

# **CONSTITUTION OF THE UNIVERSITY GRADUATE STUDENT ASSOCIATION at NORTH CAROLINA STATE UNIVERSITY**

## **ARTICLE I. NAME**

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

## **ARTICLE II. MEMBERSHIP**

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

## **ARTICLE III. THE UGSA COUNCIL**

### **Section 1 – Definition**

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

### **Section 2 – Objectives**

The objectives of this council shall be:

- A. To be the school council for the Graduate School as provided for in the Student Body Constitution
- B. To represent the graduate students of this university in any matter which may affect the welfare of the graduate students
- C. To disseminate information of interest or of importance to the graduate students
- D. To provide a forum for discussion of problems and other matters of importance to the graduate students
- E. To provide services to the graduate student body.

### **Section 3 – Council Composition**

A. The UGSA Council shall be composed of:

1. Representatives and Alternates from each chapter
2. Current Graduate School Senators of the Student Government
3. A faculty advisor appointed by the graduate school
4. Officers of the UGSA
5. Representatives and Alternates from each Special Interest Group (SIG).

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, as defined by the NC State University Graduate Catalog. To be in good standing with the UGSA, a chapter shall:

1. Register their GSA chapter with the Student Organization Resource Center prior to October 1<sup>st</sup> of the current academic year or within two months after the chapter has formed
2. Submit a copy of their GSA constitution to the Vice President of Internal Affairs prior to October 1<sup>st</sup> of the current academic year or within two months after the chapter has formed. The constitution must include the name(s) of the

degree programs(s) incorporated in the chapter and be accepted by the UGSA in accordance with Article V, Section 9, Paragraph C-3.

3. Submit a letter of credentials, signed by the faculty administrator of their degree program, to the Vice President of Internal Affairs prior to October 1st of the current academic year or within two months after the chapter has formed

4. Have a Representative or Alternate actively participate on a UGSA Committee. Active participation is defined by missing no more than two meetings for the entire academic year or after a chapter has been formed and fulfilling committee duties as outlined by the Executive Board and coordinated by the committee chair.

C. Representatives and Alternates shall be selected by each chapter annually as provided for in each chapter's constitution.

D. Each Representative, Alternate, and Officer shall be currently enrolled in a North Carolina State University graduate degree program and be in good academic standing.

E. Each Representative and Alternate shall be a member of the chapter represented.

F. Any graduate student enrolled in a degree program that is interdepartmental by nature may, at his or her own discretion, become a member of the chapter graduate student organization in the department (or degree program) 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.

G. Any graduate student enrolled in a major in which there is not an existing chapter may form a chapter or join an existing active chapter representing another major or group of majors. However, multiple students from the same major pursuing the latter option must join the same chapter and be represented solely by that chapter.

#### **Section 4 – Apportionment**

Each 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, that 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 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.

### **ARTICLE V. BYLAWS**

#### **Section 1 – Election of Officers**

#### A. General Election Rules

1. The following rules apply to all UGSA elections unless otherwise stated in the bylaws:

- a. The annual opening of nominations for regular elections shall occur according to the schedule in Article V, Section 1, Paragraph B-2. The opening of nominations for other elections must pass by a simple majority vote. All nominations must be closed by a two-thirds majority vote.
- b. All nominations shall come from the council floor, and may be declined without repercussions. All nominations must be seconded.
- c. The period between the opening and closing of nominations shall be at least three weeks, except in the case of temporary officers.
- d. A description of the open officer positions shall be sent to the graduate student body at least one week before nominations are opened for all elections except the election of temporary officers.
- e. Before elections are held, all candidates for President and Vice President positions shall give speeches of ten minutes or less. For all other positions, a time limit of 15 minutes shall be allotted for each position, to be divided evenly among the candidates, with a minimum of two minutes and a maximum of five minutes per candidate. These time limits may be changed by a majority vote of the council at the meeting at which nominations are closed.
- f. All elections shall be won by a simple majority of the votes present.
- g. If there is only one nominee, voting shall be done by voice vote. In this case, the nominee shall decide if he or she wants to be present for the election. If the nominee's vote is necessary to break a tie, he or she shall be asked to cast a vote in the presence of the quorum.
- h. For elections with two or more nominees, elections will be done by ballot.
- i. If no person receives a majority of votes, the two candidates receiving the most votes shall have an immediate runoff. In the event of a tie, the presiding officer will vote to break the tie.

#### B. Regular Elections of Permanent Officers

1. The permanent offices shall be those of President, Vice President for External Affairs, Vice President for Internal Affairs, Secretary, Treasurer, Electronic Communications Officer, and Travel & Thesis Fund Administrator.
2. Nominations for the regular elections shall be opened at the January council meeting, and closed at the February council meeting. Regular elections shall be held during the March meeting. Newly elected officers shall assume office at the conclusion of old business during the regular April meeting and may not serve as a Chapter Representative or Alternate during their 12 month term of service.
3. Candidates for permanent positions must submit a written personal statement no later than two weeks after their nomination. Their personal statement shall be posted immediately to the UGSA website. Unopposed candidates will write a personal statement.

#### C. Temporary Officers and Special Elections

1. A temporary officer serves for the span between two regular council meetings. The temporary officer performs specified duties, which may include those of a vacant permanent position. In the case where a vacancy in a permanent officer position arises during months when the council is not in session, the president may appoint a stand-in to serve until the next council meeting.
2. A description of the temporary post and a honorarium for the temporary officer will be set by the council before nominations are opened.
3. Nominations and elections for a temporary post occur at the same meeting. Nominations and elections for a special election occur at separate council meetings.
4. An officer elected at a special election is a full officer, and serves for a specified period not to extend past the council meeting at which the new permanent officers assume their positions, as described in Article V, Section 1, Paragraph B-2.
5. The officer serves as a member of the Executive Board. The officer elected by special election may be replacing a vacant permanent officer post, or may perform other specified duties.
6. The description of duties, time of service, and stipend for a position in a special election must be set by the council before nominations may be opened. In the case of a special election to fill a vacant permanent officer post, the honorarium is prorated from the permanent officer's honorarium, and the description and time of service follow that of the regular officer's post.

## **Section 2 – Removal of Officers**

- A. An officer may resign by written or email notification to the Executive Board. The resigning officer must notify the Executive Board at least one week before the next full council meeting.
- B. An officer may be removed from office by a two-thirds majority of the votes present at the next meeting after the meeting at which the motion for removal is introduced.
- C. Any officer who does not complete his/her term of service, whether through resignation or removal, shall forfeit a prorated amount of his/her allotted stipend according to the following formula:
  1.  $(1 - (\text{length of term served} / \text{length of term elected})) \times \text{stipend}$ .
  2. Length of term is rounded to the nearest whole month.
  3. In accordance with the budget:
    - a. For the purpose of determining the officer's prorated stipend, the length of term elected shall be 8 months when the officer's final month of service falls within May to December or 4 months when the officer's final month of service falls within January to April.
    - b. The stipend shall be 1/2 of a 12 month honoraria.

## **Section 3 – Duties of the Officers**

- A. The President shall:
  1. Call and preside over UGSA Council meetings
  2. Call UGSA elections and special elections whenever necessary



3. Represent the UGSA at University and Student Government functions
4. Serve as a member and liaison, but not chair, of the Political Action Committee
5. Perform those duties imposed on the office by the Student Body Constitution.

B. The Vice President for External Affairs shall:

1. Preside over UGSA council meeting 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
3. Serve as a member and liaison, but not chair, of one UGSA Standing Committee as appointed by the Vice President for Internal Affairs
4. Work with the Vice President for Internal Affairs, Treasurer, and Secretary on the calculation and distribution of chapter rebates
5. Appoint willing representatives who are in good standing to serve on University Standing Committees.
6. Coordinate the planning and facilitation of the fall International and University Graduate Student Orientations.

C. The Vice President for Internal Affairs shall:

1. Be responsible for obtaining a letter of credentials and constitution from each chapter, graduate degree program and SIG, and verify each chapter's registration with the Student Organization Resource Center
2. Appoint and oversee the operations of the UGSA Standing Committees and serve as a liaison with those committee chairs
3. Serve as a member and liaison, but not chair, of the Judicial-Legislative Committee
4. Maintain parliamentary procedure at UGSA Council meetings and have a copy of Roberts' Rules of Order present at each meeting
5. Work with the Vice President for External Affairs, Treasurer, and Secretary on the calculation and distribution of chapter rebates.

D. The Secretary shall:

1. Record and maintain minutes of the UGSA council meeting 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. Determine and announce whether or not a quorum is present for each meeting
4. Serve as a member and liaison, but not chair, of one UGSA Standing Committee as appointed by the Vice President for Internal Affairs
5. Prepare and carry out UGSA correspondence
6. Work with the Vice President for External Affairs, Vice President for Internal Affairs, and Treasurer on the calculation and distribution of chapter rebates.

