

Constitution of

Graduate Liberal Studies Student Association (GLSSA)

Adopted _____ 15 January 2008 _____
(Signature of President and Date – *to be signed upon final confirmation*)

Article I. Name

Section 1: The name of the organization is hereby entitled the Graduate Liberal Studies Student Association of the University of North Carolina Wilmington, hereafter referred to as the GLSSA.

Article II. Affiliation

This organization is not affiliated with any local, state, national, or international organizations.

Article III. Purpose and Objectives

The GLSSA shall serve as the association representing all students enrolled full-time or part-time in the Graduate Liberal Studies (GLS) department at the University of North Carolina Wilmington. The purpose of the organization shall be to encourage, recognize, and assist all GLS students academically and socially, as well as to promote the interests and welfare of GLS students within the university.

Article IV. Adherence

This organization will adhere to all University rules, regulations, and policies, as well as to all local, state, and federal laws.

Article V. Membership

Section 1: General Requirements: Membership shall be granted to all GLS students in satisfactory standing, full or part-time, enrolled at the University of North Carolina. In accordance with University and GLSSA policy, all members must maintain satisfactory standing to remain eligible within the organization.

A. Active membership, within GLS program policy, requires that a student maintain a 3.0 G.P.A. Any student, who falls below a 3.0 G.P.A, at any time, is considered on academic probation by the GLS program and thus will not be considered to be in satisfactory standing.

B. Active membership, within GLSSA policy, requires that a student attend regularly scheduled GLSSA semester meetings. Any student with more than one unexcused absence per fall or spring semester will not be considered to be in satisfactory standing by the GLSSA. The student must also maintain satisfactory standing in the GLS program.

Section 2: Non-exclusionary Membership Clause: This organization practices an open membership policy for members of the university community without regard to race, color, age, religion, national origin, disability, or sexual orientation. Membership and participation in this student organization is also open without regard to gender, unless exempt under Title IX. Membership in this organization may be limited to the individuals who affirm the belief of the stated mission of this organization which is directly reflected in the purpose and objectives as stated in this constitution.

Section 3: Qualifications and Privileges: Active members are eligible to serve as officers and/or to vote in

matters concerning the organization.

Section 4: Removal Procedures: Membership in the GLSSA may be revoked for failure to uphold the objectives of the organization and the policies outlined in this constitution. A member must be notified by the executive board regarding the possibility for his or her removal and will be asked to meet with the executive board prior to a vote taking place. The executive board then votes on the member's removal. A simple majority is sufficient for removal.

Appeal Process: A removed member may appeal the executive board's decision. A vote will be announced to the GLSSA membership one week prior to its scheduling. A simple majority vote of the GLSSA membership is sufficient for removal. Quorum must be established.

Article VI. Advisor

To be considered for the position of advisor a person must have a terminal degree in their field of study. The advisor for the association will be selected and approved by a simple majority vote of the executive board. The advisor will remain in close contact with the organization and hold a term length of one academic year, which is renewable. Duties include advising during meetings, acting as general contact person for the GLSSA, advising as to the feasibility of proposed projects and advocating for the GLSSA within the university community. The advisor is required to attend all scheduled GLSSA meetings, or schedule a meeting with the President in the event of an absence.

Article VII. Meetings

Section 1: A minimum of three meetings will be scheduled for each fall and spring semester. Regular meetings will be scheduled by the Executive Board at a time most convenient for the members of the association. Information about regular meetings will be disseminated by e-mail to members of the association at least one week prior to the scheduled meeting time. Special meetings will be called at the discretion of the Executive Board when matters of an immediate nature arise. These meetings will be publicized by e-mail as well as by announcements during individual classes.

Section 2: The President of the GLSSA shall direct the progression of all meetings, keep order and insure that the voices of all members are heard.

Section 3: A quorum is defined as fifty percent plus one member. A quorum must be established for all official business requiring a vote to take place.

Section 4: Meetings may be held over the summer at the discretion of the Executive Board. Failure to attend meetings held over the summer does not affect membership status for the upcoming academic year.

Article VIII. Officers

Section 1: The titles of officers for the GLSSA shall include a President, Vice President, Treasurer and Secretary.

Section 2: Advisory Board: An Advisory Board consisting of the past-President, past-Vice President, past-Secretary and/or past-Treasurer, shall exist from the time that new officers are inducted annually until the end of that academic semester. The Advisory Board shall exist solely to assist newly inducted officers.

Section 3: The President: The President shall have responsibilities for the following duties:

- A. Presiding at all meetings of the GLSSA;
- B. Approving withdrawals from the Treasury and signing official documentation of the GLSSA;
- C. Being the official representative of the GLSSA;
- D. Maintaining active registration status with the university;

E. All other duties generally required of the office.

The Vice President: The Vice President shall be responsible for:

- A. Attending all GLSSA meetings;
- B. Temporarily serving in the President's place in cases of absence or incapacity;
- C. Assisting the President in the aforementioned duties;
- D. Ensuring that all aspects of this constitution are followed;
- E. Serving as a voting member of the Executive Board;
- F. Chairing the Executive Board;
- G. Working with the Secretary in maintaining accurate records of those members in satisfactory standing and is responsible for notifying members who fall out of satisfactory status based on meeting attendance;
- H. All other duties generally required of the office or as assigned by the President.

