

**North Carolina State University
Sociology Graduate Student Association
Constitution (Voted on and accepted 02/06/04)**

Article I Name and Purpose

- Section 1 This organization shall be known as the Sociology Graduate Student Association.
- Section 2 The purpose of this Association shall be to promote the academic and professional development of graduate students in Sociology.

Article II Membership

- Section 1 Membership shall be open to all Sociology graduate students at North Carolina State University.

Article III Election and Removal of Officers

- Section 1 Election of Officers
- A. The permanent offices shall be those of President, Vice-President, Secretary, Treasurer, Electronic Communications Officer and University Graduate Student Association Representative.
 - B. Regular elections shall be held in March of each year at a regular meeting. Such elections shall be announced and nominations opened by the presiding officer at the previous regular meeting.
 - C. President-Elect shall enter into a month long mentorship with the President to be completed at the April meeting, in which all newly elected officers take office at the conclusion of old business.
 - D. Temporary officers are appointed in instances of removal or resignation of an officer or in instances of special need. Temporary officers are appointed by the President and may be created for a specified term and to perform specified duties. In the event the President's position becomes vacant, the Vice-President assumes the President temporarily and will then appoint a temporary Vice-President. The term specified for such temporary offices shall not extend past the next regular election.
 - E. Special elections shall be held whenever one of the permanent offices becomes vacant and/or whenever a motion is made to make a temporary office permanent. All vacancies shall be announced by the presiding officer at the first possible meeting. The election shall be at the next regular meeting.
- Section 2 Removal of Officers

- A. An officer may resign by submitting a written notification to the Executive Board at the regular meeting prior to the effective date of resignation.
- B. An officer may be removed from office by a two-thirds majority of the votes present at the next meeting after the one at which the motion for removal is introduced.

Article IV Officers and Special Responsibilities

- Section 1 The elective officers of this Association shall be the President, Vice President, Secretary, and Graduate Student Association Representative. In addition, three persons will share the office of Treasurer/Fundraiser
- Section 2 The officers shall be elected by the Association to serve a term of one year beginning the last Monday in April.
- Section 3 The Secretary shall be responsible for recording and distributing minutes of the Association meetings. An archive of these minutes shall be maintained for reference by graduate students.
- Section 4 The Treasurers, in addition to other duties, shall form a Disbursement Committee. This committee shall once a year solicit from graduate students their plans for attendance at professional meetings. With this information in hand, and taking into consideration the treasury balance and estimated fundraising revenues, the committee shall determine an amount for that year's travel allotment. The committee is further responsible for determining eligibility criteria and for reimbursing eligible graduate students.

Article IV Officers and Duties of Same

Section 1. The Office of President

The President shall:

- A. Call and preside over SGSA meetings
- B. Call SGSA elections and special elections whenever necessary
- C. Appoint SGSA committees and their chairpersons unless otherwise specified herein
- D. Serve as the Graduate Student Chair of the Graduate Student Advisory Board, and
- E. Perform those duties imposed on this office by the SGSA constitution

Section 2. The Office of Vice-President

The Vice-President shall:

- A. Preside over SGSA meetings at the request of or in the absence of the President
- B. Act as proxy at the President's request

- C. Serve as the Chair of the Graduate Student Culture Committee, and
- D. Perform those duties imposed on this office by the SGSA constitution.

Section 3. The Office of Secretary

The Secretary shall:

- A. Record and maintain minutes of the SGSA and circulate copies of the minutes to the membership
- B. Maintain a roll of council members and call the roll whenever a roll call vote is taken
- C. Prepare and carry out SGSA correspondence.
- D. Serve as the Co-Chair (with the Electronic Communications Officer) of the Publicity Committee, and
- E. Perform those duties imposed on this office by the SGSA constitution.

Section 4. The Office of Treasurer

The Treasurer shall:

- A. Keep the financial records of the SGSA
- B. Serve as the Chair of the Finance Committee, and
- C. Perform those duties imposed on this office by the SGSA constitution.

