

North Carolina State University  
Plant Pathology Graduate Student Association  
Constitution (Revised Spring 2005)

**Article I Name and Objectives**

- Section 1 This organization shall be known as the Plant Pathology Graduate Student Association (PPGSA).
- Section 2 The objectives of this Association shall be to act as a liaison between the graduate students and the faculty of the Department of Plant Pathology, assist in departmental functions when called upon to do so, and to offer suggestions to the department head concerning the improvement of departmental policies and procedures.
- Section 3 Special areas of interest to the Association include the following:
- A. Grievances that involve both faculty and students and problems unique to graduate students.
  - B. Recruitment and orientation of new graduate students.
  - C. Improvement of facilities and curriculum by presenting to the department head suggestions made by the graduate student body and approved by the association.
  - D. Development of activities to improve cohesiveness of the graduate student body within the department.
  - E. Any other matters of interest to the Association's graduate students.

**Article II Membership**

- Section 1 The association shall be open to all plant pathology graduate students at North Carolina State University.
- Section 2 A graduate student advisor shall be elected from the faculty as a non-administrative, non-voting member to aid the graduate students in personal concerns. The advisor's term shall extend as long as the advisor wishes to serve, at which point the association will elect a new advisor.

**Article III Election and Removal of Officers**

- Section 1 There shall be Graduate Student Council consisting of elected officers. The council shall consist of a President, Vice President, Secretary, University Graduate Student Association (UGSA) Representative, Social Chair, and Student Recruitment Chair, and Electronic Communications Officer.

Section 2 Election of Officers

- A. Nominations will be taken for officers during the latter part of the spring semester followed by the election of Officers at the end of the semester. Officers shall serve for a term of one year from the time of election.
- B. To be eligible to be an officer in the council, a student must have been a member of the department for the preceding semester, with the exception of the President who must have been a member of the department for the preceding two semesters. In case of returning students, this rule is waived. Unless called to do so under special circumstances, officers shall serve for only one year in any capacity during their tenure as a student.

Section 3 Removal of Officers

- A. In the event that an officer is unable to perform their duties, the President will hold a special election to fill the position until the next election. In the case of the President being unable to perform his or her duties, the Vice-President shall fill the position and a special election will be held to fill the Vice-President opening until the next election. Students elected to fill such a position, may still be elected to serve in that position for another full term
- B. If an Officer is not fulfilling his or her duties, a special meeting of the Association shall be called to determine what action needs to be undertaken. A majority vote is required for any action.

**Article IV Officers and Duties of the Same**

Section 1 The Office of President

The President shall:

- A. Attend all required departmental faculty meetings
- B. Chair the Special Events Committee
- C. Organize lunch or dinner meetings per departmental request
- D. Oversee and delegate any additional responsibilities as required by the department
- E. Maintain Association notes and materials

Section 2 The Office of Vice-President

The Vice-President shall:

- A. Act as alternate for required faculty meetings
- B. Assist the president in his or her duties
- C. Head the finance committee

- Section 3    The Office of Secretary  
The Secretary shall:  
A. Record the meeting of each PPGSA meeting, report results in a timely manner and provide an electronic copy to the Electronic Communications Officer  
B. Assist the Electronic Communications Officer as need arises
- Section 4    The Office of University Graduate Student Association (UGSA) Representative  
The UGSA Representative shall:  
A. Attend monthly meetings of the UGSA  
B. Serve on UGSA standing committee as required by UGSA  
C. Relay pertinent information to the Association in a timely manner  
D. Ensure an alternate is present at UGSA meetings if the primary representative is unable to attend
- Section 5    The Office of Social Chair  
The Social Chair shall:  
A. Chair the standing social committee
- Section 6    The Office of Student Recruitment Chair  
The Student Recruitment Chair shall:  
A. Aid in departmental participation in the University open house  
B. Work with departmental Student Recruitment Committee to organize recruitment activities
- Section 7    The Office of Electronic Communication Officer  
The Electronic Communications Officer shall:  
A. Maintain the Association's portion of the Departmental website  
B. Work with the Association officers to provide and maintain prompt and reliable flow of information from the Association to its members

#### **Article V Meetings**

- Section 1    The Association shall meet each month in the fall and spring semesters and at other times when the need arises. The President shall see that seven days notice of an upcoming meeting is given to members of the GSA. The President or majority of the student members of the association may call special meetings.

