

**xApproved as of June 15, 2014**

**CONSTITUTION OF THE  
UNIVERSITY GRADUATE STUDENT ASSOCIATION  
AT NORTH CAROLINA STATE UNIVERSITY**

# TABLE of CONTENTS

- ARTICLE I. NAME. 3
- ARTICLE II. MEMBERSHIP. 3
- ARTICLE III. THE UGSA COUNCIL. 3
  - Section 1 – Definition. 3
  - Section 2 – Objectives. 3
  - Section 3 – Council Composition. 3
  - Section 4 – Apportionment 4
  - Section 5 – Chapter Vacancies. 4
- ARTICLE IV. AMENDMENTS. 4
- ARTICLE V. BYLAWS. 4
  - Section 1 – Election of Officers. 4
  - Section 2 – Removal of Officers. 6
  - Section 3 – Duties of the Officers. 7
  - Section 4 – Quorum. 9
  - Section 5 – Voting. 9
  - Section 6 – Council Meetings. 9
  - Section 7 – Executive Board. 9
  - Section 8 – UGSA Internal Standing Committees. 10
  - Section 9 – Duties of UGSA Internal Standing Committees. 10
  - Section 10 – Ad Hoc Committees. 11
  - Section 11 – Local Chapter Constitutions. 12
  - Section 12 – Financial Allocations. 12
  - Section 13 – Special Interest Groups. 12
  - Section 14 – Legislative Process. 13

# **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 1<sup>st</sup> of the current academic year or within two months after the chapter has formed
  4. Have a Representative, Alternate, or Other Member of your Chapter actively participate on a UGSA Internal Standing Committee, OR at the discretion of the Executive Board a University Standing Committee.,
    - a. Each committee member is expected to contribute equally to the objectives of the committee as outlined by the Executive Board and coordinated by the committee chair.
    - b. Determination of whether a chapter has met the standard for active participation is at the discretion of the chair for the internal standing committee, or the Vice President of External Affairs for the University Standing Committee. A written appeal can be made to the Executive Board via the committee's Executive Board liaison.
  5. Good standing shall be revoked for any chapter in which the Representative or Alternate miss any two meetings (Council or in the Internal Standing Committee) – subject to the chair of the Internal Standing Committee and the Executive Board with the following exceptions:
    - a. A Representative that has missed two meetings will come under the review of their Internal Standing Committee Chair and the Executive Board. **IF** the Chair of their respective Internal Standing Committee indicates that the Representative has been very active, despite any missed meetings, then one absence will be excused.
      - a.1 Should the Chair miss two meetings, they will come under the review of the Executive Liaison on their committee and the remainder of the Executive Board
    - b. A Representative may send an Alternate to any meeting, however it is the responsibility of that Representative and Alternate to exchange all information, in order to preserve continuity-**ESPECIALLY** for Internal Standing Committees. It is **NOT** the Chair's responsibility to catch any member of an Internal Standing Committee up to speed after an absence.
    - c. Any Representative may only have **ONE** excused absence each semester.

- 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 council 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 via PawPrints after opening the call for nominations at the January council meeting 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 at the council 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, Vice President of Communications, Vice President of Academic Affairs, Treasurer, and Secretary.
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 council meeting. Newly elected officers shall assume office at the conclusion of old business during the regular April council 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, and emailed to the all UGSA members. Unopposed candidates will write a personal statement.
- C. Special Elections for Replacement of Officers
1. A special election will be held to replace an officer in the event that a vacancy arises due to either resignation or removal as defined in Article V, Section 2.
  2. The replacement officer will serve on the Executive Board for the remainder of the vacated term and will assume the responsibilities of that office as defined in Article V, Section 3.
  3. The replacement officer will receive a prorated portion of the honoraria for the vacated office according to the amount of time in which they serve in that role.
  4. A special election due to an officer resignation as defined in Article V, Section 2, Paragraph A will result in the immediate opening of nominations via e-mail and nominations will be closed during the next UGSA council meeting. Elections will be held immediately following the closing of nominations.
  5. A special election due to a removal of an officer will open nominations for a replacement officer at the meeting in which the motion for removal is made. Nominations will close following the successful vote to remove the officer in the following UGSA council meeting. The election for the replacement officer will be held in the same meeting. If the removal of the officer is not successful, the nominations will be voided.
  6. In the case of a resignation or removal of an officer, the Executive Board will assume the responsibilities of that officer until a replacement officer is elected.

