

9/7/2006

POULTRY SCIENCE GRADUATE STUDENT ASSOCIATION

Constitution

Article I. Name

Any graduate students of North Carolina State University in the Department of Poultry Science can be member of the Poultry Science Graduate Student Association (PSGSA), inclusive of those students engaged in postdoctoral research. In addition, any graduate student enrolled in a major that is inter-departmental by nature may, at his or her own discretion, become a member of PSGSA provided that his or her academic pursuits involve activities at the Department of Poultry Science in some capacity. The validity of any challenges to the eligibility of a member will be decided by the PSGSA council.

Article II. Membership and Dues

Section 1 - Membership

Active member is any student registered in graduate courses in Poultry Science, who is paying dues and actively participates in the PSGSA activities.

Section II – Dues

Dues are to be collected by the treasurer at the beginning of each academic year. The amount to be paid shall be defined by vote at the first meeting of that academic year.

Article III. The PSGSA Council

Section 1 – Definition

The PSGSA Council shall be the governing body of the PSGSA.

Section 2 – Objectives

The PSGSA Council shall be (1) the school council for the Poultry Science Graduate Student Association; (2) represent the graduate students of the Department of Poultry Science in any matter which may affect the welfare of the graduate students; (3) disseminate information of interest or importance to the graduate students of the Department of Poultry Science; (4) provide a forum for discussion of problems and other matters of importance to the graduate students; (5) provide services to the graduate students of the Department of Poultry Science; and (6) serve as a liaison between the graduate students of the Department of Poultry Science and the Graduate Student Association; (7) provide a liaison between faculty, staff, and graduate students of the Department of Poultry Science; (8) provide a liaison between the Poultry Science Club and the graduate students.

Section 3 – Council Composition

- A. The PSGSA Council shall be composed of officers of the PSGSA and the advisors.
- B. Each officer shall be a graduate student in good academic standing, and be an active member of PSGSA.

Article IV. Amendments

Amendments to this constitution shall be passed by a simple majority of the votes present at the second reading of the proposed amendment. The first and second readings shall occur at consecutive regular meetings at which a quorum is present. Such amendment shall not take effect until they have been ratified by a 2/3 vote.

Article V. By-laws

Section 1 – Election of officers and representatives to GSA

- A. The permanent officers shall be those of President, Vice-president, Secretary, Treasurer, and UGSA Representative.
- B. Regular elections shall be held in August of each year at a regular meeting. Such elections shall be announced by the presiding officer at the previous regular meeting.
- C. Newly-elected officers shall assume office at the next meeting.
- D. Temporary officers may be created for specified term to perform specified duties by a simple majority of votes present. The term specified for such temporary offices shall not pass the next regular election.
- E. Special elections shall be held whenever one of the offices becomes vacant or whenever a temporary office is created. All vacancies shall be announced by the presiding officer at the first possible meeting. The elections shall be at the next regular meeting.
- F. Nominations of candidates shall come from the floor.
- G. Elections shall be by simple majority of votes cast. If no person receives a majority vote, two candidates receiving the most votes shall be an immediate runoff.

Section 2 – Removal of officers

- A. An officer may resign by submitting a written letter of notification to the PSGSA council at the regular meeting prior to the effective date of resignation.
- B. An officer or representative to UGSA may be removed by a two-thirds majority of the votes present at the next regular meeting after one at which the motion for removal is introduced.

Section 3 – Duties of the officers and representatives to GSA

- A. **The president shall:** (1) Call and preside over the PSGSA as well as any PSGSA council meetings; (2) Appoint committees and their chairperson unless otherwise specified herein; (3) Call PSGSA elections whenever

necessary; (4) Represent the PSGSA at University and Student Government functions; and (5) Shall oversee the transfer of responsibilities to the newly elected officers.

