

# **The Constitution of SGE Inc. (GeoClub)**

## **NAME**

The name of this organization shall be SGE Inc. (hereafter referred to as the “Club”)

## **DATE OF ADOPTION**

This charter was proposed at a general body meeting of SGE Inc. on April 4, 2014. It was ratified at a regular meeting of the geology Club on May 2, 2014; it completely replaces all previous versions.

## **OBJECTIVES**

The purpose of the Club is to promote graduate student unity, communication and professional development within the University of Arizona Department of Geosciences.

This goal will be achieved by holding monthly meetings, guest lectures, brown bag talks, field trips to geologically significant sites, as well as supporting incoming graduate students through mentoring and orientation.

## **MEMBERSHIP**

Types of Members:

There shall be three types of members of the Geology Club

1. Guest Members
2. Voting (active) Members
3. Executive Board Members

Membership Requirements

Active membership is limited to students of the University of Arizona.

All members are required pay yearly dues in the amount of \$5.00.

Guest Membership is obtained by registration with the Club Vice President. Guest Membership is available to undergraduate students.

Voting Membership may be obtained by Guest members who wish to fully commit to the Club. Any student of the University of Arizona is eligible for voting membership. After attending at least three general body meetings, interested individuals must sign the following pledge:

“I, (insert name here), hereby affirm that I am a voting member of the University of Arizona SGE Inc. (GeoClub). I am responsible for replying to SGE Inc. confirmation emails regarding the allocations and elections decided upon during the specified meeting. I understand that failure to respond to said emails will result in the loss of voting privileges. Voting members are the only club members eligible to attend off campus trips

paid for by SGE Inc.; therefore it is imperative that I respond to all of these emails in a timely manner lest I risk losing my eligibility for such trips.”

Upon affirmation of the above pledge, the Club Vice President shall keep a record of the pledge filed.

### Responsibilities

The Club must remain a campus-based student controlled group.

The Club is not responsible for any individual and/or unauthorized activities by any of its members.

All members of the Club shall act responsibly for the safety of all persons involved in the Club, as well as Club property.

As stated in the pledge, all voting members are required to promptly respond to emails, from the Club, sent to their university email account.

If the Club fails to receive enough confirmation emails to allow an allocation voucher to progress through the process, any voting member who failed to provide such an email will be notified at the next general body meeting of these events. He/she will be asked to provide a written letter explaining extenuating circumstances that would permit him/her to miss the email. The Executive Board shall review the evidence and vote at a subsequent general body meeting whether or not to revoke the member’s voting privileges as designated in Article VII.

## OFFICERS

### Titles and Eligibility

The officers of the Club shall be, in order of the chain of command from highest to lowest: President, Vice President, and the Chairs of the standing committees: Events, Fundraising, Outreach, Mentorship and Field Trips.

The above officers shall form the Executive Board.

No person may hold more than one signatory position.

No one may serve consecutive terms as any particular officer, but they may serve for multiple nonconsecutive terms.

Only voting members may serve as an officer of the Executive Board.

### Duties

#### The President

Shall preside over both the Executive Board and general meetings.

Will promote order, smooth operation and continuity of the Club.

Shall act as sole spokesperson for the Club in matters involving other organizations, and all administrative functions/personnel.

May appoint spokespersons to act on his/her behalf.

Shall keep an accurate record of all Club expenditures and income.

Shall draw up the annual budget with the assistance of the Vice President and present it for approval by the membership.

Shall be prepared to make a financial report at least once a month and when requested by the membership (within one week of said request).

Shall be responsible for proper completion and submission of all financial paperwork and ensuring that applicable financial guidelines are followed.

Shall be an ex officio member of all committees.

Has signatory powers as described by SGE Inc.

#### The Vice President

Shall fulfill, in the absence of the President, the duties of the President.

Shall fulfill those powers and duties delegated to her/him by the President, which may include assisting the other officers with their duties when necessary.

Shall be an ex officio member of the Event Committee

Has the ability to substitute for another signatory officer in their absence.

Shall be responsible for keeping updated membership/address lists and all Club correspondence.

Shall publicly post all minutes from Executive Board, General, and Emergency meetings.

