

# **Constitution and Bylaws**

## **PLANT AND ENVIRONMENTAL SCIENCES - GRADUATE STUDENT ORGANIZATION**

**NEW MEXICO STATE UNIVERSITY**

**APRIL 16, 2007**

### **ARTICLE I**

The name of this organization will be PLANT & ENVIRONMENTAL SCIENCES - GRADUATE STUDENT ORGANIZATION (PES - GSO).

### **ARTICLE II**

#### **PURPOSE AND OBJECTIVES**

1. The purpose is to further the educational, professional, and practical aims and goals of graduate students in Plant and Environmental Sciences. This organization will also voice concerns and problems encountered by graduate students and bring these issues to the attention of the Department of Plant and Environmental Sciences.
2. To raise funds for projects concerning graduate students in the Department of Plant and Environmental Sciences.
3. To provide a means of assisting graduate student travel to professional meetings and conferences for promotion of professional development.
4. To provide a vehicle for graduate students to become better acquainted with fellow graduate students in the department.
5. To increase communication and understanding among graduate students and faculty.
6. To represent Plant and Environmental Sciences graduate students to the New Mexico State University Graduate Student Council.

### **ARTICLE III**

#### **MEMBERSHIP**

1. Members must be enrolled in the Graduate School and must be a graduate student of the Plant and Environmental Sciences Department. Membership will be extended to students previously enrolled but not currently enrolled in summer sessions.

2. An active member is defined as a member who has paid his/her dues at the first general meeting of the semester and who attends 75% of the general meetings in a previous semester.

3. An incoming member is defined as a member in their first semester of membership and has paid dues. An incoming member is not eligible for travel funds from PES - GSO for their first semester.

4. Active and incoming members are eligible to vote at general meetings and special meeting.

## **ARTICLE IV**

### **OFFICERS**

1. Officer positions in the Executive Committee will be:

- President
- Vice-President
- Treasurer
- Social officer
- Secretary/Science officer

2. All officers will be enrolled as full-time graduate students.

3. Elections will be held each August. Any full-time graduate student may run for any office.

4. Nominations for officers will be made by any member at the general meeting for officer elections in August.

5. All elections will be taken by written ballot.

6. Officers will serve a term of one year and may be reelected.

7. The officers will be elected by a 2/3 majority vote of the meeting quorum.

8. Relieving an officer of his/her duties: If a member or members of the organization want to remove an officer, they must submit, in writing to the general meeting, prior to the vote, their reasons for discharging the officer. The membership will then decide if the reasons are valid, and if so, make a recommendation to remove the officer by a 2/3 majority vote of those members attending.

9. Resignation of an officer: If an officer desires to resign, they must submit their reason in writing to the general meeting.

10. Duties of Officers:

- The President will chair the Executive Committee, post and preside over the meetings, post notices and information concerning professional meetings, share financial transactions with the Treasurer, server as the PES - GSO representative to departmental faculty meetings, solicit candidate names for advisor and executive officer positions, serve as an ex-officio member on all committees, and represent the organizations in any matters outside of this organization.
- The Vice President will assume presidential duties in the absence of the President of any officer not present at any meeting, recharter the organization at the end of spring semester, handle organization correspondence, attend Graduate Student Council meetings, and record attendance of general meetings.
- The Treasurer will maintain financial records of the association, share with the president the responsibility for financial transactions of the organization, make financial reports at the general meetings, and conduct preliminary review of request for travel funding, keep travel funding records, keep an inventory of GSO property, and complete appropriation forms for Graduate Student Council.
- The Social officer will chair the Social committee, plan and coordinate social functions for the organization direct new student orientation, and provide refreshments at departmental seminars.
- The Secretary/Science officer will chair the Science committee and the Travel Committee, organize poster exhibitions, conduct a preliminary review of member request for equipment, publications, and other related resources, and take attendance and minutes of GSO meetings.

## **ARTICLE V**

### **ADVISOR**

The President will obtain names of faculty interested in serving as advisor.

An advisor candidate will be selected from the list and can be nominated by any member of the organization.

Election will be by a simple majority at the general meeting of officer election in August.

The advisor will be elected for a period of two years.

The advisor will attend all general meetings.

The advisor will be a non-voting member of the organization.

The duties of the faculty advisor will include providing a leadership role, directing graduate student concerns and problems, and acting as a liaison to enhance Plant and Environmental Sciences graduate student/faculty relations.

