**Plant Breeding and Genetics Students Group**

**Constitution**

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Articles:

# **Article I: Preamble**

We, the members of The Plant Breeding and Genetics Student Group do hereby establish this Constitution in order that our purpose be realized to its fullest extent.

# **Article II: Name**

The name of the organization will be Plant Breeding and Genetics Student Group at Louisiana State University, henceforth referred to as Plant Breeding and Genetics Students Group.

# **Article III: Purpose**

The Plant Breeding and Genetics Students Group is established for the expressed Purpose of supplementing the education and experience of students in the field of plant breeding and genetics or related areas with collaborative efforts for workshops, events, communication, and networking.

# **Article IV: Basic Policies**

The following are basic policies of this organization:

*Section 1*. The organization shall be non-commercial.

*Section 2*. The name of the organization or the names of any members in their official capacities shall not be used in connection with a commercial concern.

*Section 3*. The organization shall cooperate with Louisiana State University to support the improvement of education in ways that will not interfere with administration of the University.

*Section 4*. The organization may cooperate with other organizations and agencies, but persons representing the organization in such matters shall make no commitments that bind the organization.

*Section 5*. The organization agrees to abide by all University polices and local, state, and federal laws.

# **Article V: Membership**

*Section 1*. Any LSU student, faculty member or staff member who subscribes to the purpose and basic policies of the organization may become a member of this organization, subject only to compliance with the provisions of the constitution.

*Section 2.* Active membership is restricted to LSU students. Associate membership is restricted to LSU faculty and staff. Associate members are non-voting members.

*Section 3*. Only active members of the organization shall be eligible to participate in its business meetings and elections or to serve in any of its elective or appointive positions. A student can become an active member after registering in the Plant Breeding and Genetics Student Book of this the organization. Active members must attend 75% of all meetings and 75% of all events each semester. A failure to comply with this requirement will result in removal of active membership status.

*Section 4.* The organization shall conduct an annual enrollment of members, but persons may be admitted to membership at any time. Membership will be tracked in the “plant breeding book”, that consist in a regular database. The secretary the organization in responsible for the membership tracking.

*Section 5.* There is no membership fee for admission into this organization.

*Section 6.* In the event this organization becomes inactive, all monies left in the treasury after all outstanding debts and claims have been paid shall be donated to SPESS.

*Section* 7*:* This organization follows all University policies as well as federal and state nondiscrimination and equal opportunity laws, orders, and regulations. A registered student organization may not discriminate against a member or prospective member on the basis of “race, creed, color, marital status, sexual orientation, gender identity, gender expression, religion, sex, national origin, age, mental or physical disability, or veteran’s status” per LSU’s Policy Statement on Equal Opportunity (PS-1).

# **Article VI: Officers & Their Election**

*Section 1.* To be eligible to be elected to, appointed to, or to hold an office or be a standing committee

chairperson, a student must:

1. Undergraduate students must be enrolled as full-time students at Louisiana State University (Baton Rouge); graduate students must be enrolled as part-time (with at least 6 hours) or fulltime students at LSU;
2. Students must have at least a 2.0 cumulative GPA and be in good academic standing with the University;
3. Students must not be on disciplinary probation or deferred suspension. This includes newly elected officers, as well as continuing officers. Students may continue organizational membership if on disciplinary probation.
4. Students must meet all other academic standards established by the student organization and included in the organization’s constitution and/or bylaws.
5. Graduating seniors who are not registered full-time may still hold office in a student organization during the semester in which they are scheduled to graduate.

*Section 2:* The officers of this organization shall be a president, a vice-president, a secretary, a treasurer, a social media officer and a membership chair.

*Section 3*. The main responsibilities of each position will be as follows:

1. The president shall preside at all meetings of the association and of the executive committee: shall perform such other duties as may be assigned by the membership or the executive committee: shall act as liaison between the organization and the university/department to encourage and maintain cooperation between the entities.
2. The vice-president shall act as aide to the president and shall perform the duties of the president in the absence or inability of that officer to serve. The Vice President shall coordinate the work and internal affairs of the officers and executive committee for accountability purposes and to maintain productivity
3. The secretary shall record the minutes of all meetings of the organization and of the executive committee and shall perform other duties as may be delegated.
4. The treasurer shall receive all monies of the organization; shall keep an accurate record of receipts and expenditures; shall pay out local funds in accordance with the approved budget as authorized by the organization. The treasurer shall present a financial statement at meetings of the organization once a month and at other times when requested by the executive committee. The treasurer’s accounts shall be examined annually by an auditor or an auditing committee of not less than three members, who, satisfied that the treasurer’s annual report is correct, should sign a statement of that fact at the end of the report. The auditing committee shall be appointed by the executive committee at least two weeks before the meeting.
5. The social media officer will keep the social networks active for the association, publish post, photos, activities, etc.
6. The faculty advisor shall serve as a resource and support mechanism for the officers and members of the organization. The faculty advisor should attend regular and executive board meetings and other events as necessary. The advisor can also help facilitate relations and communication between the organization and the university/department.