Has signatory powers as described by SGE Inc.

#### Committee Chairs

Shall preside over their respective Committee meetings.

Shall prepare reports of the proceedings of all Committee meetings, and present them in writing to the President.

Shall report on the Committee's progress in its assigned tasks when requested by the voting membership.

Shall act as a liaison of their Committee in official tasks of the

Committee.

## COMMITTEES

All Committees shall consist of at least one voting member.

### Standing Committees

#### Events

Shall organize social, professional and academic events, such as: guest lectures, brown bag talks, seminars, intramural sports, movie nights, trivia and parties.

Shall actively recruit new members by word of mouth and advertising in a variety of media.

Shall encourage current members to attend meetings and events.

#### Fundraising

Shall coordinate fundraising strategies.

Shall coordinate advertisement regarding Fundraising.

Shall coordinate Fundraising events and activities such as: bake sales, t-shirt and mug sales, and Geology toolkit sales.

#### Outreach

Shall advertise all Club events in appropriate venues, such as: mailings, e-mail lists, flyers, campus television, bus banners, and class announcements.

Shall participate in community outreach events, such as: the Tucson Gem and Mineral Show, the Tucson Festival of Books, and Science Downtown.

Shall work with the University of Arizona Department of Geosciences staff to develop and maintain the Geosciences outreach website (<http://www.geo.arizona.edu/node/263>).

#### Mentorship

Shall organize a meet-and-great event for incoming graduate students during the beginning of the fall semester each year.

Shall develop a network of current graduate students to act as mentors and have an “open-door” policy for incoming graduate students.

Shall develop a practical orientation for incoming graduate students.

#### Field Trips

Shall assist in the planning of all field trips.

Shall coordinate advertisement of all events with the Events committee.

#### Special Committees

The President may make proposals to form committees and suggest a Chairperson for each on an ad-hoc basis.

Committees require approval of the purpose and Chairperson by a simple majority of the Club voting membership.

These committees will be open to all interested Club members, and will report to the membership at General meetings.

Committees will be dissolved when their goal(s) have been reached or a simple majority of the voting membership favors dissolving it.

### ELECTIONS AND TERMS OF OFFICE

#### Time and Terms of Office

Nominations shall be held at a general body meeting occurring at most two weeks after the beginning of the fall semester.

Elections shall be held at a general body within two weeks after the nominations occur.

The elected candidate shall take office as of the end of that meeting, and shall retain that position for one year or until removal or replacement is necessary.

#### Elections

When an office is contested by two individuals, a simple majority shall be required to win. In the event of a tie, a coin-flip shall determine the winner

Elections with three or more candidates will be conducted using Instant-runoff voting (IRV). Voters will rank the candidates on a ballot with a 1 next to the top choice, a 2 next to the second choice, a 3 next to the third choice, etc. Initially, votes will be tallied only with respect to the top choice (the name with the 1 next to it). If no one receives an absolute majority of votes, the votes for the candidate with the least number of votes shall be reallocated according to the 2<sup>nd</sup> choice on the ballot (the name with a 2 next to it). The process will repeat, eliminating candidates until someone receives a majority or only two remain. When two candidates remain and they are tied, a coin-flip shall determine the winner. If two candidates are tied with respect to the smallest number of votes, a coin-flip will determine which candidates votes will be reassigned first.

### REMOVAL AND REPLACEMENT

#### Removal of Voting Members:

A unanimous vote of the Executive Board may strip any voting member of his/her voting rights. This member may sign the pledge and regain his/her voting rights again with approval of a simple majority of the Executive Board after attending at least three meetings as a guest member.

An Executive Board member must be successfully impeached and removed from his/her office before his/her voting rights may be revoked. See below for impeachment/removal instructions.

#### Removal of Officers

If the membership feels that an officer has not performed his/her job properly, they may remove that officer from office with a two-thirds majority vote by secret ballot.

The officer under impeachment has two meetings to defend him/herself after being notified that she/he is under impeachment, before a vote is taken on this issue.

If an officer wishes to resign his/her position, he/she must submit a letter announcing such to the Club Vice President.

In the event of the death of any officer, the presentation of a death certificate shall constitute a letter of resignation.