E. The Treasurer shall:

1. Keep the financial records of the UGSA
2. Serve as a member and liaison, but not chair, of the Finance Committee
3. Work with the Vice President for External Affairs, Vice President for Internal Affairs, and Secretary on the calculation and distribution of chapter rebates

4. Organize an annual budget meeting before February 1<sup>st</sup> consisting of all UGSA officers and all UGSA chairpersons and the Finance committee.
5. Submit the annual budget, approved by the Executive Board, to the UGSA Council
6. Oversee block grant requests in accordance with the UGSA Block Grant Policy.

F. The Electronic Communication Officer shall:

1. Maintain the UGSA Website
2. Maintain the UGSA list serves
3. Serve as a member and liaison, but not chair, of one UGSA Standing Committee as appointed by the Vice President for Internal Affairs
4. Work with the Executive Board to provide and maintain a prompt and reliable flow of information from the UGSA and its constituent members.

G. The Travel and Thesis Fund Administrator shall:

1. Facilitate the requests and appropriations of the UGSA travel fund in accordance with the UGSA Travel Fund Policy
2. Facilitate the requests and appropriations of the UGSA thesis fund in accordance with the UGSA Thesis Fund Policy
3. Serve as a member and liaison, but not chair, of one UGSA Standing Committee as appointed by the Vice President for Internal Affairs
4. Provide the Graduate School Bookkeeper with the names, amounts, and receipts to cover each reimbursement
5. Provide the Treasurer with monthly accounts of the allocated funds.

#### **Section 4 – Quorum**

- A. A quorum shall consist of at least one eligible vote above one-half of all the UGSA Officers, Representatives or Alternates showing active membership in the UGSA Council.
  1. The UGSA presiding officer shall not be counted in the calculation of quorum.
  2. Active membership of a Representative or Alternate shall be defined as a Representative or an Alternate of a Chapter or SIG in good standing who has been present for at least one of the two previous UGSA Council meetings.
- B. In determining if a quorum is present, the Secretary shall:
  1. Take the roll at the beginning of each meeting to calculate whether or not a quorum is present
  2. Record the names of the UGSA Officers, Representative, and/or Alternates present
  3. Announce whether or not a quorum is present for the meeting.

#### **Section 5 – Voting**

- A. Only chapters in good standing with the UGSA in accordance with Article III, Section 3, paragraph B may vote.
- B. The Representative or Alternate from each chapter shall have one vote, despite the number of majors represented by an individual chapter.
- C. The presiding officer may not have a vote, unless it is needed to break a tie.
- D. Each SIG in good standing shall have one vote.

### **Section 6 – Meetings**

Regular meetings shall be held at least once a month during the academic year, except December and May. 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 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 – Executive Board**

A. The Executive Board shall be made up of the regular officers of the UGSA.

B. The Executive Board shall:

1. Produce the agendas for general meetings of the UGSA council
2. Conduct and be responsible for the long-term planning
3. Determine and delegate the charges for each Standing Committee.

C. Executive Orders

1. When an issue arises that normally requires a vote of the council and a council meeting is not possible before a decision is necessary, the Executive Board shall have the power to issue an executive order regarding that decision.
2. The Executive Order must be made known to the council representatives as soon as the order is issued via the UGSA website.

### **Section 8 – Standing Committees**

A. The standing committees shall be:

1. The Finance Committee
2. The Academic Policy Committee
3. The Judicial-Legislative Committee
4. The Political Action Committee
5. The Publicity Committee
6. The Social Committee
7. The Teaching Effectiveness Committee.

B. The members of these committees will be volunteers from the Representatives and Alternates. In the event that enough members cannot be obtained in this manner, the President will appoint members to these committees.

C. A chairperson shall be chosen from the committee members, and shall not be the Executive Board liaison.

1. The chairperson's fulfillment of duties shall be reviewed at the end of their term by the Vice President for Internal Affairs to determine eligibility for the awarding of their stipend.
2. The decision of the Vice President for Internal Affairs may be appealed to the Judicial-Legislative Committee.

D. A chairperson may be removed from office by a two-thirds majority of the votes present at the next Standing Committee meeting after the meeting at which the motion for removal is introduced. If removed, the chairperson forfeits all stipend regardless of length of term served.

E. Each committee chairperson shall submit an annual budget to the UGSA Finance Committee for the following year during the annual budget meeting. This meeting shall be organized by the UGSA Treasurer and consist of all UGSA officers and all UGSA chairpersons and the Finance committee.

F. Committees shall meet at least once a month during months in which there is a council meeting. Each committee chair shall determine the time, frequency, and method of meetings and appoint a committee member to take the minutes. Meetings may be conducted in person or via electronic communication. Minutes for each meeting shall be submitted electronically to the Vice President for Internal Affairs.

#### **Section 9 – Duties of Standing Committees**

A. The Finance Committee shall:

1. Prepare an annual budget proposal for submission to and approval by the UGSA council
2. Be responsible for any fund raising activities of the UGSA.

B. The Academic Policy Committee shall:

1. Advise the President on academic issues and policies that affect graduate students
2. Develop, plan and execute the University Graduate Student Research Symposium
3. Work with the Graduate School to develop a comprehensive Research Ethics program for graduate students.

C. The Judicial-Legislative Committee shall:

1. Enforce and review the constitution of the UGSA and to make recommendations to the UGSA for improvements when necessary
2. Review the constitutions of the local GSA chapters to verify compliance with the UGSA constitution. The committee shall either accept the constitutions or make recommendations for their correction.
3. Determine that the local GSA chapter has fulfilled the requirements to be legally recognized by the UGSA:
  - 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 Alternates to the UGSA council
  - c. The local GSA chapter shall have a written constitution accepted by the Judicial-Legislative Committee
  - d. Each SIG shall satisfy the minimum requirements for a university recognized student association.

D. The Political Action Committee shall:

1. Keep the UGSA informed of any political issues that affect graduate students
2. Respond if and when necessary to political issues that affect graduate students
3. Bring all proposed responses before the general UGSA council for a vote
4. Organize at least one service event per semester.

E. The Publicity Committee shall:

1. Create and distribute the UGSA newsletter
2. Keep all graduate students informed through posting of flyers

3. Keep the new student survival guide website up to date
  4. Publish and distribute useful materials to current and incoming graduate students
  5. Actively seek out and interact with special interest groups whose programs and missions are consistent with those of the UGSA.
- F. The Social Committee shall:
1. Organize social activities throughout the year for graduate students
  2. Provide refreshments at the UGSA meetings.
- G. The Teaching Effectiveness Committee shall:
1. Work with the University Teaching Effectiveness Committee
  2. Organize the UGSA Teaching Assistant Awards Program.

### **Section 10 – 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 11 – Local Chapter Constitutions**

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

### **Section 12 – Financial Allocations**

- A. All financial allocations must be approved by a simple majority of votes present.
- B. Once a financial allocation has been approved, it may be exceeded by the maximum of \$50.00 or 3% of the allocated amount, whichever is larger, without further approval. Any other overcharge must be pre-approved by a simple majority of votes present.
- C. Chapters in good standing with the UGSA, in accordance with Article III, section 3, paragraph B, will be given a cash rebate each year. Chapters may not receive their rebate until they have submitted to the Secretary by the March meeting the name and email of the contact person for the chapter over the summer.
  1. Fifty percent (50%) of the money allocated to chapter rebates will be equally distributed amongst all chapters in good standing with the UGSA.
  2. Fifty percent (50%) of the money allocated to chapter rebates will be distributed amongst all chapters in good standing with the UGSA according to the following criteria which incorporate both the amount of meetings attended and the size of the chapter:  

$$\text{Department Rebate} = ((\# \text{ of meetings attended} * \text{ size of chapter}) / (\text{The sum over all the chapters of } (\# \text{ of meetings attended by each chapter} * \text{ size of that chapter}))) * (\frac{1}{2} \text{ allocation for rebate})$$

### **Section 13 – Special Interest Groups**

The UGSA shall recognize SIGs according to the following guidelines:

- A. The SIG shall have a valid constitution in agreement with the UGSA constitution. This constitution shall clearly outline the objectives of the SIG. The constitution shall be approved by the Judicial-Legislative Committee.

B. In addition to the constitution, the SIG shall submit a letter signed by the faculty advisor stating the number of active members as defined by their constitution. This letter will be submitted to the Vice President of Internal Affairs by October 1<sup>st</sup> or within two months after the SIG is formed.

C. Upon approval, a motion shall be made by the chair of the Judicial-Legislative Committee so that the SIG may present its objectives at the UGSA meeting.

D. Induction or removal of SIGs will require a two-thirds (simple) majority vote of the UGSA.

E. Once approved as a valid SIG,

1. The SIG will be in good standing

2. The SIG will have voting rights in accordance to the guidelines established in Article V, Section 5

3. The SIG may apply for block grants in accordance to established guidelines.

F. Once inducted, the SIG's membership status shall remain valid as long as the requirements outlined by the constitution in Article V, Section 13, paragraphs A and B are upheld.

