

# **SNR GSA Constitution**

## **ARTICLE I: Name**

Section I. The official name of the organization shall be the School of Natural Resources Graduate Student Association (SNR GSA) of the University of Nebraska–Lincoln.

## **ARTICLE II: Purpose**

Section I. The purpose of SNR GSA shall be to serve as a representative body for the graduate students in the School of Natural Resources, to promote a closer relationship within the graduate student community, to serve the greater Lincoln, Nebraska community through outreach activities, and to serve as a channel of communication between graduate students, faculty and staff, and to foster professional development.

## **ARTICLE III: Membership**

Section I. SNR GSA membership shall consist of all students currently enrolled at the University of Nebraska-Lincoln at least half-time status in the Graduate College and whose major advisor or co-advisor is a faculty member in the School of Natural Resources. SNR GSA members may request to be excluded from the organization through a request to the Executive Committee.

Section II. This organization does not discriminate in the selection of members or appointments when discrimination is defined as denying individuals membership or appointment on the basis of gender, age, disability, genetic information, race, color, religion, pregnancy, marital status, veteran's status, national or ethnic origin, gender identity or expression, place of residence, political affiliation, or sexual orientation.

Section III. SNR GSA shall consist of at least five currently enrolled student members. Non-students will be allowed to participate in any SNR GSA activity, but will not be a voting member, or an elected or appointed officer of SNR GSA. A non-student is someone who is not currently enrolled at the University of Nebraska-Lincoln for the fall or spring semester.

Section IV. Members shall not be required to pay dues to SNR GSA.

## **ARTICLE IV: Executive Committee**

Section I. The Executive Committee of SNR GSA shall consist of a Chairperson, Co-chairperson, Secretary, and Treasurer. Executive Committee members shall attend each general SNR GSA meeting and Executive Committee meetings. If a general meeting cannot be attended, the officer shall send a written report to the Chairperson.

Section II. The SNR GSA Executive Committee is responsible for implementing the goals set forth in Article II of the SNR GSA.

Section III. The following duties and powers are given to each officer:

- i. The Chairperson shall preside at all meetings of the SNR GSA and conduct said meetings by procedures outlined in *Robert's Rules of Order*; call meetings of the SNR GSA Executive Committee; appoint all SNR GSA standing committee Chairpersons and external committee representatives, subject to ratification by the SNR GSA membership; execute the laws of the SNR GSA; be responsible for sending out meeting time and place emails and reminders (2 weeks prior, 3 days prior, 15 minutes prior); sending out general announcement emails; sending *Thank you* cards when necessary; and casting a tie breaking vote if needed.
- ii. The SNR GSA Co-chairperson shall act as the Chairperson in the event of the Chairperson's incapacity or absence; and act as interim Chairperson, should the Chairperson's seat become permanently vacated, until the Executive Committee elects a new Chairperson. The Co-chairperson will oversee all standing committees; collect reports from all standing committees and will ensure that accurate records of events, resources, and ideas are maintained.
- iii. The Secretary shall open all SNR GSA meetings with previous meeting minutes; record each meeting's minutes; send meeting minutes to the Chair within one week of meetings; and collect standing committee and external committee representative reports.
- iv. The treasurer shall submit an annual budget proposal for the current year at the October SNR GSA meeting; provide a finance report at each monthly meeting; collect all documents (invoices, etc.) regarding SNR GSA finances; make all deposits and withdrawals from the SNR GSA student account; and keep a record of all financial information.
- v. The responsibility of maintaining the SNR GSA website, housed on the SNR website, shall fall to the executive member that volunteers to do so. Otherwise, it will be the Chair's responsibility.

Section IV. All officers shall be elected by the SNR GSA membership according to the following rules:

- i. In order to be eligible to serve on the Executive Committee one must fulfill the membership requirements as stated in ARTICLE III.
- ii. Executive Committee nominations can be made between the meeting prior to elections and the date of the elections (including during the meeting in which elections will be held) and can be made by any member of the SNR GSA.
- iii. Elections for new officers shall be held at the April meeting of the year in which the new term begins.
- iv. Officers will begin their term in office immediately after adjournment of the meeting in which they were elected and will serve a one year term.
- v. To ensure RSO compliance, the past Chair will bring the Annual Review Form to the April meeting, and the elected Chair will file the form by three weeks from the date of the meeting in which new officers were elected.

Section V. Should vacancies occur prior to the completion of a term in office, the officers shall elect a replacement for the remainder of the term.