Section 5. The Office of Electronic Communication Officer

The Electronics and Communications Officer shall:

- A. Maintain the SGSA Website
- B. Work with the executive committee to provide and maintain a prompt and reliable flow of information from the SGSA and its constituent members
- C. Serve as the Co-Chair (with the Secretary) of the Publicity Committee, and
- D. Perform those duties imposed on this office by the SGSA constitution.

Section 6. The Office of Representative to the University Graduate Student Association

The UGSA Representative shall:

- A. Serve as the SGSA Representative to the UGSA Council
- B. Fulfill duties as outlined in the UGSA Constitution
- C. Submit regular reports to the SGSA, and
- D. Perform those duties imposed on this office by the SGSA constitution.

Article V Dues

- Section 1 Payment of dues, while not required for membership in the Association, shall be required before a member may receive funding from the Association. Collection of dues will be the responsibility of the Treasurer.
- Section 2 The amount of dues assessed will be determined by two thirds majority vote of those members in attendance and voting at a regular meeting of the Association. The meeting at which dues are determined shall be advertised in advance as such.
- Section 3 Refer to 8.2.A. for responsibilities and duties concerning the expenditure of dues.

Article VI Amending the Constitution and By-laws

- Section 1 Amendments to the constitution or by-laws shall be presented by members of the Association in writing and read at a regular meeting but shall not be voted upon until the next regular meeting, and then only after informing each member of the proposed amendments. A Majority of two thirds of the members present and voting shall be required.
- Section 2 All amendments to this constitution or by-laws shall be subject to the approval of the University Graduate Student Association.
- Section 3 Any article of this constitution or part thereof that is in direct violation of the University Graduate Student Association constitution or by-laws shall be null and void and declared unconstitutional by the President of the University Graduate Student Association. Any differences of opinion between the Sociology Graduate Student Association and the President of University Graduate Student Association shall be brought before the Legislature, whose decision shall be final.

Article VII Meetings

- Section 1 The Association shall meet monthly. Other meetings may be called under special circumstances.

ARTICLE VIII Committees

- Section 1 The Association shall make provision for any standing or special committees as needs arise.
- Section 2 Standing Committees

- A. The standing committees shall be:
 - 1. Finance
 - 2. Graduate Student Culture
 - 3. Outreach
 - 4. Graduate Student Advisory Board (GSAB)
- B. The members of these committees shall be volunteers. In the event that enough members cannot be obtained in this manner, the Vice-President will appoint members to these committees.
- C. Each committee shall have the following chairs/co-chairs and members:
 - 1. Finance: Treasurer and volunteers
 - 2. Graduate Student Culture: Vice President and volunteers
 - 3. Outreach: Secretary/ECO and volunteers
 - 4. GSAB: President and two representatives from each cohort chosen by each cohort independently

Section 3 Duties of Standing Committees

- A. The Finance committee shall:
 - 1. Prepare an annual budget proposal for submission to and approval by SGSA
 - 2. Be responsible for any fundraising activities of SGSA
 - 3. Prepare and submit a UGSA block grant proposal once or twice a year with another department or special interest group
- B. The Graduate Student Culture committee shall:
 - 1. Organize and plan social activities for graduate students
 - 2. Promote graduate student engagement and participation in social affairs
- C. The Outreach committee shall:
 - 1. Publish a biannual newsletter (once per semester)
 - 2. Plan and promote graduate student seminars
 - 3. Work on electronic communication
- D. The Graduate Student Advisory Board shall:
 - 1. Act as a graduate student voice in departmental affairs

Section 4 Departmental Committee Graduate Student Representatives

- A. Graduate students shall serve on the following departmental committees:
 - 1. Curriculum
 - 2. Recruitment
 - 3. Hiring
- B. Graduate students shall be selected per article VIII section 2.C.4.