G. The SIG will not be eligible for chapter rebates.

H. The SIG shall have a Representative and an Alternate who shall be enrolled in a North Carolina State University graduate degree program and be in good academic standing.

#### **Section 14 – Legislative Process**

Official legislation concerning amendments to the UGSA Constitution or resolutions stating the position of the UGSA on certain issues shall be required to undergo a universal review and passage procedure.

A. Any member(s) of the UGSA Council, as defined by Article III, Section 3, Paragraph A, UGSA Standing Committee, SIG in good standing, as defined by Article V, Section 13, or graduate student(s) not represented by a chapter may initiate legislation on behalf of their constituents.

B. Procedure for Legislation

1. Compelling concerns or ideas requiring legislation shall be presented to the Judicial-Legislative Committee for review at a regular meeting of that Committee. If the initiating party is a graduate student not represented by a chapter, they must secure sponsorship of a chapter representative before meeting with the committee.

2. The Judicial-Legislative Committee shall approve or deny any requests, as determined by majority vote of committee members. Upon approval, the Judicial-Legislative Committee, in conjunction with the initiating party, will draft a bill for submission to the UGSA Council at the next regular meeting.

3. The current Chair of the Judicial-Legislative Committee shall be responsible for submitting all bills to the Council.

4. All new bills, regardless of the number of readings required, shall come to the floor during New Business.

5. All bills requiring only one reading shall be debated and voted on after they are read unless tabled until a later meeting.

6. All bills requiring two readings, as outlined in Article IV, shall be debated and voted on after the second reading.

7. Any bill passed by the UGSA Council is final and does not require approval of the UGSA President or the Graduate School.

# **North Carolina State University Graduate Student Association Constitution**

## **Article I. Name**

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

## **Article II. Membership**

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

## **Article III. The UGSA Council**

### **Section 1 – Definition**

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

### **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 of importance to the graduate students
- 4) to provide a forum for discussion of problems and other matter of importance to the graduate students and
- 5) to provide services to the graduate student body.

### **Section 3 – Council Composition**

A. The UGSA Council shall be composed of:

- 1) Representatives and Alternates from each chapter
- 2) Current Graduate School Senators of the Student Government and
- 3) A faculty advisor appointed by the graduate school and
- 4) Officers of the UGSA



B. A chapter shall be an organization consisting of all the graduate students in one or more a university recognized graduate degree programs according to the graduate school handbook. A chapter in good standing with the UGSA shall:

- 1) Register their GSA chapter with the Student Organization Resource Center prior to October 1<sup>st</sup> of the current academic year or two months after the chapter has formed,
- 2) Submit a copy of their GSA constitution to the Parliamentarian prior to October 1<sup>st</sup> of the current academic year or two months after the chapter has formed. The constitution must include the name(s) of the degree programs(s) incorporated in the chapter and be accepted by the UGSA in accordance with Article V, Section 3, paragraph E-2.
- 3) Submit a letter credentials, signed by the faculty administrator of their degree program, to the parliamentarian prior to October 1<sup>st</sup> of the current academic year and
- 4) Have a Representative or Alternate actively participating in a UGSA committee.

C. Representatives and Alternates shall be elected or appointed by each chapter annually as provided for in each chapter's constitution.

D. Each Representative, Alternate, and Officer shall be currently enrolled in a North Carolina State University graduate degree program and be in good academic standing.

E. Each Representative and Alternate shall be a member of the chapter represented.

F. Each Representative and Alternate from a university recognized graduate degree program according to the graduate school handbook not represented by a local chapter shall present their Letter of Credentials signed by the faculty administrator of their degree program to the Parliamentarian

G. In addition, any graduate student enrolled in a degree program that is interdepartmental by nature may, at his or her own discretion, become a member of the chapter graduate student organization in the department (or degree program) 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 constitutions. 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, that 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 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.

#### **Article V. Bylaws**

##### **Section I – Election of Officers**

A. The permanent offices shall be those of President, Vice-President, Secretary, Treasurer, Parliamentarian, Electronic Communications Officer, and Travel & Thesis Fund Administrator.

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. Newly elected officers shall assume office at the conclusion of old business during the regular April meeting.

C. Temporary officers may be created for a specified term and to perform specified duties by a simple majority of votes present at the present meeting. The term specified for such temporary offices shall not extend past the next regular election.

D. Special elections shall be held whenever one of the permanent offices becomes vacant and/or whenever a temporary office is created. All vacancies shall be announced by the presiding officer at the first possible meeting. The election shall be at the next regular meeting.

E. Nominations of candidates in regular or special elections shall come from the floor. To begin the nominations in regular or special elections, a motion must be made, seconded, and requires a majority vote. For regular elections, nominations are debatable and do not require a second. For special elections, nominations are debatable and require a second. For regular or special elections, closure of nominations requires a motion, must be seconded, is not debatable and requires a two-thirds majority.

F. Any election shall be by a simple majority of votes cast.

G. If there is only one nominee, voting shall be done by voice vote. A nominee shall decide if he or she wants to be present for the election. If it is the case that the non-present nominee's vote can make or break a tie, he or she shall be asked to cast a vote in the presence of the quorum. For elections with two or more nominees, elections will be done by ballot. Ballots will be made prior to the election with the predetermined nominations printed on them (see Article V, Section 1, paragraphs B and E and Article V, Section 5).

H. If no person receives a majority of votes, the two candidates receiving the most votes shall have an immediate runoff. In the event of a tie, the presiding officer will vote to break the tie.

## **Section 2 – Removal of Officers**

A. An officer may resign by submitting a written notification to the Executive Board 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 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 UGSA Council meetings
- 2) Call UGSA elections and special elections whenever necessary
- 3) Represent the UGSA at University and Student Government functions
- 4) Perform those duties imposed on this office by the Student Body constitution and
- 5) Moderate the Orientation Panel Session.

B. The Vice-President shall:

- 1) Preside over UGSA council meeting 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
- 3) Appoint UGSA committees and their chairpersons unless otherwise specified herein and serve as liaison with every UGSA standing committee chair and
- 4) Work with the Treasurer, Secretary, and Parliamentarian on the calculation and distribution of chapter rebates.

C. The Secretary shall:

- 1) Record and maintain minutes of the UGSA council meeting and circulate copies of the minutes to the council members
- 2) Maintain a roll of council members and call the as necessary
- 3) Prepare and carry out UGSA correspondence and
- 4) Work with the Vice-President, Treasurer, and Parliamentarian on the calculation and distribution of chapter rebates.

D. The Treasurer shall:

- 1) Keep the financial records of the UGSA
- 2) Serve as a member and not chair of the Finance Committee.
- 3) Work with the Vice-President, Secretary, and Parliamentarian on the calculation and distribution of chapter rebates
- 4) Submit the annual budget, approved by the executive committee, to the UGSA council and
- 5) Oversee block grant requests in accordance with the UGSA Block Grant Policy.

E. The Parliamentarian shall:

- 1) Maintain parliamentary procedure at UGSA Council meetings and have a copy of Roberts' Rules of Order present at each meeting
- 2) Be responsible for obtaining a letter of credentials and constitution from each chapter and major and verify each chapter's registration with the Student Organization Resource Center
- 3) Serve as a member and not chair of the Judicial-Legislative Committee and
- 4) Work with the Vice-President, Secretary, and Treasurer on the calculation and distribution of chapter rebates.

F. The Electronic Communications Officer shall:

- 1) Maintain the UGSA Website
- 2) Maintain the UGSA list serves and
- 3) Work with the executive committee to provide and maintain a prompt and reliable flow of information from the UGSA and its constituent members.

G. The Travel & Thesis Fund Administrator shall:

- 1) Facilitate the requests and appropriations of the UGSA travel fund in accordance with the UGSA Travel Fund Policy
- 2) Facilitate the requests and appropriations of the UGSA thesis fund in accordance with the UGSA Thesis Fund Policy
- 3) Provide the Graduate School Bookkeeper with the names, amounts, and receipts to cover each reimbursement
- 4) Provide the Treasurer with monthly accounts of the allocated funds and
- 5) Serve as a panelist on the Orientation Panel Session.

#### **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 alternate who had been present at either of the two previous UGSA 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**

Only chapters in good standing with the UGSA in accordance with Article III, Section 2, paragraph B may vote. The Representative or Alternate from each Chapter or Major shall have one vote. The presiding officer may not have a vote, unless it is needed to break a tie. Other officers shall only vote 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 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 Finance Committee
- 2) the Health Insurance Committee
- 3) the Judicial Legislative Committee
- 4) the Library Committee
- 5) the New Student Orientation Committee
- 6) the Political Awareness and Response Committee
- 7) the Social Committee and
- 8) the Teaching Effectiveness Committee

B. The members of these committees will be volunteers from the Representatives and Alternates. In the event that enough members cannot be obtained in this manner, the Vice-President will appoint members to these committees.