Section VI. The Executive Officers shall be subject to impeachment and removal by the membership of the SNR GSA. Procedure for impeachment shall require that a written statement of reason(s) for removal shall be distributed to all members of the SNR GSA. The statement shall be read at the next general SNR GSA meeting. A vote will be taken on the issue of removal at the following regularly scheduled SNR GSA meeting after the impeachment is introduced. A vote of three-fourths of members present will be required to remove an Executive Officer from his position.

## **ARTICLE V: Standing Committees, *Ad Hoc* Committees, and Representatives**

Section I. There will be three standing committees, the Social, Outreach, and Fundraising Committees. Standing committee chairs, who will be selected by the Executive Committee, are to work with and report to the Chair of the SNR GSA Executive Committee.

Section Ia. The responsibilities of each standing committee are as follows:

- i. The Social Committee will be responsible for arranging and advertising social and professional development events including a School of Natural Resources Fall Open House, a holiday event, a year-end social, and smaller social events as desired; keeping a record outlining plans, contacts, and social events; sending *Thank you* cards when appropriate; and submitting a monthly report to the SNR GSA Co-Chair.
- ii. The Outreach committee will be responsible for organizing and advertising outreach activities; keeping a record outlining plans, contacts, and outreach events; and submitting a monthly report to the SNR GSA Co-Chair.
- iii. The Fundraising Committee will be responsible for organizing and advertising fundraising activities; sending *Thank you* cards to appropriate people, keeping records of money raised and donations accepted; relinquishing fundraising monies to the treasurer for deposit; and submitting a monthly report to the SNR GSA Co-Chair.

Section II. *Ad hoc* committees may be established by the SNR GSA Executive Committee to handle special events or ongoing projects. The exact roles and duties of these *ad hoc* committees are to be established by the SNR GSA Executive Committee. *Ad hoc* committee representatives will be appointed from the SNR GSA membership and will submit a monthly and final report of committee activities to the SNR GSA Co-Chair.

- i. An *ad hoc* committee shall be formed each semester to be responsible for selecting the winners of the SNR GSA travel grant. Members of this committee shall be composed of the previous semester's winners.

Section III. Committees appointed by the SNR GSA Executive Committee shall adhere to the following:

- i. Committee membership is open to any interested member of the SNR GSA.
- ii. Committees shall meet at the discretion of the Committee Chairs.

Section IV. There will be graduate student representatives on the SNR Safety and Facilities Committee, the Graduate Student Committee (Natural Resources), and the Graduate Student Committee (Geography).

## **ARTICLE VI : Advisors**

Section I. This organization shall have one Primary Advisor, which must be a regular Academic/Administrative or Managerial/Professional faculty/staff member of the University of Nebraska-Lincoln, and may have any number of Secondary Advisors, which may be regular Academic/Administrative, Managerial/Professional, or Office/Service staff members or Graduate Assistants of the University of Nebraska-Lincoln.

Section II. The advisor and co-advisor will be selected by the SNR GSA through nominations made by the SNR GSA Executive Committee. Acceptance of the nomination is voluntary. Persons who do not wish to act as advisors will not be considered.

Section III. Length of term for an advisor shall be left to the discretion of the advisor and the members of the SNR GSA. The length of the term for the co-advisor is one year with the option of re-appointment at the end of the term. The terms of advisor and co-advisor shall begin in April. If an advisor wishes to relinquish the position or if the SNR GSA Executive Committee determines a new advisor is needed, then a new advisor will be selected based on nominees by the SNR GSA membership and the willingness of nominees to participate in the position.

## **ARTICLE VII: Rules of Procedure**

Section I. All students who meet membership requirements (ARTICLE III) are strongly encouraged to attend all meetings held by the SNR GSA. Although attendance is not required, voting rights are conferred to all members of the SNR GSA and failure to attend meetings forfeits one's right to vote, unless a proxy vote is arranged.

Section II. A minimum of one meeting per month will be held during each academic year at a specified time and place. Other meetings may be arranged as needed throughout the year.

Section III. Notice of meetings shall be given at least two weeks prior to the date of the meeting. An agenda will be provided at least two days prior to the meeting.

Section IV. Business to be discussed at the meetings will follow procedure according to Robert's Rules of Order.