*Section 4*:

1. Officers shall be elected by ballot annually at the last regular meeting of the fall semester.
2. Officers shall assume their official duties at the close of the last regular meeting of the fall semester and shall serve for a term of one year and/or until their successors are elected.
3. A person shall not be eligible to serve more than two consecutive terms in the same office.

*Section 5:* There shall be a nominating committee consisting of five (6) members elected by the organization at its second regular meeting. Following the report of the nominating committee, nominations may be made from the floor provided that the consent of the nominee has been secured.

*Section 6*: A vacancy occurring in any office shall be filled for the non-expired term by a person elected by majority vote of the remaining members of the executive committee.

*Section 7:* Any officer of the Breeding and Genetics Students Group in violation of the Organization's purpose or constitution may be removed from office by the following process:

1. A written request by at least three members of the Organization.
2. Written notification to the officer of the request, asking the officer to be present at the\ next meeting and prepared to speak.
3. A two –thirds (2/3) majority vote of active members or of members in good standing is necessary to remove the officer.

# **Article VII: Executive Committee**

*Section 1:* The Executive Committee shall consist of the officers of the organization, and the chairperson of each standing committee.

*Section 2:* The duties of the Executive Committee shall be to transact necessary business between regular organization meetings and such business as may be referred to it by the organization to approve the plans of work of each standing committee chairperson; and to present a report at the regular meeting of the organization.

*Section 3:* Regular meetings of the Executive Committee shall be held every other week during the academic year, the time to be determined by the Committee at its first meeting of the year.

# **Article VIII: Standing and Special Committees**

*Section 1.* Standing committees shall be created by the Executive Committee as may be required to promote the objects and interests of the organization. The chairperson of the standing committee shall be appointed by the Executive Committee. Their terms in office shall be one year.

*Section 2.* The chairperson of each standing committee shall present plans of work to the Executive Committee, and no work shall be undertaken without the approval of the Executive Committee. Any vacancies occurring in the chairpersonship of a standing committee shall be filled by the Executive Committee.

*Section 3.* The vice-president shall be an ex-officio member of all committees except the nominating committee.

# **Article IX: Meetings**

*Section 1.* Regular meetings of this organization shall be held at least once a month, unless otherwise provided by the organization or Executive Committee by a change of date no less than five (5) business days prior to the date of the scheduled meeting.

*Section 2.* At least 1/3 of active members present shall constitute a quorum for the transaction of business in any meeting of the organization.

*Section 3*. The officers of the organization shall meet regularly, and the secretary will record and make available to the members the minutes of these meetings.

# **Article X: Parliamentary Authority**

Based on Robert’s Rules of Order, the meetings and other activities of the organization shall be governed in the following manner:

· A main motion must be moved, seconded, and stated by the chair before it can be discussed.

· If you want to move, second, or speak to a motion, stand and address the chair.

· If you approve the motion as is, vote for it.

· If you disapprove the motion, vote against it.

· If you approve the idea of the motion but want to change it, amend it or submit a substitute for it.

· If you want advice or information to help you make your decision, move to refer the motion to

an appropriate quorum or committee with instructions to report back.

· If you feel they can handle it better than the assembly, move to refer the motion to a quorum or

committee with power to act.

· If you feel that there the pending question(s) should be delayed so more urgent business can be

considered, move to lay the motion on the table.

· If you want time to think the motion over, move that consideration be deferred to a certain time.

· If you think that further discussion is unnecessary, move the previous question.

· If you think that the assembly should consider a motion referred to aquorum or committee, move the motion be recalled.

· If you think that the assembly should consider a matter already voted

upon, move that it be reconsidered.

· If you do not agree with a decision rendered by the chair, appeal the decision to the assembly.

· If you think that a matter introduced is not germane to the matter at hand, a point of order may

be raised.

· If you think that too much time is being consumed by speakers, you can move a time limit on

such speeches.

· If a motion has several parts, and you wish to vote differently on these parts, move to divide the

motion.

# **Article XI: Amendments**

*Section 1.*This constitution may be amended at any regular meeting of the organization by two thirds vote of the members present and voting, provided that notice of the proposed amendment shall have been given at the previous meeting and that the proposed amendment shall be subject to approval of Campus Life or Greek Life, depending on which entity has responsibility for registering the student organization.