#### Replacement

Nominations for replacement shall be taken at the first meeting in recognition of a need for that officer, and the meeting of the week thereafter. (With respect to impeachments, this takes place after the impeachment has been voted on. When a resignation occurs, nominations takes place the meeting immediately after the Club Vice President receives a letter of resignation)

Elections shall be held directly after the nominations at the meeting of the second week of nominations.

The replacement officer will serve out the term of the original officer.

## MEETINGS

#### General Meetings

The Club shall meet once a month during regular academic semesters.

The meeting place and time shall be decided on by the membership.

Meetings may be cancelled in event of emergencies, holidays, or other similar events.

Cancellations will be announced in advance when possible.

#### Executive Board Meetings

The purpose of Executive Board meetings is to conduct business which would disrupt or unnecessarily lengthen the general meetings, such as organization, planning, and brainstorming.

The Executive Board is strictly advisory in that it may propose solutions and decisions, but may not implement them without the consent of a simple majority of the membership.

Shall be called by the President or upon request by another officer.

Shall be open to all members of the Club.

Shall be held in advance of the General meeting.

#### Emergency Meetings

The purpose of Emergency Meetings shall be to discuss matters of dire importance to the Club, which must be handled prior to the next General meeting.

May be called by the President.

Must be called by the President upon petition of 4 members or a simple majority of the remaining officers.

Must be called within 24 hours of said petition.

#### Committee Meetings

Shall meet as designated by the Committee Chair.

Shall be open to all members of the Club.

Committees are strictly advisory in that they may propose solutions and decisions, but may not implement them without the consent of a simple majority of the membership, unless specifically authorized in Article V.

The meeting place and time shall be decided on by the Committee Chair.

Meetings may be cancelled in event of emergencies, holidays, or other similar events.

Cancellations will be announced in advance when possible.

#### Quorums

A Quorum for General meetings shall consist of at least six voting members, one of which must be a signatory officer.

A Quorum for the Executive Board meetings shall consist of a simple majority of Executive Board members.

A Quorum for Emergency Meetings shall consist of 4 members and 1 signatory officer.

A Quorum for Committee Meetings shall consist of the Chair and a simple majority of Committee members.

#### Operation

The General, Executive Board and Emergency Meetings shall be run by the highest ranked officer (as ranked in Article IV; usually the

President), who shall determine the rules of order for such meetings, unless he/she is under impeachment. In such a case, the next-highest ranked officer will officiate.

Committee meetings shall be run by the Committee Chair, who shall determine the rules of order for such meetings, unless he/she is under impeachment. In such a case, the President or other ex officio officer will officiate.

## THE BUDGET

The annual budget shall be drawn up by the President (with the assistance of the Vice President), presented for approval by the membership.

Every effort should be made to ensure that the Club receives full funding.

The Club will claim financial responsibility for the payment of any debts accumulated at the University which are not covered by funds on deposit.

The Club is a not-for-profit organization.

## STATEMENT OF NON-DISCRIMINATION

This organization shall not discriminate on the basis of race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, or genetic information in any of its policies, procedures, and practices. This policy will include, but is not limited to recruiting, membership, organization activities, or opportunity to hold office.

To ensure that all members of the Club have equal opportunity, the Club shall be obligated to:

Keep the recruitment practices of the Club on file, which shall be open to public inspection at regular hours.

Hold General and Executive Board meetings in locations accessible to all students and give due notice of said meetings.

## STATEMENT OF NON-HAZING

This organization will not conspire to engage in hazing, participate in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm or personal degradation, or disgrace resulting in physical or mental harm to any fellow student or person attending the institution.

## STATEMENT OF COMPLIANCE WITH CAMPUS REGULATIONS

This organization shall comply with all University and campus policies and regulations, in addition to all local, state, and federal laws.

## AMENDMENTS

The membership may amend this constitution at any meeting by a two-thirds majority vote.

An announcement of specific proposed changes has been made at the two previous meetings and has been posted publicly for those two weeks.

## DISSOLUTION

In the event of the dissolution of this group, all accrued funds and assets of this organization shall revert to the Department of Geosciences. Any accrued assets or funds that were unquestionably obtained from another source shall revert to that source, instead.