#### **Article VI Committees**

- Section 1    Standing committees shall be organized at the time of officer elections. The President shall make provision for any standing or special committee as needs arise

## Section 2 Standing Committees

- A. The standing committees shall be:
  - 1. Social
  - 2. Special Events
  - 3. Finance
- B. The members of these committees shall be volunteers. In the event that enough members cannot be obtained in this manner, the President will appoint members to these committees.
- C. Each committee shall have the following chairs and members:
  - 1. Social: Social chair and volunteers (min. 4)
  - 2. Special Events: President and volunteers (min. 3)
  - 3. Finance: Vice-President and volunteers (min. 3)

## Section 3 Duties of Standing Committees

- A. The Social committee shall:
  - 1. Organize and plan social activities for graduate students and provide photos from events to the electronic communications officer
  - 2. Promote graduate student engagement and participation in social affairs
  - 3. Set up cookies and coffee for weekly departmental seminar
- B. The Special Events committee shall:
  - 1. Be responsible for planning of the Master's Symposium and the Rosie Perez Seminar
  - 2. Prepare and submit a UGSA block grant proposal once or twice a year to fund these events in conjunction with the Finance committee and another department or special interest group
- C. The Finance committee shall:
  - 1. Maintain the Association finances in good standing
  - 2. Prepare an annual budget proposal for submission to and approval by the Association, followed by a review at the end of the academic year.
  - 3. Be responsible for one fundraising activity per academic semester
  - 4. The chair shall work with the departmental accountant for purchases and other expenditures
  - 5. Prepare and submit a UGSA block grant proposal once or twice a year in conjunction with the Special Events committee and another department or special interest group

- Section 4 Departmental Committee Graduate Student Representatives  
A. Graduate Students shall serve on departmental committees at the Department Head's request

**Article VII Constitution**

- Section 1 This constitution must be adopted by a majority vote of the resident graduate students.
- Section 2 *Changes in this constitution may be made at a proposal through the association and must be approved by a two-thirds vote of the resident graduate students. However, no vote on any change can take place before 30 days has elapsed since the time of the original proposal to the association.*

### III. Graduate Student Association Constitution (Revised Spring, 1993)

#### I. Name of Organization:

The Plant Pathology Graduate Student Association.

#### II. Objectives:

To act as a liaison between the graduate students and the faculty of the Department of Plant Pathology for assistance in the functioning of the Department of Plant Pathology when called upon to do so, and to offer suggestions to the department head concerning the improvement of departmental policies and procedures.

Areas of interest to the association include the following:

- A. Grievances which involve both faculty and students and problems unique to graduate students.
- B. Assistance in departmental functions when called upon to do so.
- C. Recruitment and orientation of new graduate students.
- D. Improvement of facilities and curriculum by presenting to the department head suggestions made by the graduate student body and approved by the association.
- E. Assisting in organization of travel arrangements for students to and from scientific meetings and the corresponding accommodations at the meetings.
- F. Any other matter of interest to graduate students.

#### III. Membership:

The association will consist of all graduate students majoring in plant pathology. There shall be a **Graduate Student Council** representing the GSA. The council of the association shall consist of elected officers. The officers and their duties are as follows:

- A. The officers of the council shall consist of a President, Secretary, Treasurer, Representative to the N.C. State Graduate Student Association, Alternate for the Representative to the N.C. State Graduate Student Association, and a Discussion Group Coordinator. Nominations will be taken for officers during the latter part of the Spring semester followed by the election of Officers in April. Officers shall serve for a term of one year.
- B. To be eligible to be an officer in the council, a student must have been a member of the department for the preceding semester. In case of returning students, this rule is waived. Unless so called to do so under special circumstances, officers shall serve for only one year in any capacity during their tenure as a student.