The Treasurer: The Treasurer shall be responsible for:

- A. Attending all GLSSA meetings;
- B. Signing all financial-related forms and contracts entered into by the GLSSA;
- C. Paying out all funds when authorized by the appropriate officers;
 - i. All expenses in excess of \$100.00 (one hundred dollars and zero cents) will be approved by both the President and the Treasurer;
- D. Maintaining a complete, accurate, and up-to-date record of all expenditures, deposits, and receipts;
- E. Preparing the annual budget for the Graduate Student Association, with the assistance of the Executive Board;
- F. Chairing the financial awards committee;
- G. Coordinating any fundraising activities;
- H. All other duties generally required of the office;
- I. Serving on the Financial Awards Committee.

The Secretary: The Secretary shall be responsible for:

- A. Attending all GLSSA meetings;
- B. Maintaining all official documentation of the GLSSA, including this constitution and any amendments;
- C. Maintaining accurate records of all meetings and proceedings;
- E. Disseminating the minutes to all members in good standing as well as the Director, Assistant Director and Administrative Assistant in the GLS program;
- F. Retaining copies of all documentation necessary for holding events, including, but not limited to, contracts entered into by the Graduate Student Association and alcohol permits;
- G. Keeping track of member attendance at meetings;
- I. Serving as a voting member of the Executive Board;
- J. All other duties generally required of the office.

Section 4: Removal Procedures: An officer of the GLSSA may be removed from office prior to the end of his or her term for failure to carry out the responsibilities of his or her office as outlined in this constitution. The officer in question will be notified at least one week prior to a vote being scheduled for the organization's membership. Dismissal shall be determined by a simple majority vote of the general membership. No appeal shall be granted for the removed executive officer. Dismissal from the Executive Board does not mean dismissal from the GLSSA; regular membership revocation procedures still apply.

Section 5: Executive Board consists of President, Vice President, Treasurer, and Secretary.

Responsibilities include:

- A. Providing leadership and direction for the GLSSA as a whole.
- B. Advocating for the GLS student body.
- C. Select/appoint advisor as outlined in Article VI.
- D. Hold Executive Board meetings separate from the general meetings to prepare agenda for general meetings and nominate FAC members. In order to be reimbursed for any costs incurred during the meetings, the Executive Board must provide receipts and document the reimbursement decision in the next Executive Board meeting as part of the agenda.

Article IX. Elections

Section 1: The requirements for nomination for an elected office are that the nominated individual must have been active and in good standing with the GLSSA in the semester prior to elections. He or she must currently be in good academic standing with the University and available to fulfill the duties of the office for the full term of office (one year).

Section 2: Officer nominations shall be held during the February meeting of the GLSSA. Nominations must be made in person or by proxy at the aforementioned meeting.

Section 3: Election of officers will be made by show of hands or written ballots with 50% +1 majority rule applying at the March meeting of the GLS Student Association. If any elected positions remain vacant following the elections the newly-elected Executive Board will be responsible for filling those positions.

Section 4: Officers terms shall last approximately one calendar year, beginning with their induction and ending with the induction of officers elected in the succeeding year.

Section 5: In the event that that an office has been vacated permanently, either through resignation or removal, the Executive Board shall have the authority to call for special elections.

Article X. Committees

Section 1: Standing Committees:

- A. The Financial Awards Committee: The FAC will consist of at least the Director or Assistant Director of GLS, the Treasurer and one other member of in satisfactory standing. The members of the FAC will be nominated in Executive Board meetings and the committee will be convened in such situations when funds become available to be dispersed among qualified applicants in the GLS program. In order for a student to be eligible for financial assistance from the GLSSA, he or she must be in satisfactory standing in accordance with Article V, Section 1. Financial assistance will be awarded on the basis of student merit and any criteria set forth by grant or award applications.

Section 2: Ad-hoc committees may be appointed as needed at the Executive Board's discretion.

Article XI. Finances

Section 1: In accordance with state and university policy, the fiscal year begins on July 1 and ends the following June 30.

Section 2: All check requests and other binding financial agreements must be endorsed by the President and the Treasurer.

Section 3: Membership dues may be established annually by the Executive Board.

Article XII. Amendments

Section 1: This document may be amended by a two-thirds vote of the membership at a duly called meeting. This meeting must be scheduled and posted at least one week in advance.

Article XIII. Non profit Clause

The GLSSA is organized exclusively for charitable, religious, educational, or scientific purposes, including, for such purposes, the making of distribution to organizations that qualify as exempt organizations under section 501 (c) (3) of the Internal Revenue Code of 1954.

No part of the net earnings of the organization shall inure to the benefit of its members, directors, officers, or other persons except that the organization shall be authorized to and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the exempt purposes of the organization.

In the event of dissolution, the residual assets of the organizations will be turned over to one or more organizations with similar purposes or to one or more organizations described in section 501 (c) (3) of the Internal Revenue Code of 1954.