

Approved as of April 20, 2020

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

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# **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 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:

- 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 GSA Council shall be composed of:
  - 1. A Representative or Alternate from each chapter.
  - 2. Current Student Government Senators in the Graduate and Lifelong Education Delegation
  - 3. A faculty advisor appointed by the graduate school.

4. Officers of the GSA.
  5. A Representative or Alternate 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 Graduate Catalog. To be in good standing with the GSA, a chapter shall:
1. Register or renew their GSA chapter with Student Involvement during the Fall semester open registration period of the current academic year or at the next open enrollment period after the chapter has formed. Registration requires submission of a constitution. The constitution must include the name(s) of the degree program(s) incorporated in the chapter to be accepted by the GSA in accordance with Article V, Section 9, Paragraph C-1.
  2. Submit a letter of credentials, signed by the faculty administrator of their degree program, to the Vice President for Internal Affairs prior to October 1st of the current academic year or within two months after the chapter has formed.
  3. Have a Representative, Alternate, or other member of your Chapter actively participate on a GSA Internal Standing Committee, OR at the discretion of the Executive Board, Student Senate:
    - 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. In the case of Student Senate participation, the Senator must remain in good standing within the Student Senate. Senator standing with the Senate will be confirmed by the GSA President. A written appeal can be made to the Executive Board via the committee's Executive Board liaison.
  4. Chapters will receive a 50% reduction in their annual rebate in the case of line a **or** line b below. Good standing shall be revoked for any chapter in which both of the following are true:
    - a. The Representative or Alternate miss more than one all-council meeting.
    - b. The Representative does not contribute sufficiently to the objectives of their assigned Internal Standing Committee. Sufficient contribution includes both attending monthly Internal Standing Committee meetings and events, as well as contributing to the workload of the committee outside of meetings.
      - i. The committee chair will provide end of the semester reports to the VP of Internal Affairs regarding each committee member's contribution. Any representative with numerous absences or unsatisfactory contributions at the end of the Fall semester will receive notice from the committee chair or VP of Internal Affairs. Representatives with unsatisfactory attendance or contributions at the end of Spring semester will receive a 50% reduction in rebate for their chapter.

- ii. Rulings of the committee chair may be brought under review of the GSA executive board.
- 5. A Representative may send an Alternate to any meeting; however, it is the responsibility of the 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. SIGs shall be considered in good standing when meeting the requirements of Article V, Section 13.
- D. To be considered in good standing with the GSA, a current Graduate School Senator:
  - 1. Shall be in good standing within Student Senate, as determined by their bylaws.
  - 2. Shall not miss more than one GSA All Council meeting following their election or appointment to Student Senate.
- E. Representatives and Alternates shall be selected by each chapter annually as provided for in each chapter's constitution.
- F. Each Representative, Alternate, and Officer shall be currently enrolled in a North Carolina State University graduate degree program and be in good academic standing.
- G. Each Representative and Alternate shall be a member of the chapter represented.
- H. 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.
- I. 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 GSA 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 majority vote. All nominations must be closed by a two-thirds majority vote.
  - b. Only a member of the GSA as defined by Article II is eligible for election to office.
  - c. All nominations shall come from the council, and may be declined without repercussions. All nominations must be seconded.
  - d. The period between the opening and closing of nominations shall be at least three weeks, except in the case of temporary officers.
  - e. 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.
  - f. 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.
  - g. All elections shall be won by a majority of the votes present.
  - h. 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.

- i. For elections with two or more nominees, elections will be done by ballot.
- j. 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 officers shall be those of President, Vice President of External Affairs, Vice President of Internal Affairs, Vice President of Communications, Vice President of Academic Affairs, Vice President of Student Government Relations, Secretary, and Treasurer.
2. Nominations for the regular elections shall be opened at the February council meeting, and closed at the March 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, which must be received no later than two weeks after acceptance of their nomination. Their personal statement shall be posted immediately to the GSA website, and emailed to all GSA members. Unopposed candidates will write a personal statement.
4. If a President Elect for the next term is elected prior to the regular elections then there shall not be a regular election for President and the President Elect shall assume the office of President with the other officers elected at the conclusion of old business during the regular April council meeting.

#### 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 or lack of candidates for a position at the time of the election.
2. The replacement officer will serve on the Executive Board for the remainder of the vacated term and will assume the responsibilities of that officer 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 GSA 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 GSA 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. If there are no candidates for an officer position at the time of the election then the period of nominations will remain open and a special election will be scheduled for the next GSA council meeting.
7. In the case of an officer vacancy, the Executive Board will assume the responsibilities of that officer until a replacement officer is elected.