C. In the event that the President cannot fulfill his/her term, an interim President will be chosen by the students until the next election. The outgoing President will be responsible for a general report or summary of the association's activities.

D. The President's duties shall be to:

- 1) Schedule regular meetings and notify students of such scheduled meetings.
- 2) Organize the students' role in the recruitment of prospective students.
- 3) Forward any grievance(s), concerns, suggestions, etc. to the department head if so requested by the students.
- 4) Forward any grievance(s), concerns, suggestions, information, etc. from the department head/faculty to the students.
- 5) Organize and/or delegate duties related to special events or activities in which the students are involved.
- 6) Help organize the process of election of new officers.
- 7) Be responsible for the assignment of desk space to new students after consultation with faculty and students.
- 8) Prepare an annual summary of association activities.
- 9) Assist in the arrangement of travel for students attending scientific meetings where applicable.

E. The Secretary's duties shall be to:

- 1) Record the minutes of meetings with subsequent distribution to students. He/she will keep a permanent, chronological file of all association business in the Plant Pathology Library.
- 2) Assist in the election process to see that all elections are carried out promptly.
- 3) Various other tasks designated by the association or its President.
- 4) Organize, arrange, and maintain bulletin boards in the department in which information pertinent to student interest is maintained.

F. The Treasurer's duties shall be to:

- 1) Keep a dutiful and accurate record of all account(s) of the association.
- 2) Be responsible for transactions by the association.
- 3) Be responsible for collection of yearly dues of students and the record thereof.

G. The GSA Representative's duties shall be to:

- 1) Attend meetings of the N.C. State Graduate Student Association.
- 2) Keep students informed of pertinent information, activities, and events by the N.C. State GSA relevant to the Plant Pathology GSA.
- 3) Notify the GSA Alternate if unable to attend meetings.

H. The GSA Alternate's duties shall be to:

- 1) Attend meetings of the N.C. State Graduate Student Association if GSA Representative cannot attend.
- 2) Be prepared to deliver information to Plant Pathology GSA from the N.C. State GSA.

I. The Discussion Group Coordinator's duties shall be to:

- 1) Assist in the organization of discussion groups each semester.
- 2) Keep a record of present discussion groups and topics for availability to interested students and prepare a written report for the Departmental Annual Summary of Activities that includes name of discussion group, topic, student coordinator(s), faculty advisor(s), and a list of presentation titles, dates, and presenter(s) for each discussion group.
- 3) Keep students informed of the status of discussion groups and the necessary steps of organization and attendance of the various groups.

**IV. Meetings:**

Typically, one meeting will be held each month of the school year and at other times when the need arises. The President shall see that seven days notice of an upcoming meeting is given to members of the GSA. Special meetings may be called by the President or majority of the student members of the association.

**V. Constitution:**

This constitution must be adopted by a majority vote of the resident graduate students. Changes in this constitution may be made at a proposal through the association and must be approved by 2/3 vote of the resident graduate students. However, no vote on any change can take place before 30 days has elapsed since the time of the original proposal to the association.





# North Carolina State University

Department of Student Development  
Division of Student Affairs

Box 7314, Harris Hall  
Raleigh, NC 27695-7314  
(919) 515-2441  
FAX: (919) 515-2376



September 23, 1994

Carmen S. Brown  
Plant Pathology Graduate Student Association  
Box 7616, NCSU Campus

Dear Carmen:

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.

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 horizontal line extending to the right.

Robert S. Bryan, Jr.  
Associate Director  
Student Development

cc: President, Student Government  
Dick Parham, Reservations, Student Center  
Catherine Kuhary, Registration and Records  
Reservation, African-American Cultural Center

10-2-85

Ms. Reiman  
Office of Student Development  
Box 7314  
214 HARRIS HALL

DEAR Ms. Reiman:

Enclosed please find a copy of the Constitution for The Plant Pathology GRADUATE Student Council. The constitution, together with the list of our officers below, is sent to you as per your requirement for registration.

