Voting shall be done by secret ballot. A separate ballot shall be cast for each office.

4. The candidate elected shall be the candidate receiving the most votes. In the case of a tie, a ballot shall be held between only those candidates tied in.

5. There shall be no absentee voting or proxies.

6. A quorum, as defined in the Constitution must be present to hold elections.

7. Ballots shall be tabulated by a separate committee appointed by the Executive Committee. A nominated person cannot be a member of this committee.

8. Officers shall be elected in this order:

- i. President
- ii. Vice President
- iii. Treasurer

V. Conduct of Meetings

1. The presiding officer at any meeting shall be the highest ranking officer present, as determined from the following list:

- i. President
- ii. Vice President
- iii. Treasurer

2. Meetings shall be conducted according to standard parliamentary procedure, as given in Robert's Rules of Order.

CONSTITUTION OF THE GRADUATE MICROBIOLOGY STUDENT ASSOCIATION

Article I Name

The name of this organization shall be the Graduate Microbiology Student Association. Hereinafter, it shall be referred to as the GMSA.

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 graduate microbiology students of NCSU.

Article III Membership

Section 1. General Membership

The membership shall consist of all graduate microbiology students.

Section 2. Steering Committee

- A. The GMSA Steering Committee shall be composed of (1) one representative from each laboratory; (2) officers of the GMSA; (3) an ex officio representative from the Microbiology Graduate Faculty.
- B. A laboratory shall consist of all Graduate Students under the direction of a Microbiology Faculty member who serves as the students Graduate Committee Chairman.
- C. Each laboratory representative shall be elected or appointed by the graduate students in the lab.

Article IV Amending the Constitution and By-Laws

- A. Amendments to the constitution and to the by-laws shall be presented in writing by any member of the association to the steering committee. Upon passage by simple majority of steering committee members present, the amendment will be subjected to approval by the general membership. This approval will be by written ballot returned within one week. Two-thirds majority of the ballots returned will be required for passage.
- B. All amendments to this constitution or it's by-laws shall be subject to approval by the Student Government and the Graduate Student Association. Such amendments shall not take effect until and unless they are ratified as provided for in the Student and/or Graduate Student Association Constitutions.

Article V By-Laws

Section 1 - Elections of Officers

- A. The permanent offices shall be those of President, Vice-President, Secretary/Treasurer, Faculty liaison.
- B. The President shall be elected by a plurality of votes cast by all members of the GMSA. Voting will be done by written ballot with a one week period for return of ballots.
- C. Vice-President, Secretary/Treasurer and Faculty liaison will be elected by a plurality of votes cast by the steering committee. These offices must be filled by members of the steering committee.
- D. Elections shall be held in April of each year or by special election if an office becomes vacant. Special election of the President shall be no more than one month after the vacancy. Special election of other officers shall be at the next regularly scheduled meeting of the steering committee.

Section 2 - Removal of Officers

- A. An officer may resign by submitting a written notification to the Secretary/Treasurer at the regular meeting before the effective date of the resignation.
- B. An officer may be removed from office by a two-thirds vote of the steering committee 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 GMSA meetings, appoint GMSA committees and their chairpersons, represent the GMSA at University or Student Government functions, call GMSA elections whenever necessary, prepare an annual budget, and be an Alternative Representative of the graduate microbiology students at Graduate Student Association meetings.
- B. The Vice-President shall preside over GMSA meetings at the request or the absence of the President, serve as member of every GMSA committee, and at the President's request substitute for him at University or Student Government functions. The Vice-President shall be the Representative of the graduate microbiology students at all meetings of the Graduate Student Association.
- C. The Secretary/Treasurer shall maintain all minutes of the GMSA meetings, circulate copies to the members, maintain a roll of members, be responsible for GMSA correspondence and its publications, and provide a reference copy of Robert's Rules of Order at each meeting. The Secretary/Treasurer shall also keep the GMSA finance records and carry out any other duties appropriate to treasury officer.
- D. The faculty liaison shall represent the GMSA at all departmental faculty meetings.

Section 4 - Voting

Each Representative or Alternate shall have one vote. The presiding officer shall vote only to make or break a tie. Other officers shall vote only as a Representative or Alternate. A quorum of 1/2 the active voting membership is required to conduct a vote.

Section 5 - Meetings

Meetings of the GMSA shall be held at least once during the school year. Meetings of the steering committee shall be held once per month of the school year. Meetings of either group can be called to order as deemed necessary by the president of the GMSA. Meetings shall be open to all graduate microbiology 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.

Article VI Committees

Section 1 - Standing Committee

- A. Committee on symposia and speakers, lecturers, etc. shall be composed of at least three GMSA members appointed by the president of GMSA. It shall be the duty of this committee to organize the microbiology graduate student symposium in the fall of each school year.
- B. Social committee shall be composed of at least three GMSA members appointed by the President of the GMSA. It shall be the duty of the committee to organize all extracurricular activities requested by the steering committee.

Section 2 - 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 President. Ad hoc committees shall be disbanded by a simple majority of votes present.



North Carolina State University
Division of Student Affairs

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December 17, 1986

Ms. Helen Caprioglio, President
Microbiology Graduate Student Association
4626 Gardner
Box 7615
NCSU Campus

Dear Ms. Caprioglio:

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,

A handwritten signature in dark ink, appearing to read "R. S. Bryan, Jr." with a stylized flourish at the end.

Robert S. Bryan, Jr.
Assistant Director
Student Development

RSBjr/ml

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