Responsibilities of the advisor also include advising and preparing members to

engage in a well-rounded graduate program.

The advisor will follow the guidelines accepted by NMSU Student Organization Office.

## **ARTICLE VI**

### **COMMITTEES**

This organization will have an Executive Committee. This committee will be responsible for budget planning, committee assignments, appointing of committee members, and making emergency decisions.

The Social committee will be headed by the elected Social Officer, with members appointed by the Executive Committee. This committee will be responsible for the orientation of new graduate \*students to the organization and planning of all social activities.

The Science Committee will be headed by the elected Science Officer, with members appointed by the Executive Committee. The committee will be responsible for representing the science interests of the members.

The Travel Committee will be composed of 5 people:

- 3 graduate students-1 from each subdiscipline of Plant and Environmental Sciences (Natural Resources, Ornamental Horticulture, Plant Breeding and Genetics)
- Secretary/Science Officer from the Executive Committee
- the Faculty Advisor

The committee will be chaired by the Secretary/Science Officer. Both the committee chair and the Faculty Advisor will be non-voting members of the committee. In the case the committee chair is among the individuals seeking travel funds, the committee will be chaired by the GSO President.

Special committees will be organized and/or appointed as deemed necessary by the President.

All committees, both permanent and temporary, will report their progress to the organization at the general meetings, at which time the attending membership can vote on committee proposals if necessary.

## **ARTICLE VII**

### **MEETINGS**

1. General meetings will be held on the last Friday of each month following departmental seminar.

2. General and Special meeting times and dates will be posted one week in advance.
3. The quorum in a meeting will consist of a simple majority of all eligible voting members of the organization.
4. General meetings will make ultimate decisions concerning the organization, by a 2/3 majority vote of the quorum.
5. Special meetings will be held as needed and are considered mandatory for all the members of the organization.
6. All meetings will be conducted under parliamentary procedures as described in Robert's Rules of Order.
7. The agenda for each meeting will be prepared by the President. If any member wished to be on the agenda, he/she must contact the President prior to the general meeting.
8. The Executive committee will meet on the Wednesday preceding the general meeting.

## **ARTICLE VIII**

### **FINANCES**

1. Expenditures will be voted on by a simple majority of members present at any meeting if quorum is met.
2. Each member will be required to pay an annual \$10.00 fee to the Treasurer within the first month of the fall semester of \$5 at the first general meeting of the fall and spring semesters, respectively.
3. Transactions must be made through the NMSU Student Activities business Office (SABO).

## **ARTICLE IX**

### **PARLIAMENTARY AUTHORITY**

1. Any parliamentary question will be resolved by consulting Robert's Rules of Order and following the format found therein to settle the dispute.

## **ARTICLE X**

### **AMENDMENT OF BY-LAWS**

1. By-laws of the organization may be changed by 2/3 of all members eligible to vote.
2. Any proposed change in by-laws will be announced in writing at the previous general meeting and voted upon at the next general meeting.
3. Proposed changes in the by-laws will be posted in the minutes of the general meeting in which the proposed change is introduced.

4. Any change in By-laws will occur according to Robert's Rules of Order.

## **ARTICLE XI**

### **OPERATING PROCEDURE FOR DISTRIBUTION OF TRAVEL FUNDS**

#### **Section 1. - FUNDS**

1. When the Treasury has adequate funds to cover budgeted expenses, monies will be divided for student travel.
2. At the regular meeting in the fall semester, the Executive Committee will recommend a minimum amount to be placed in the travel fund.

#### **Section 2. QUALIFICATIONS FOR RECEIVING TRAVEL FUNDS**

1. Applicant must be an active member of the organization.
2. The meeting must pertain to the individual's field of study or a related area.
3. The application for travel funds must be filed with the Treasurer not later than second last general meeting of the fall and spring semesters, respectively, and by the April general meeting for Summer travel.
4. The Travel Review Committee will determine travel fund distributions. Selection criteria will include need, the distance to the meeting/conference, previous attendance, and participation in organizational activities. Priority will be given to members presenting oral papers or posters.
5. The Travel Review Committee may deny funds to any active member with just cause.
6. Travel money will be distributed both for poster or oral presentation at the national and international conferences.
7. An individual can apply only for presenting once at a national conference and once at a international conference.
8. Travel monies not distributed will be returned to the organization's general fund.