Constitution of
Educational Leadership Graduate Student Association-
Watson School of Education

Adopted ___________________________ 10/9/12
(Signature of President and Date – to be signed upon final confirmation)

Article I. Name

The name of this organization is the Educational Leadership Graduate Student Association - Watson School of Education (ELGSA).

Article II. Affiliation

This organization is not affiliated with any local, state, national, or international organizations, but is affiliated with the UNCW Graduate Student Association.

Article III. Purpose and Objectives

The Educational Leadership Graduate Student Association will serve graduate students in the Watson College of Education's Department of Educational Leadership in both doctoral and master's programs. The graduates of these programs will be the future leaders at all levels of education. The organization's purpose is to encourage and support research in best practices for public school/higher education instruction and administration, attendance/presentations at research conferences, and professional development opportunities.

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.
Any student enrolled in a graduate program offered through the Educational Leadership Department in the Watson College of Education at the University of North Carolina Wilmington is eligible for membership. Members must remain in good standing academically; abide by standards of conduct established by the Watson College of Education, and attend scheduled meetings to be recognized as an active member.

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 must be open to all currently registered students without regard to gender, unless exempt under Title IX.

Section 3. Categories of Membership
Active Member-Meets requirements stated in Section I of these Constitution guidelines and attends a minimum of 50% of the meetings within the current semester. Active members can vote, run for office, and propose constitutional amendments.

Non-active Member-A member will be placed in non-active status after missing two consecutive required meetings or missing over fifty percent of the required meetings. A non-active member cannot vote, attend special meetings, hold offices in the organization, cannot propose amendments, and will not be considered for funding. A non-active member must submit a request to the Executive Committee to be
reinstated as an active member and must attend three meetings consecutively after being informed by the Executive Committee of his/her non-active status.

Alumni Member- Alumni are welcome to become members of the organization, attend meetings, and provide input into discussions. An alumni member has no voting privileges, cannot run for office, nor propose constitutional amendments.

Honorary Member- The Executive Committee may recommend individuals for honorary membership who have knowledge and experiences that can assist the organization. An honorary member has no voting privileges, cannot run for office, or propose constitutional amendments.

Section 4. Removal procedures
Reasons for Removal:

A member of the organization may be removed if:
   a. The member is in violation of UNCW policy
   b. The member fails to uphold the ELGSA constitution
   c. Becomes disruptive or purposefully interrupts meeting procedures

Process:
If the member is found to be in violation of UNCW or ELGSA policy or has become disruptive, the Executive Committee will issue a written warning stating that further misconduct will result in removal. If the member continues the behavior, the Executive Committee will vote on the dismissal of the member. A 50% plus one vote is needed to remove the member.

Appeal Process:
If a member is dismissed, he/she will be allowed to request a hearing in which he/she presents an appeal for the dismissal. The request must be submitted no later than one week before the next meeting. The presentation may be made using any necessary media; after the member has concluded his/her case, the active members will conduct a vote to reach a decision. The vote must be 50% plus one to reinstate the member. A provisional contracted action plan must be developed by the President and signed by the member and the Executive Committee. The action plan will outline steps the member must complete to be reinstated. Once the action plan has been completed, the Executive Committee will verify that the plan has been completed, and the member will be reinstated with active member privileges.

Article VI. Advisor

Section 1. Qualifications
An ELGSA Advisor must be a faculty member of the Educational Leadership Department in the Watson School of Education. In the event that multiple Advisors are available, the organization will conduct a vote of 50% plus one to choose the Advisor. The Advisor will serve a one year, renewable term, and will be subject to all procedures and guidelines within the organization.

Section 2. Responsibilities
It will be the responsibility of the Advisor to meet bi-monthly with officers to discuss agendas, guide the organization, and advise on UNCW policies. The Advisor will attend organizational meetings as schedule permits. The Advisor will not be given voting privileges within the organization.

Section 3. Removal Procedures
The Executive Committee will issue a written statement to the Advisor indicating their reason(s) for concern. If the Advisor continues his/her behavior, the Executive Committee will call for a vote. The vote must be 50% plus one to remove the Advisor. The Advisor will not be allowed to appeal.

Article VII. Meetings

Section 1.
The organization will hold meetings once a month, within one week after GSA meetings. Members unable to attend in person will be able to participate in the meetings through video web casting. Special meetings are at the discretion of the Executive Committee, and notice will be sent 48 hours in advance via email from the Secretary.
Section 2.
Parliamentary procedure will be used to conduct the meetings. The President will conduct the meetings (or Vice-President in the absence of the President), and the Secretary will be responsible for taking minutes and attendance. It will be the duty of the Executive Committee to decide upon an agenda prior to the meeting. Meetings will be conducted in a “round-table discussion” format, and all members will be able to voice their opinions.

Section 3.
The quorum will be 2/3 of active membership and a vote of 50% plus one is needed to pass a proposal.