C. Each committee chairperson shall, before the first of February, submit an annual budget to the UGSA finance committee for the following year.

D. This annual budget submission shall take place at an annual budget meeting. This meeting shall be organized by the UGSA treasurer and consist of all UGSA officers and all UGSA chairpersons and the Finance committee.

## **Section 8 – Duties of Standing Committees**

### **A. Finance Committee shall:**

- 1) Prepare an annual budget proposal for submission to the executive board prior to the March executive board meeting and
- 2) Be responsible for any fund raising activities of the UGSA

### **B. Health Insurance Committee shall:**

- 1) Represent the University Graduate Student Association on the University Student Health Insurance Subcommittee, raising issues of concern to graduate students, reviewing and/or suggesting proposed insurance policy changes, and voting on any proposed changes
- 2) Report the activities of the University Student Health Insurance Subcommittee to the UGSA and
- 3) Research and resolve issues of general concern to graduate students regarding health insurance

### **C. Judicial - Legislative Committee shall:**

- 1) Enforce and review the constitution of the UGSA and shall make recommendations to the UGSA for improvements when necessary
- 2) Review the constitutions of the local GSA chapters and shall verify compliance with the UGSA constitution. The committee shall either accept the constitutions or make recommendations for their correction.
- 3) Determine that the local GSA chapter has fulfilled the requirements to be legally recognized by the UGSA:
  - 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 Alternates to the UGSA council.
  - c. The local GSA chapter shall have a written constitution accepted by the Judicial-Legislative Committee.

### **D. The Library Committee shall:**

- 1) Act as a liaison between the graduate students and the library administration
- 2) Represent the UGSA on the University Library Committee
- 3) Lobby state legislators and university administrators for increased library funding and
- 4) Support or initiate additional fund raising efforts on behalf of the library.

E. The New Student Orientation Committee shall:

- 1) Maintain new student guide website
- 2) Provide refreshments for the New Graduate Student Orientation Table Session during the first weeks of August
- 3) Attend the New Graduate Student Orientation Panel Session, during the first weeks of August, to help with distribution of information, and ask any important questions that new students have not yet asked
- 4) Organize a social event for the new graduate students, to follow the panel session and
- 5) Contact the Graduate School Orientation Coordinator prior to May 1<sup>st</sup> to begin organizing the orientation sessions.

F. Political Action & Response Committee shall:

- 1) Keep the UGSA informed of any political issues that affect graduate students
- 2) Respond if and when necessary to political issues that affect graduate students and
- 3) Bring all proposed responses before the general UGSA council for a vote

G. The Social Committee shall:

- 1) Organize social activities throughout the year for graduate students and
- 2) Provide refreshments at the UGSA meetings

H. The Teaching Effectiveness Committee shall:

- 1) Work with the University Teaching Effectiveness Committee
- 2) Organize the UGSA Teaching Assistant Awards Program and
- 3) Organize the Teaching Effectiveness Seminars each summer

**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 Vice 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 UGSA constitution and must be approved by the Judicial-Legislative Committee

### Section 11 – Financial Allocations

- A. All financial allocations must be approved by a simple majority of votes present.
- B. Once a financial allocation has been approved, it may be exceeded by the maximum of \$50.00 or 3% of the allocated amount, whichever is larger, without further approval. Any other overcharge must be pre-approved by a simple majority of votes present.
- C. Chapters in good standing with the UGSA, in accordance with Article III, section 2, paragraph B, will be given a cash rebate each year.
- Fifty percent (50%) of the money allocated to chapter rebates will be equally distributed amongst all chapters in good standing with the UGSA.
  - Fifty percent (50%) of the money allocated to chapter rebates will be distributed amongst all chapters in good standing with the UGSA according to the following criteria which incorporate both the amount of meetings attended and the size of the chapter:

Department Rebate =

# of meetings attended \* # of grad. students in dept.

$\Sigma$  \* # of meetings attended \* # of grad students in dept.

$\frac{1}{2}$  total budget

\* allocation for rebate



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CONSTITUTION OF THE CURRICULUM AND INSTRUCTION  
GRADUATE STUDENT ASSOCIATION  
OF  
NORTH CAROLINA STATE UNIVERSITY

Article I Name

The name of this organization shall be curriculum and Instruction Graduate Student Association. It shall be hereinafter referred to as the CIGSA.

Article II Objectives

The objectives of this organization shall be: 1) To represent the graduate students of the Department of Curriculum and Instruction in any and all matters which may affect the welfare of the students; 2) To disseminate information of interest or importance to Curriculum and Instruction students; 3) To provide a forum for discussion of problems and other matters of importance to the Curriculum and Instruction graduate students at NCSU; 4) To continuously assess the needs and means of strengthening the student body and programs of the Department of Curriculum and Instruction; 5) To make recommendations to the faculty, staff and University on matters of concern to the CIGSA; and 6) To promote professional interest and fellowship among graduate students.

Article III Membership

The CIGSA shall be composed of all graduate students, full and part-time, who are pursuing a degree in Curriculum and Instruction and meet at least one of the following requirements:

1. are in residence
2. taking course work, or
3. pursuing research

The contributing areas of study which comprise the Department of Curriculum and Instruction are titled:

1. Curriculum and Instruction
2. Special Education

Article IV Amendments

- A. A two-thirds (2/3) majority of the attending membership shall be required to amend any part of this constitution at any regular or called meeting. Amendment(s) to the constitution or to the by-laws shall be presented in writing by member(s) of the CIGSA and read at any regular or called meeting. No amendment to the constitution or by-laws will be adopted at that meeting in which the amendment is introduced and the membership will be notified two weeks in advance of the meeting in which the proposed amendment is to be voted upon.

- B. All amendments to this constitution or its by-laws shall be subject to the approval of the Student Government.
- C. Any article of this constitution, or part thereof, which is in direct violation of the Student Government Constitution or its By-Laws shall be null and void and declared unconstitutional by the President of Student Government. Any difference of opinion between the CIGSA and the President of the Student Government shall be brought before the Legislature, the decision of which shall be final.

## Article V By-Laws

### Section 1 Election of Officers

- A. The permanent offices shall be those of the President, Vice President, Clerk and a School of Education CIGSA Representative. Temporary offices may be created, for a specified term and to perform specified duties, by a two-thirds (2/3) majority of attending membership at any regular or called meeting. The term specified for such special offices shall not extend past the next regular election.
- B. Elections shall be held at the regular CIGSA meeting during the spring semester. Such elections shall be announced by written notification to all members.
- C. Any vacancy occurring in named offices shall be filled by an election at the next general meeting. Such vacancies shall be announced by written notice.
- D. Nomination of candidates shall be from the floor.
- E. Election shall be by a plurality of votes cast.

### Section 2 Removal of Officers

- A. An officer may resign by submitting a written notification to the Clerk at any regular or called meeting occurring before the effective date of the resignation.
- B. An elected officer of the CIGSA is subject to recall if two-thirds (2/3) of the attending membership at a CIGSA meeting CALLED EXPRESSLY FOR THIS PURPOSE vote for his/her recall. Should the President be under a vote or recall, the Vice-President shall preside.

### Section 3 Duties of the Officers

- A. The President shall call and preside over CIGSA meetings, appoint CIGSA committees and their chairpersons, represent the CIGSA at

University or Student Government functions, call CIGSA elections whenever necessary, prepare an annual budget, and be an Alternate Representative of Curriculum and Instruction graduate students at Graduate Student Association meetings.

- B. The Vice-President shall preside over CIGSA meetings at the request or the absence of the President, serve as a member of every CIGSA Committee, and at the President's request substitute for him at University or Student Government functions. The Vice-President shall be the Representative of the Curriculum and Instruction graduate students at all meetings of the Graduate Student Association.
- C. The Clerk shall maintain all minutes of the CIGSA meetings, maintain a roll of members, be responsible for CIGSA correspondence and its publications, and provide a reference copy of Robert's Rules of Order at each meeting. The Clerk shall also keep the CIGSA finance records and carry out any other duties appropriate to treasury officer.
- D. The School of Education CIGSA Representative shall represent the CIGSA on all committees and in faculty meetings within the School of Education whenever such representation is requested or required.
- E. The officers shall appoint representatives of CIGSA as appropriate.

#### Section 4 QUORUM

A quorum shall consist of one-half the membership. The Clerk shall call the roll at the beginning of each meeting, record the names of those present, and announce whether a quorum is present.

#### Section 5 Voting

Each member shall have one vote. The President shall vote only to break a tie.

#### Section 6 Dues

Dues for the organization shall be in the form of special assessments voted on by a majority of the organization present and voting.

