

# Constitution

## Article I Name & Purpose

Section 1. This organization shall be known as the Soil Science Graduate Student Association.

Section 2. The purpose of this organization shall be to lobby the administration on behalf of the soil science graduate students.

## Article II Membership

Section 1. All Soil Science students enrolled in graduate school at North Carolina State University.

## Article III Officers

Section 1. The elective officers shall be as follows: President, Vice President, Secretary, Treasurer, Parliamentarian, Representative, Alternate Representative.

Section 2. Any soil science graduate student that will be enrolled the entire term is eligible for office. Officers shall serve a term of one year. Officers will be elected each August. Elections will be conducted by, but not limited to paper ballots distributed to every Soil Science GSA members mailbox in Williams Hall. An officer may not be reelected to the same office unless no other members are nominated to run for that office. In the event that an office is not filled in an election, or an office becomes vacant, the elected officers shall share the duties of that office until their terms are finished or another election is held. The Parliamentarian shall be responsible for the elections.

Section 3. The Soil Science GSA membership may impeach officers for: ineligibility as specified in Article III, Section 2; failure to perform his or her constitutional duties as specified in this Constitution. Officers may only be impeached with a three-quarter's majority vote of all voting Soil Science GSA members. Impeachment proceedings and voting will take place at regular meetings in the same fashion as other issues as specified in Article VI Section 2.

Section 4. The officers responsibilities shall include, but are not limited to: President: Shall preside over all Soil Science Graduate Student Association meetings; organize the Willie Woltz lecture series; and act as a liaison between the Soil Science Graduate Student Association and the Soil Science administration.

Vice President: Shall attends all Soil Science faculty meetings and report any pertinent information to the other officers at the regular meetings.

Secretary: Shall be responsible for communications including a newsletter that shall contain: summaries of the previous Soil Science Graduate Student Association meeting, a tentative agenda for the next meeting including the issues submitted for discussion. The deadline for the newsletter, that is to be distributed

to all the members of the SSGSA, will be the Monday before the meeting.

**Treasurer:** Shall maintain The Soil Science Graduate Student Associations financial records; spend Soil Science Graduate Student Associations money in a manner consistent with the decisions of the Soil Science Graduate Student Associations membership.

**Seminar Snack Coordinator:** Shall organize weekly seminar snacks by delegating food pick up, preparation, clean up, and any necessary fundraising.

**Parliamentarian:** Shall ensure that the constitution is upheld, and be responsible for elections.

**Representative:** Shall represent the Soil Science Graduate Student Association at North Carolina State University Graduate Student Association meetings, and vote in a manner consistent with the decisions of the Soil Science Graduate Student Associations membership. The Representative shall also report on the North Carolina State University Graduate Student Association meetings at the Soil Science Graduate Student Association bimonthly meetings.

**Alternate Representative:** Shall fulfill the North Carolina State University Graduate Student Association requirement of serving on a committee. Shall represent the Soil Science Graduate Student Association at North Carolina State University Graduate Student Association meetings when the Representative is absent, and vote in a manner consistent with the decisions of the Soil Science Graduate Student Associations membership. The Alternate Representative shall also report on the North Carolina State University Graduate Student Association meetings at the Soil Science Graduate Student Association bimonthly meetings.

Section 5. Any of the duties above may be freely exchanged between consenting officers.

Article IV Dues

Section 1. No dues shall be exacted from members.

Article V Amendments

Section 1. Amendments to the constitution shall be presented by members of the Soil Science Graduate Student Association 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.

Article VI Meetings

Section 1. The officers shall meet on the second Thursday of alternating months at 4:00 PM.

Section 2. Any member of the Soil Science Graduate Student Association may submit any topic for discussion to the council in writing. Any issue

that is received at least one week prior to the meeting will be included in the newsletter and will be discussed at the following meeting. A vote as to what action will be taken can take place at the meeting or be postponed until the following meeting. A two-thirds majority of the members attending the meeting will be necessary before any action is taken. If a two-thirds majority is not reached the issue may again be submitted to the council in writing.

Section 3. Issues that receive a two-thirds majority vote will become the responsibility of a committee. The committees function will be to further research the issue and at such time as is deemed appropriate by the council, carry out any appropriate actions necessary. The committee will consist of at least three Soil Science GSA members at least one of which will be a council member. If there are not three members willing to serve on a specific committee, the issue will be dropped. Any issue that is dropped can be resubmitted to the council in writing as specified in Article VI Section 2.