Section V. Resolutions and proposals submitted for approval by the SNR GSA membership must be submitted to the Co-Chair two weeks before the next scheduled general SNR GSA meeting so they may accompany the meeting announcement and proposed agenda. Members of the SNR GSA who are not able to attend a meeting may also submit resolutions and proposals to the Co-Chair two weeks before the next scheduled general meeting.

Section VI. A quorum will consist of at least 5 individuals, plus one Executive Committee member. A quorum must be present in order to vote on motions put before the Executive Committee. If a quorum is not present, all business requiring votes shall be tabled until the next meeting.

Section VII. The minutes of the proceedings shall be recorded by the SNR GSA's Secretary (ARTICLE IV, Section III.iii) and provided to members in a timely manner following meetings via e-mail.

Section VIII. In the event of a conflict over proper procedure, the Executive Committee shall meet to determine and execute a process of resolution.

### **ARTICLE VIII : Finance**

Section I. Dues will not be charged to the membership of the SNR GSA.

Section II. Sources of SNR GSA funding will include voluntary sources such as member or faculty/staff monetary donations and applications for funding may be submitted to the School of Natural Resources, Association of Students of the University of Nebraska (ASUN), Fund Allocation Committee (FAC) of the University Program Council (UPC), and other organizations that may serve as a funding source for specified purposes. Fundraising activities will be conducted in accordance with the University of Nebraska's not-for-profit status and any policies and/or procedures pertinent to fundraising activities as outlined in the NU Book.

Section III. No part of the net earnings of the SNR GSA shall inure to the benefit of, or be distributable to, its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered. The organization shall not carry on any activities not permitted to be carried on by any organization exempt from federal income tax under Section 501 of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Laws).

Section IV. Financial provisions. SNR GSA shall operate according to the rules and guidelines of a non-profit entity. No part of the organizations net earnings will inure to the benefit of individuals. The SNR GSA must establish that it will not be organized or operated for the benefit of private interests, such as the creator or the creator's family, shareholders of the organization, other designated individuals, or persons controlled directly or indirectly by such private interests. The SNR GSA shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purpose set forth in this document.

Section V. The organization will not, as a substantial part of its activities, attempt to influence legislation (unless it elects to come under provisions allowing certain lobbying expenditures) or participate to any extent in a political campaign for or against any candidate for public office. Notwithstanding any other provision of this constitution the SNR GSA shall not carry on any other activities not permitted to be carried on by an organization exempt from Federal Income

Tax under Section 501 of the Internal Revenue Code of 1986 (or corresponding provision of any future United States Internal Revenue laws).

Section VI. Organizational monies will be handled by Student Organizational Financial Services, regardless of source.

Section VII. Process for dissolution. Upon the dissolution of the SNR GSA the officers and advisors shall after paying or making provisions for the payment of all liabilities of the SNR GSA, dispose of all the assets of SNR GSA exclusively for charitable, educational, religious, or scientific purpose as shall at the time qualify as an exempt organization. Under section 501C of the Internal Revenue Code of 1986 (or corresponding provision of any future United States Internal Revenue Law), as the officers and advisors shall determine. Any such assets not disposed of shall be disposed of by the Office of Vice Chancellor of Student Affairs, exclusively for such purposes to such organization(s), as determined by the Office of Vice Chancellor of Student Affairs.

### **ARTICLE IX : Amendments**

Section I. Amendments to the SNR GSA constitution may be made by petition to the Executive Committee. A petition for amendment, signed by at least 5% of the current active SNR GSA membership and authored by at least two SNR GSA members in good standing, may be submitted to the Executive Committee at any time. The Executive Committee must then allow 30 days for review of the proposed amendment by the membership of the SNR GSA. After the mandatory 30 day review period, the amendment may be ratified at the monthly meeting of the SNR GSA by a 2/3 vote of the SNR GSA membership present at the monthly meeting, not including Executive Committee members.

Section II. Any amendment to the constitution will be subject to review and approval or rejection by ASUN, who holds veto authority over the amendment process. In cases where the amendment is rejected by ASUN, revisions of the amendment may be submitted to the SNR GSA board for additional review.

Section III. All amendments must be approved by ASUN.

### **ARTICLE X : Ratification**

The constitution is subject to the review and ratification by ASUN and may be rejected for revision.

### **ARTICLE XI : Effective Date**

This constitution shall go into effect on April 7, 2014.

SNR GSA Chair: \_\_\_\_\_ Date: \_\_\_\_\_

SNR GSA Treasurer: \_\_\_\_\_ Date: \_\_\_\_\_