Article VIII. Officers

Section 1. Title(s)
President
Vice-President
Secretary
Treasurer

Section 3. Duties
President:
  a. Maintain organization’s registration status with the University via the Campus Activities and Involvement Center [CAIC].
  b. Conduct meetings
  c. Maintain current good standing with GSA, act as ELGSA GSA liaison, and participate in required GSA activities to keep organization current.
  d. Serves as voice of the organization
  e. Chair the Executive Committee
  f. Second signature authority to all financial matters
Vice-President:
  a. Chair the Social Events Committee
  b. Finalize meeting agenda and distribute to Executive Committee before meetings
  c. Assist the President in maintaining UNCW registration status with the CAIC
  d. Assist the President in planning and directing meetings if President is unable
  e. Assist the President with GSA duties
Secretary:
  a. Take meeting minutes and attendance
  b. Maintain member lists and contact information
  c. Chair Public Relations and Recruitment committee
Treasurer:
  a. First signature authority to all financial matters
  b. Oversee the financial aspects of the organization
  c. Chair the Fundraising Committee

Section 3. Removal procedures
Reasons for Removal:
An elected official of the organization may be removed if:
  a. The officer has missed more than one meeting within a semester without having properly notified other Executive members, and without reasonable excuse; or general excessive absenteeism from meetings. The Executive Committee will vote upon “reasonable excuse” if the need arises. The vote must be 50% plus one to pass.
  b. The officer is not performing the duties required of the position
  c. The officer is in violation of UNCW policy.

Process:
If a member feels that an Executive Committee officer is in violation of any of these terms, he/she will notify the Executive Committee of their grievance(s) in writing. The Committee will meet within 1 week to determine the severity of the grievance, and issue a verbal warning. If the behavior continues, the remaining Committee members will execute a written warning and issue an action plan to the offending officer. If the behavior continues, the offending officer will be notified two weeks prior that his/her removal
will be voted on by active members. The officer will be allowed to speak on his/her behalf prior to voting at a meeting or via email. A vote of 50% plus one will determine the dismissal of the officer from the Executive Committee and from organization membership.

Article IX. Elections

Section 1. All officers will be elected by the active membership. The term of office will be one year. An officer may serve two concurrent terms. Nominations will be accepted at the monthly meeting in February prior to elections in March. Elections will be held at the March meeting. Newly elected officers will shadow the current officers until they are sworn in at the first meeting in May.

Section 2. Any member can nominate another member, including himself/herself; non-voting members are not allowed to nominate themselves, but are allowed to nominate other voting members. Once the nominations in February have ended, the candidates will be allowed to campaign and present formal speeches at the next meeting in March. Members will vote by written ballot (or electronically if they are unable to meet in person). Electronic votes must be submitted to the President at least two days prior to the March meeting. The current committee members (who are not running for a position) will count the ballots and notify the organization of the results. The candidate with the most votes will gain the position.

Article X. Committees

Section 1. Standing Committees
Standing Committees will be created by the President. The President will ask active members to volunteer to serve on the committee, and the President will appoint a chair for each committee. Each Executive Committee member must serve on at least one committee as outlined in the duties of each position. At the start of each year, members will volunteer to sign up for committees. Each chair will report to the President after a committee meeting. Each committee will determine its own meeting schedule.

A. Executive Committee
The Executive Committee consists of the President, Vice-President, Secretary, and Treasurer. The committee will oversee the main functions of the organization, create meeting agendas, and organize and conduct meetings. The President must be present to conduct any voting within the Executive Committee, and voting may not take place if less than 3 members are present.

B. Public Relations and Recruitment Committee
The Public Relations and Recruitment Committee is responsible for maintaining a positive community relationship and recruiting new members by organizing and hosting events and creating media to inform the public about the organization and any events the organization holds. The Public Relations and Recruitment Committee will be chaired by the Secretary.

C. Fundraising Committee
The Fundraising Committee is responsible for organizing and hosting events in order to gain money toward future purchases. The Fundraising Committee will be chaired by the Treasurer, who is responsible for any money collected during the event, and must adhere to UNCW policy affecting the collection of funds.

D. Social Events Committee
The Social Events Committee is responsible for planning, executing, and advertising events which encourage members to interact and get to know each other. Some examples of social events may be bowling, roller-skating, art shows, and group dinners. The chair for this committee must work with the Treasurer to determine what money, if any, can be used toward social outings. The Social Events Committee will be chaired by the Vice-President.

Section 2. Ad-hoc Committees
The President will appoint Ad-hoc committees, and active members will conduct a 50% plus one vote to determine the chair of each Ad-hoc committee.

Article XI. Finances
Organization funding will be broken down into individual budgets, as voted on by the Executive Committee. Some of those budgets may include recruitment, fundraising, social events, and travel. Once the budget is decided upon at the beginning of the year, committee chairs will be allowed to use funds for their specific committees, with the approval of the Treasurer and President. The Treasurer will be the first signature authority, and the President will be the second signature authority.

Article XII. Amendments

Any voting member may propose an amendment. The proposal must be presented no less than two weeks before the next meeting, and voting will occur at the next meeting. A 50% plus one vote will be required to pass the proposal and the quorum must be 2/3 of the active members.

Article XIII. Nonprofit Clause

The Educational Leadership Graduate Student Association is organized exclusively for charitable, 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.