CHAIRMAN - Tom Creswell 107 master Ct  
SECRETARY - Rebecca Pulliam Cary NC 27511  
469 9507  
TREASURER - Bonnie Gintis  
GSA - Representative - SANDI Meier  
GSA - Alternate - Mike Munster

Sincerely,  
Tom Creswell



North Carolina State University  
Division of Student Affairs

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

October 4, 1985

Tom Creswell  
Plant Pathology Graduate Student Council  
107 Master Court  
Cary, NC 27511

Dear Tom:

Upon reviewing the constitution of the Plant Pathology Graduate Student Council, I discovered that the disclaimer required by the university was not in your constitution. On the attached sheet, I have circled the disclaimer that is needed. Please see that it is included in your constitution and then send us a copy of your revised constitution.

Sincerely,

A handwritten signature in cursive script that reads "Melody Lancaster".

Melody Lancaster  
Student Development

### III. GRADUATE STUDENT COUNCIL

CONSTITUTION (Revised Spring, 1975)

#### I. Name of Organization:

The Plant Pathology Graduate Student Council.

#### II. Objectives:

To act as a liaison between the graduate students and the faculty of the Department of Plant Pathology for assistance in the functioning of the Department of Plant Pathology when called upon to do so, and to offer suggestions to the Department Head concerning the improvement of departmental policies and procedures.

Areas of interest to the council include the following:

- A. Grievances which involve both faculty and students and problems unique to graduate students.
- B. Assistance in departmental functions when called upon to do so.
- C. Orientation of new graduate students.
- D. Improvement of facilities and curriculum by presenting to the Department Head suggestions made by the graduate student body and approved by the council.
- E. Any other matter of interest to graduate students.

#### III. Membership:

The council will consist of all graduate students majoring in plant pathology and 2 non-voting faculty advisers. Selection of officers of the council and their various duties are as follows:

- A. The officers of the council shall consist of a chairman, secretary, representative to the N. C. State Graduate Student Association, and 2 faculty advisers. Officers will be elected at the beginning of the spring semester and shall serve for 1 year. At this time, the students will suggest the names of several faculty members that they would like as faculty advisers. The names suggested by the students will be turned over to the Department Head and faculty for further

action.

- B. To be eligible to be an officer in the council, a student or faculty member should have been a member of the Department for the preceding semester. In case of returning students and faculty, this rule is waived.
- C. A chairman will be elected. In the event he/she can no longer serve, an interim chairman will be chosen until the next election. The outgoing chairman will be responsible for a general report of the council's activities.
- D. A secretary will be elected. His/her duties shall be:
  - 1) Recording of the minutes of any meeting with subsequent distribution to all faculty and students. He/she will keep a permanent, chronological file of all council business in the Plant Pathology Library.
  - 2) See that all elections are carried out promptly.
  - 3) Various other tasks designated by the council or its chairman.
- E. One council member will be appointed by the chairman to be in charge of orientation of new students.
- F. Role of faculty members: Faculty members shall act as advisers and shall transmit departmental policies and decisions to the council. They may also be asked to assist the council in the presentation of suggestions to the Department Head and/or faculty.

IV. Meetings:

One meeting will be held each month of the school year. The chairman of the council shall see that 7 days notice of an upcoming meeting is given to members of the council. Special meetings may be called by a majority of the student members of the council.

V. Constitution:

This constitution must be adopted by majority vote of the resident graduate students. Changes in this

constitution may be made at a proposal through the council and must be approved by 2/3 vote of the resident graduate students. However, no vote on any change can take place before 30 days has elapsed since the time of the original proposal to the council.



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 13, 1985

Tom Creswell  
Plant Pathology Graduate Student Council  
Box 7616  
NCSU Campus

Dear Mr. Creswell:

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 black ink, appearing to read "R. S. Bryan, Jr.", with a long horizontal stroke extending to the right.

Robert S. Bryan, Jr.  
Assistant Director  
Student Development

RSBjr/ml

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

### III. GRADUATE STUDENT COUNCIL

CONSTITUTION (Revised Fall, 1985)

#### I. Name of Organization:

The Plant Pathology Graduate Student Council.

