

The Ferris State University Graphic Arts Association Constitution/Bylaws

Article 1: Name

Section 1: This body of the Ferris State University (FSU) Printing Management, New Media, and Printing and Digital Graphic Imaging Technology students shall be known as the Ferris State University Graphic Arts Association (GAA).

Article 2: Purpose

Section 1: To create an effective means of communication between the printing industry, faculty, and students of Ferris State University via guest speakers, fund-raising, community service, trips and tours.

Article 3: General Membership

Section 1: All registered and enrolled students of the FSU Printing Management, New Media, and Printing and Digital Graphic Imaging Technology curricula, shall comprise those students eligible for GAA membership.

Section 2: Students of the aforementioned study shall become active members upon paying dues, as specified by the current GAA E-Board (Article 4)

Section 3: All GAA members shall have and maintain a cumulative 2.25 GPA, showing academic progress per semester (2.0 current term GPA).

Section 4: Two FSU Printing faculty members shall voluntarily serve as ex-officio members of the GAA, advising the organization in any and all ways deemed necessary by the group.

Section 5: All general members shall vote on motions at hand, pending no conflict of interest.

Article 4: Executive Board

Section 1: The GAA Executive Board (E-Board) shall be comprised of: President, Vice President, Treasurer, Secretary, and Commissioner at Large.

Section 2: All GAA members in good standing with the organization, having been active for a minimum of one semester shall be eligible for E-Board office.

Section 3: All GAA E-Board officers shall maintain a 2.75 GPA, showing academic progress per semester (2.0 current term GPA).

Section 4: All GAA E-Board Officers shall attend all general meetings and E-Board meetings for their academic year of office.

Section 5: All GAA E-Board officers shall meet with at least one advisor to discuss the direction of the GAA for the upcoming year. This meeting will be held at the beginning of the election term.

Section 6: All GAA E-Board members that hold multiple RSO E-Board positions shall strive to put all GAA functions, activities and meetings before a different RSO function, activity or meeting.

Section 7: All executive powers of this organization shall be vested in the GAA Executive Board as defined:

Section 8: President

1. The President shall preside in ex-officio manner over all general and E-Board meetings.
2. The President shall maintain an active working relationship with the E-Board members, meeting at least once a week to discuss the direction of the GAA.
3. The President shall represent the GAA at all meetings and formal functions.
4. The President shall act as the official liaison between the GAA and all FSU Printing faculties.
5. The President shall be responsible for ensuring effective E-Board operation, so as to benefit the whole of the GAA.
6. The President shall have the ability to veto any motion passed by active GAA members, pending approval of GAA advisors, should the motion be seen as detrimental to the purpose of the GAA.

7. The President shall have the ability to remove committee chairpersons or committee members, pending recommendation of the Vice President.
8. The President shall attend all Registered Student Organizations President's Meetings
9. The President shall attend all necessary finance meetings, accompanied by the Treasurer and Travel Chair, if necessary.
10. The President shall be responsible for the weekly collection of mail and for the scheduling and signing out of rooms when necessary.
11. The President shall not vote on motions at hand.

Section 9: Vice-President

1. The Vice President shall preside over all Committee Chairperson meetings.
2. The Vice President shall be responsible for the functioning of all committee meetings, reporting their progress to the President.
3. The Vice President shall be responsible for the coordination of the weekly committee meeting.
4. The Vice President shall have the ability to remove committee chairpersons or committee members pending approval from the President, should they not uphold their specified duties.
5. The Vice President shall be responsible for the handling of all community service opportunities for the GAA, and ensuring that all service hours are recorded.
6. The Vice President shall act in place of the President at all GAA meetings and formal functions should the President be unable to attend.
7. The Vice President shall vote only in the case of a tie.

Section 10: Treasurer

1. The Treasurer shall act as the financial manager of the GAA, keeping accurate records of all GAA transactions, including, but not limited to: dues, trip money, fund-raising money, and money spent on supplies.
2. The Treasurer shall submit financial statements to the President and advisors at E-Board meetings or when otherwise requested by the President.
3. The Treasurer shall report the GAA balance at all general meetings.
4. The Treasurer shall immediately report to the President the names of any student not paying dues that attend general meetings.
5. The Treasurer shall grant emergency expenditures to the President or Vice President, pending approval of at least one GAA advisor, if time does not permit a general or E-Board meeting.
6. The Treasurer shall accompany the President to all necessary finance meetings.

Section 11: Secretary

1. The Secretary shall be responsible for the typing and distribution of all GAA general meeting agendas and minutes.
2. The Secretary shall be responsible for maintaining accurate records regarding the attendance of all active GAA members.

Section 12: Commissioner at Large

1. The Commissioner at Large shall act as the primary liaison between general members of the FSU GAA and the E-Board.
2. The Commissioner at Large shall be responsible for all recruitment and retention related activities of the GAA.
3. The Commissioner at Large shall be responsible for the forming of ad-hoc committees to assist with desired recruitment and/or retention projects.
4. The Commissioner at Large shall be responsible for all GAA web-site maintenance and updates.
5. The Commissioner at Large shall be the official media contact of the GAA.

Article 5: Committee Board

Section 1: The GAA Committee Board (C-Board) shall be comprised of: Travel Chair, Activities Chair, Fund-raising Chair, and Action Chair.