## **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 council meeting.
- B. An officer may be removed from office by a two-thirds majority of the votes present at the next council 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 honoraria according to the following formula:
  1. Forfeited Amount = Honoraria [1 - (Length of term served/Length of term elected)]
  2. Length of term is rounded to the nearest whole month.
  3. In accordance with the budget, for the purpose of determining the officer's prorated honoraria, 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.
- D. Acceptable reasons for removal of an officer are as followed:
  1. The officer is not performing the tasks set forth in Article V, Section 3 or is performing these tasks in an unsatisfactory manner as judged by the Executive Board.

2. The officer is unable to attend the UGSA council meetings or will miss more than one meeting in a semester.

## **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
  - a. Be the primary representative for the UGSA on significant university committees, such as the University Council, Tuition and Fee Review Advisory Committees, Chancellor's Liaison, etc.
  - b. Represent the UGSA to the Directors of Graduate Programs (DGPs), Board of Trustees and the Association of Student Governments - Matt
  - c. Represent graduate students on any Nomination/Search committees for new University personnel that have relevance to graduate students - Matt
  - d. Coordinate with the Secretary and Vice President of Academic Affairs to serve as the UGSA Representative to the Administrative Board of the Graduate School
  - e. Communicate regularly with the Student Body President, Student Senate President, Chair of the Faculty Senate, and Chair of the Staff Senate to foster collaboration
4. Serve as a member and liaison, but not chair, of the Political Action and Special Projects Committee
5. Perform those duties imposed on the office by the Student Body Constitution.
6. Connect with, and bring significant and relevant speakers to the UGSA council meetings.
7. Work with the Treasurer, and then Executive Board, to create, manage, and appropriately adjust the UGSA's yearly recurring budget.
8. Lead goal setting discussions with the Officers over the summer
9. Work with the Vice President for Internal Affairs to coordinate new Representative orientation and update the Representative Information Packet

### 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 the Community Service Committee
4. Promote and appoint willing graduate students to serve on University Standing Committees
5. Actively track attendance of appointed graduate students to University Standing Committees by collecting brief reports following each attended meeting and present these reports during UGSA regular council meetings



6. Reappoint University Standing Committee seats that have a record of unsatisfactory attendance
7. Be responsible for maintaining UGSAs "organizational membership" to the National Association of Graduate-Professional Students (NAGPS) and collaborating with the Political Action and Special Interests committee to facilitate transportation, hotel accommodations, payment of attendance fees and advertising to the NAGPS Advocacy Summit (LAD) as well as keep UGSA members apprised of academic enrichment and pre-professional development opportunities external to NCSU
8. Coordinate the planning and facilitation of the fall and spring International and University Graduate Student Orientations, New Graduate Student Information Fair and Social Event.
9. Coordinate the planning and facilitation of the spring UNC System Graduate Student Association's Leadership and Networking Workshop.
10. Serve as a UGSA representative on the University Standing Committee on Committees.

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 Internal Standing Committees and serve as a liaison with those committee chairs
3. Serve as a member and liaison, but not chair, of the Departmental Outreach and Leadership Committee.
4. Maintain parliamentary procedure at UGSA council meetings and have a copy of Roberts' Rules of Order present at each council meeting
5. Work with the Treasurer and Secretary on the calculation and distribution of chapter rebates.
6. Give the secretary a list of representatives and chapter (GSA) officers' contact information.
7. Notify the secretary to contact the representative and chapter officers if a representative fails to remain in good standing on his/her internal standing committee.
8. Obtain and verify the minutes of the meetings of the internal standing committees every month.
9. Lead discussion and revisions of the Representative Information Packet with the Officers before the first Council Meeting of Representatives in August
10. Plan and coordinate new Representative Orientation with the Officers

