

**NORTH CAROLINA CENTRAL UNIVERSITY
Graduate Students Association
Constitution**

Revised on August 2008 by Jason J. Dorsette and Billy Bryant

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**North Carolina Central University
Graduate Students Association Constitution**

PUPROSE

This constitution of the Graduate Students Association of North Carolina Central University sets forth the rules that will serve as the guiding principles of the organization. GSA is an advocacy composed of all graduate and professional students at North Carolina Central University. Representatives from every department and program serve as a formal representative body at the GSA Council meetings for graduate and post-baccalaureate professional students. GSA representatives exist to provide a voice for North Carolina Central University's graduate and professional student body.

Article I-Name

The official name of the organization under this Constitution shall be the Graduate Students Association, which can be hereafter referred to as the GSA.

Article II-Membership and Representation to the GSA

Section 1. Membership

The general membership shall be open to all graduate and professional students currently enrolled or enrolled in the previous semester at North Carolina Central University. No further requirements shall be imposed. No dues, nor any other membership fee, shall be collected.

Section 2. Representation to the GSA

Each division within the graduate and professional student body is invited to have representation to the GSA. Departmental and other programmatic divisions (such as interdisciplinary programs) are asked to provide up to two (2) representatives to the GSA. GSA representatives are expected to serve as conduits of information between GSA and students in their respective departments. Department representatives are expected to regularly attend meetings, be prepared to discuss agenda items. While GSA encourages departmental autonomy in regulation of their representation, GSA reserves the right to censure or remove departmental representatives in the case of missing two or more meetings without sending a proxy from their department. The GSA Executive Council will be at liberty to recruit a new representative from that department. Representatives may also serve on GSA ad-hoc committees and represent graduate students on select university committees and working groups.

ARTICLE III-MEETINGS

Section 1. General Meeting

The Chief Executive will be in charge of calling meetings. There will be at least three general membership meetings of the Organization each fall and spring semester. The Chief Executive Counselor shall use his/her discretion as to the manner and process in which he/she presides over

meetings. The Chief Executive Counselor will make every effort to plan meeting around graduate students' schedule.

Article IV-THE EXECUTIVE COUNCIL

Section 1. Composition

The Executive Council will be composed of one (1) Chief Executive Counselor, one (1) Associate Counselor, and six (6) Executive Counselors. The Counselors will represent each respective School or College: one (1) College of Liberal Arts, one (1) College of Behavioral and Social Sciences, one (1) College of Science and Technology, one (1) School of Education, one (1) School of Business, one (1) School of Library Science, one (1) BRITE.

Section 2. Appointment

The Chief Executive Counselor shall be appointed and recommended by the Dean and Associate Dean of Graduate Studies. The Executive Counselors including the Associate Executive Counselor shall be appointed by their respective school or college's Dean. Each Executive Counselor shall submit a completed application with their respective school or college Dean's signature. Upon receipt of the application, Counselor's will then be giving an interview date. The Chief Executive Counselor and the Advisor will initiate the interview. In the event of which the Associate Executive Counselor has already been appointed by Chief Executive Counselor, he/she will take part in the interview process. The Executive Council shall recommend the Associate Counselor and the Chief Executive Counselor shall accept or deny the recommendation. The Executive Council shall appoint one Counselor who takes minutes at monthly meetings and one who works closely with Chief Executive Counselor and Advisor with finances and budgeting. These Counselors will create monthly reports to present at Council meetings.

Section 3. Purpose

The purpose of the Executive Council shall be to ensure enforcements of all approved bills and policies of the GSA.

Section 4. Executive Power

The powers of the Executive Council shall be vested in the Chief Executive Counselor of the GSA. The Chief Executive Counselor may delegate his/her powers to members of the Executive Council.