D. Election of President Elect

1. Nominations for the position of President Elect shall be opened at the October council meeting, with the election held during the November council meeting.
2. Elections for President Elect may be held after the November council meeting if the position remains or becomes vacant.
3. A new President Elect shall assume office at the conclusion of old business of the meeting in which they are elected.
4. If the position of President Elect is vacant at the time of regular elections then a new President shall be elected as part of the regular election of officers

## **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. 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.
- 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 GSA council meetings or will miss more than one meeting in a semester.



## 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 Special Projects 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. Communicate regularly with the Student Body President, Student Senate President, Post Doctoral Association President, Chair of the Faculty Senate, and Chair of the Staff Senate to foster collaborations.
  - 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 significant and relevant speakers and bring them to each of 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 All 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 Legislative Affairs and Student Advocacy Committee (LASA).
    - a. Collaborate with LASA to facilitate transportation to, hotel accommodations, payment of attendance fees, and advertising for the National Association of Graduate-Professional Students (NAGPS) Advocacy Summit and Legislative Action Day (LAD).
  3. Serve as External Affairs Liaison to the GSA.
    - a. Be responsible for maintaining the GSA's "organizational membership" to the NAGPS.
    - b. Keep GSA All Council members apprised of academic enrichment, such as LAD, as well as keep GSA members apprised of pre-professional development opportunities external to NC State.
    - c. Facilitate Fall and Spring Graduate Orientation events at the request of the Graduate School.
- C. The Vice President of Internal Affairs shall:
1. Serve as a voting member of the GSA Executive Board.
    - a. Attend all GSA Executive Board meetings.
    - b. Lead discussion and revisions of the Representative Information Packet with the Officers before the first All Council meeting 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 Judicial Committee.
  3. 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 All Council meetings and have a copy of Robert's Rules of Order present at each 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 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.
- g. Organize a meeting for Internal Standing Committee chairs after they are chosen.

D. 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 inquiries related to the GSA Travel 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 NC State that affect graduate students.
  - a. Serve as the GSA Representative to the Administration Board of the Graduate School.

E. 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 Community and Social Engagement 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-servs.
  - 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.
- F. The Vice President of Student Government Relations shall:
- 1. Serve as a voting member of the GAS Executive Board.
    - a. Attend all GSA Executive Board meetings.
  - 2. 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. Coordinate with Senate Graduate Delegation to recruit graduate student Senate candidates
    - f. 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.
    - g. Serve as an alternate representative to the Association of Student Governments (ASG) for the designated graduate ASG Representative, who is defined as the Graduate School Senate Delegation Head in Student Government bylaws.
    - h. Evaluate Student Government candidates during elections in order to inform graduate students on candidate positions and encourage voter participation from graduate students in elections
- G. 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 GSA 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 all GSA Council members to view.
    - e. Communicate all meeting results and actions taken to the Executive Board, as well as communicate all relevant results to the GSA 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 meeting minutes to the Council members.
- c. Maintain a roll of Council members and call 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/her Internal Standing Committee.
- f. Contact the representative and chapter officers when the GSA representative is absent from a Council meeting.

H. The Treasurer 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 Finance Committee.
- 3. Serve as the financial record keeper of the GSA.
  - a. Work with the Vice President of Internal Affairs and Secretary on the calculation and distribution of chapter rebates.
  - 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. Oversee block grant requests in accordance with the GSA Block Grant Policy.

I. The President Elect:

- 1. The position of President Elect may be held by any member of GSA as defined in Article II, upon election as proscribed in Article V, Section 1, Paragraph B-4, and the position may be held concurrently with any other position in GSA.
- 2. The President Elect shall:
  - a. Assist the President in preparation for assuming the office of President.
  - b. Attend all GSA Executive Board meetings.
  - c. Serve as a non-voting member of the GSA Executive Board if not already an Executive Board member.
  - d. Serve as Acting President, if the office of President becomes vacant, until a Special Election may be held as proscribed in Article V, Section 1, Paragraph C.

## **Section 4 – Quorum**

- A. A quorum shall consist of at least one eligible vote above one half of all the GSA Officers, Chapter and SIG Representatives or Alternates, and current Graduate School Senators showing active membership in the GSA Council:
  - 1. The GSA 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, as defined in Article III, Section 3, paragraph B and Article III, Section 3, paragraph C, respectively, who has been present for at least one of the two previous GSA council meetings. Active membership of a current Graduate School Senator shall be defined as a Senator in good standing, as defined in Article III, Section 3, paragraph D, who has been present for at least one of the two previous GSA 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 GSA Officers, Representatives and/or Alternates, and Senators present.
  3. Announce whether or not a quorum is present for the meeting.

## **Section 5 – Voting**

- A. Members of the GSA Council as defined by Article III, Section 3, paragraph A in good standing with the GSA in accordance with Article III, Section 3 paragraph B, C, or D 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.
- E. In the case where a chapter or SIG Representative or Alternate also serves as a current Graduate School Senator, only one vote shall be cast and recognized by that individual.