*Section 2.* A committee may be appointed to submit a revised constitution for the existing constitution only by a majority vote at a meeting of the association, or by a two-thirds vote of the Executive Committee. The requirements for adoption of a revised constitution shall be the same as in the case of an amendment.

*Section 3.* Any amendments made to the constitution shall be subject to the approval of the Dean of Students or the designated unit that registers the student organization (Campus Life or Greek Life).

# **Article XII: Annual Requirements**

The organization will update officer and advisor information on the Student Org Community on an annual basis no later than two weeks after new officer elections are held, and will comply with the Campus Life Annual Requirements Policy (Policy 1, Student Organization Policy Manual) to remain active.

# **Article XIII: Appeals and Due Process**

*Section 1*: Removal Process an Executive Board Member

1. The President has the authority to terminate any officer position upon repeated dereliction of duty using the process as follows:
   1. The negligent exec board member must be put on notice of their dereliction of duty.
   2. The President must give expectations for correction of the problem as well as a reasonable date for expected improvement.
   3. If said expected improvement is not met, the President may terminate the Executive Board member and appoint another in their place.
   4. In cases of severe neglect of duty, the President must terminate the guilty party immediately and appoint a replacement if deemed necessary.
      1. This termination process may or may not include the executive board member being put on notice of their dereliction of duty.
2. The term of office of an elected official may be terminated by impeachment during the fall or spring semesters for failure to maintain their responsibilities and qualifications as specified in this constitution.
   1. The President will oversee all impeachment proceedings unless the President is being impeached, in which case the proceedings will be chaired by gavel order, so long as that executive board member is also not under review for being removed from their position.
   2. Formal charges must be filed to the General Assembly at a regularly scheduled meeting. Charges must be formal, specific, and in written form including a petition of support from an absolute majority of the voting members of the General Assembly.
   3. The vote to impeach will be held at a special meeting immediately following the subsequent regularly scheduled General Assembly meeting. Only voting members and other allowable personnel per the latest edition of Robert’s Rules of Order will attend the special meeting. If the impeachment is ratified by an absolute two-thirds vote of the voting members of the General Assembly, the official will be dismissed.
3. If the President or Vice President critically violates the terms set forth by the constitution in such a manner that is detrimental to the organization when the General Assembly is not in session, the following process will occur.
   1. The individual’s behavior may then be brought to and reviewed by a committee consisting of the following members:
      1. The organization advisor.
      2. Any exec board members who are not under review, if applicable.
   2. The committee will interview the President or Vice President that is in violation of the terms set forth by the constitution.
      1. The alleged board member will have the chance to present any additional documentation.
      2. The alleged board member retains the right to an advisor during the meeting.
   3. Upon conclusion of the meeting, the committee will deliberate and vote on whether the board member should be removed or not.
      1. The vote must deliver an absolute majority in order to proceed with termination.
      2. The final decision must be delivered in writing to the alleged board member within 10 business days of the initial meeting.
4. If an executive board member is removed from office during their current term due to termination, impeachment, or removal due to non-GPA related issues, they will no longer be eligible for any following academic term.
   1. The terminated executive board member has the right to appeal to the decision following the appeals process in Section 2 of this Article.

*Section 2:* Appeal Process for an Executive Board Member Removal

1. If an executive board member who was removed from their position would like to appeal that decision, they must follow this outlined process:
   1. The appeal request must be submitted in writing to the organization advisor within 5 business days of the decision being delivered.
      1. Said appeal must include an identification of who the appealing student is and what decision they are appealing.
   2. Upon receiving the request for appeal, the advisor will determine if they are able to serve as the chairperson for this appeal.
      1. If necessary, the advisor may recuse themselves from the meeting and appoint a replacement chairperson for the appeal.
   3. Once the chairperson is determined, the chairperson will select two additional members within the organization to form an appeal committee.
   4. The appeal chairperson will schedule an appeal meeting with the removed executive board member within 15 business days of the request for appeal.
   5. The appeal committee will request and receive from the organization any and all documentation regarding the decision for removal.
      1. If the appeal committee feel it is pertinent, they may interview organization members who may provide additional insight to the circumstances for removal.
   6. During the appeal meeting, the removed executive board member will present their case for appeal, including any documentation they may have for the situation.
      1. The removed executive board member retains the right to an advisor during the meeting.
   7. The appeal committee will deliberate and deliver a final decision within 10 business days. Said decision will be delivered in writing to the removed executive board member.