

Constitution- Sociology Graduate Student Association (SGSA)

Modified March 25, 2009

Article I Name and Continuity

Section 1:

The name of the organization shall be Sociology Graduate Student Association

Section 2:

The organization is and shall function as a continuing body.

Article II Purpose

Statement:

The purpose and duties of the Sociology Graduate Student Association shall be: (1.) to represent the voice and interests of sociology graduate students to the department of Sociology, Anthropology and Social Work, and to the myriad agencies of Kansas State University; (2.) to promote discourse relative to the field of sociology among the graduate students, as well as among students and professionals from other universities and sectors; (3.) to be effective and professional ambassadors for the department and the university; (4.) to sponsor and participate in events that contribute to understanding of sociology in today's world.

Article III Membership

Section 1:

Regular membership in the Sociology Graduate Student Association is open to any one who is enrolled as a full time or part time student in the Department of Sociology, Anthropology and Social Work or is interested in Sociology.

Section 2:

Regular voting membership in the Sociology Graduate Student Association is open to any one who is currently enrolled as a graduate student of sociology in the Department of Sociology, Anthropology and Social Work.

Article IV Officers

Section 1:

The Sociology Graduate Student Association shall elect the following officers: President, Vice President, Secretary, Treasurer, Graduate Student Representative, Student Representative to the Faculty, and committee chairs as needed.

Section 2:

Any person who qualifies as a voting member shall be eligible to be an officer on the Sociology Graduate Student Association governing board.

Section 3:

The officers shall serve one full academic year term between elections. Elections shall be held at the regular meeting in April, with the term starting on first day of the first week in May. Elections to fill vacancies of committee chairs shall be effective for the remainder of the term.

Section 4:

Each Officer shall be elected by a majority of vote by the voting members at the first meeting in April.

Section 5:

Outgoing officers shall serve as advisors for incoming officers, using the period from election to the change of officers as a training period.

Section 6:

In the event of a vacancy in any of the offices, an election will be held within 10 days to select a replacement.

Section 7:

An officer may be removed from the Sociology Graduate Student Association board by a two-thirds (2/3) vote by the clubs voting members so long as a club quorum is present.

Section 8:

An officer of the Sociology Graduate Student Association may send a proxy if that proxy meets the standards of eligibility for Student Association for the Study of Sociology. The proxy will be accorded all rights and privileges of the officers, but not assume the duties of that officer. The proxy may not sign paperwork or financial documents.

Article V Duties of Officers

Section 1: *The president shall:*

1. Be present at all Sociology Graduate Student Association meetings and preside over them.
2. Have a deciding vote on all matters before the Sociology Graduate Student Association to only be cast in the presence of a tied vote.
3. Be empowered to call or convene special meetings of the Sociology Graduate Student Association.
4. Be empowered to open up elections for committee chairs as needed.
5. Convene the executive committee as required.
6. Co-sign all financial documents including disbursements; the vice president and treasurer are authorized to serve as an alternate designee to co-sign paid disbursements in the absence of the President.
7. Appoint non-paid assistants for implementing Sociology Graduate Student Association actions when needed.
8. Be responsible for complying with statutory administrative and fiscal reporting to the appropriate state, federal agencies and university departments.
9. Participate with other members of the club in recruiting new members and securing speakers and presenters at club-sponsored events.

Section 2: *The vice president shall:*

1. Be present at all Sociology Graduate Student Association meetings and co-preside over them alongside the president.
2. Have a vote on all matters before the Sociology Graduate Student Association.
3. Call meetings to order and preside over the meetings in absence of the president.
4. Supervise and coordinate the activities of all standing and ad-hoc committees.

Section 3: *The secretary shall:*

1. Keep accurate records of all meetings.
2. Have a vote on all matters before the Sociology Graduate Student Association.
3. Call meetings to order and preside over the meetings in absence of the president and vice president.
4. Present copies of minutes of meetings for review, modification and/or approval at each subsequent meeting.
5. Insure compliance with all laws regarding open meetings and other announcements.

Section 4: *The treasure shall:*

1. Be responsible for keeping accurate accounting of all Club funds and disbursements.

2. Have a vote on all matters before the Sociology Graduate Student Association.
3. Call meetings to order and preside over the meetings in absence of the president, vice president, and secretary.
4. Provide financial report twice per year at the end of the Fall Semester and final report at the end of the Spring semester.
5. Co-sign all financial disbursements with the president or authorized designee.