- B. **The Vice-president shall:** (1) Preside over PSGSA council meetings at request of or in the absence of the President; (2) Assume all duties and responsibilities of the office of the President in his or her absence; (3) Act as a proxy for the President at University or Student Government functions at the President's request.
- C. **The secretary shall:** (1) Record and maintain minutes of the PSGSA and PSGSA council meetings and circulate copies of the minutes to the council members; (2) Maintain a roll of members and call the roll whenever a roll call vote is taken; (3) Shall be responsible for all voting by proxy and (4) prepare and carry out PSGSA correspondence.
- D. **The treasurer shall:** (1) Keep financial records of the PSGSA; (2) Prepare an annual budget proposal for submission and approval at a meeting of the PSGSA council, (3) oversee disbursement of funds for PSGSA activities.
- E. **UGSA representatives and alternates shall:** (1) Attend all monthly council meetings to qualify for the UGSA's annual rebate, with the possibility of missing 2 meetings. (2) Act as liaison between the PSGSA and UGSA. (3) Nominate an alternate to go to UGSA council meeting in case the representative can not be present.

Section 4 – Quorum

A quorum shall consist of one third of all members showing active membership, and no vote may be taken unless a quorum is present. The Secretary shall take roll at the beginning of each meeting, record the names of the representatives or alternates present, and announce whether or not a quorum is present.

Section 5 – Voting

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

Section 6 – Meetings

Regular meetings shall be held at least once a month during the school year, except December, and during Summer Sessions. Meetings shall be open to all graduate students of the Department of Poultry Science of North Carolina State University, and guests but non-members shall not vote. Procedure shall be in accordance with Robert's Rule of Order. The date of the next meeting shall be announced at each meeting. Voting by proxy shall be allowed for amendments and the election of officers. The member wishing to vote by proxy shall provide a reasonable excuse for not being able to attend the upcoming meeting and provide a written letter of authorization to the secretary.

POULTRY SCIENCE GRADUATE STUDENT ASSOCIATION

Constitution

Article I. Name

The name of this organization shall be the Poultry Science Graduate Student Association. It shall be hereafter referred to as the PSGSA.

Article II. Membership

All graduate students of North Carolina State University in the Department of Poultry Science shall be members of PSGSA inclusive of those students engaged in postdoctoral research.

Article III. The PSGSA Council

Section 1--Definition

The PSGSA Council shall be the governing body of the PSGSA.

Section 2--Objectives

The PSGSA Council shall be: (1) The school council for the Poultry Science Graduate Student Association; (2) To represent the graduate students of the Department of Poultry Science in any matter which may affect the welfare of the graduate students; (3) To disseminate information of interest or importance to the graduate students of the Department of Poultry Science; (4) To provide a forum for discussion of problems and other matters of importance to the graduate students; (5) To provide services to the graduate students of the Department of Poultry Science; and (6) Serve as a liaison between the graduate students of the Department of Poultry Science and the Graduate Student Association.

Section 3--Council Composition

A. The PSGSA Council shall be composed of: Officers of the PSGSA and the advisors.

B. Each officer shall be a graduate student in good academic standing.

C. In addition, any graduate student enrolled in a major that is inter-departmental by nature may, at his or her own discretion, become a member of PSGSA provided that his or her academic pursuits involve the Department of Poultry Science in some capacity. The validity of any challenges to the eligibility of a member will be decided by the PSGSA Council.

Article IV. Amendments

Amendments to this constitution shall be passed by a simple majority of the votes present at the second reading of the proposed amendment. The first and second readings shall occur at consecutive regular meetings at which a quorum is present. Such amendments shall not take effect until they have been ratified by a 2/3 vote.

Article V. By-laws

Section 1-- Election of officers and representatives to GSA.