Section 5. Chief Executive Counselor

- a. The Chief Executive Counselor of the GSA shall serve for one academic year beginning June 1 and ending midnight, May 31.
- b. The Chief Executive Counselor must have been enrolled as a NCCU graduate-student at least one (1) year prior to beginning of term. The Chief Executive Counselor must be in good academic, financial, and disciplinary standing with the University.
- c. The Chief Executive Counselor serve as the chair of the GSA Council meetings. The duties of the Chief Executive Counselor include planning meetings, preparing agendas, recruiting and maintaining clear lines of communication with and among GSA representatives. He/she or his/her designee is the primary spokesperson for the GSA in working with the University administration and the community at large. The Chief Executive Counselor advocates for graduate students' concerns at local, state, and national levels. He/She will represent GSA's

stance on any issue, or appoint someone to represent GSA. Participate in orientation activities aimed at graduate students. Encourage the development of a graduate school community by planning social and professional development events and publications which create interaction among graduate students, both within NCCU and beyond. Advocate for the concerns of other University groups which have substantial graduate student membership. Serve, or appoint representatives from GSA to serve, as a member on every committee within the University that has a graduate student seat. He/She will serve, recommend, or appoint as appropriate, GSA representatives or other involved GSA volunteers to serve on the various organizations and committees with NCCU that require student representation. Serve as the liaison between GSA the undergraduate Student Government Association. Serve as the chief administrator of all resources, financial and/or physical, for the GSA, under the supervision of the GSA the Executive Council. Work with the subsequent year's appointed Chief Executive Counselor to craft and submit a budget and otherwise make the leadership transition as smooth as possible. Only in the event of a tie shall the Chief Executive Counselor have voting privileges. The Chief Executive Officer shall have voting privileges only in the event of a tie. The Chief Executive Counselor will secure from the Administration of the School of Graduate Studies all that is necessary for the performance of his/her duties.

Section 6. Associate Executive Counselor

- a. The Associate Executive Counselor of the GSA shall serve for one academic year beginning June 1 and ending midnight, May 31.
- b. The Associate Executive Counselor must have been enrolled as a NCCU graduate-student at least one (1) year prior to beginning of term prior to beginning of term. The Associate Executive Counselor must be in good, academic, financial, and disciplinary standing with the University.
- c. The Associate Executive Counselor is responsible for working with the Chief Executive Counselor to carry out many duties associated with coordinating GSA events and meetings. He/She shall preside over the organization in the Chief Executive Counselor's absence. Primary duties include service on University committees and working groups, working with the Chief Executive Counselor to recruit volunteers for same, and oversight of GSA expenditures. The Associate Executive Counselor shall supervise GSA representatives from his/her respected college or school. The Associate Executive Counselor shall call and preside over meetings of his/her representatives. The Associate Counselor will serve as the supervisor of all committee chairs. He/She will serve as a voting member of the Executive Council. The Associate Executive Counselor will secure from the Chief Executive Counselor all that is necessary for the performance of his/her duties.

Section 7. Executive Counselor

- a. The Executive Counselor of the GSA shall serve for one academic year beginning June 1 and ending midnight, May 31.
- b. The Executive Counselor must have been enrolled as a NCCU student at least one (1) year prior to beginning of term. The Executive Counselor must be in good, academic, financial, and disciplinary standing with the University.
- c. The Executive Counselor shall meet once every month with the Executive Council.
- d. The Executive Counselor is expected to serve as chair of at least one committee.

e. The Executive Counselor shall supervise GSA representatives from his/her respected college or school. The Executive Counselor shall call and preside over meetings of his/her representatives. He/She will serve as a voting member of the Executive Council. The Executive Counselor will secure from the Administration of the School of Graduate Studies all that is necessary for the performance of his/her duties.

f. The Executive Counselor shall serve on the Travel Committee. He/she reserves the right to approve or disapprove any graduate/ professional student's request to travel. Therefore, it is imperative that any and all of the aforementioned persons who aspire to travel must apply and receive confirmation before such requests or granted. Thus, graduate/professional students shall have an advocacy with the Graduate Student Association, by which the Travel Committee, shall be accessible and accountable for all item request related to travel. In the event of special cases, the Chief Executive Counselor reserves the right to override any recommendation made by the Executive Council.

