

CONSTITUTION OF THE DEPARTMENT OF BIOLOGICAL SCIENCES
GRADUATE STUDENT ASSOCIATION NORTH DAKOTA STATE UNIVERSITY

Preamble

We, the Biological Sciences Graduate Student Association (BSGSA) of North Dakota State University, support and promote graduate student education, fellowship and professional advancement.

Article I. Name

The name of the organization shall be the Biological Sciences Graduate Student Association of North Dakota State University, referred to as BSGSA.

Article II. Purpose

Section I. To serve as a representative body for the Department of Biological Sciences graduate students.

Section II. To promote fellowship among graduate students in the Department of Biological Sciences.

Section III. To investigate and propose solutions to problems unique to graduate students in the Department of Biological Sciences, leading to an enhanced graduate student experience for current and future members.

Section IV. To serve as a channel of communication between graduate students, staff, faculty and administration.

Section VI. To provide volunteer service to the community, the university, and other educational organizations.

Article III. Membership

Section I. Non-discrimination Statement

All qualified people (Article III, Section II) are eligible to join and have equal opportunity within BSGSA, regardless, of race, color, national origin, religion, sex, disability, age, Vietnam Era Veterans status or sexual orientation.

Section II. Membership Requirements

- A. Anyone may become a member who:
1. Is a graduate student at North Dakota State University.
 2. Is an undergraduate at North Dakota State University.
 3. Has paid required dues.

- B. Each member must maintain:
 - 1. Continuous enrollment in good standing as it is defined in the Department of Biological Sciences Graduate Student Handbook.

- C. Voting members shall consist of all graduate student members who have:
 - 1. Paid required dues
 - 2. Continuous enrollment in good standing as it is defined in the Graduate Student Bulletin.

- D. Non-voting members shall consist of all non-graduate student members who have:
 - 1. Continuous enrollment in good standing as it is defined in the Undergraduate Student Bulletin.
 - 2. Interest in pursuing graduate study in Biology.

Section III. Removal of Members

- A. Grounds for removal of members include:
 - 1. Violation of University policy.
 - 2. Violation of non-discrimination (Article III, Section II).
 - 3. Non-payment of dues.
 - 4. Non-continuous enrollment.
 - 5. Any action that is consciously committed against BSGSA or its members.

- B. A member may be removed by the following process:
 - 1. A petition to remove the member must be submitted to the president. This petition must contain signatures of at least half of BSGSA members.
 - 2. The president will call a special meeting and present to BSGSA the grounds for removal of a member.
 - 3. The member in question will have the opportunity to present a defense either in person or in writing,
 - 4. A majority 2/3 vote of the voting membership in favor of removal of the member in question is needed to remove said member. The vote will not be made sooner than two days after the grounds and defense have been presented. There must be quorum (Article V, Section III) for the vote of removal.

Section IV. Appeal of Removal of Members

Members may appeal their removal within one month of the removal vote, by requesting the president to call a special meeting. The president shall notify all members of the meeting, which shall occur not less than one week, and not more than one month after the appeal request is received. Grounds to uphold removal

and grounds to appeal removal will be made. A decision to uphold the vote for removal shall require a 2/3 majority vote of the members at the special meeting.

Article IV. Officers and Organizational Structure

A student organization (Executive Committee) shall consist of at least four currently enrolled student members. Non-members will be allowed to participate in any BSGSA activity, but will not be voting members, or an elected or appointed officers of said organization. A non-member is someone who does not meet the requirements for membership (Article III, Section II).

Section I. Executive Committee

An officer of the committee is elected following the procedures in Article IV, section II. It shall be the duty of the Executive Committee to collectively plan the agenda and attend to any business not requiring the participation of the voting body of the BSGSA. Also, the Executive Committee shall act upon the allocation of funds. Officers of the Executive Committee include: President, Vice President, Secretary and Treasurer. Duties and responsibilities of specific officers shall be defined as follows:

1. President:

1. Presides over general meetings of the BSGSA.
2. Assumes such responsibilities as authorized by the BSGSA.
3. Represents the BSGSA to the faculty and administration where student representation is appropriate.

2. Vice President:

1. Assumes responsibility of President in case of his/her absence.
2. Coordinates and directs the activities of appointed committees of BSGSA.

3. Secretary

1. Records and files records of the activities of BSGSA.
2. Handles all correspondence and maintains a file of all BSGSA correspondence.

4. Treasurer

1. Records and maintains financial records for inspection at any time by members of BSGSA.
2. Disburses, at the direction of the President, with the approval of BSGSA, such monies as are required to meet the obligations of BSGSA.
3. Collects and deposits monies obtained by the BSGSA.

Section II. Elections

- A. All BSGSA members enrolled in the Department of Biological Sciences for the current academic year are qualified to fill any office position.
- B. Nominations and elections shall be held during the final meeting of Spring Semester.
- C. Current members shall make nominations of individuals for office. A Nominee must indicate his/her prior approval of the nomination to be elected.
- D. Each BSGSA member shall have one vote per office. Voting shall be by secret ballot. Nominee receiving the majority vote of present BSGSA members fills the position.
- E. Any office vacancy may be filled by order of succession. Vice President may succeed President, Secretary may succeed Vice President, and Treasurer may succeed Secretary. In addition, the position of Secretary and Treasurer may be held by the same individual in concurrent years. The current President will not serve as an officer the following year. The current Vice President will receive an automatic nomination for President. The current Secretary and Treasurer shall choose an automatic nomination for either their current position or the next successive position. If an officer must relinquish his/her position, the vacancy will be filled via a special election.
- F. Any elected officer of BSGSA may be impeached and removed by a two-thirds vote of all members (Article IV, Section IV).

