

Constitution and By-Laws for Taps

The constitution shall be the governing structure of Taps, a registered student organization at North Carolina State University. All articles herein and policies shall be set by the voting members of Taps. Revised constitution dated January 6, 1997.

Article I - Name

The official name of the organization shall be Taps.

Article II - Purpose

- Section 1.**
- A. To further the advancement of preservice students of North Carolina State University through stress and support in the faculty and staff in their class work.
 - B. To provide North Carolina State University and community supported cultural, athletic and support through service projects.

Article III - Membership

- Section 1.** Membership qualifications are as follows:
- A. Currently enrolled students of North Carolina State University
 - B. Maintain a cumulative grade point average of 2.0 or better
 - C. Participate in one of the following assemblies when attendance is the primary requirement, at least one assembly per academic year:
 1. Stress Night
 2. Counsel Night
 3. Job Night
 4. Meeting Night
 5. Professional Development (P & D)
 6. Peer & Mentor
 7. Foreign-Care Symposium
 8. Symposium Night
 9. Wildfire/Disaster
- Section 2.** Those persons seeking membership must:
- A. Complete a membership application in an assembly of North Carolina State University.
 - B. Submit a completed application along with a grade report to the membership committee.
 - C. Applications will be reviewed and responses mailed to their respective in meeting membership requirements.
 - D. Those persons not meeting membership guidelines will be mailed a warning.

Article IV - Officers

- Section 1.** The elected officers shall be: a. vice of assembly, Treasurer, Secretary, Vice President and President.
- Section 2.** A. Election of officers shall be held in the next to last scheduled

meeting of the year with minutes being made at the previously held meeting.

- B. Quorum must be present at the time of starting with a quorum being required for motion to pass. Business must be done during every meeting.
- C. Officers will be elected at the last regularly scheduled meeting of the year.

Section 3

The duties of the President shall be:

- A. Preside over all scheduled meetings.
- B. Execute and direct necessary committees, appoint committees, chairs, and serve as an official member of these committees.
- C. Act as liaison between faculty members of the Music Department, Student Government, and other student organizations of North Carolina State University.
- D. To serve as the Chair of the Executive Committee and implement and observe the requests of the Executive Committee.
- E. Maintain membership in the Phi Kappa Psi Society.
- F. To adhere to all policies and constitution, and hold the members of Taps to the constitution and policies.

Section 4

The duties of the Vice President shall be:

- A. To assist the President.
- B. To conduct over the business of Taps in the President's absence.
- C. To serve as chair of the Nominating Committee and coordinate membership and attendance policies.
- D. To represent Taps at Student Government functions.
- E. To accept and receive all proposals, amendments to the constitution.
- F. To adhere to all policies and constitution, and hold the members of Taps to the constitution and policies.

Section 5

The duties of the Secretary shall be:

- A. To keep accurate minutes of all scheduled meetings and report them to the organization upon request.
- B. To tabulate an active list of all members who have paid their dues and keep accurate attendance records.
- C. To type and submit the minutes, for the year which was held, within two weeks of the expiration of the term of office, to the Chair of the Executive Committee.
- D. To keep records New with Student Government.
- E. To adhere to all policies and constitution, and hold the members of Taps to the constitution and policies.

Section 6

The duties of the Treasurer shall be:

- A. To collect and receive all funds due to Taps.
- B. To deposit funds as Taps deignates.
- C. To maintain accurate financial records and report them to the organization upon request.
- D. To submit a copy of all financial records, for the year which was held, within two weeks of the expiration of the term of office, to

The plan of the Executive Committee

- E. Prepare Student Government for Spring
- F. To adhere to all policies and constitutions, and hold the members of Taps to the constitutions and policies.

Article V - Dues

- Section 1. Dues shall consist of five dollars for all regular members and ten dollars for all non members with all dues being paid in full by the second regularly scheduled meeting of the semester.
- Section 2. Failure to pay dues
 - A. Forfeits the members voting rights in all votes held by Taps.
 - B. Declines that members right to hold office, served or appointed, for a period of one semester.

Article VI - Constitutional Amendments

- Section 1. Proposed Amendments must be submitted in writing to the Executive Committee for review, with all proposed amendments submitted during non business of regularly scheduled meetings.
- Section 2. Upon adoption, the amendment will go up for discussion with two-thirds of the affirmative required for submission to the Constitution.

Article VII - Meetings

- Section 1. Meetings shall be conducted according to Roberts Rules of Order.
- Section 2. Meetings shall be held once a month during each semester with day and time established in the first general meeting.

Article VIII - Committees

The President shall name any provisions for any standing committees needed and formation of special committees. The standing committees shall be the Executive Committee, Membership Committee, and Fundraising Committee.

- Section 1. Executive Committee
 - A. Shall consist of the President, Vice President, Secretary, and Treasurer.
 - B. Shall have and discuss the direction of the organization and promptly submit the organization shall convene prior to the general meeting.
- Section 2. Membership Committee
 - A. Shall consist of approved members of Taps.
 - B. To develop and implement the membership policy.
 - C. To accept and review applications of possible new members.
- Section 3. Fundraising Committee
 - A. Shall consist of approved members of Taps with an appointed chair.
 - B. Shall meet and discuss means of bringing revenue into the organization.
 - C. To develop and implement policy for justification requirements in fundraising projects.



North Carolina State University

Department of Student Development
Division of Student Affairs

PO Box 26170
Raleigh, NC 27695-0170
919/973-3100



January 14, 1997

David M. Allen
President
1000 Sikes
Raleigh, NC 27695

Dear Mr. Allen:

We have reviewed your organization's constitution and officers list and everything seems to be in proper order. We are now a registered student organization at North Carolina State University and will be providing details in that regard.

We believe that this registration is an important responsibility of Student Government. We are pleased that you are taking the opportunity to register and we are pleased that you are taking the opportunity to approach the Student Senate with a request for funds, and it gives you certain benefits and privileges. Also, this status makes you be listed in the Student Organization's directory in the University's Yearbook.

Please be aware that we are not making students responsible to spend the right amount of money in a change of activities 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 in any way, please do not hesitate to call us at 919/973-3100. Thank you for your time.

Sincerely,

Robert D. Allen, III
Executive Director
Student Development

cc: Robert D. Allen, Student Development
1000 Sikes, Administration/Student Center
Cameron Library, Registration and Records
Mary Manning, Assistant Director
Dr. Bob Vance