

**Communication Studies Graduate Student Association  
Constitution and Bylaws  
2009-2010**

**Article I: Name of the Organization**

- A. The name of this organization will be the Communication Studies Graduate Student Association (CSGSA).

**Article II: Purpose of the Organization**

- A. The purpose of this organization will be:
1. To offer graduate students the opportunity to serve the community.
  2. To encourage research and provide the opportunity for graduate students within the Communication Studies Department to develop a solid working relationship with members of the department faculty.
  3. To develop and broaden communication skills and encourage engagement in the discipline.

**Article III: Objectives**

- A. The objectives of the organization shall be:
1. To promote interest in research, giving back to the community, and intellectual growth;
  2. To provide fellowship among students and community; and
  3. To provide a forum for the presentation of innovative ideas and the communication discipline as a whole for communication graduate students.

**Article III: Membership**

- A. Membership to this organization will be granted to any full or part time graduate student within the Department of Communication Studies.
- B. An active member shall be any graduate student majoring in Communication Studies who regularly attends the organization's meetings and/or functions.
- C. An associate member shall be any faculty member or staff who regularly attends the organization's meetings and/or functions.
- D. An associate member will not be entitled to voting privileges within the organization but may serve in an advisory capacity.

**Section I: Members and Memberships**

- i. Types of Memberships
1. The CSGSA shall have Active, Inactive, and Associate memberships. All members must represent the organization in a positive manner.
  2. Active Membership
    - i. Active membership shall be open to any graduate student enrolled, full or part-time, at New Mexico State University (NMSU) main campus. Active members must attend meetings regularly.
    - ii. If a member is unable to attend meetings regularly, they must establish how they will compensate for the time with one of the officers. To do this, there will need to be a letter submitted to the executive committee
    - iii. Dues must be made two months prior to requesting funding.

3. Inactive Membership
  - i. Inactive membership shall be open to any graduate student enrolled, full or part-time, at New Mexico State University (NMSU) main campus. Inactive members whom do not attend meetings regularly.
4. Associate Membership
  - i. An associate member shall be any faculty or staff member who regularly attends the organization's meetings

## **Section II: Duties and Responsibilities**

- A. Active Member
  1. Should attend meetings and/or functions regularly (75%).
  2. Must be current on \$20.00 annual dues. Dues must be paid \$10.00 per semester.
- B. All Members
  1. Must be committed to the purpose of the organization.
  2. Must furnish the secretary with current contact information and support association activities.

## **Section III: Rights and Privileges of Members:**

- A. Active Members shall
  1. Be eligible to vote for and hold position of officer or serve on a committee.
  2. Be entitled to receive all official publications of the association.
  3. Be eligible to request funding from the association for academic endeavors.
    - i. Associated members and inactive members shall be:
      1. Entitled to receive all official publications of the Association.
      2. However, they cannot hold office and shall have no voting privileges.

## **Section IV: Conflict of Interest**

- A. If there is a conflict with a member and a community association and the member is determined to be at fault, that member will no longer be permitted to continue his or her membership in the *CSGSA*.

## **Article IV: Officers**

### **Section I: Officers**

- A. The organization shall have an executive board consisting of a President, 1<sup>st</sup> and 2<sup>nd</sup> Vice-Presidents, Secretary, Treasurer, and Liaison/Media Specialist.
  1. All officers must be full time graduate students.
  2. The President and 1<sup>st</sup> Vice-President must be second-year graduate students in the Communication Studies Department. All other officers can be either first- or second-year graduate students in the Communication Studies Department.