Section III. Vacancy of an Office

- A. In the event of a vacancy of office by the president before expiration of full-term, the vice president shall assume the duties of the president
- B. In the event of a vacancy in an office other than the president before expiration of full-term, the president shall call a special election within two weeks to fill the vacancy.

Section IV. Removal of Officers

- A. Grounds for removal of an officer include:
 - 1. Violation of University policy
 - 2. Violation of non-discrimination (Article III, Section II).
 - 3. Failure to perform the duties of the office as set forth in the constitution and bylaws of BSGSA.
 - 4. Failure to uphold the provisions of this constitution and bylaws.
- B. An officer may be removed by the following process:
 - 1. A petition to remove the officer must be submitted to another officer. This petition must contain signatures of at least half of BSGSA members.

2. The president or another officer will call a special meeting and present to BSGSA the grounds for removal of a member.
3. The member in question will have the opportunity to present a defense either in person or in writing,
4. A majority 2/3 vote of the voting membership in favor of removal of the member in question is needed to remove such member. The vote will not be made sooner than two days after the grounds and defense have been presented. There must be quorum (Article V, Section III) for the vote of removal.

Section V. Appeal of Removal of an Officer

Officers may appeal their removal within one month of the removal vote, by requesting the president or interim president to call a special meeting. The president shall notify all members of the meeting, which shall occur not less than one week, and not more than one month after the appeal request is received. Grounds to uphold removal and grounds to appeal removal will be made. A decision to uphold the vote for removal shall require a 2/3 majority vote of the members at the special meeting.

Article V. Meetings and Procedures

Section I. Regular Meetings

Regular meetings will be held monthly during Fall and Spring semesters.

Section II. Special Meetings

Special meetings can be called by the Executive committee.

Section III. Quorum

At least 1/3 of the active membership must be present to conduct a business meeting.

Section IV. Minutes

The minutes of the meeting shall be recorded by the Secretary.

Section V. Rules of Order

Robert's Rules of Order (Revised) shall be the parliamentary authority governing the BSGSA in all cases except those that are inconsistent with the BSGSA Constitution.

Article VI. Finance

Section I. Dues

Each member of BSGSA is required to pay organizational dues every semester by the second normal business meeting. The amount of such dues shall be determined at the last meeting of the Spring semester.

Section II. Budget

The Treasurer, with guidance from the Executive Committee shall prepare a budget and present to the membership for consideration during the first meeting of each new administrative year. A majority vote of BSGSA members present shall be required to accept the budget.

Section III. Fiscal Year

The fiscal year shall begin August 15 and ends August 14.

Section VI. Funds

1. All appropriated funds must be expended and requisitioned in accordance with Finance Commission Guidelines. The treasurer will be responsible for obtaining a current copy of the Finance Commission Guidelines and preparing a budget request per those guidelines.
2. All unappropriated funds must be maintained in an account at a financial institution approved by a majority of the members of BSGSA.
3. Checks drawn on the account must have the signatures of the president and the treasurer.

Article VII. Advisor

Section I. Qualifications

Advisor must be a current faculty member of the Department of Biological Sciences. The advisor is not required, but encouraged, to attend regular meetings of the BSGSA.

Section II. Method of Selection

A potential advisor will be nominated by a BSGSA member and elected by secret ballot vote by BSGSA members. Nominees must indicate their prior approval of the nomination. Nominee receiving the majority of present BSGSA shall fill the position.

Section III. Length of Term

Nominations and elections shall be held during the final meeting of Spring Semester. Advisor shall be elected for a term of one calendar year. The advisor is eligible for reelection provided his/her status as outlined in Article VII, Section I does not change.

Article VIII. Bylaws

Section I. Provision for Bylaws

BSGSA may approve bylaws for the specific operation of this association. No bylaws shall be adopted that are contrary to this constitution

Section II. Vote Required

BSGSA may adopt, amend, or rescind any bylaw by a 2/3 majority vote of the voting membership. Any proposed by law, or proposed change of bylaw, must be presented to the members at least two weeks prior to the vote.

Article IX. Amendments

Section I. Motions

Any member of BSGSA may initiate an amendment to the constitution. A written proposal to amend the constitution must be circulated to all members at least two weeks before ratification.

Section II. Ratification

Amendments to this constitution must be made with the approval of BSGSA by a 2/3 vote of BSGSA members. Amendments must be properly announced, and must have been presented at two weeks prior to the vote.

Section III. Submittal to the CSO Commission

While BSGSA wishes to remain in good standing with the Commissioner of Student Organizations (CSO), any amendments made to this constitution must be submitted to the CSO. Further, BSGSA agrees to submit a new constitution to the CSO every three years.

Article X. Effective date of constitution

To be determined.