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 council meeting
4. Serve as a member and liaison, but not chair, of the Teaching Effectiveness Committee as appointed by the Vice President for Internal Affairs
5. Prepare and carry out UGSA correspondence
6. Work with the Vice President for Internal Affairs and Treasurer on the calculation and distribution of chapter rebates.
7. Contact the representative and chapter officers if a representative fails to remain in good standing on his or her internal standing committee.
8. Contact the representative and chapter officers when the GSA representative is absent from a Council meeting.
9. Coordinate with the President and Vice President of Academic Affairs to serve as the UGSA Representative to the Administrative Board of the Graduate School

E. The Treasurer shall:

1. Keep the financial records of the UGSA.
2. Serve as a member and liaison, but not chair, of the Social Committee
3. Work with the Vice President for Internal Affairs and Secretary on the calculation and distribution of chapter rebates.
4. Coordinate the submission of annual budget requests from the UGSA internal standing committee chairpersons. The budget requests may be submitted in a manner chosen by the Treasurer and approved by the UGSA Council
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 Vice President of Communications shall:

1. Maintain the UGSA Website.
2. Maintain the UGSA email list-serves.
3. Serve as a member and a liaison, but not chair, of the Publicity Committee.
4. Work with the Executive Board to provide and maintain a prompt and reliable flow of information from the UGSA and its constituent members.
5. Communicate pertinent information regularly to the graduate student body in a manner deemed appropriate (blog, e-newsletter)

G. The Vice President of Academic Affairs shall:

1. Serve as a member and liaison, but not chair, of the Research Recognition Committee.
2. Provide leadership for and assist the Research Recognition Committee with the recipient selection process and disbursement of funds for the competitive UGSA Travel Award.
  - a. Serve as the contact person for the receipt and response of student inquires related to the UGSA award for Conferences
  - b. Compile, organize and distribute all received application packets by the specified deadline to the Research Recognition Committee.

3. Work closely with the Graduate School, and be the primary coordinator for Graduate Education Week.
  - a. This includes assisting the Research Recognition Committee with the running and hosting of the Annual Graduate Student Research Symposium.
4. Monitor and educate the UGSA Council on both current and future changes to academic policies at NCSU that affect graduate students.
5. Coordinate with the President and Secretary to serve as the UGSA Representative to the Administrative Board of the Graduate School.

H. The Public Relations Officer shall:

1. Write a Press Release after each All-Council Meeting.
  - i. The Press Release should not simply be the meeting minutes. It will instead be a concise summary of the main points discussed at the meeting that conveys to our stakeholders how the UGSA is enhancing graduate student life at NCSU.
  - ii. This should be distributed to all Representatives and any other outlet the UGSA deems necessary.
2. Serve as a member and a liaison, but not chair, of the Publicity Committee.
  1. Hold regular meetings, no less frequently than monthly, with media outlets to ensure the UGSA is represented in their publications.
  2. Create an annual report to highlight the UGSA's accomplishments and provide goals for the upcoming year.
  3. Write articles for media outlets-after major UGSA events.
  4. Proof and provide editorial support to the UGSA newsletter submissions prior to publication
  5. Take pictures at UGSA events and share them online via Facebook, Twitter, etc.
  6. Keep Twitter and Facebook accounts of the UGSA active and updated to effectively communicate with the graduate student body.
  7. Actively recruit students to follow the UGSA on Facebook and Twitter at UGSA events.
  8. Maintain a presence on GSA Facebook pages and ensure that UGSA material is being publicized in the individual GSAs

## 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 council 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 – Council Meetings**

Council 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 UGSA council meetings
  2. Conduct and be responsible for the long-term planning
  3. Determine and delegate the charges for each UGSA Internal 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 – Internal UGSA and External University Standing Committees