## **Section II: Duties and Responsibilities**

- A. Duties of the President shall be as follows:
  - 1. To preside over all meetings.
  - 2. To conduct all business of the organization in due and proper Roberts Rules of Order or parliamentary procedure.
  - 3. To schedule all meetings and times.
  - 4. To act as an overseer of all officers and committees.
  - 5. To enforce the Constitution and its bylaws to the best of his/her ability.
  - 6. Represent the association in a positive manner.
- B. Duties of the 1<sup>st</sup>-Vice Presidents shall be as follows:
  - 1. To assume all duties of the President in his/her absence.
  - 2. To chair the Fundraising Committee and to seek members for the Fundraising Committee.
  - 3. To make arrangements for special programs and meeting rooms as needed by the association.
  - 4. Represent the association in a positive manner.
- C. Duties of the 2<sup>nd</sup> Vice-President shall be as follows:
  - 1. To assume all duties of the President and the 1<sup>st</sup> Vice-President in their absences.
  - 2. To chair the Volunteering Committee and to seek members for the Volunteering Committee.
  - 3. To make arrangements for special programs and meeting rooms as needed by the association.
  - 4. Represent the association in a positive manner.
- D. Duties of the Secretary shall be as follows:
  - 1. To keep accurate records of all association meetings and contact information of members.
  - 2. To disburse copies of the meeting minutes to all members.
  - 3. To chair the Rules Committee and to seek members for the Rules Committee.
  - 4. Represent the association in a positive manner.
- E. Duties of the Treasurer shall be as follows:
  - 1. To receive all monies that may be received by the organization.
  - 2. To disperse any monies approved for spending by the Finance Committee.
  - 3. To keep an itemized account of all expenditures and to report these expenditures to the members at the association's meetings.
  - 4. To work with the ASNMSU Comptroller in order to keep accurate knowledge of the organization's account standings.
  - 5. To chair the Finance Committee and to seek members for the Finance Committee.
  - 6. Represent the association in a positive manner.
- F. Duties of the Liaison/Media Specialist shall be as follows:
  - 1. To prepare and publicize all activities and correspond with all other university organizations and the general public.
  - 2. Maintains and develops website regarding current CSGSA information.
  - 3. Coordinates all technical aspects of CSGSA.
  - 4. To chair the PR/Media Committee and to seek members for the PR/Media Committee.
  - 5. Represent the organization in a positive manner.

### **Article V: The Advisor**

- A. An advisor will be chosen from the Communication Studies faculty for the purpose of providing guidance for members of the organization.
- B. The advisor must be a full-time member of the faculty.
- C. The advisor shall serve as an ex-officio member of the association only.

### **Article V: Election and Removal Policy and Procedure**

**Section I: Election Process:** All officers shall be elected through the election procedures as specified below:

- A. Nominees having no opponent shall be elected by acclamation.
- B. Nominees having an opponent or opponents will be elected through confidential written ballot voting by active members every year.
- C. The President and 1<sup>st</sup> Vice-President will be elected at the final CSGSA meeting of the Spring semester and will take office immediately.
- D. All other officers will be elected at the beginning of the fall term and will serve his/her office for one full year, effective immediately after the results are announced.
- E. Candidates for office must be Active members and full-time students.
- F. Ballots will be counted by the advisor and one (1) other Regular, non-office seeking, members at the meeting. Results will be announced prior to the conclusion of the meeting.
- G. The candidate receiving majority votes shall be considered elected, providing quorum is met.

### **Section II: Term of Office**

- A. The term of office of the Officers shall be one full academic year including summer session. The term of office shall be held from the day the election results are announced until the election of the new Officers for the following year.

### **Section III: Exit from Office**

- A. Vacancies for the post of President, 1<sup>st</sup> or 2<sup>nd</sup> Vice-President, Secretary, Treasurer and Liaison/Media Specialist due to resignation or other causes shall be filled by a special election following the election process in Article V, Section I.
- B. Removal from Office: An Officer may be removed from his/her office due to misconduct or not meeting requirements of their office by a majority vote (more than 50%) of regular members voting, provided quorum (simple majority of total members) is met.
- C. Recall of Officers:
  - 1. Officers are subject to recall for malfeasance in office.
  - 2. Recall procedures will be initiated at the written request of five (5) Regular members.
  - 3. A hearing will be conducted at a regular meeting for the presentation of evidence from all concerned parties.
  - 4. A majority vote of active members in a recall at the end of the hearing is necessary to remove any office.
- D. Resignation of Officers: A formal letter of resignation from officer shall be given to the President. In the case of the President resigning, the 1<sup>st</sup> Vice-President will

determine when the next meeting is to be held. Should both the President and the 1<sup>st</sup> Vice-President resign, the 2<sup>nd</sup> Vice President will announce the next meeting.

#### **Section IV: Voting**

- A. This constitution and by-laws may be amended by a 2/3 majority vote of those Regular members voting, a quorum being present.
- B. Voting on amendments must be conducted after a minimum notice of two (2) weeks.

#### **Article VII: Meetings**

##### **Section I: Meeting Guidelines**

- A. Meetings of the organization will be held monthly. Meeting times will be voted on by the membership at large.
- B. Any officer has the power to call the membership to a special meeting if he/she believes the situation or circumstances warranting a meeting are necessary.
- C. Any and all organization business will be transacted only when a quorum is present during a regular meeting.