## **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 GSA.
- B. The Executive Board shall:
  1. Produce the agendas for GSA council meetings.
  2. Conduct and be responsible for long-term planning.

3. Determine and delegate the charges for each GSA 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 GSA website.

## **Section 8 – Internal GSA and External University Standing Committees**

- A. The Internal standing committees shall be:
1. The Special Projects Committee.
  2. The Legislative Affairs and Student Advocacy Committee.
  3. The Judicial Committee
  4. The Research Recognition Committee.
  5. The Community and Social Engagement Committee.
  6. The Teaching Effectiveness Committee.
  7. The Finance 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 NC State. Representatives, who participated in the GSA 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 of 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 and end of year report, as defined in section 8, Paragraph G, shall be reviewed at the end of their term by the Vice President of Internal Affairs and the Executive Board Liaison to determine eligibility for the awarding of their honoraria.
  3. The decision of the Vice President of 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 GSA 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 of 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.

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

- A. The Special Projects Committee shall:
  - 1. Seek opportunities to collaborate with and/or promote Graduate School programming opportunities.
  - 2. Work with the Graduate School to serve as a liaison between the GSA and the office, maintaining a line of communication for initiatives and priorities between the two organizations.
  - 3. Maintain the Best Practices Award for chapter GSAs. This includes advertising, reviewing applications, and making information on GSA best practices available to all departments.
  - 4. Administer new member onboarding to chapters who join the GSA after the beginning of the academic year.
  - 5. Maintain a mechanism for graduate students to propose issues with distinct deliverables for the GSA to pursue on their behalf. Serve as GSA's primary agents in pursuing avenues for NC State graduate and professional student advocacy at the university level and execution of issues:
    - a. Keep the GSA Council informed of any issues that affect graduate students.
    - b. Prepare responses for issues for vote by the GSA Council body.
    - c. Host collaborative events on campus to raise both graduate and professional student awareness regarding issues.
    - d. Develop advocacy proposals for the GSA Council on issues identified by NC State graduate and professional students.
- B. The Legislative Affairs and Student Advocacy Committee shall:
  - 1. Resume the official charge of dealing with relations for graduate and professional student advocacy at the local, state, and federal level.
  - 2. Advise the Vice-President of External Affairs about current legislative and political activity.



3. Collaborate with other political or advocacy organizations of which the NC State GSA is member of, such as the National Association of Graduate and Professional Students (NAGPS), a student run advocacy group.
4. Serve as GSA's primary agents in researching legislative and political activity that may impact graduate students.
  - a. Monitor local, state, and national legislation that may impact graduate students.
  - b. Write position statements for the GSA All Council's approval.

C. The Judicial Committee shall:

1. Enforce and review the constitution of the GSA to make recommendations to the GSA for improvements when necessary.
2. Review the constitutions of the GSA chapters to verify compliance with the GSA constitution. The committee shall either accept the constitutions or make recommendations for their correction.
3. Determine that the chapter has fulfilled the requirements to be formally recognized by the GSA:
  - a. Each 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 chapter shall have a constitutional procedure for choosing a Representative to the GSA council. Each chapter may also have a constitutional procedure for designating an Alternate to the GSA who can serve in place of the Representative. In the absence of a constitutionally designated Alternate, either the President of the chapter or the GSA Representative may designate any chapter member as a temporary representative by providing prior electronic notice to the GSA Secretary.
  - c. The chapter shall have a written constitution accepted by the Judicial Committee.
  - d. Each SIG shall satisfy the minimum requirements for a university-recognized student association.
4. Review all legislation proposed to the GSA. The committee shall either accept the legislation or make recommendations for correction. These recommendations should be clerical in nature and not substantive. If the committee, by majority vote, believes that the legislation is not acceptable or germane to GSA as written, it can reject the legislation until it is rewritten to meet the standard of the body.

D. The Research Recognition Committee shall:

1. Coordinate with the Graduate School to develop, plan, and execute the University Graduate Student Research Symposium.
2. Coordinate and advertise the competitive GSA Award for Conferences and carry out fair selection of recipients.
3. Review and revise, if necessary, the GSA Award for Conferences application and grading rubric each semester.
4. Maintain records of applications received for the GSA Award for Conferences.

E. The Community and Social Engagement Committee shall:

1. Organize social and community service activities throughout the year for graduate students with at least one social and one community service event held each semester.
  - a. In addition, organize a year-end event, including location and food.
2. Work with the Vice President of Communications, all Internal Committees, and GSA representatives to publicize social events and assist with events sponsored by the other Internal Committees as requested. This includes, but is not limited to, social media.
3. Work with the Vice President of Communications on maintaining the monthly release of PawPrints as requested.