- A. The permanent officers shall be those of President, Vice-president, Secretary, Treasurer, Parliamentarian and President-Elect.
- 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. Newly-elected officers shall assume office at the next meeting.
- D. Temporary offices may be created for a specified term to perform specified duties by a simple majority of votes present. The term specified for such temporary offices shall not extend past the next regular election.
- E. 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. The elections shall be at the next regular meeting.
- F. Nominations of candidates shall come from the floor.
- G. Elections shall be by a simple majority of votes cast. If no person receives a majority vote, two candidates receiving the most votes shall have an immediate runoff.

Section 3--Removal of Officers

- A. An officer may resign by submitting a written notification to the president at the regular meeting prior to the effective date of resignation.
- B. An officer or representative to GSA may be removed by a two-thirds majority of the votes present at the next regular meeting after the one at which the motion for removal is introduced.

Section 4--Duties of the Officers and Representatives to GSA

A. The president shall: (1) Call and preside over the PSGSA as well as any PSGSA council meetings; (2) Appoint committees and their chairpersons unless otherwise specified herein; (3) Call PSGSA Elections whenever necessary; and (4) Represent the PSGSA at University and Student Government functions;

B. The Vice-President shall: (1) Preside over PSGSA council meetings at the request of or in the absence of the President; (2) Assume all duties and responsibilities of the office of the president in his or her absence (3) Act as a proxy for the president at University or Student Government functions at the president's request.

C. The Secretary shall: (1) Record and maintain minutes of the PSGSA and PSGSA council meetings and circulate copies of the minutes to the council members; (2) Maintain a roll of members and call the roll whenever a roll call vote is taken; and (3) Prepare and carry out PSGSA correspondence.

E. The parliamentarian shall: (1) Maintain parliamentary procedure at PSGSA and PSGSA Council meetings and have a copy of Robert's Rules of order present at each meeting; and (2) Assume any additional responsibilities at the President's request.

F. The President-Elect shall: (1) Accompany the president to any PSGSA or PSGSA council meetings or any other meeting at the request of the president.

G. GSA Representatives and alternates shall: Attend at least 7 of 11 monthly council meetings to qualify for the GSA's annual rebate. Act as a liaison between the PSGSA and GSA.

Section 6--Quorum

A quorum shall consist of one-third of all members showing active membership, and no vote may be taken unless a quorum is present. The Secretary shall take roll at the beginning of each meeting, record the names of the representatives or alternates present, and announce whether or not a quorum is present.

Section 7--Voting

Each Representative shall have one vote. The presiding officer shall vote only to make or break a tie.

Section 8--Meetings

Regular meetings shall be held at least once a month during the school year, except December. Meetings shall be open to all graduate students of the Department of Poultry Science of North Carolina State University, and guests but non-members shall not vote. Procedure shall be in accordance with Robert's Rule of Order. The date of the next meeting shall be announced at each meeting.

Section 9--Travel Funds

The PSGSA council is responsible for all correspondence concerning funds allocated to members for travel purposes. Eligibility to receive funds will be determined from a list of requirements brought to the floor and passed by a simple majority of votes present. To apply for travel funds, a member must submit to the council a statement of projected costs 60 days prior to the date of travel which includes: the destination of travel, the purpose of travel, registration cost, projected cost per diem (housing and food) for class B travel. The PSGSA council will determine the amount each applicant is to receive in accordance with the budget. Upon return the applicant must show proof of travel in the form of a receipt.

**CONSTITUTION OF POULTRY SCIENCE
GRADUATE STUDENT ASSOCIATION**

Article I Name

The name of this organization shall be the Poultry Science Graduate Student Association. It shall be hereinafter referred to as the PSGSA.

Article II Objectives

The objectives of this organization shall be: (1) To be the representative body for graduate students in the Poultry Science Department in all matters affecting the general welfare of said body; (2) To disseminate information of interest or importance to the students; (3) To promote the interaction of graduate students in different research areas within the department; (4) To promote effective personal communication between the graduate students and all department personnel.

Article III Membership

All fee-paying students engaged in a course of study under the guidance of a major professor that is on the faculty of the Poultry Science Department is entitled to membership.