Article V-REMOVAL FROM OFFICE

Members of the Executive Council; Chief Executive Counselor, Associate Executive Counselor, and Executive Counselor are subject to impeachment for non-performance of duty, ineffective administration, and/or inappropriate use of administrative authority. Impeachment of any Executive Counselor will require a hearing of charges by a special committee. The meeting for impeachment will be open to all members and presided over by the chairperson of said committee. If the said committee recommends impeachment, it must be approved by the majority of membership at the next scheduled or special meeting.

Article VI- STANDING COMMITTEES

In order to address ongoing and recurring matters important to graduate and professional student's interest, the GSA will form standing committees focused on the following matters: community service, public relation/marketing, research/scholarship, social, student travel (Executive Counselors ONLY), and university affairs. The Associate Executive Counselor is charged to recruit interested department representatives to serve as committee chairs for these committees. Committee chairs are responsible for recruiting committee members to assist their efforts, and for reporting their activities at the GSA meetings. While only GSA Executive Counselor and/or Representatives may serve as committee chairs, any graduate or professional student is eligible for membership on these committees and working groups.

Article VII-OFFICE

The GSA office will be located in Rooms 110 and 112 of the Taylor Education Building. These offices shall serve as the primary source of business and center for information relating to the progress of all graduate and professional students. The Chief Executive Counselor will be the key holders of these offices and responsible for maintaining a pleasant atmosphere of professionalism at all times.

Article VIII- GSA NCCU FOUNDATION ACCOUNT

The Executive Counselor, the appointed Counselor for Finances, and the Advisor shall be the only persons who have access to the GSA NCCU Foundation Account. No other person's name shall be listed as an accountholder. The Advisor must sign off on any monies that shall be withdrawn from the GSA account.

Article IX-TRAVEL

The GSA and the School of Graduate Studies has a commitment to graduate and professional students by providing support for travel and other expenses to professional conferences, scholarly presentations, and workshops. In considering requests for student funding throughout the year, members of the Executive Council consider the following criteria at least for weeks in advanced of the proposal date. Is the applicant making a formal presentation as part of the official program? Has applicant participated in and/or supported functions sponsored by the GSA? Those students that are presenting at a conference or workshop as part of the official program will have first priority of traveling. Students that would like to go for experience and knowledge will wait until the process of those with first priority has been completed. Students with first priority are required to submit the GSA Travel Application to GSA. This GSA Travel Application must include the date, the location, the cost, and the purpose of the trip. The application will be located in the GSA office. If you have been funded by the GSA and School of Graduate Studies, you must present at the NCCU Graduate Research Day. If the trip follows the date after Graduate Research Day, the applicant must still present at the request of GSA. In the event that the applicant do not present at Graduate Research Day, the applicant will be required to pay all monies back to the School of Graduate Studies.

Article X-ADVISORS

The GSA shall have no more than one (1) advisor who is full-time permanent professional faculty and/or staff at North Carolina Central University. The advisor shall serve as the Chief Advisor to all entities of the GSA. The advisor does not have voting privileges. He/She may however, counsel and provide feedback to the GSA counselors regarding voting issues. The duties and responsibilities of the GSA's advisor are outlined in the Student Handbook prepared by the Division of Student Affairs.

Article XI- QUORUM

A quorum for the Executive Council shall be five (5) members. The Council shall reach its decision by a majority vote.

Article XII- RATIFICATIONS AND AMENDMENTS

This Constitution will be ratified by a 2/3 vote of GSA Executive Counselors who participate in an open vote which has the sole purpose of ratification to this document and may be amended by a 2/3 vote of the GSA members This constitution shall be reviewed by the active Executive

Council every year and resubmitted to the School of Graduate Studies Associate Dean All previous constitutions are null and void with the ratification of this constitution.

Chief Executive Counselor

Date

Associate Dean Graduate Studies

Date

Dean Graduate Studies

Date