Section 4. Meetings shall be conducted as follows:

1. Call to order by the President.
2. Treasurers report.
3. Vice Presidents Soil Science faculty meeting report.
4. Representatives report.
5. Committee reports and discussion of old issues.
6. Discussion of new issues.
7. Voting.

Section 5. Soil Science Graduate Student Association meetings shall loosely follow Robert's Rules of Parliamentary Order. The President shall be the final arbiter of the parliamentary rules. The President may limit debate to reasonable time limits and may impose reasonable time limits on individual speeches. A majority of members present may overrule these limits if they so desire. Such a resolution shall be voted upon immediately and without debate.

Section 6. Each member shall have one vote. The President must select the method of voting from the following choices: roll call, show of hands, voice, or secret ballot.

#### Article VII. Willie Woltz Lecture Series

Section 1. The President will be responsible for the organization of the Willie Woltz lecture series. The Parliamentarian will be responsible for the nominations and elections. Elections will be conducted by, but not limited to paper ballots distributed to every Soil Science GSA members mailbox in Williams Hall.

#### Article VIII. Ratification

Section 1. To ratify this constitution, the membership must approve it by a two-thirds majority vote of the membership of the Soil Science Graduate Student Association who participate in the voting.

Section 2. This constitution supersedes in all ways any other constitution the Soil Science Graduate Student Association has ever had.

# Soil Science GSA

## Constitution

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North Carolina State University Graduate Student Association meetings at the Soil Science Graduate Student Association bimonthly meetings.

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GRADUATE STUDENT ASSOCIATION

Constitution

Article I. Name

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

Article II. Membership

All graduate students of North Carolina State University shall be members of the GSA.

Article III. The GSA Council

Section 1 -- Definition

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

Section 2 -- Objectives

- The objectives of this Council shall be: (1) To be the school council for the Graduate School as provided for in the Student Body Constitution; (2) To represent the graduate students of this university in any matter which may affect the welfare of the graduate students; (3) to disseminate information of interest or importance to the graduate students; (4) To provide a forum for discussion of problems and other matters of importance to the graduate students; and (5) To provide services to the graduate student body.

Section 3 -- Council Composition

- A. The GSA Council shall be composed of: (1) Representatives and Alternates from each major; (2) Current Graduate School Senators of the Student Government; and (3) Officers of the GSA.
- B. A chapter shall be an organization consisting of all the graduate students in one or more majors. A major is an area of study for which one may receive an advanced degree. This organization shall have a constitution which: (1) Includes the name(s) of the major(s) incorporated in the chapter; (2) Has been accepted by the GSA in accordance with Article V, Section 8, paragraph C.
- C. Each Representative and Alternate from a local chapter shall be elected or appointed as provided for by their chapter constitution.

- D. Each Representative, Alternate, and Officer shall be a graduate student in good academic standing.
- E. Each Representative and Alternate shall be a member of the chapter or major represented.
- F. Each Representative and Alternate from a local chapter shall present credentials to the Parliamentarian in the form of a letter signed by the faculty administrator of their major stating that their selection was in accordance with that chapter's constitution.
- G. Each Representative and Alternate from a major not represented by a local chapter shall present credentials to the Parliamentarian in the form of a letter signed by the faculty administrator of their major.
- H. 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 the chapter graduate student organization in the department (or major) of his or her major professor. Those qualified departments (or majors) that are participating members of an interdepartmental program are outlined by the Graduate School.

#### Section 4 -- Apportionment

Each chapter shall have one Representative and one Alternate for each major named in the chapter's constitution. In addition, a major not represented by a chapter shall have one Representative and one Alternate.

#### Section 5 -- Chapter Vacancies

Representatives and Alternates shall be chosen by each chapter annually as provided for by each chapter's constitution. At other times, vacancies shall be filled as follows:

- A. If a Representative resigns or is removed from office and if there is an Alternate, the Alternate shall assume the office of Representative;
- B. If a Representative resigns or is removed from office and there is no Alternate, the chapter shall be responsible for filling the vacated position according to its constitution;
- C. If an Alternate resigns or is removed from office, the chapter shall be responsible for filling the vacated position according to its constitution.