#### Section 7 Finances

Any funds which may accrue to the organization shall be used to benefit the entire organization. The Clerk will be charged with managing of the funds. (1) An expenditure of up to and including twenty-five dollars (\$25) by the President or Clerk shall be allowed without the vote of the entire CIGSA. Any and all such expenditures made by the President or Clerk shall be reported to the membership at the earliest CIGSA meeting following the expenditure(s). Such expenditures must be used to benefit the entire membership of the CIGSA. (2) All other expenditures shall be

presented to the entire membership. A budget shall be approved by a majority vote of the members present at a CIGSA meeting during the fall semester.

#### Section 8 Meetings

Regular meetings shall be held at least twice during the school year. The date of the next meeting shall be fixed at each meeting to suit the needs of the members present. The President shall call special meetings as needed. Meetings shall be conducted according to Robert's Rules of Order.

(Adopted 3-24-77)

## 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 Objectives

The objectives of this organization 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 and all matters which may affect the welfare of the students; (3) To disseminate information of interest or importance to the students; and (4) To provide a forum for discussion of problems and other matters of importance to the students of North Carolina State University.

## Article III Membership

## Section 1 -- Composition

- A. The GSA shall be composed of (1) Representatives and Alternates from each program of study in which graduate students are registered at this university, (2) Current Graduate School Senators of the Student Government, and (3) Officers of the GSA.
- B. Each Representative and Alternate shall be elected (except as provided below for replacing Alternates) by the graduate students majoring or minoring in the program he represents and shall serve until the next regular election.
- C. Every Representative, Alternate and Officer shall be a student with full graduate standing.
- D. Every Representative and Alternate shall be majoring or minoring in the program he represents.

## Section 2 -- Apportionment

There shall be one Representative and one Alternate from each program of study. A "program of study" shall be (1) A Department listed in the current Graduate Catalog of the university, or (2) An interdisciplinary program or curriculum, listed in the current Graduate Catalog as a Field of Instruction in which a graduate student may major or minor, which is not contained within a single Department.

## Section 3 -- Vacancies

Regular elections for Representatives and Alternates shall be held for each program of study every September. At other times vacancies shall be filled as follows:

- A. If a Representative resigns or is removed from office, and if there is an elected Alternate, the Alternate shall assume the office of Representative;
- B. If a Representative resigns or is removed from office and there is no elected Alternate, a special election shall be held within the program to fill the offices of Representative and Alternate until the next regular election; and

- C. If an Alternate resigns or is removed from office the Representative shall appoint an Alternate to serve until the next regular or special election in that program.

#### 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 and unless they are 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, and Treasurer. Temporary offices may be created, for a specified term and to perform specified duties, by a two-thirds majority of votes present at the next regular meeting after the one at which the motion is presented. The term specified for such special offices shall not extend past the next regular election.
- 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. 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, and the election shall be at the next regular meeting.
- D. Nomination of candidates shall be from the floor.
- E. Elections shall be by a plurality of votes cast.

##### Section 2 -- Removal of Officers

- A. An officer may resign by submitting a written notification to the Secretary at the regular meeting before the effective date of the resignation.
- B. An officer may be removed from office by a two-thirds vote at the next regular meeting after the one at which the motion is introduced.

##### Section 3 -- Duties of the Officers

- A. The President shall call and preside over GSA meetings, appoint GSA committees and their chairpersons, represent the GSA at university and Student Government functions, call GSA elections whenever necessary, shall contact each department chairman by letter at the beginning of every school year to request representatives be elected to the GSA, and perform those duties imposed on his office by the Student Body Constitution.
- B. The Vice-President shall preside over GSA meetings at the request or absence of the President, serve as member of every GSA committee, at

the President's request substitute for him at university or Student Government functions, and shall be chairperson of the Publicity Committee.

- C. The secretary shall take and maintain minutes of the GSA meetings and circulate copies to the members, maintain a roll of members and call the roll at the beginning of meetings and whenever a roll call vote is taken, and is responsible for personal GSA correspondence.
- D. The Treasurer shall keep the financial records of the GSA, and shall prepare an annual budget proposal for submission to a meeting of the GSA.

#### Section 4 -- Quorum

A quorum shall consist of two-thirds of the active voting membership, and no vote may be taken unless a quorum is present. An active member shall be a member who has been duly elected, who has presented his credentials to the chairperson of the Judicial-Legislative Committee at a regular meeting and who has not been absent from the two previous meetings. The Secretary shall keep the roll at the beginning of each meeting, record the names of Senators and Representatives or Alternates present, and announce whether a quorum is present.

#### Section 5 -- Voting

Each member shall have one vote. A member who is both a Graduate School Senator and a GSA Representative shall vote only as his program's Representative. The President shall vote only to make or break a tie. Other officers shall vote only as a Representative, Alternate, or Senator.

#### Section 6 -- Meetings

Meetings shall be held at least once a month during the school year. The date of the next meeting shall be fixed at each meeting to suit the needs of the members present. Meetings shall be open to all graduate students of North Carolina State University and to guests to members, but non-members shall enter discussion only with the permission of the presiding officer. Procedure shall be according to Robert's Rules of Order.

#### Section 7 -- Standing Committees

- A. The standing committees shall be: the Publicity Committee, the Judicial-Legislative Committee, and the Housing Committee.
- B. The members of these committees and their respective chairpersons shall be appointed by the President unless a simple majority of those members present choose otherwise.

#### Section 8 -- Duties of Committees

- A. The Publicity Committee shall have as its chairperson the Vice-President of the GSA. This committee shall disseminate information deemed pertinent to the greater body of the graduate students at North Carolina State University.
- B. The Judicial-Legislative Committee
  - 1. The Judicial-Legislative Committee shall have as its chairperson the Parliamentarian. The Parliamentarian shall provide a copy of Robert's Rules of Order at every meeting.

2. This committee shall review the constitution of the GSA when deemed necessary. It shall make recommendations to the officers of the GSA for improvements.
3. This committee shall review the constitutions of the local GSA's. It shall use as guidelines those set forth by the office of Student Development or other such offices in the administration of North Carolina State University. The committee shall either accept the constitutions or shall, with the help of the office of Student Development if necessary, make recommendations for making the constitutions acceptable.
4. This committee shall determine that the local GSA has fulfilled the following requirements to be legally recognized by the GSA.
  - a. Each local GSA shall have a duly elected President and a duly elected Treasurer, or their equivalent, who will be responsible for the financial records of that organization.
  - b. The local GSA has a written constitution accepted by the GSA.
5. This committee shall accept or reject the credentials of the GSA representatives of GSA Alternates. This shall be done by:
  - a. The Representative and the Alternate from each local GSA shall present a statement declaring them as representatives. This statement shall be signed by the President and the Treasurer of the local GSA which they represent.
  - b. The above statement shall also be signed by the department chairman, graduate coordinator or administrator.
- C. The Housing Committee shall keep records on housing and undertake whatever the GSA deems necessary.

Section 9 -- Committee Reports

All committee reports shall be submitted in writing to the Secretary of the GSA at the end of that meeting at which such reports are presented.

Rewritten by the GSA May 1976 for approval by the membership.

\*\* This GSA Constitution will be the Graduate School Council only upon ratification by the graduate students of North Carolina State University.



# GRADUATE STUDENT ASSOCIATION

## CONSTITUTION

- Article I      Name  
The name of this organization shall be The Graduate Student Association.
- Article II      Objectives  
The objectives of this organization shall be: 1) To represent the graduate students of this university in any and all matters which may affect the welfare of the students; 2) To disseminate information of interest or importance to graduate students; and 3) To provide a forum for discussion of problems and other matters of importance to the graduate students of North Carolina State University at Raleigh.
- Article III      Membership  
The membership of this association shall consist of one member or alternate from each department of this university having graduate students registered. The member shall be elected by the students in that department or appointed by the chairman of the department. Current Graduate Student Senators on Student Government shall also be members.
- Article IV      Officers  
The officers of this association shall be President, Vice-President, Secretary-Treasurer, and Parliamentarian.
- Article V      Amendments  
This constitution may be amended at any regular meeting only at the second reading of the proposed amendment. The first and second readings of any proposed amendment must occur at consecutive regular meetings of the Association. A two-thirds majority of the votes present shall be required to amend any part of the Constitution.
- Article VI      By-Laws
- Section I      Election of Officers  
Officers shall be elected annually at the regular meeting in April.
- Section II      Nomination of candidates  
Nomination of candidates for the offices shall be made by a committee composed of the officers of the Association. These nominees shall be announced in March. Additional nominations shall be accepted from the floor prior to the balloting.
- Section III      Resignation or Removal of Officers  
An officer may resign by submitting his resignation in writing to the Secretary one month prior to the effective date. In the event of failure of any officer to discharge his duties properly, he may be removed on the motion of any member of the Association. Such a motion will require a two-thirds majority of the votes present for passage.
- Section IV      Officer Vacancy  
In the event of removal or resignation of an officer, the vacancy may be filled at the regular meeting immediately after such resignation or removal becomes effective by the regular election procedure.

