

**Constitution
for the
Travel Study Council
of
North Carolina State University**

PART I: PURPOSE

We, the members of the Travel Study, Travel and Traveler Institutes/Units, recognizing the need for a structure whereby the respective efforts and resources of the Travel Institutes/Units may be coordinated and facilitated in favor of the students with a variety of educational, cultural, and social interests throughout the academic year, do hereby establish this constitution which will governing policy.

PART II: NAME and MEMBERSHIP

Chapter 1: Name

The name of the organization shall be Travel Study Council of North Carolina State University, hereafter referred to as TSC.

Chapter 2: Membership

All members of the Travel Study, Travel and Traveler Institutes/Units are eligible for membership in the TSC. Any member may be considered an active member if he/she attends any scheduled TSC meeting. Active members may serve on any committee or subcommittee designated and formed by the TSC.

PART III: GOVERNANCE

Chapter 1: The Executive Board

Article 1: Composition of the Executive Board

The Executive Board is composed of the officers of the TSC: namely the President, Vice-President, Secretary, Treasurer, and Travel/Student Body Representatives (SB representatives) and one student in the Travel/President, Secretary, Treasurer, and SB Representatives.

Article 2: Powers and Duties of the Officers of the TSC

Section 1: President

It shall be the duty of the President to preside at all meetings, including the Executive Board Meetings, to appoint the chairman of any committee, subject to the approval of the Executive Board of the TSC, to see that all decisions are conducted properly and in accordance with this constitution, to ensure the duties of other Executive Board members are fulfilled, to represent the TSC before any organization or person, to vote in the event of a tie at the meetings of TSC. The President of TSC shall also act as the first officer of TSC in a judicial

Section 3 Vice President

It shall be the duty of the vice-president, in the event of the absence of the President, to preside over the TAC meetings. In the event of the resignation of the President the vice-president shall assume the responsibilities of the President until a new President can be elected. It shall be the duty of the vice-president to participate in the reporting of each new TAC member the development and advancement of the various committees TAC directs relevant. The vice-president of TAC shall have a voice and vote at all meetings of the TAC. The vice-president of TAC shall also act in the best interest of the TAC as a whole.

Section 4 Secretary

It shall be the duty of the Secretary to keep and publish the minutes of all TAC meetings, to make available to all members of TAC the date, time, and place for all TAC meetings and any changes thereof, to keep a record of all those attending TAC meetings, and to conduct any necessary correspondence for the TAC. The Secretary of TAC shall also act in the best interest of the TAC as a whole.

Section 4 Treasurer

It shall be the duty of the Treasurer to be responsible for and to keep records of funds and expenditures of the TAC (checking account, credit card account, and the BTC transaction account). Reconciliation of all accounts shall be prepared with the assistance of the Advisor of TAC at the end of each month. The income of all accounts shall be reported to the members of the TAC at regular intervals. The Treasurer shall have a voice and vote at all meetings of the TAC. The Treasurer shall also act in the best interest of the TAC as a whole.

Section 5 (BTC) Representative(s)

It shall be the duty of the BTC Representative(s) to act as a liaison between the TAC and the BTC. The Representative(s) will attend all BTC meetings, conveying pertinent TAC information to the BTC. It is the responsibility of the BTC Representative(s) to find an objective representative always ready to provide a second opinion BTC meeting. The BTC Representative(s) is responsible for relaying of the "Of The Month" formal and support funding requests to the BTC. The BTC Representative(s) shall have a voice and vote at all meetings of the TAC. The BTC Representative shall also act in the best interest of the TAC as a whole.

Section 6 Executive Board Liaison

It shall be the duty of the liaison to act in the interest of the proposed Executive Board Liaison. In the event of the absence of the proposed Executive Board Liaison, the secretary will assume the duties of that position. The liaison shall also act in the best interest of the TAC as a

Article

Section 5.1A Executive Orders

Chapter 1: Quorum

Article 1: Quorum Number

A Quorum shall consist of 10 voting members of the TAC. When making changes to the constitution, it is required that 12 voting members must be present in order to ratify these changes. For voting on TAC matters shall take place without a Quorum present.

Article 2: Voting Methods

Voting members of the TAC shall consist of the Executive Board members, except the President and any active members.

