

The Valdosta State University
Association of Graduate Students
Constitution

ARTICLE I. – Name

The name of the organization shall be the Association of Graduate Students (AGS).

ARTICLE II. – Purpose, Objectives, Aims

It shall be the purpose of the Association of Graduate Students to facilitate social and professional development among graduate students at Valdosta State University through the use of regularly scheduled meetings, guest speakers, and educational sessions.

ARTICLE III. – Membership and Eligibility Criteria

Section A: Membership is open to any student who is in a degree seeking graduate program at Valdosta State University.

Section B: Honor Cords are rewarded to members who have attended a minimum 3 events held by the organization or that represents the organization and have paid their dues for the year. Events held by the Association of Graduate Students can consist of meetings (general and interest). Events that represent the organization must be held by VSU or the local Valdosta community (i.e. volunteer opportunities) that has been prearranged and authorized by the President and Vice President of the Association of Graduate Students. All attendance should be tracked via Presence formerly known as BlazerLink.

Section C: Dues and Collections Procedures

The fiscal year of the organization shall be from August 1 to May 1. The budget for the fiscal year will be prepared by the Treasurer and sent to the Campus Advisor by September 1. Annual dues for the association are set to \$20.

ARTICLE IV. – Voting

Section A: A quorum will be 50% of members present, online or in person, plus one.

Section B: Each member in good standing may vote. Good standing is assumed by active enrollment in a degree seeking graduate program.

Section C: Proxy voting is allowed by the following process: Any student missing a meeting, but wishing to vote, may contact the VP of Administration and Finance or President (by email) prior to, or 24 hours post-meeting, with his/her vote.

ARTICLE V. – Officers

Section A: The Association of Graduate Students shall have a President, Vice President, VP of Administration and Finance, Public Relations Officer, and a Campus Advisor(s). These officers comprise the Executive Committee or Board. The Campus Advisor is a non-voting member of the Executive Board.

Section B: All officers must have been enrolled in the graduate school a minimum of one semester, with the exception of the inability of positions to be filled.

Section C: The term of the officers shall be from May to April.

Section D: Election of officers shall be held annually in April to elect incoming officers; all officers will begin conducting official business at meetings beginning in April. At least two weeks' notice shall be given before the election meeting. Nominations shall be initiated from the floor and elections done by ballot. The person receiving majority vote will be elected.

Section E: Any officer may be removed from his/her office after notice of 2 weeks by the President or VP. The President or VP needs to alert the general body within the 2-week time frame. The officer that us up for removal has an allotted 5-minute time frame to appeal. The general body will then vote “yay” or “nay.” A 2/3 vote will decide the officer's role in the association.

Section F: Any vacancy which may occur in an office shall be filled by appointment by the majority of the executive board pending ratification at the next group meeting.

Section G: Incoming officers will be elected to begin training to take over the officer position preceding the end of the current officer. Incoming officers must be an active member of the association.

Section H: Stipend for officers is offered through the graduate school of \$2000 for Fall and Spring semesters. The stipend division is to be divided equally among officers. The graduate school will need to be informed of the recipients, amount agreed upon, and any changes to officer positions by the second month of the incoming semester.

ARTICLE VI. – Duties of Officers Defined

Section A: The President

1. The president shall be the chief executive officer.
2. The president, with approval of the executive board and in the VP of Administration and Finance's absence, directs the budget.
3. The president will assist all other executive positions as needed.
4. The president will serve as a committee chair for the organization.
5. The president will serve as a representative for graduate students at the Graduate Executive Committee.

Section B: The Vice President

1. The vice president shall be the parliamentarian for the organization.
2. The vice president shall assume the duties of the president should the office become vacant, or in the absence of the president.
3. The vice president will keep and have available current copies of the constitution.
4. The vice president will perform other duties as directed by the president.
5. The vice president will oversee that everything published regarding the organization is accurate.
6. The vice president will serve as a committee chair for the organization.
7. The VP along with the VP of Administration and Finance will be responsible for all email communication to and from members.
8. The VP will be responsible for preparing PowerPoints for the executive board's use during general body meetings.
9. The VP shall be responsible for keeping the minutes of all the general membership meetings and the meetings of the executive board.

10. The VP will provide a copy of the minutes for each officer, general member, and the advisor, as well as keep a master file. The master file will be passed into the keeping of each succeeding VP and maintained online via the AGS outlook group account.

Section C: The Vice President of Administration and Finance

1. The VP A/F shall maintain a complete and accurate account of attendance and membership status.
2. The VP A/F shall be responsible for all emails disbursed to and from members.
3. The VP A/F will perform other duties as directed by the president.
4. The VP A/F shall keep a current record of all financial transactions via an excel file.
5. The treasurer shall develop semester reports containing a list of all receipts and disbursements.
6. The treasurer will be responsible for checking the accuracy of all the bills and invoices and paying them correctly and on time.
7. The treasurer will prepare and submit an annual budget to the Campus Advisor by July 1.
8. The VP A/F will revise the budget as needed based on the organization's needs.
9. The VP A/F shall be responsible for collecting all fees as needed.
10. The VP A/F will perform other duties as directed by the president.
11. The VP A/F will keep account information for Venmo and Foundation V.S.U.

Section E: The Public Relations Officer

1. The Public Relations Officer shall keep a current and electronic record of all events taking place within AGS.
2. The Public Relations Officer shall maintain event information through BlazerLink
3. The Public Relations Officer will perform other duties as directed by the president.
4. The Public Relations Officer will be responsible for publishing and marketing the events of the graduate school and AGS to the university and graduate students.
5. The PR Officer will serve as a committee chair.

Section F: The Campus Advisor

1. The advisor shall assist the group in their execution of roles and responsibilities.
2. The advisor shall provide feedback to the organization regarding its operations and functions.
3. The advisor shall serve as a resource.
4. The advisor should provide advice upon request and also should share knowledge, expertise, and experiences with the group.
5. The advisor will be a nonvoting member of the organization and the executive board.

ARTICLE VII. – Structure of Group Committees

Section A: Committee Identification and Appointment

The following committees will consist of a committee chair (an executive board member) and participating members of AGS.

Committee chairs shall be members of the Executive Board.

1. Professional Development (which includes thesis involvement, getting professionals to come and talk to the organization, etc.)
2. Involvement on campus

3. Social Engagement (which includes member bonding, social involvement of the organization, etc.)

Section B: The duties of the standing committees shall include the planning of activities respective to the committee. These will include such things as scheduling of/for conferences, planning social events, hosting guest speakers, and contacting community members for volunteer opportunities.

ARTICLE VIII. – Notice of Meetings

Section A: The times for regularly scheduled meetings shall be once a month on a day to be determined by a majority of active members. A tentative schedule of meetings shall be determined at the beginning of the semester and posted on various avenues for the information of participating members. Committees may also set meetings on an as needed basis.

Section B: At least 7 days' notice shall be given for each regular business meeting.

Section C: Special or emergency meetings may be called with not less than 3 days' notice by the Executive Board.

Section D: The meetings shall include quorum, order of business, and disposition of the minutes.

ARTICLE IX. – Changes to the Constitution

This Constitution may be changed by a two-thirds majority vote.

ARTICLE X. – Parliamentary Procedures

Section A: Roberts Rules of Order shall be followed by the organization in all cases involving parliamentary procedures when it does not conflict with the constitution.

Section B: The rules may be suspended by two-thirds vote of the present membership.