F. The Teaching Effectiveness Committee shall:

1. Organize the GSA Teaching Excellence Awards Program.
2. Facilitate networking for graduate student teachers at NC State.
3. Address issues relevant to graduate student teachers at NC State.

G. The Finance Committee shall:

1. Prepare an annual budget proposal for submission by the Treasurer to the Executive Board for approval.
2. Be responsible for any fundraising initiatives enacted by the GSA council.
3. Oversee block grant requests in accordance with the GSA Block Grant Policy.
4. Critically review proposed student fee increases and prepare a recommendation for the President to express on the university-level Student Fee Review Committee.

## **Section 10 – Ad Hoc Committees**

Ad hoc committees shall be defined and approved by a majority of votes present. Committee members shall be appointed by the President. Ad hoc committees shall be disbanded by a majority of votes present.

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

Local GSA chapter constitutions must be in agreement with the GSA Constitution and must be approved by the Judicial Committee.

## **Section 12 – Financial Allocations**

- A. All financial allocations must be approved by a 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 majority of votes present.

- C. Chapters in good standing with the GSA, 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 GSA.
  2. Fifty percent (50%) of the money allocated to chapter rebates will be distributed amongst all chapters in good standing with the GSA according to the following criteria which incorporate both the amount of council meetings attended and the size of the chapter:

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

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 advance on their chapter rebate for the current year. In order to apply for this advance, 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 GSA Graduate Representation Committee. This application must propose a budget and timeline for the use of the \$150 advance. 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, the chapter will receive its \$150 advance through the same channels by which chapter rebates are normally issued. In order to retain good standing, the chapter must report how it spent the advance 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 GSA shall recognize SIGs according to the following guidelines:

- A. The SIG shall have a valid constitution in agreement with the GSA constitution. This constitution shall clearly outline the objectives of the SIG. The constitution shall be approved by the Judicial Committee.
- B. Register or renew their organization with Student Involvement during the Fall semester open registration period of the current academic year or at the next open enrollment period after the chapter has formed. Registration requires submission of a constitution.
- C. Upon approval, a motion shall be made by the chair of the Graduate Representation Committee so that the SIG may present its objectives at the GSA council meeting.
- D. Induction or removal of SIGs will require a two-thirds majority vote of the GSA.
- 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 and the Representative or Alternate have not missed more than one GSA All Council meeting.
- 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 GSA Constitution or resolutions stating the position of the GSA on certain issues shall be required to undergo a universal review and passage procedure.

- A. Any member(s) of the GSA Council, as defined by Article III, Section 3, Paragraph A, GSA 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 after securing sponsorship of a chapter representative before meeting with the board.
- B. Procedure for Legislation:
  - 1.
    - a. Procedure for submitting ideas for legislation to the Executive Board: The Executive Board shall consider requests for legislation and 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 or statement for submission to the President within 30 days.
    - b. Procedure for submitting legislation to the Executive Board: The Executive Board shall approve or deny legislation submitted to them by the next regular meeting of the board after the legislation is submitted, as determined by majority vote of board members. Legislation voted down by the board may be introduced for first reading by

simple majority vote of the council at any meeting of the same academic year. Motions to hear legislation not passed by the Executive Board shall be made during open floor comments and shall not be debated. Prior to the all council meeting at which the bill will be introduced, the full bill should be made available to the GSA reps. Additionally, a slide containing the legislation's title, a description to be no longer than 200 characters, and the sponsor's name and chapter shall be displayed for two minutes before the vote.

2. The President of the GSA shall be responsible for submitting all legislation to the Council.
3. All new legislation, regardless of the number of readings required, shall come to the floor during New Business.
4. All legislation requiring only one reading shall be debated and voted on after they are read unless tabled until a later council meeting.
5. All legislation requiring two readings, as outlined in Article IV, shall be debated and voted on after the second reading.
6. Any legislation passed by the GSA Council is final and does not require approval of the GSA President or the Graduate School.

## **Section 15 – Recognition of Service to NC State Graduate Students**

The GSA may recognize outstanding service from members of the NC State community to the graduate student body by conferring an annual Award for Outstanding Service to the Graduate Students of NC State.

### **A. Eligibility:**

1. Eligibility to receive this award shall extend to all members of the NC State community (Faculty, Staff, Students) with the exception of members of the GSA Council, as defined by Article III, Section 3, Paragraph A.

### **B. Nomination and Voting:**

1. Nominations for the award may be made by any member of the GSA Council, as defined by Article III, Section 3, Paragraph A. The period of nominations shall be opened at the February Council meeting and closed at the March Council meeting. Prior to voting there shall be a period of discussion, including time for each member who submitted a nomination to speak on behalf of their nominee. The vote shall be determined by a simple majority.

### **C. Presentation of the Award:**

1. The award shall be presented at the April Council meeting.