- Section V Duties of the Officers  
The duties of the officers shall be those usually accepted by such officers.
- Section VI Meetings  
Meetings shall be held each month of the school year. The date of the meeting shall be fixed at each previous meeting to suit the needs of the members present. Meetings may be held throughout the summer months, subject to the approval of the membership present at the last meeting of the school year.
- Section VII Committees  
Chairmen and committee members shall be chosen from volunteers or appointed from the general membership by the President.
- Section VIII Voting  
Each member shall have one vote.
- Section IX Quorum  
A quorum shall be defined as thirty per cent of the appointed or elected representatives.
- Section X Alternate Members  
Each department may elect one Alternate member. This alternate member shall have the rights of a member only when he is acting in the absence of the regular representative from his department.
- Section XI Participation  
Meetings of this Association shall be open to any graduate student of North Carolina State University at Raleigh. Such students may enter into discussions, but may not make motions, second motions, or vote.
- Section XII Procedure  
The meetings shall be conducted in accordance with the procedures in Robert's Rules of Order.

NORTH CAROLINA STATE UNIVERSITY  
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 paying graduate student fees 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 disperse 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 chapter; (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; and  
(2) has been accepted by the GSA in accordance with Article V, Section 8, Paragraph C, Item 3.

C. Each chapter shall have one Representative and an Alternate that shall be elected or appointed no later than the April GSA meeting of each year.

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 represented.

F. Each Representative and Alternate from a local chapter shall present credentials to the Parliamentarian in the form of a letter signed by their graduate administrator stating that their selection was in accordance with that chapter's constitution.

G. In addition, any graduate student enrolled in a major that is interdepartmental 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.

H. A member from each chapter shall actively participate on at least one committee per year as well attend the GSA monthly meetings to qualify for their chapter's annual rebate. The attendance will be tabulated from May to April and prorated for determining the amount for the chapter's rebate.

#### Section 4 -- 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 the 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.

#### **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, Parliamentarian and Travel Fund Administrator.

B. Regular nominations shall be opened in April and the election held in May of each year, at a regular meeting. Nominations and elections shall be announced by the presiding officer at the previous regular meeting.

C. Newly-elected officers shall assume office at the meeting following the election.

D. Temporary offices may be created for a specified term and to perform specified duties by a simple majority of votes present at the regular meeting following 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 chairs 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 liaison with every GSA standing committee chair.

**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 roll call vote is taken; and (3) prepare and carry out GSA correspondence.

**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 chair of the finance committee.

**E. The Parliamentarian** shall: (1) maintain parliamentary procedure at GSA Council meetings in accordance with Robert's Rules of Order; (2) contact each chapter at the beginning of every school year to request that Representatives and Alternates be elected or appointed to the GSA; and (3) serve as chair of the Judicial-Legislative Committee.

**F. The Travel Fund Administrator** shall: (1) be responsible for all correspondence concerning the GSA Travel Fund; (2) determine the amount each applicant is to receive; (3) send out checks at the end of each reimbursement period; and (4) submit an annual report to the GSA President on the disbursement of travel funds.

### **Section 4 -- Quorum**

A quorum shall consist of 51% of all the Representatives or Alternates from GSA chapters; and no vote may be taken unless a quorum is present. 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. The date of the next meeting shall be announced at each meeting.

#### **Section 7 -- Standing Committees**

A. The standing committees shall be: (1) the Fundraising Committee; (2) the Health Insurance Committee; (3) the Judicial-Legislative Committee; (4) the Library Committee; (5) the Orientation Committee; (6) the Publicity and Newsletter Committee; (7) the Social Committee; and (8) the Teaching Effectiveness Committee.

B. Members of these committees shall be appointed by the President.

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

A. The **Fundraising Committee** shall be responsible for obtaining funds from corporate sponsorships, foundations, or self-raising funds. Funds are to be used for activities such as travel fund, office equipment, and orientation.

B. The **Health Insurance Committee** shall: (1) sit on the University Student Insurance Committee; (2) distribute the NAGS (National Association of Graduate Students) health insurance plan; and (3) investigate and evaluate health insurance plans at other universities.

C. The **Judicial-Legislative Committee** shall: (1) enforce and review the constitution of the GSA and shall make recommendations to the GSA for improvements when necessary; (2) review the constitutions of the GSA chapters and shall verify compliance with the GSA constitution. The committee shall either accept the constitutions or make recommendations for their correction; and (3) determine that the GSA chapter has fulfilled the

following requirements to legally be recognized by the GSA- Each GSA chapter shall: (a) have a duly elected President and Treasurer, or their equivalent, who shall be responsible for maintaining the financial records for that organization; and (b) have a constitutional procedure for choosing Representatives and Alternates to the GSA Council.

**D. The Orientation Committee** shall: (1) be responsible for orientation programs for new graduate students; and (2) be responsible for the orientation pamphlet sent to new students prior to arrival at NCSU.

**E. The Publicity and Newsletter Committee** shall: (1) publicize GSA activities such as seminars, orientation, and socials; and (2) publish a campus-wide graduate student newsletter at least twice per semester.

**F. The Social Committee** shall: (1) plan social gatherings for the association, Spring, Summer, and Fall Breathers; and (2) plan other functions jointly sponsored by GSA and other campus or community organizations.

**G. The Teaching Effectiveness Committee** shall: (1) work with the University Teaching Effectiveness Committee; and (2) organize the GSA Teaching Assistant Awards Program.

#### **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 -- Chapter Constitutions**

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.



Proposed change in Article V, Section 8 of the constitution- addition of the duties of the **Library Committee**.

**D. The Library Committee** shall: (1) act as a liaison between the graduate students and the library administration; (2) represent the Graduate Student Association on the University Library Committee; (3) lobby state legislators and university administrators for increased library funding; and (4) support or initiate additional fund-raising efforts on behalf of the library.

**E. The Orientation Committee** shall: ... etc.

# Graduate Student News

vol 1, no 1, Nov 1995

A newsletter for NCSU graduate students. - \$ support from SGA

## Maximizing Your Health Insurance Benefits

[Mary K. Muth]

If you are covered by the Student Health Insurance Plan, you probably already know that you need to visit the Student Health Service (SHS) before seeking care elsewhere. What you may not know are a few ways that you can maximize the benefits you receive from the plan.

Doug injures his ankle while playing basketball on a Saturday evening when the SHS is closed. What should he do? He could go to the emergency room at Wake Medical Center or Raleigh Community Hospital, but then his care and treatment will be only 80% covered and subject to the \$100 annual deductible. If instead he goes to Rex Hospital, he will pay a \$10 deductible and the first \$300 of his expenses will be covered 100%. If his expenses are over \$300, the amount over that will be subject to the usual co-payment and annual deductible.

Karen is working as a research assistant. She isn't taking classes so she has not paid the student health fee that is included as part of the fees. She decides she finally has the time to schedule her annual gynecological exam. What are her choices? She could pay the student health fee of \$28 for the current summer session and schedule her exam at the SHS by calling 515-7762. (Regular appointments can be made by calling the appointment desk at 515-7107.) Her insurance will cover 100% of the cost of the exam.

However, because she is not enrolled in classes, she could decide to see a private physician. To maximize her benefits, she will need to see a physician who participates in Blue Cross Blue Shield's Costwise. Karen will pay 20% of the cost if she has already met her \$100 annual deductible. One way she can find a Costwise physician is to call Rex Health Net at 783-4490.

To maximize health insurance benefits: 1. Visit the SHS first unless it's an emergency and the SHS is closed, in which case, use Rex Hospital. 2. Use Costwise doctors and Preferred Care facilities, and 3. Have your prescriptions filled at the SHS whenever possible. Insurance coverage is provided by BCBS, but Hill, Chesson and Associates acts as a liaison between students enrolled in the plan and BCBS. If you have specific questions about your coverage, call them directly at 828-0240.

## Toastmasters

[Anne York]

Does public speaking make you nervous? Would you like to improve your oratorical skills? Toastmasters International may be for you. Toastmasters meets each Friday in the Faculty Senate Room of D. H. Hill Library from 12:10 to 1pm.

Campus Toastmasters will host Speechcraft, a special 8 week workshop beginning January 18. For details, contact Anne York: eayork@unity.edu or 512-3006.



NCSU Students at recent tuition increase forum.

## Proposed Tuition Increase

[Angela Hicks & Suzanne Norflieft]

The NC State Board of Trustees is considering the \$400 tuition increase allowed by the North Carolina legislature. A tuition hike would have many ramifications.

The NCSU Faculty Senate has recommended that the Board of Trustees "increase tuition and allocate these revenues especially for student financial aid and the libraries."