#### **Article VI: Committees**

##### **Section I: Types of Committees**

- A. The committees shall consist of the Rules Committee, Finance Committee, Fundraising Committee, Volunteering Committee, Media/PR Committee, and special ad hoc committees as needed.

##### **Section II: Committee Members**

- A. Committee members will be determined during a regularly scheduled meeting.
- B. Chairs shall be officers; all other committee positions shall consist of any type of member.
- C. In order to be a part of a committee, the member must participate in a minimum of 75 % towards to overall project.

##### **Section I: Standing Committees**

- A. Standing Committees are committees that will remain active for multiple semesters until deemed unnecessary by the organization officers.
- B. Finance Committee:
  - 1. This committee will be made up of the Treasurer (chair) and four other members of CSGSA.
  - 2. This committee will review the guidelines set forth by the NMSU comptroller, the Department of Campus Activities & ASNMSU.
  - 3. Reviews and approves all requests for the funding in accordance with guidelines outlined in Article X.
  - 4. Notification of approval for all reimbursements will be made in a timely manner.
- C. Rules Committee
  - 1. This committee will be made up of the Secretary (chair) and two other members of CSGSA

2. This committee will review the CSGSA Constitution and By-Laws on an annual basis, will present any recommended changes in the by-laws to the membership at large for a vote.
- D. Fundraising Committee
1. This committee will be made up of the 1<sup>st</sup> Vice-President (chair) and two other members of CSGSA.
  2. This committee will create a proposal of fundraising activities for each semester.
  3. The chair will present the proposal to the membership at the second regular meeting of each semester for the membership to vote on fundraising activities.
- E. Volunteering Committee
1. This committee will be made up of the 2<sup>nd</sup> Vice-President (chair) and two other members of CSGSA.
  2. This committee will create a proposal of on-campus and off-campus volunteering/community activities for each semester.
  3. The chair will present the proposal to the membership at the second regular meeting of each semester for the membership to vote on volunteering activities.
- F. PR/Media Committee
1. This committee will be made up of the Liaison/Media Specialist(chair) and two other members of CSGSA.
  2. This committee will create and post any press releases, flyers, posters, and announcements about events in which CSGSA will be participating.

## **Article X: Finances**

### **Section I: Acquiring Funds**

- A. The financial funds in order to carry out the Association's activities shall come from:
1. Fundraising programs organized by the CSGSA, if and when deemed necessary.
  2. Dues collected from the membership.
  3. Donation from members, well wishers or any other institutions/organizations.
  4. Monies can be obtained from ASNMSU.
  5. The fund shall be handled by the Finance Committee with advisor approval, for the functioning of the association, carrying out its goals and objectives, publications, and other regular activities.

### **Section II. Requesting Funding Process**

- A. Requirements for requesting funding
1. Be current on all dues.
  2. Must have participated in 50% of fundraising in the academic school year.
  3. All funds will be given on a reimbursement basis.
  4. Individual active members can only apply for a maximum \$100.00 per academic year.
  5. All funds received must be used toward academic purposes including, but not limited to conference travel, thesis questionnaire copies, thesis participant incentives, specialized software for research, etc.

### **Section III: Disbursement of Funds**

- A. All receipts will need to be turned in to the Treasure for reimbursement.

- B. The Treasurer will acquire the funds at the treasure's convenience.
- C. The requesting member must be physically present in order to receive reimbursement. No reimbursements will be mailed or left at an unsecured physical location to be picked up at a later date by the requesting member.
- D. Any CSGSA spending must be approved at the monthly meeting by the members in attendance.

**Article IX: Amendment of the By-laws**

- A. In accordance with Article VI, Section A, Subsection 1, the Constitution and By-laws may be revised by the Rules Committee with majority of the organization's members approval.
- B. Any proposed amendment to the Constitution and By-laws on which to be voted must be presented to the Association one week prior to the meeting.
- C. Amendments are valid only with a majority vote in favor of the amendment.

**Article I: Robert's Rules of Order and Parliamentary Authority**

- A. All regular meetings will be conducted using Robert's Rules of Order.
- B. If needed, any conflicts will be resolved by the Robert's Rules of Order.
- C. A copy of Robert's Rules of Order will be made available to the membership.

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(President)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Advisor)

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(Date)