Article V. BYLAWS

Section 2 – Removal of Officers

3. Honoraria is dispersed in two payments, once at the end of each semester. The combined summer and fall semester from May to December shall be assessed as an eight month term, starting in August. The spring semester will be from January to April and will be assessed as a four month term. Officers that resign during the summer before the August meeting or that are removed at the September meeting may be paid for time spent in office with the approval of the majority of the Executive Board.

Section 3 - Duties of the Officers

**A. The President shall:**  
1. Serve as a voting member of the GSA Executive Board

a. Attend all Executive Board Meetings

b. Lead goal setting discussions with the Officers over the summer.

c. Work with the Vice President of Internal Affairs to coordinate new Representative  
orientation and update the Representative Information Packet.

d. Work with the Treasurer, and then Executive Board, to create, manage, and  
appropriately adjust the GSA’s yearly recurring budget for approval by the council floor.

2. Serve as an active and fully-participating member and liaison, but not chair, of the Community Service Committee.

3. Serve as the GSA representative to the GSA at University and Student Government functions  
a. Serve as the primary GSA representative for the GSA on significant university committees, such as the University Council, Tuition and Fee Review Advisory Committees,  
Chancellor’s Liaison, etc.  
b. Represent the GSA to the Directors of Graduate Programs (DGPs) and Board of  
Trustees  
c. Represent graduate students on any Nomination/Search committees for new  
University personnel that have relevance to graduate students

d. Appoint willing graduate students to serve in representative roles as requested of GSA  
~~e. Coordinate with the Secretary and Vice President of Academic Affairs to serve as  
the GSA 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  
f. Effectively communicate all university committee meetings and liaison summaries, results, and actions taken to the GSA Executive Board as well as communicate all relevant interactions with university and administration to the GSA All Council Body in either written or verbal form and on a month-to-month basis.

4. Serve as leader of the GSA All-Council student body.

a. Call and preside over GSA council meetings.  
b. Call GSA elections and special elections whenever necessary.

c. Connect with, and bring significant and relevant speakers to each the GSA all-council meetings as time allows.

**B. The Vice President of External Affairs shall:**  
1. Serve as a voting member of the GSA Executive Board.  
a. Attend all GSA Executive Board meetings.

b. Serve as a GSA representative on the University Standing Committee on  
Committees.

c. Promote and appoint willing graduate students to serve on University Standing  
Committees.  
d. Actively track attendance of appointed graduate students to University Standing  
Committees by collecting brief reports following each attended meeting and present  
these reports during GSA regular council meetings.  
e.. Reappoint University Standing Committee seats that have a record of unsatisfactory  
attendance.

2.Serve as an active and fully participating member and liaison, but not chair, of the ~~Community Service Committee~~ Political Action and Special Projects Committee.

a. Collaborate with the Political Action and Special Interests committee to facilitate transportation, hotel accommodations, payment of attendance fees and advertising to the NAGPS Advocacy Summit and Legislative Action Day

3. Serve as External Affairs Liaison to the GSA

a. Be responsible for maintaining the GSA’s “organizational membership” to the National Association of Graduate-Professional Students (NAGPS).

b. Keep GSA all-council members apprised of academic enrichment (LAD) as well as keep GSA members apprised of academic  
enrichment and pre-professional development opportunities external to NCSU.

c. Facilitate Fall and Spring Graduate Orientation events at the request of the Graduate School.  
~~d. Coordinate the planning and facilitation of the spring UNC System Graduate Student  
Association’s Leadership and Networking Workshop.~~

4. ~~Serve as proxy to the GSA President~~

~~a.~~ Preside over GSA council meeting at the request of or in the absence of the  
President.  
~~b. Act as proxy for the President at University or Student Government functions at the  
President’s request.~~

**C. The Vice President of Internal Affairs shall:**  
1. Serve as a voting member of the GSA Executive Board.

a. Attend all Student Government Executive Board meetings.

b. Lead discussion and revisions of the Representative Information Packet with the  
Officers before the first Council Meeting of Representatives in August.  
c. Plan and coordinate New Representative Orientation with the Officers.  
d. Coordinate with the treasurer to arrange food and refreshments for the monthly All-Council  
meetings through university catering services or otherwise.  
2. Serve as an active and fully participating member and liaison, but not chair, of the Professional and Organizational Development Committee.

3. ~~Appoint and o~~Oversee the operations of the GSA All Council meetings and GSA Internal Standing Committees and serve as a liaison with those committee chairs.

a. Obtain the letter of credentials from each chapter, graduate  
degree program and SIG, and verify each chapter's registration with Student  
Involvement.

b. Maintain parliamentary procedure at GSA council meetings and have a copy of  
Roberts’ Rules of Order present at each council meeting.  
c. Work with the Treasurer and Secretary on the calculation and distribution of chapter  
rebates.  
d. Give the secretary a list of representatives and chapter (GSA) officers’ contact  
information.  
e. 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.  
f. Obtain and verify the minutes of the meetings of the internal standing committees every month.  
~~4g. Coordinate the planning and facilitation of the spring UNC System Graduate Student  
Association’s Leadership and Networking Workshop.~~

g. Organize a meeting for internal committee chairs after they are chosen.