- A. The Internal standing committees shall be:
  - 1. The Community Service Committee
  - 2. The Research Recognition & Policy Committee
  - 3. The Departmental Outreach and Leadership Committee
  - 4. The Political Action and Special Interests Committee
  - 5. The Publicity & Professional Development Committee
  - 6. The Social Committee
  - 7. The Teaching Effectiveness Committee
- B. External University Standing Committees shall be determined by the University Committee on Committees and will be communicated by the Vice President of External affairs
- C. Members of the internal standing committees will be volunteers from the Representatives and Alternates, while members of External University Standing Committees will be volunteers from the full-time graduate student population at NCSU. Representatives, who participated in the UGSA and/or USCs during the previous academic year, have priority in the preference of internal standing committee and/or university standing committee. In the event that enough members cannot be obtained in this manner, the Vice President for External Affairs will appoint members to these committees.
- D. A chairperson shall be chosen from the committee members, and shall not be the Executive Board liaison.
  - 1. The responsibilities of the Internal Committee Chairperson shall be clearly and uniformly communicated in verbal and written form by each Executive Board Liaison at the first Internal Standing Committee meeting of the academic year.
  - 2. The chairperson's fulfillment of duties shall be reviewed at the end of their term by the Vice President for Internal Affairs and the Executive Board Liaison to determine eligibility for the awarding of their honoraria.
  - 3. The decision of the Vice President for Internal Affairs may be appealed to the Executive Board
- E. A chairperson may be removed from office by a two-thirds majority of the votes present at the next UGSA Internal Standing Committee meeting after the meeting at which the motion for removal is introduced. If removed, the chairperson forfeits all honoraria regardless of length of term served.
- 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 before the monthly Council meeting.
- G. Committees shall create end of the year reports that detail their accomplishments for the year, while providing useful information for future members of their committees.
- H. Committees shall share the responsibility for providing food and refreshments for the monthly All-Council meetings. With approximately 8 All-Council meetings occurring during the year, each committee is therefore responsible for this task once, and the Executive Board is

responsible for the first meeting of the year. In addition, the Social Committee is responsible for this task for the final meeting of the year, as this meeting is more celebratory/social in nature.

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

- A. The Community Service Committee shall:
  - 1. Organize and facilitate one to two community service projects per semester for all graduate students at NC State with a minimum of three projects per year.
  - 2. Work with the Publicity Committee to advertise community service projects to the graduate student body.
  - 3. Provide future Community Service Committee with an end of the year report detailing information on each service event including organizations, contacts and success of the event.
- B. The Research Recognition & Policy Committee shall:
  - 1. Develop, plan and execute the University Graduate Student Research Symposium - coordinate with the graduate school
  - 2. Coordinate and advertise the competitive UGSA Travel Award and carry out fair selection of recipients
  - 3. Promote graduate student engagement with the greater Raleigh Community (e.g. coordinating graduate student research presentations with the Science Museum)
  - 4. Maintain the UGSA Award for Conferences application and grading rubric each semester, so that it is prepared for the following semester.
  - 5. Tabulate and maintain records of applications received for the Award for Conferences as a way to determine outreach of UGSA, departmental involvement etc.
- C. The Departmental Outreach and Leadership Committee shall:
  - 1. 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
  - 2. 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 a Representative to the UGSA council. Each chapter may also have a constitutional procedure for designating an Alternate to the UGSA who can serve in place of the

Representative. In the absence of a constitutionally designated Alternate, either the President of the chapter or the UGSA Representative may designate any chapter member as a temporary representative by providing prior electronic notice to the UGSA Secretary

- c. The local GSA chapter shall have a written constitution accepted by the Departmental Outreach and Leadership Committee.
  - d. Each GSA shall satisfy the minimum requirements for a university recognized student association.
3. Serve as a point of contact within the UGSA for non-UGSA graduate student organizations.
  4. Reach out to departments without GSAs to assist with GSA formation and gaining UGSA recognition.
  5. Organize an annual Graduate Student Leadership Workshop, to be held as early in the year as possible so as to allow GSA leadership time to benefit from the knowledge learned and connections made at the workshop.
  6. Maintain and administer new member orientation to Chapters who join the UGSA after the beginning of the academic year.
- D. The Special Projects and 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. Conduct political outreach to the Graduate student body at the request of the Executive Board.
  5. Work with the President to debate every proposed student fee and tuition increase. After reaching a consensus, present findings to Council for approval. The President must consider the Council's approval before voting on behalf of graduate students on the Student Fee Review Committee and Tuition Review Advisory Committee.
- E. The Professional Development and Publicity Committee shall:
1. Create and distribute the UGSA newsletter, at least one for every All Council meeting held per academic month.
  2. Approve all flyers for the UGSA and provide a WolfCopy card for the printing of flyers. Departmental representatives will post flyers in their buildings.
  3. Work with the Graduate School to keep the new student survival guide website up to date
  4. Meet monthly with the Press Secretary and Social Network Manager to 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.
  6. Partner with Preparing Future Leaders to co-sponsor and promote Professional Development programs and opportunities for graduate students
- F. The Social Committee shall:

1. Organize social activities throughout the year for graduate students
  2. Work with the Publicity Committee to advertise social events through PawPrints, emailing Reps, creating flyers, etc. well in advance of an event and with reminders shortly before the event occurs.
    - a) At least 2 events should be held each semester.
- G. The Teaching Effectiveness Committee shall:
1. Organize the UGSA Teaching Assistant Awards Program.
  2. Work with the UGSA advisor and the Director of Graduate Teaching Programs at the Graduate School to look for opportunities across the campus for more effective teaching.
  3. Inform Representatives of academic issues and policies related to teaching and research that affect graduate students.

## **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 Departmental Outreach & Leadership and Outreach Committee Shannon.

## **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. Except as described in Item 3 below, chapters may not receive their rebate until they have submitted to the Secretary by the March council meeting the name and email of the contact person for the chapter over the summer. Chapters must notify the Treasurer of the name and contact info of the departmental bookkeeper who handles finances of their FAS account by the April council meeting. The Treasurer should also be notified in the case of a change to a chapter's FAS account number.
  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 council meetings attended and the size of the chapter

$$50\% \text{ of Chapter Rebate} = \left( \frac{1}{2} AR \right) \left[ \frac{(\# \text{ CM attended} + \# \text{ ICM attended})(\text{size of chapter})}{\sum_{\text{Chapters in good standing}} (\# \text{ CM total} + \# \text{ ICMs total})(\text{size of chapter})} \right]$$

where AR = allocation for rebates, CM = Council Meetings, ICM = Internal Committee Meetings, and “total” refers to the total number of meetings that occurred during the academic year. For internal committees, this “total” is normalized across all committees to be only one meeting per month school is in session.

3. Chapters that did not receive a chapter rebate from the previous academic year, including newly formed chapters, may apply for a \$150 as seed funds for the current year. In order to apply for this special fund, a chapter must meet all requirements for good standing in Article III, section 3, paragraph B and submit a separate application, endorsed by the chapter’s departmental Director of Graduate Programs, to the UGSA Committee on Departmental Outreach and Leadership. This application must propose a budget and timeline for use of the \$150 fund. A chapter that did not receive the previous year’s rebate due to loss of good standing must also explain in the application how the chapter plans to retain good standing. When the Committee approves an application, it will be sent to the executive officers for the final review, and the chapter will receive its \$150 seed funds through the same channels by which chapter rebates are normally issued. However, a separate line item for seed funds will be created in the annual budget for UGSA. In order to retain good standing, the chapter must report how it spend the seed funds to the Committee no later than the beginning of the semester following the expenditure.
- D. Not being in good standing is as defined in Article III, Section 3, Paragraph B.
  - E. Chapters who are granted funds through Block Grants must submit receipts for all of the expenses mentioned in their application. Failure to do so will be noted for future applications and will decrease the likelihood of future approval, but only within the same academic year.

## 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 Departmental Leadership and Outreach 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 for 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 Departmental Leadership and Outreach Committee so that the SIG may present its objectives at the UGSA council 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 Internal 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 Executive Board for review at a regular meeting of the board. 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 board.
  - 2. The Executive Board shall approve or deny any requests, as determined by majority vote of board members. Upon approval, the Executive Board, in conjunction with the initiating party, will draft a bill for submission to the UGSA Council at the next regular council meeting.
  - 3. The President of the UGSA 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 council 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.