#### 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 as provided for in the Student Body Constitution.

#### Article V. By-Laws

##### Section 1 -- Election of Officers

- 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 and to perform specified duties by a simple majority of votes present at the next regular meeting after the one at which the motion to form such an office is presented. 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. Nomination 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, the 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 Secretary at the regular meeting prior to the effective date of resignation.
- B. An officer may be removed from office 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

- A. The President shall: (1) Call and preside over GSA Council meetings; (2) Appoint GSA committees and their chairpersons unless otherwise specified herein; (3) Call GSA elections whenever necessary; (4) Represent the GSA

at University and Student Government functions; and (5) Perform those duties imposed on this office by the Student Body Constitution.

- B. The Vice-President shall: (1) Preside over GSA Council meetings at the request of or in the absence of the President; (2) Act as proxy for the President at University or Student Government functions at the President's request; and (3) Serve as a member of every GSA standing committee.
- C. The Secretary shall: (1) Record and maintain minutes of the GSA Council meetings and circulate copies of the minutes to the council members; (2) Maintain a roll of council members and call the roll whenever a roll call vote is taken; (3) Prepare and carry out GSA correspondence; and (4) Serve as chairperson of the Publicity Committee.
- D. The Treasurer shall: (1) Keep the financial records of the GSA; (2) Prepare an annual budget proposal for submission and approval at a meeting of the GSA Council; and (3) Serve as chairperson of the Finance Committee.
- E. The Parliamentarian shall: (1) Maintain parliamentary procedure at GSA Council meetings and have a copy of Robert's Rules of Order present at each meeting; (2) Contact each school department chairperson at the beginning of every school year to request that Representatives and Alternates be elected or appointed to the GSA; and (3) Serve as chairperson of the Judicial-Legislative Committee.

#### Section 4 -- Quorum

A quorum shall consist of one-half of all the Representatives or Alternates showing active membership, and no vote may be taken unless a quorum is present. An active member is a Representative or an Alternate who has been present at either of the two previous GSA meetings. The Secretary shall take the 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 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.

#### 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 North Carolina State University and to guests, but non-council members shall enter discussion only with the permission of the presiding officer. Procedure shall be in accordance with Robert's Rules of Order. The date of the next meeting shall be announced at each meeting.

#### Section 7 -- Standing Committees

- A. The standing committees shall be: (1) The Publicity Committee; (2) The Finance Committee; and (3) The Judicial-Legislative Committee.
- B. The members of these committees shall be appointed by the President.

#### Section 8 -- Duties of Standing Committees

- A. The Publicity Committee shall have as its chairperson the Secretary of the GSA. This committee shall circulate information deemed pertinent to the greater body of graduate students at North Carolina State University.
- B. The Finance Committee shall have as its chairperson the Treasurer of the GSA. This committee shall assist the Treasurer in the formulation of the budget and in maintaining the financial accounts of the GSA.
- C. The Judicial-Legislative Committee
  1. The Judicial-Legislative Committee shall have as its chairperson the Parliamentarian.
  2. This committee shall enforce and review the constitution of the GSA and shall make recommendations to the GSA for improvements when necessary.
  3. This committee shall review the constitutions of the local GSA chapters and shall verify compliance with the GSA constitution. The committee shall either accept the constitutions or make recommendations for their correction.
  4. This committee shall determine that the local GSA chapter has fulfilled the following requirements to be legally recognized by the GSA:
    - a. Each local GSA chapter shall have a duly elected President and Treasurer, or their equivalent, who shall be responsible for maintaining the financial records of that organization;
    - b. Each local GSA chapter shall have a constitutional procedure for choosing Representatives and Alter-

nates to the GSA Council;

c. The local GSA chapter shall have a written constitution accepted by the Judicial-Legislative Committee.

5. This committee shall accept or reject the credentials of the GSA Council Representatives and Alternates in accordance with Article III, Section 3, paragraphs F and G.

#### Section 9 -- Ad Hoc Committees

Ad hoc committees shall be defined and approved by a simple majority of votes present. Committee members shall be appointed by the President. Ad hoc committees shall be disbanded by a simple majority of votes present.

#### Section 10 -- Local Chapter Constitutions

Local GSA chapter constitutions must be in agreement with the GSA constitution and must be approved by the Judicial-Legislative Committee.

#### Section 11 -- Financial Allocations

All financial allocations must be approved by a simple majority of votes present.



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 2, 1986

Betty F. McQuaid, President  
Soil Science Graduate Student Assoc.  
309 Irelan Dr.  
Raleigh, NC 27606

Dear Ms. McQuaid:

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.", written over a horizontal line.

Robert S. Bryan, Jr.  
Assistant Director  
Student Development

RSBjr/ml

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