

Plant Pathology Graduate Student Organization Constitution

Last updated August 2022

Article I:

Club name: Plant Pathology Graduate Student Organization

Article II:

This club is not part of any other group or association

Article III:

Mission:

- The Plant Pathology Graduate Student Organization (PPGSO) exists to support and advocate for its members professionally, academically, and socially to build a sense of community within the department - for both members based in Pullman and at other WSU (Washington State University) Campuses and Research and Extension facilities (REC) (e.g., Mount Vernon, Prosser, Puyallup, and Wenatchee). Additionally, we seek to bridge connections both to the faculty and staff within our department and to faculty, staff, and students in other departments.

Article IV:

Eligibility to vote and serve:

- All currently enrolled graduate students in the Department of Plant Pathology and Molecular Plant Sciences (MPS) are eligible to cast votes in the elections and serve as officers. If elected from any Research and Extension Center (REC) or other WSU Campus, the officer will have all rights (such as approval by electronic signature, booking rooms, and ordering supplies for events, etc.) as exercised by any Plant Pathology GSO officer based in Pullman.
- Geographic requirements: Two officers must be present at the main campus in Pullman to facilitate and organize events in Pullman.
- A member can be banned from participating in PPGSO activities, meetings, and events if they are disrespectful to members of the group or public, as well as if they are tarnishing the club in any way.

Article V:

Description of Officers:

All Officers:

- Every officer is expected to attend each meeting held throughout their time in office, except if they have talked to the President prior to the meeting which they will be unable to attend
- Facilitate annual election and nomination of officers for the next academic year
- Train new officers in responsibilities
- Maintain and transfer all photographic and written documentation for events to ensure ease of replication for future officers (e.g., OneDrive folder)

- At least two members must attend the annual RSO (Registered Student Organizations) officer training
- At least one member must represent the PPGSO at the GPSA (Graduate and Professional Student Association) affiliate funding presentation
- Encourage members to attend meetings and engage
- Collect photos and documentation for future officers and social media

President

- Represents the PPGSO to the university, department, and other organizations
- Communicate with the faculty advisor, department administrative assistant, and department seminar organizer to facilitate organization events
- Announce events for the department and forward all relevant communications to members
- Prepare an agenda with the Vice President for all meetings
- Prepare budget proposal and funding application along with the Treasurer and Vice President.
- Along with other officers, plan department events (Thanksgiving, Holiday Parties, etc.)
- Coordinates discussions with the Plant Pathology GPSA Senator and Faculty Liaison to advocate on behalf of the members

Vice President

- Assumes the duties of the President in his or her absence
- Prepares an agenda with the President for all meetings
- Plans the meeting and maintains attendance at all meetings
- Foresees meeting/conversations with the guests
- Creates and distributes agendas for each meeting of the organization
- Keeps all the extension center in the loop
- Fill in for Faculty Liaison at faculty meetings in their absence

Secretary

- Keeps a record of all activities of the organization
- Prepares organization's calendar of events and notifies all members of meetings
- Keeps and distributes minutes of each meeting of the organization (maintain a One Drive folder)
- Maintains social media (Facebook, twitter, webpage etc.)
- Set up the room for events before it starts (bring all the snacks, coffee, plates etc.) in coordination with other officers
- Keep track of the food and supplies according to expected attendees

Treasurer

- Is familiar with accounting procedures and policies
- Applies for Affiliate Funding from GPSA on an annual or semester basis (and from other sources)
- Prepares an annual budget and requests for funds.
- Prepares purchase orders, requisition forms, or supply requests
- Provides a budget report at each monthly meeting.
- Prepare budget proposal and funding application along with the President.

- Maintains an inventory of all equipment and its condition before and after the event
- In other words, he/she is responsible for approving funding requests from other graduate student groups or organizations and working with accountants to handle all reimbursement or refund processes.

Faculty Liaison

- Attend all faculty meetings
- Advocates on behalf of PPGSO members to the faculty in the department
- Updates the officers on pertinent news within the department
- Coordinates lunch/social events with faculty candidates

Research and Extension Center Officer

- Will act as the communicator between the Pullman campus and the extension center
- Communicate agendas from the meeting to the individual centers
- Organize all the events and report the budget to the treasurer
- Report the issues from the centers to the core officers
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Conditions:

Each position can be held until the individual holding the position graduates or leaves WSU, or if there is an issue that makes them unfit for that position. If an election is needed, it will be held during the spring semester (see Article VIII for further information regarding elections) before the following school year.

Any officer can be removed from office if they are unable to devote time to their responsibilities. The President may remove any officer at their discretion and appoint a qualified replacement.

The President may be removed by a Vote of No Confidence initiated by the Vice President or two other officers (including REC/WSU Campus representatives); a simple majority vote of the officers (Vice President, Secretary, Treasurer, Faculty Liaison, Mount Vernon REC Representative, Prosser REC Representative, and Wenatchee REC Representative) shall be required to remove the President; the Vice President shall assume all responsibilities of the President and may appoint a new Vice President.

Article VI:

Advisor:

Cynthia Gleason, PhD

Cynthia.gleason@wsu.edu

Role:

- Advise the PPGSO and provide institutional knowledge
- Liaison between the Chair and the PPGSO
- Approve events and budgets

Article VII:

Meetings:

Two meetings shall be held per month: one for officers to discuss official agenda items and a second as a general meeting with all eligible members. Officers shall meet to decide the date and times for both but meeting dates/times are subject to change dependent upon attendance and semester scheduling conflicts. All eligible voting members are invited to attend both meetings, but members not holding officer/REC representative positions will be asked to keep comments towards the end of the meeting unless called upon.

Financial Support:

Financial support shall arise from:

- GPSA Affiliate Funding
- Donations
- Grants
- Fundraising

Article VIII:

Elections:

Officers shall hold elections in March and April to elect new officers to fill the positions of President, Vice President, Secretary, Treasurer, Faculty Liaison, and a Representative for each of the extension centers or WSU Campus at which an eligible member is physically located (e.g. Mount Vernon, Prosser, Wenatchee, Puyallup, Vancouver, Everett, etc.).

The President shall take the lead for advertising the elections and will announce the candidates as well as election results. The Vice President shall be responsible for recruitment of candidates to ensure all positions receive at least one candidate. The Secretary shall ensure the election deadlines are kept and for validation of the election results. The President shall be responsible for organizing the future meetings to train new officers