Section 2: Committee members and committee chairpersons shall be active GAA members.

Section 3: Committees shall be comprised on a volunteer basis, with the chairs being appointed by the Vice President at the beginning of the election term.

Section 4: New committees shall be specified by the E-Board per election term.

Section 5: All GAA C-Board members shall meet with the E-Board at the beginning of the election term.

Section 6: All GAA C-Board members shall be responsible for advertising their committee's events; utilizing the available communication channels.

Section 7: All GAA C-Board members shall communicate with each other for the coordination of the planning of event dates.

Section 8: All GAA C-Board members that hold multiple RSO positions shall strive to put all GAA functions, activities, and meetings before a different RSO function, activity, or meeting.

Section 9: All chair powers of this organization shall be vested in the GAA Committee Board as defined:

Section 10: Travel Chair

1. The Travel Chair shall be responsible for overseeing all GAA sponsored travel, acting as facilitator of trip committees.
2. The Travel Chair shall attend all scheduled travel-related committee meetings.
3. The Travel Chair shall be responsible for the attainment, adoption, and archival of all travel waivers and documentation of travel.
4. The Travel Chair shall maintain a working relationship with the Treasurer for the handling of trip funds.
5. The Travel Chair shall be the primary contact of all prospective businesses, confirming all travel dates and times with said businesses.
6. The Travel Chair shall accompany the President and Treasurer to all necessary finance meetings.

Section 11: Activities Chair

1. The Activities Chair shall be responsible for overseeing all GAA sponsored activities, acting as facilitator of activity committees.
2. The Activities Chair shall attend all scheduled activity-related committee meetings.
3. The Activities Chair shall be responsible for the sign up and documentation of all activities.
4. The Activities Chair shall be the primary contact for all activity-related dates, planning, and scheduling.
5. The Activities Chair shall work with the Travel Chair for any activity that requires traveling more than 50 miles.

Section 12: Fund-raising Chair

1. The Fund-raising Chair shall be responsible for overseeing all GAA fund-raising activities, acting as facilitator of fund-raising committees.
2. The Fund-raising Chair shall attend all scheduled fund-raising related committee meetings.
3. The Fund-raising Chair shall maintain a working relationship with the Treasurer for the handling of funds.
4. The Fund-raising Chair shall be responsible for documenting all funds raised.

Section 13: Action Chair

1. The Action Chair shall be responsible for overseeing all GAA member services and technology.
2. The Action Chair shall attend all scheduled action-related committee meetings.
3. The Action Chair shall be responsible for the sign up and documentation of all action-related projects.
4. The Action Chair shall be the primary contact for all project-related dates, planning, and scheduling.

Article 6: Elections

Section 1: All officers shall be nominated the first Tuesday of November; should a nomination be made, accepted by the nominee and supported (seconded) by another active GAA member. The nominee shall appear on the official GAA ballot for the upcoming year.

Section 2: The election shall take place via secret ballot at the following general meeting; a majority vote shall

be required to attain office; should a tie-vote occur a Q&A session will be held at the following general meeting, immediately followed by a general vote; should another tie occur the advisors will decide the winner by midnight that night.

Section 3: Election Results shall be tallied by advisors and announced at the annual-Fall Banquet, whence the new E-Board shall adopt their responsibilities as GAA Executive Board Members for one term.

Section 4: The newly elected E-Board will meet with the previous E-Board the Tuesday immediately following the Fall Banquet.

Section 5: In the event that an E-Board position becomes vacant, the current E-Board will appoint a GAA member to fill the position for the remainder of the year.

Article 7: Impeachment

Section 1: Should any GAA E-Board member act in violation of or not uphold their aforementioned duties, impeachment charges may be brought against the said member by any active GAA member.

Section 2: All impeachment charges shall be presented to a GAA advisor; if the advisor seems the charges valid, s/he shall issue a verbal warning to the member in question.

Section 3: If a member has received a verbal warning and refuses to comply with GAA requests, and executive meeting shall be held consisting of all general members, all E-Board members and all advisors. The advisor shall present all charges, where after, the accused may defend him/herself. Following statements from each position, the accused shall be asked to leave the room, where after a roll-call voting shall be taken (voting “guilty” or “not guilty”). If a two-thirds verdict of “guilty” is reached, the member shall be informed of the revocation of office and a new member shall be appointed to the position by the President. Should a two-thirds vote of “not guilty” be attained, the accused shall retain his/her position.

Article 8: Meetings

Section 1: General meetings shall be held at least every other Tuesday at 11:00 a.m., beginning on a date specified by the GAA E-Board; all active member should attend as per the rules of the current attendance policy.

Section 2: All motions shall be passed by a simply plurality vote of present active members at general meetings; the President may veto any motion passed, pending approval of a GAA advisor, should the motions be seen as detrimental to the purpose of the GAA.

Section 3: E-Board meetings shall be scheduled as necessary.

Article 9: Parliamentary Procedures

Section 1: The elected GAA E-Board shall determine Parliamentary Authority for their election term.

Article 10: Article 10: Amendments

Section 1: This document may be amended at any general meeting of the FSU GAA by a two-thirds vote of all GAA members present, pending the amendment be presented in writing to the GAA President prior to the meeting.

This constitution amended: October 29, 2010.