#### II. Objectives:

To act as a liaison between the graduate students and the faculty of the Department of Plant Pathology for assistance in the functioning of the Department of Plant Pathology when called upon to do so, and to offer suggestions to the Department Head concerning the improvement of departmental policies and procedures.

Areas of interest to the council include the following:

- A. Grievances which involve both faculty and students and problems unique to graduate students.
- B. Assistance in departmental functions when called upon to do so.
- C. Orientation of new graduate students.
- D. Improvement of facilities and curriculum by presenting to the Department Head suggestions made by the graduate student body and approved by the council.
- E. Any other matter of interest to graduate students.

#### III. Membership:

The council will consist of all graduate students majoring in plant pathology and 2 non-voting faculty advisers. Selection of officers of the council and their various duties are as follows:

- A. The officers of the council shall consist of a chairman, secretary, treasurer, representative to the N.C. State Graduate Student Association, alternate representative to the N.C. State Graduate Student Association, discussion group coordinator, and 2 faculty advisers. Officers will be elected at the beginning of the spring semester and shall serve for 1 year. At this time, the students



will suggest the names of several faculty members that they would like as faculty advisers. The names suggested by the students will be turned over to the Department Head and faculty for further action.

- B. To be eligible to be an officer in the council, a student or faculty member should have been a member of the Department for the preceding semester. In case of returning students and faculty, this rule is waived.
- C. A chairman will be elected. In the event he/she can no longer serve, an interim chairman will be chosen until the next election. The outgoing chairman will be responsible for a general report of the council's activities.
- D. A secretary will be elected. His/her duties shall be:
  - 1) Recording of the minutes of any meeting with subsequent distribution to all faculty and students. He/she will keep a permanent, chronological file of all council business in the Plant Pathology Library.
  - 2) See that all elections are carried out promptly.
  - 3) Various other tasks designated by the council or its chairman.
- E. A treasurer will be elected. His/her duties shall be to keep an orderly record of the council's funds and to report on the funds at meetings as requested by the chairman.
- F. A representative and alternate to the N.C. State Graduate Student Association shall be elected. Their duties shall be to serve as liaison to the GSC and report on GSC activities.
- G. A discussion group coordinator will be elected. His/her duties shall be those described in Guidelines for Discussion Groups, contained in the Plant Pathology Graduate Student Handbook.
- H. Role of faculty members: Faculty members shall act as advisers and shall transmit departmental policies and decisions to the council. They may

also be asked to assist the council in the presentation of suggestions to the Department Head and/or faculty.

IV. **Meetings:**

One meeting will be held each month of the school year. The chairman of the council shall see that 7 days notice of an upcoming meeting is given to members of the council. Special meetings may be called by a majority of the student members of the council.

V. **Constitution:**

A. Amendments to the constitution or by-laws shall be presented by members of the council 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 two-thirds of the members present and voting shall be required.

B. All amendments to this constitution or by-laws shall be subject to the approval of the Student Council.

C. 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.

CHANGES TO THE GSC CONSTITUTION

Article III. Membership:

A. The officers of the council shall consist of a chairman, secretary, treasurer, representative to the N.C. State Graduate Student Association, alternate representative to the N.C. State Graduate Student Association, discussion group coordinator, and two faculty advisers.

E. A treasurer will be elected. His/her duties shall be to keep an orderly record of the council's funds and to report on the funds at meetings as requested by the chairman.

F. A representative and alternate to the N.C. State Graduate Student Association shall be elected. Their duties shall be to serve as liaison to the GSA and report on GSA activities.

G. A discussion group coordinator will be elected. His/her duties shall be those described in Guidelines for Discussion Groups, contained in the Plant Pathology Graduate Student Handbook.

Delete the current Section E.

Rename Section F as Section H.

Substitute the following for the current Article V.

Article V. Constitution

A. Amendments to the constitution or by-laws shall be presented by members of the council 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 two-thirds of the members present and voting shall be required.

B. All amendments to this constitution or by-laws shall be subject to the approval of the Student Government.

C. 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.