Several students addressed the Board of Trustees on this matter. Andy Crocker, an aerospace engineering and MDS student said, "This would be a tremendous burden for professional schools like Veterinary Medicine... there should be another way to help."

Zhaofeng Zhu, president of the Chinese Student Association noted " [A tuition increase] would unwillingly force international students to choose another school."

Their prediction that a tuition increase would have many detrimental effects, including possible declines in registration pose many concerns for the university community.

## GSA Briefs

### New Grad Student Publication

This is the first issue of the Graduate Student Newsletter, a medium dedicated to informing NCSU graduate students about events, opportunities, and problems that affect their lives. The project is directed by the Graduate Student Association, funded by the Student Media Authority, and supported by the Grad School. If you are a grad student, this newsletter belongs to you! Look for this medium in your campus box, if you are a registered graduate student, or in D.H. Hill Library. The first three issues will be released in November 1995, February 1996, and March 1996.

### Rebates Mean ... Cash for You!

Does your department have an active chapter of the Graduate Student Association? If it does, your group can receive money! • The chapter must have a president, a treasurer, and GSA representative(s). • The chapter must submit a letter of credentials. • At least one chapter member must serve on a GSA committee. • The chapter must register each academic year with the Student Development Office.

If you want to know more about beginning a GSA chapter, attend the next GSA meeting, which meets the last Monday of every month, except for December in the Faculty Senate room of D. H. Hill Library.

If your group or department has important news, please contact Graduate Student News via e-mail at 75204.2742@compuserve.com.

## GSA President Speaks

[Jeff Morrisette]

Hello and welcome to the first edition of the news source that is designed by and written for the graduate students of NC State. As president of the GSA, I would like to give a brief overview of the GSA. Every graduate student is automatically a member of the GSA. The "campus-wide" GSA meets once a month to hear reports from the various committees (Teaching Effectiveness, Social, Health Insurance, Finance, Orientation, Judicial/Legislative, Computer and Library) and address other issues of concern for graduate students.

This year the GSA has set up some specific goals. 1) Focus on communication, 2) Establish more of a framework for continuum, 3) Increase public activism/awareness, 4) Enhance committee structure, and 5) Keep meetings under two hours. This newsletter as well as the GSA Homepage and increased use of our e-mail listserver are helping us meet the first two goals. The student rally to save financial aid and graduate student input on the Duraileigh connector are results of initiative stemming from the third goal. We are examining our constitution to update our committee structure. So far it has been a busy but fruitful year.

So where do we go from here? Current trends in graduate education are toward more collaboration across curricula and experience with companies and agencies outside the university. This newsletter can increase awareness of what is going on around campus.

## The Scoop on Ice Cream

[Kay McNeill, Food Science Club President]

Bypassed candied apples and un nibbled ears of corn were a common site at this year's NC State Fair. Once fair-goers saw the immense three-scoop serving of ice cream sold by the Food Science Club, all other foods fell to the "waist" side.

Each year, the Food Science Club sells about 2,000 gallons of ice cream made by the NCSU Dairy Applications Lab. This yearly fundraiser affords the club membership various opportunities throughout the year such as professional meeting attendance, journal subscriptions, and food science related field trips.

## Taking Off to SPACE

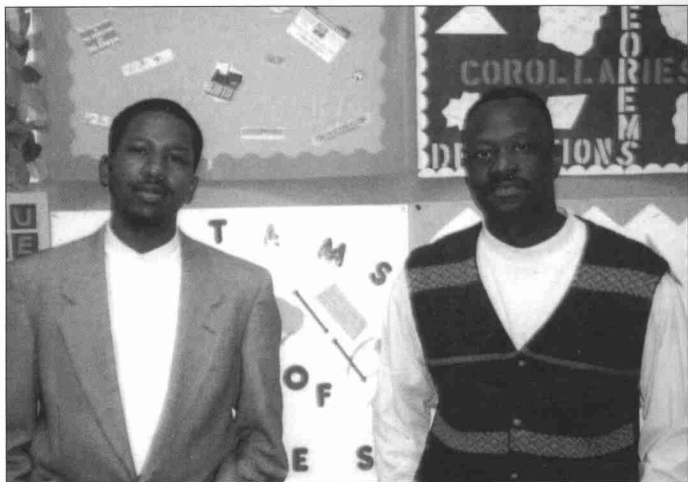
[Angela Hicks]

A joint program between NCSU, middle schools, parents, and graduate students has led over 300 middle school students into **SPACE**. Over the past three years, NCSU grad students have participated in the Saturday Program for Academic and Cultural Education (**SPACE**), which strives to develop assertive young student leaders in Wake County. **SPACE** supplements current academic programs for middle school youth, by providing thirty-six hours of instruction per semester.

"It helps me to see the issues that young people [face]," said Edward Brown Jr., a college of education and psychology student, "**SPACE** helps me to focus more on my role in the community."

Roger Williams, another college of education and psychology student said, "The advantage is that you get the students before they get to the 'at risk' point and you can work to bring their self-esteem up and prepare them for success."

**SPACE** was founded by the late Dr. A.M. Witherspoon. It is directed by the Associate Provost Office of Dr. William Grant. The program operates from Gardner Hall throughout the academic year and gets administrative support from the African-American Cultural Center, parents, and the community.



**Grad Students work each Saturday to improve academic skills of middle school students.**

# GSN

## Holiday Celebrations

- **AIDS Service Agency—Angel Tree.** Fulfill the wish of an AIDS patient. 324 S. Harrington Street, Raleigh. Call Eileen Barrett at 834-2437.
- **Candlelight Service.** December 24th at 5pm, Forest Hills Baptist Church. Call 828-6161 for more information.
- **Candlelight Tour of Historic Oakwood.** December 9-10th. Call 781-3550 for information.
- **Chili supper and Caroling.** December 20th, Forest Hills Baptist Church. Call 828-6161 for information.
- **Messiah Sing-In.** December 8th at 8pm, Edenton Street Methodist Church. Bring a canned goods donation.
- **NCSU Christmas Concert.** December 8th at 8pm, Reynold's Coliseum.
- **Spirit of Christmas Past.** December 8-30th, Mordecai Historic Park.
- **HANUKKAH.** December 12th, 9am to 1pm, UNC Hillel Center.
- **KWANZAA.** December 5th, 7-9pm. ACAAGS presents "self determination." Witherspoon Student Center. Call Kim Woodson at 515-8720 for information.
- **New Year's Eve.** December 31st. First Night, downtown Raleigh. Call 831-6221 for details.

## GSNStaff

### Editors:

Angela Hicks  
Suzanne Norfleet

**Design/Typesetting**  
Mickey Thomas

## Residency: The Way to Lower Your Tuition

Establishing in-state residency is critical to lowering one's tuition bill. If you plan to establish legal residence in North Carolina, here are some important facts to remember. Residency must be maintained for 12 months prior to the beginning of the semester in which you plan to pay in-state tuition. Some steps that demonstrate that you truly want to make North Carolina your home include:

- Register your car here
- Get a NC driver's license or i.d. card
- Register your property with the tax office
- File a NC tax return (and remember to keep copies of it!)
- Keep copies of your pay stubs from the 12 month period (it doesn't matter how much you earn)
- Register to vote & then actually do it !!!

Also! If your residency claims are based upon a spouse's tenure here, then your spouse should complete some or all of the above acts.

For further details on this process, Wolfpack Teletips offers a taped message on the process. To hear this information, call 515-3737 and enter code "511." Also, you can call Nancy Pollock, NCSU's residency officer, at 515-4497 with your specific questions.

## Cooperative Ministry Offers Many Opportunities

[Sara Thornburg]

If you are interested in visiting a religious group on campus, many opportunities are available, some of which are specifically geared toward graduate students.

The Catholic Campus Ministry offers mass at several times and locations, including Saturdays at 5:30pm and Sundays at 9am in the Aquinas House on 600 Bilyeu Street, Sundays at 11am in the Witherspoon Student Center Theater, and at 7pm in 3712 Bostian Hall. Call Al Dash at 833-9668 with any questions.

The Episcopal Campus Ministry offers retreats and social events for graduate students. Call 834-2428 for details.

The Interservice Christian Fellowship hosts a Graduate Student Bible Study on Wednesday evenings and an International Bible Study on Friday nights at Fairmont Methodist Church. Contact Steve Edwards at 859-6741 for further information.

The NC Hillel Foundation for Jewish Campus Life offers social and Judaic events intended to bring Jewish graduate students together. Call Jeff Kabin 233-4679 or Liessa Fox 942-4057 if you have questions.

The Raleigh Wesley Foundation invites students to a meal and worship on Sunday evenings at 5:30pm at 2503 Clark Avenue. Call Bill Sharpe at 833-1861 for information. Additionally, this group sponsors a coffee house event located in the Western Lanes Bowling Center on Hillsborough. Acoustic music, art, poetry, and storytelling are offered in an intimate, smoke-free atmosphere. Call Walt Denny at 834-5229 for details.