Article IV Amending the Constitution and By-Laws

Section I -- Amendments to this constitution or by-laws shall be passed by a two-thirds majority of the voting members present provided a quorum is present. The proposed amendment must be circulated in writing to all members at least one week prior to a called meeting of the membership.

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

Section III--Any article of the 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 I -- Election of Officers

- A. The permanent officers shall be those of Chairman and Vice-Chairman.
- B. Officer elections will be held during a scheduled meeting in the month of April or May.
- C. Special elections may be held whenever an office becomes vacant.
- D. Nominations of candidates shall be from the floor.
- E. Election shall be by a simple majority.

Section II -- Removal of Officers

- A. An officer may resign by submitting a written notification to the remaining officer at least one week prior to the effective date.

- B. An officer may be removed from the office by a two-thirds vote at a called meeting no sooner than one week after the motion is presented in writing to the Chairman.

Section III-- Duties of the Officers

- A. The Chairman shall call and preside over all meetings, represent the PSGSA at departmental functions, call elections when necessary, and function as the local representative to the Graduate Student Association.
- B. The Vice-Chairman shall function in the capacity of the Chairman in his/her absence. Additionally, the Vice-Chairman shall serve as Secretary-Treasurer for the PSGSA.

Section IV -- Quorum

A quorum shall consist of three-fourths of the membership.

Section V -- Voting

Each member shall have one vote. The Chairman may vote to make or break a tie.

Section VI -- Appropriation of Funds

Appropriation of funds shall be decided by the membership.

Section VII-- Meeting

All meetings shall be called by the Chairman whenever said meetings are deemed necessary, useful, or at the request of a member.



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 9, 1986

Roger Lien, Chairman
Poultry Science Graduate Student Assoc.
29 Scott
Box 7608
NCSU Campus

Dear Mr. Lien:

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

POULTRY SCIENCE GRADUATE STUDENT ASSOCIATION

Constitution

Article I. Name

The name of this organization shall be the Poultry Science Graduate Student Association. It shall be hereafter referred to as the PSGSA.

Article II. Membership

All graduate students of North Carolina State University in the Department of Poultry Science shall automatically be members of PSGSA inclusive of those students engaged in postdoctoral research. In addition, any graduate student enrolled in a major that is inter-departmental by nature may, at his or her own discretion, become a member of PSGSA provided that his or her academic pursuits involve the Department of Poultry Science in some capacity. The validity of any challenges to the eligibility of a member will be decided by the PSGSA Council.

Article III. The PSGSA Council

Section 1--Definition

The PSGSA Council shall be the governing body of the PSGSA.

Section 2--Objectives

The PSGSA Council shall be: (1) The school council for the Poultry Science Graduate Student Association; (2) To represent the graduate students of the Department of Poultry Science in any matter which may affect the welfare of the graduate students; (3) To disseminate information of interest or importance to the graduate students of the Department of Poultry Science; (4) To provide a forum for discussion of problems and other matters of importance to the graduate students; (5) To provide services to the graduate students of the Department of Poultry Science; and (6) Serve as a liaison between the graduate students of the Department of Poultry Science and the Graduate Student Association; (7) To provide a liaison between faculty, staff, and the graduate students of the Department of Poultry Science; (8) To provide a liaison between the Poultry Science Club and the graduate students.

Section 3--Council Composition

A. The PSGSA Council shall be composed of Officers of the PSGSA and the advisors.

B. Each officer shall be a graduate student in good academic standing.

Article IV. Amendments

Amendments to this constitution shall be passed by a simple majority of the votes present at the second reading of the proposed amendment. The first and second readings shall occur at consecutive regular meetings at which a quorum is present. Such amendments shall not take effect until they have been ratified by a 2/3 vote.

Article V. By-laws

Section 1-- Election of officers and representatives to GSA.