Section 5: *The graduate student council representative shall:*

1. Be responsible for attending all GSC meetings and presenting a memo of the issues discussed to the Sociology Graduate Student Association.
2. Have a vote on all matters before the Sociology Graduate Student Association.
3. Be empowered to send a proxy if that proxy meets the standards of eligibility for Sociology Graduate Student Association. The proxy will be accorded all rights and privileges of the graduate student council representative, but not assume the duties of that officer.
4. To represent the desires and concerns of the sociology graduate students to the Graduate Student Council.
5. To represent the desires and concerns of the graduate students to the Graduate Student Council through one (1) vote allocated by the Graduate Student Council to the sociology graduate students.

Section 6: *The student representative to faculty shall:*

1. Be responsible for attending all faculty meetings and presenting a memo of the issues discussed to the Sociology Graduate Student Association.
2. Have a vote on all matters before the Sociology Graduate Student Association.
3. Be empowered to send a proxy if that proxy meets the standards of eligibility for the Sociology Graduate Student Association. The proxy will be accorded all rights and privileges of the student representative to the faculty, but not assume the duties of that officer.
4. To represent the desires and concerns of the graduate students to the sociology faculty.
5. To represent the desires and concerns of the graduate students to the Sociology Faculty Council through one (1) vote allocated by the Sociology Faculty Council to the sociology graduate students.

Section 7: *Other representative committee chairs as needed:*

1. ***Admissions Committee Representative:*** The committee focuses on the qualifications and application materials of prospective new graduate students. Since the graduate representative is not allowed to see the personal files of other students, this position will include seeking out those students who have been accepted to the program.

- a. The student representative is expected to send out a “hospitality letter” that is designed to make the new students feel welcome and notify them of Sociology Graduate Student Association activities.
 - b. The student representative is expected to attend all committee meetings and report back to the Sociology Graduate Student Association on the issues discussed.
2. ***Recruitment Committee Representative:*** This committee focuses on the recruitment of new faculty members to the department. Members discuss prospective faculty, their vitae, experience and qualifications.
 - a. The student representative is expected to attend all committee meetings and report back to Sociology Graduate Student Association on the issues discussed.
3. ***Graduate Curriculum Committee Representative:*** This committee is designed to discuss and evaluate the curriculum requirements for graduate students in terms of meeting their long-term goals and study interests.
 - a. The student representative is expected to attend all committee meetings and report back to Sociology Graduate Student Association on the issues discussed.
4. ***Undergraduate Curriculum Committee Representative:*** This committee is designed to discuss and evaluate the curriculum requirements for undergraduate students in terms of meeting their long-term goals and study interests.
 - a. The student representative is expected to attend all committee meetings and report back to the Sociology Graduate Student Association.

Article VI Meetings

Section 1:

Regular meetings shall be held once per month during fall and spring semesters.

Section 2:

Special meetings may be called at any time by the President so long as a notice has been given at least three days prior.

Section 3:

Two-thirds of all the voting members constitute a quorum. If a club quorum is not present, then voting on motion must be postponed until an announcement of the motion is posted and a special meeting is called to discuss and vote on the motion.

Section 4:

On all questions of procedure, Robert’s Rules of Order shall be the guide except where in conflict with the Constitution of the Sociology Graduate Student Association.

Article VII Correspondence

Section 1:

The official form of correspondence used by officers in concern to the announcement of any Sociology Graduate Student Association information is to be conducted through the Kansas State University e-mail server using an official server list provided by the Department of Sociology.

Article VIII Meeting Records

Section 1:

A copy of the Constitution of the Sociology Graduate Student Association and all meeting records is to be kept on display within the graduate student computer lab.

Article IX Amendments

Section 1:

The articles of this constitution may be amended by two-thirds (2/3s) vote of the Sociology Graduate Student Association voting members so long as a club quorum is present.

Article X Non-discrimination

Statement 1:

Sociology Graduate Student Association is dedicated to equal opportunity for all who apply for membership. We support the protections available to members of the organization under all applicable State and Federal laws. We will not practice or condone discrimination in any form against university or community members on the grounds of race, nationality, religion, sexual orientation or handicap.

Article XI Dissolution

Section 1:

In the event that this organization becomes inactive or defunct, all money in the treasury will be given to the Department of Sociology general fund.