## Joy Weeber

Joy Weeber, a forty year old Polio survivor, is no stranger to discrimination. Through her educational experience at State, she has gained an increased awareness of discrimination faced by other minority groups: sexism, racism, homophobia. Therefore, Ms. Weeber has taken on "the process of disability identity development as another disenfranchised minority group in this country" as her dissertation topic in Counselor Education.

Since arriving at State, Ms. Weeber has been very concerned that our university learn to accommodate the needs of its students. During her tenure here, this student has fought hard to educate the university about the rights of students and the community's responsibilities as defined by the American Disability Act.

Ms. Weeber stated, "We must fight and struggle to get what's built into the system for other privileged groups." She encourages students to be aware that students with disabilities do not desire pity or patronization; she says that treatment as an equal is key.

Ms. Weeber summarized, "There are many of us students with disabilities who are disabled and proud who have developed strength and wisdom because of our disabilities, and we relish dialogue with people who see us as equals who can appreciate the commonalities of our experiences."

If you would wish to dialogue with students with disabilities, you may visit a meeting of the Student Organization for Disability Awareness. This group aims to build ties within the disability community and educate the university as a whole. It meets on Tuesdays at 4pm in the University Student Center.

## Important Dates For Fellowship Applications

In a time of tightening budgets, it is essential that students search every avenue for scholastic funding. NCSU's David Shafer can guide you through the minefield of fellowship applications. Mr. Shafer recommends that those seeking financial assistance begin the search process early. Deadlines are rapidly approaching for funding for the 1996-97 school year. Information on grants, assistantships, and fellowships can be found on the graduate school homepage at <http://www2.ncsu.edu/grad/fundex.html> or by calling Mr. Shafer at 515-4462.

**GEM Fellowship Program**  
December 1, 1995

**US Department of Energy  
Civilian Radioactive Waste  
Management  
Fellowship Program**  
January 26, 1996

**US Department of Energy  
Computational Science  
Graduate Fellowship Program**  
January 24, 1996

**Donald A Withycombe  
Grad Fellowship in Chemistry**  
February 1, 1996

### American Association of University Women Fellowship Programs:

**Selected Professions  
Fellowship / American Fellowship  
for Post-Doctoral  
or Dissertation Funding**  
November 15, 1995

**Career Development Grants for  
US Citizens or Permanent  
Residents whose last degree was  
earned in June 1991 or earlier**  
January 3, 1995

**International Fellowships for  
Full-time Graduate or  
Post-Doctoral Students who are  
not US Residents**  
December 1, 1995

Additionally, a free newsletter on education financing published by the Education Credit Corporation is available via e-mail. For further information on subscribing to this medium, find <http://packetpress.com/EDCC/newsletter.html> on the Internet.

## Internet Literary Magazine

[Jennifer Clifton]

English professor Deborah Wyrick and graduate student Jonathan Beasley are inaugurating a new electronic publication entitled *Jouvert: a journal of post-colonial studies*. *Jouvert* is a collaborative project of NCSU's Graduate English Program, the Humanities Computing Laboratory, and the College of Humanities and Social Sciences. *Jouvert* is a refereed on-line journal dedicated to post-colonial studies.

The journal will encourage a variety of critical and creative perspectives, disciplinary approaches, and scholarly methods that deal with issues related to colonial and post-colonial experience. The electronic format is still new in the world of academic publishing.

*Jouvert* will include film clips, still graphics, music, animations, architectural models, and performance recordings. Interactive capabilities will open possibilities for direct communication between authors and readers.

## October Meeting Highlights

- The library committee reported that NCSU students can now renew non-overdue library books by phone: 515-6065 or e-mail: [library\\_circulation@ncsu.edu](mailto:library_circulation@ncsu.edu). Provide your name, id number, and the brief titles & barcodes of the items you wish to renew.

- The GSA has elected Michael Stokes of Soil Science as its Electronics Communications Chair. This position will oversee the maintenance of the GSA Homepage.

- The GSA's efforts to begin a newsletter dedicated to meeting the needs of grad students have come to fruition. (Guess you know that if you're reading this!)

- Robert Kopanic of Entomology and Brian Shofran of Food Science represented NCSU at a national conference of Graduate Student Associations in Miami, Florida. They encouraged students to thank the Senators who led the amendment to restore aid to students. The congressmen were: Jeffers (202) 224-5141, Kasenbaum (202) 224-4774, and Snow (202) 224-5341.

- The GSA is considering several constitutional amendments which delineate how the group functions. For more information on these changes, contact the GSA Parliamentarian at 515-3303.

## GSNCalendar

**WED . November . 15**  
Pre-registration billing deadline for tuition remission for Spring '96.

**.....November . 22-26**  
Thanksgiving Vacation.

**SAT . November . 25**  
Application deadline for US citizens applying for Spring 1996 admission.

**MON . November . 27**  
Graduate Student Association meeting 7pm Faculty Senate room D. H. Hill Library.

**.....FRI . December . 1**  
Deadline for tuition remission residual requests for Fall 1995.

**TUE . December . 5**  
Requests for tuition remission requests for Spring 1996.

**Thesis Preparation Workshop.**  
Registration is required. Call 515-2871.

**FRI . December . 8**  
Last day of classes!

**December . 11-19**  
Final exams.

**WED . December . 20**  
Fall Commencement.

**.....WED . January . 10**  
First Day of classes.

**WED . January . 10**  
Graduate programs should identify all masters students who plan to graduate in May and begin the process of requesting a permit to schedule an oral exam.

**MON . January . 15**  
Martin Luther King, Jr. Day. No classes.

**THU . January . 25**  
Last day to register or add a course.

**JANUARY . 1996**  
Minority Presence Grant & African-American Graduate Assistance Grant applications available from the Graduate School Minority Affairs office.

Graduate Student News is a joint project of the Graduate Student Association, Student Media Authority, and the Graduate School. When the GSN is fully funded, it will be issued three times per semester and once in the summer.

We welcome your suggestions, questions, and submissions. Please direct all correspondence to the GSA Editorial board at 75204.2742@compuserve.com or, write: GSN c/o the Graduate Student Association, Campus Box 7111.



# North Carolina State University

College of Agriculture and Life Sciences  
Department of Horticultural Science  
Box 7609, Raleigh, North Carolina 27695-7609  
(919) 515-3131  
FAX # (919) 515-7747

JUN 21 1994

*2HJ*  
*Copy to Mrs. Rimmer*  
*file GSA*

## MEMORANDUM

Date: 6/16/94

To: Lathan E. Turner, GSA President Box 7801  
Michelle Bell Crouse, GSA Vice-president Box 7613

From: Eric Young, Chair  
Faculty Senate

*Eric Young*

Re: Graduate Student Involvement on University Committees

I spoke with Lianna Fryer a few weeks ago about increasing the involvement of graduate students on appropriate University Committees. She indicated that the GSA would be interested in seeing this happen and advised me to contact the new officers after they were determined. I've enclosed a list of the current composition of University Committees and, as you can see, many committees call for student representation, but only one specifies both undergraduate and graduate student representation. It would help the Committee on Committees if you could look over the charges of the various University Committees (also enclosed) and recommend committees where graduate student representation should be specified.

I would appreciate it if you could send me your recommendations by the end of July. If you have any questions, please don't hesitate to contact me at 5-5366 or [Eric\\_Young@ncsu.edu](mailto:Eric_Young@ncsu.edu). I would also like to meet with you sometime this summer to discuss other issues related to graduate students at NC State where the Faculty Senate may be able to help.

cc: Vice Chancellor T. H. Stafford ✓  
Dean Debra W. Stewart



# 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



Printed on  
Recycled Paper

September 1, 1992

Dear Campus Organization Advisor:

Every fall the Department of Student Development asks the registered student organizations to update their files, and, by so doing, renew their registration. To do this all the organization needs to do is complete the enclosed campus organization information form and have someone return it in person to 2007 Harris Hall. We ask that it be returned in person so that we may give your organization a copy of the Student Handbook and the Student Code of Conduct. These booklets should be picked up when the updated form is returned.

By doing this the group retains privileges granted to it by its status as a registered student organization of North Carolina State University. These include access to campus meeting rooms, the opportunity to apply for Student Senate funds, and the privileges of soliciting on campus as outlined in the University solicitation policy.

We will be producing an official list of registered groups for those University offices who need to be able to verify the status of these groups, so we would like to have the updates within the next two weeks. Please help us by urging your group's officers to quickly update their file or by updating it yourself.

We appreciate your help. Thank you.

Sincerely,

A handwritten signature in dark ink, appearing to read "RSBj" followed by a horizontal line.

Robert S. Bryan, Jr.  
Associate Director  
Student Development

RSBjr:rsm

Enclosure