- A. The permanent offices shall be those of President, Vice-president, Secretary, Treasurer, and Parliamentarian.
- 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. Newly-elected officers shall assume office at the next meeting.
- D. Temporary offices may be created for a specified term to perform specified duties by a simple majority of votes present. The term specified for such temporary offices shall not extend past the next regular election.
- E. 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. The elections shall be at the next regular meeting.
- F. Nominations of candidates shall come from the floor.
- G. Elections shall be by a simple majority of votes cast. If no person receives a majority vote, two candidates receiving the most votes shall have an immediate runoff.

Section 2--Removal of Officers

- A. An officer may resign by submitting a written notification to the PSGSA council at the regular meeting prior to the effective date of resignation.
- B. An officer or representative to GSA may be removed by a two-thirds majority of the votes present at the next regular meeting after the one at which the motion for removal is introduced.

Section 3--Duties of the Officers and Representatives to GSA

A. The president shall: (1) Call and preside over the PSGSA as well as any PSGSA council meetings; (2) Appoint committees and their chairpersons unless otherwise specified herein; (3) Call PSGSA Elections whenever necessary; (4) Represent the PSGSA at University and Student Government functions; and (5) Shall oversee the transfer of responsibilities to the newly elected officers.

B. The Vice-President shall: (1) Preside over PSGSA council meetings at the request of or in the absence of the President; (2) Assume all duties and responsibilities of the office of the president in his or her absence (3) Act as a proxy for the president at University or Student Government functions at the president's request.

C. The Secretary shall: (1) Record and maintain minutes of the PSGSA and PSGSA council meetings and circulate copies of the minutes to the council members; (2) Maintain a roll of members and call the roll whenever a roll call vote is taken; (3) Shall be responsible for all voting by proxy and (4) Prepare and carry out PSGSA correspondence.

D. The Treasurer shall: (1) Keep the financial records of the PSGSA; (2) Prepare an annual budget proposal for submission and approval at a meeting of the PSGSA Council; and (3) Oversee distribution of travel funds.

E. The parliamentarian shall: (1) Maintain parliamentarian procedure at PSGSA and PSGSA Council meetings and have a copy of Robert's Rules of order present at each meeting; and (2) Assume any additional responsibilities at the President's request.

G. GSA Representatives and alternates shall: Attend at least 7 of 11 monthly council meetings to qualify for the GSA's annual rebate. Act as a liaison between the PSGSA and GSA.

Section 4--Quorum

A quorum shall consist of one-third of all members showing active membership, and no vote may be taken unless a quorum is present. The Secretary shall take roll at the beginning of each meeting, record the names of the representatives or alternates present, and announce whether or not a quorum is present.

Section 5--Voting

Each member shall have one vote. The presiding officer

shall vote only to make or break a tie.

Section 6--Meetings

Regular meetings shall be held at least once a month during the school year, except December. Meetings shall be open to all graduate students of the Department of Poultry Science of North Carolina State University, and guests but non-members shall not vote. Procedure shall be in accordance with Robert's Rule of Order. The date of the next meeting shall be announced at each meeting. Voting by proxy shall be allowed for amendments and the election of officers. The member wishing to vote by proxy shall provide a reasonable excuse for not being able to attend the upcoming meeting and provide a written letter of authorization to the secretary.

Section 7--Travel Funds

The PSGSA council is responsible for all correspondence concerning funds allocated to members for travel purposes. Eligibility to receive funds will be determined from a list of requirements brought to the floor and passed by a simple majority of votes present. To apply for travel funds, a member must submit to the council a statement of projected costs 60 days prior to the date of travel which includes: the destination of travel, the purpose of travel, registration cost, projected cost per diem (housing and food) for class B travel. The PSGSA council will determine the amount each applicant is to receive in accordance with the budget. Upon return the applicant must show proof of travel in the form of a receipt. Members not presenting, judging, chairing, etc. at the meetings shall provide a report to the members of PSGSA at a regular meeting concerning information obtained at the event.