**D. The Secretary shall:**  
1. Serve as a voting member of the GSA Executive Board

a. Prepare and carry out GSA correspondence.  
b. Work with the Vice President of Internal Affairs and Treasurer on the calculation and  
distribution of chapter rebates.  
c. Attend all Student Government Executive Board meetings.

d. Record and maintain minutes of the GSA Executive Board meetings and maintain records of meeting minutes in a shared folder for GSA all-council members to view.

~~e. Coordinate with the President and Vice President of Academic Affairs to serve as the  
GSA Representative to the Administrative Board of the Graduate School.~~

e. Communicate all meeting results and actions taken to the executive board as well as communicate all relevant results to the GSA all-council members.

2. Serve as an active and fully participating member and liaison, but not chair, of the Teaching Effectiveness Committee.

3. Oversee and maintain records of GSA All Council meetings

a. Record and maintain minutes of the GSA All Council meetings

b. Circulate copies of the GSA All Council minutes to the council members.  
c. Maintain a roll of council members and call the roll whenever a roll call vote is taken.  
d. Determine and announce whether or not a quorum is present for each council  
meeting.  
e. Contact the representative and chapter officers if a representative fails to remain in  
good standing on his or her internal standing committee.  
f. Contact the representative and chapter officers when the GSA representative is  
absent from a Council meeting.

**E. The Treasurer shall:**  
1. Serve as a voting member of the GSA Executive Board  
a. Attend all Student Government Executive Board meetings.

2. Serve as an active and fully participating, member and liaison, but not chair, of the Social Committee

3. Serve as the financial record keeper of the GSAKeep the financial records of the GSA.  
a. Work with the Vice President of Internal Affairs and Secretary on the calculation and  
distribution of chapter rebates.2

b. Coordinate the submission of annual budget requests from the GSA internal standing  
committee chairpersons. The budget requests may be submitted in a manner chosen  
by the Treasurer and approved by the GSA Council.  
c. Submit the annual budget, approved by the Executive Board, to the GSA Council for approval.  
d. Oversee block grant requests in accordance with the GSA Block Grant Policy.

**F. The Vice President of Communications shall:**  
1. Serve as a voting member of the GSA Executive Board

a. Attend all GSA Executive Board meetings

b. Work with the Executive Board to provide and maintain a prompt and reliable flow of  
information from the GSA and its constituent members.

2. Serve as an active and fully participating member and a liaison, but not chair, of the Publicity Committee.  
3. Serve as primary communications facilitator between GSA, the graduate student body, the university, and the general public.

a. Maintain the GSA website and all email list-serves.  
b. Develop and maintain relationships with the Graduate School as well as the UNC  
and Duke Graduate Student Associations to improve the efficiency of communications.  
c. Proof and provide editorial support to the GSA newsletter submissions prior to  
publication.  
d. Keep Twitter, Facebook, and Instagram accounts of the GSA active and updated to  
effectively communicate with the graduate student body and encourage students to  
follow these accounts.  
e. Create an annual report to highlight the GSA’s accomplishments and provide goals  
for the upcoming year.

**G. The Vice President of Academic Affairs shall:**  
1. Serve as a voting member of the GSA Executive Board

a. Attend all GSA Executive Board meetings.

2. Serve as an active and fully participating member and liaison, but not chair, of the Research Recognition Committee.  
a. Assist the Research Recognition Committee with the  
recipient selection process and disbursement of funds for the competitive GSA  
Travel Award for Conferences and the GSA Travel Assistance Award.  
b. Serve as the contact person for the receipt and response of student inquires  
related to the GSA Award for Conferences and the GSA Travel Assistance Award.  
c. Compile, organize and distribute all received application packets by the  
specified deadline to the Research Recognition Committee Chair.  
d. Work closely with the Graduate School and assist the Research Recognition Committee with the running and hosting of the Annual Graduate Student Research Symposium.

3. Serve as the primary resource for the GSA All Council Body on both current and future changes to academic policies at NCSU that affect graduate students.

~~a. Work closely with the Graduate School, and be the primary coordinator for Graduate  
Education Week.~~  
a.~~Coordinate with the President and Secretary to s~~ Serve as the GSA Representative to  
the Administrative Board of the Graduate School.

~~b. Monitor and educate the GSA All Council body on both current and future changes to  
academic policies at NCSU that affect graduate students.~~

~~c. Communicate all results and actions from interactions with the administrative board of the graduate school to the GSA executive board as well as communicate all relevant results to all-council GSA body.~~

**H. The Vice President of Student Government Relations shall:**

1. Serve as a voting member of the GSA Executive Board.

2. Serve as an active and fully participating member and liaison, but not chair, of the Graduate Representation Committee

a. Assist the Graduate Representation Committee to ensure that all graduate student senate seats remain filled by qualified graduate students at all times.

3. Serve as a liaison between Student Government and the Graduate Student Association.

a. Attend all Student Government Executive Board meetings.

b. Collaborate with Student Government Directors on issues concerning graduate students.

c. Communicate all results and actions from interactions with student government to the GSA executive board as well as all relevant results from said interactions with the GSA all council body.

d. Must either attend Senate meetings or liaise with the Senate Graduate Delegation head to keep up on current affairs as it relates to Student Senate

e. Report monthly (or as necessary) to the general GSA body on events, issues, and  
concerns of Student Government as they relate to the graduate student body.

f. Serve as an alternate representative to the Association of Student Governments (ASG) for the designated graduate ASG representative, who is defined as the most senior Graduate School Senator in Student Government bylaws.