

**BYLAWS OF THE OKLAHOMA STATE UNIVERSITY GRADUATE
STUDENTS IN AGRICULTURAL EDUCATION, COMMUNICATIONS AND
LEADERSHIP**

ARTICLE I: MEETINGS

Section 1: The meetings of the GSA/AGED shall be conducted according to the latest edition of Robert's Rules of Order.

Section 2: The order of business followed at all regular meetings shall be:

1. Opening statements by chairperson
2. Approval of minutes of the previous meeting
3. Officer reports and committee reports
 - a. Officer reports
 - b. Standing committee reports
 - c. Special committee reports
4. Special program or presentation
5. Old or unfinished business
6. New business
7. Announcements
8. Adjournment

Section 3: Nominations for the offices listed in the constitution shall be held the week prior to the first meeting of the semester. Nomination forms may be picked up, completed, and returned to room 448 Agricultural Hall, during the week prior to the first meeting. They must be returned by 5 p.m. Friday, the week before the meeting. Prior to elections, each officer candidate will be asked to explain his/her platform and goals as an officer. Nominations will also be taken at this time.

Voting shall take place by the polling method using a ballot. Ballots will be distributed at the meeting. Ballots will be available for those unable to attend the meeting in room 448 Agricultural Hall. Ballots may be returned at the meeting or until 5 p.m. on the day one week from the date of the meeting.

Clause: Special Elections

Any vacant office shall be filled at the regularly scheduled meeting following the announcement of the vacancy of the office.

Clause: Removal of an officer

Officers may be removed from office by a two-thirds vote of the members present at a special meeting called for that purpose.

ARTICLE II: COMMITTEES

The standing committees and their specific duties for the GSA/AGED shall be as follows:

- Section 1: Executive Committee
 - a. Executive committee will consist of all officers and the GPSGA representatives.
 - b. Must attend all executive committee meetings.

- Section 2: Membership Committee
 - a. Chairperson – Secretary
 - b. Recruit and promote membership in the organization.

- Section 3: Public Relations
 - a. Chairperson – Reporter
 - b. Prepare news releases, display boards, organizational newsletter to be mailed to all members.

- Section 4: Financial Committee
 - a. Chairperson – Treasurer
 - b. Assist treasurer in preparing budget, assist in yearly audit, prepare the activity fee allocation process application.

- Section 5: Program/Social Committee
 - a. Chairperson –Social Chair
 - b. Provide refreshments
 - c. Prepare and plan other social events for the organization.

- Section 6: Program Committee
 - a. Chairperson – Vice President
 - b. Secure and prepare program for each regularly scheduled meeting.

ARTICLE III: AMENDMENT TO THE BY LAWS

- Section 1: Proposed amendments to these by laws shall be submitted in writing one meeting before they are to be voted on. By laws may be amended or adopted by a majority of members present assuming a quorum.

ARTICLE IV: DUES

- Section 1: An annual dues payment of \$10.00 will be required for membership. Only dues paying members will be entitled to vote and/or hold office.

- Section 2: Dues can be used for refreshments for thesis and dissertation defense seminars for dues-paying members at the degree candidate’s request, as funds are available. There is a \$15 limit per candidate. Approval for funds must be received at the

regularly scheduled GSA/AGED meeting prior to the scheduled defense date. The reimbursement policy in Article V must be followed.

ARTICLE V: FINANCIAL REIMBURSEMENT

Section 1: For a member to receive financial reimbursement for contributions made to official GSA/AGED events and activities, the member must obtain approval at the regularly scheduled meeting prior to the event/activity. The member must prepare an estimated budget, which will be reviewed on a case-by-case basis and voted on by the members present. A receipt for any purchases is required for reimbursement. Any exceptions will be considered and voted on by the executive committee.