PART III: ELECTORATE of TAC: EXECUTIVE BOARD

Chapter 1: Election of TAC Officers

Article 1: Holding Office for TAC Officers

Any member of TAC should be able to keep their position.

Article 2: Election of the TAC President

The TAC President shall be chosen no later than the third TAC meeting in application to the beginning of their term. To be eligible to run for the President's position, the TAC member must be considered an active member for the current semester, and be in good academic standing. All active TAC members, excluding the TAC president shall be voted upon during the first year president. In the event that a President is not chosen, one must be voted in by the third TAC meeting of the fall semester.

Article 3: Election of the TAC Executive Board (Vice-President, Secretary, Treasurer, and Representative)

Officers for the Executive Board of TAC shall be holding the third TAC meeting of each year in the beginning of their term. In the event that the president and any other active officers for TAC shall be elected no later than the third TAC meeting of the semester. To be eligible to run for the position of Vice-president, Secretary, Treasurer, and Representative, the individual must be in good academic standing. All active TAC members, excluding the TAC President shall vote upon election of new officers.

Chapter 2: Procedures for Election and Transition of New Officers

Article 1: Election Procedures

Announcements of the elections must be made no less than two meetings before the election is to be held. Applications are due at the beginning of the meeting prior to the meeting in which elections shall be held, and must be read at that meeting. It is the responsibility of the outgoing President to

ensure that elections are carried out in a fair and ethical manner. In the event that the current President is running for re-election or is absent, the Secretary to the TAC shall ensure that the elections are carried out in a fair and ethical manner.

Article 3: Transition of New Officers

All TAC officers elected in the April prior to their term will meet with the outgoing officers of TAC for informational meeting and discussion of their new positions. These officers elected in the beginning of the new semester will meet with the TAC Advisor for this purpose. The officers of the TAC shall take office on the first of the last meeting of the TAC in the spring semester. Both old and new officers shall be present at this meeting. This first TAC meeting of the academic year shall be held by the normal way of choice. The complete new council shall conduct the meeting and subsequent meetings.

PART IV: THE CONSTITUTION

Any amendments to this constitution must be approved by a 2/3 majority of the TAC voting members present at the meeting at which the vote on the amendment is held (excluding speakers in person).

PART V: BYLAWS OF THE TAC CONSTITUTION

Chapter 1: Constitution

Article 1: Formation and Membership

Committees shall be formed for the purpose of reporting the efficiency of the TAC and providing an opportunity for responsibility and leadership among the members of the organization. Any listed position may serve as a member or chairperson of the TAC committee. All committees shall have a chairperson who shall be appointed by the TAC President, subject to the approval of the TAC Executive Board. Committee chairpersons are required to attend all regularly scheduled TAC meetings, or that is representative to attend in their place. After these virtual meetings, the Executive Board is representative with the TAC Advisor, for the right to observe a committee chairperson from the TAC.

Article 2: Roles of the Committee Chairperson

It shall be the duty of the chairperson of any TAC committee or regular members of their committee in cooperation with the TAC Executive Board, to inform members of the date, time, and place of all committee meetings, to provide each their committee meetings with a notice that all business delegated to their committee is carried out. At every meeting, the chairperson is required to read report to the TAC describing any business conducted by the committee since the previous TAC meeting. The Committee Chairperson is responsible for providing the Secretary with a

minutes report, which includes a list of members in attendance at the immediate meeting. Conference Chairpersons shall have a voice and a vote in all TAC meetings.

Article 3: Special Committees

Special Committees may be appointed at any time for any specific purpose. The Members of the TAC shall approve the chairperson of these committees upon approval of the Executive Board. In turn, the chairperson shall appoint members to the committee, in conjunction with the TAC Executive Board.

Chapter 3: TAC Advisor

An Advisor will be appointed by the Executive Board/Student President and will function as a consultant to the TAC as well as the liaison to Student and Student Life.

Chapter 4: Qualifications of Officers and TAC Members

Article 1: Members of the TAC shall be members of the First Physics, Civil, and Mechanical Engineering Departments. They shall be students in good academic standing and will have a continuing record of scholarly and/or research (honors and Research I or II) disciplinary action.

Article 2: No person shall hold more than one TAC office at a given time except for the position of the Representative.