**ASU Geo Club Constitution**

**2018-2019**

ARTICLE I.

The name of this organization shall be “Geo Club”, shortened to “GC” for the remainder of this document.

ARTICLE II.

This organization shall strive to provide an environment in which all individuals possessing an interest in the earth sciences, defined as any and every niche, facet and sub discipline within the larger categories of Geology and Physical Geography, can gather and become part of a group of shared interests. This group shall come together on the basis of these interests in order to create connections among peers, generate personal and professional goals, receive assistance in achieving those goals, and enrich the educational experiences of those involved.

ARTICLE III.

A. Membership shall be classified as that of an officer or general member. Officers shall be considered general members prior to and following their term of office.

a. Officers must maintain a minimum GPA of 2.5 during their term of office.

b. Officers must attend a minimum of one meeting per month unless circumstances absolutely prohibit this.

c. All members, both officers and general, have the right to voice opinions and suggestions regarding any topic felt to be relevant to the club and its actions, and are encouraged to participate and contribute to events such as fundraisers, campus events, field trips, and conference attendance.

d. Membership shall not be restricted to earth science majors, but shall be open to any individuals who wish to be part of the community of persons with an interest in seeking and sharing knowledge and a love of the earth sciences.

e. In order to be considered a full-time member in good standing, and therefore be eligible to receive full benefits (e.g. financial support for conference attendance, etc.) members must attend at least 50% or more of regularly scheduled meetings per semester.

f. In addition, in order to be considered in good standing, a member shall be required to earn at least 10 points per semester. These points may be earned in the following ways: 1 point for each meeting attended, 1 points for each fundraiser (either by volunteering or providing an appropriate item for sale), 2 points for each community service event attended. In order to qualify for points for an event, members must check in with an officer at the event, let an officer know when leaving the event, and remain and actively participate for at least half of the scheduled time unless otherwise specified or arranged in advance. For fundraisers, members must be sure to be present and participate for the entire amount of time they volunteer, with one hour being the minimum. If providing an item for sale, the item must be made available at the fundraising event within the first hour of operation to qualify for points.

g. Also, to be considered a full-time member, a member must attend 50% or more of the scheduled community and fundraising events.

h. The Geo Club Senate Representative shall be awarded one club point per Senate meeting attended, provided that he or she meets all other requirements for attendance as set forth by AS&F Senate guidelines.

B. Whosoever wishes to become a member need only attend any meeting of the GC, be it regularly scheduled or special. The GC strongly encourages attendance and participation by any interested individual, and is more interested in meeting and sharing ideas with new faces than with creating strict membership criteria.

C. GC does not and shall not discriminate on the basis of color, race, religion, gender, gender expression, age, disability, or military status in any of its activities. GC is committed to providing an inclusive and welcoming environment for all members, students, and staff.

ARTICLE IV.

A. Officer positions are

a. President or Co-presidents (Co-presidents will amalgamate duties of the Vice President)

b. Vice President (If a Co-President does not exist)

d. Secretary

e. Treasurer

f. Senate Representative

B. Officers shall be selected by method of elections, held once per semester according to procedure described in Article V, Section B.

C. The duties of each officer have been agreed upon as the following:

a. The President shall serve in a leadership position, delegating duties and responsibilities for officers and club members as needed. He/she will make it a point to ensure that communications between officers, club members, advisors/sponsors, and all other involved parties such as Student Government remain clear and current.

b. The Vice Presidents shall assist the President as needed, taking on his/her duties as necessary if he/she is unable to attend a meeting or event. The Vice Presidents shall also be responsible for fairly representing the interests of club members, including providing information on events of interest to them and other officers. Conflict mediation will be delegated to the Vice Presidents in the event that said issues pertain to the interests of one discipline over the other.

c. The Secretary shall be responsible for the upkeep of all non-financial documentation pertinent to the club, its functions, taking attendance and communications. This may include, but is not limited to, recording “meeting minutes” for each gathering of the club, fundraiser ideas, and copies of reports made to Student Government/ club sponsors. The Secretary will inform the club and its officers of upcoming events, any issues reported to or by the club and any changes in circumstances for any of the above as they are made known to him/her.

d. The Treasurer shall be responsible of any and all financial documentation pertaining to the club and its activities. Duties include, but are not limited to, providing updates to officers on the financial status of the club, procuring purchase orders, and making deposits into the club account.

e. The Senate Representative shall be responsible for acting as ambassador to the club and its interests by attending all meetings of the AS&F Student Senate. A report shall be made to officers and club members at the next scheduled club meeting, or earlier if action is required. He or she must also control the clubs ‘Presence’ account; adding/dropping members, adding events, etc. If he or she is unable to fulfill their duties for any reason, the representative is responsible for contacting fellow officers to arrange for an alternate attendee to represent GC at Senate functions. In addition, the Senate Representative must fulfill all requirements of him/her as set forth by AS&F, including maintaining a minimum 2.5 GPA.

f. All officers shall be required to maintain a minimum 2.5 GPA.

D. If an officer fails to satisfactorily perform his/her duties to the point of being a detriment to the club or its members, the other officers may call a special officer’s meeting to discuss the situation. The officer whose conduct is in question shall be given the opportunity to attend this meeting for the purpose of explaining his/her actions. If the other officers feel it is necessary to replace the officer in question, a vote to remove the officer will be held by ballot, with a 2/3 majority needed to remove the officer in question. If this vote passes, a new nomination and election should be held to fill the vacant seat at the next scheduled meeting, if possible.

ARTICLE V.

A. Officers shall be nominated at the end of the Fall and Spring semesters. Length of term per office shall be one semester per election, with multiple terms possible within the same seat or another. In essence, an officer may fill a position for one semester at a time, but may fill that position for several semesters in a row if chosen to do so via the process described in Article V, Section B. That same individual may also choose to run for a position different than the one filled during his/her previous term.

B. Elections shall be held on the last week of the semester prior to final exams. If no regular meeting is scheduled, a special meeting will be called for this purpose. At this meeting, officers from the previous semester shall make an announcement to all club members present regarding the upcoming election: a brief description of each office will be made, and interested individuals will be asked to make themselves known and provide a brief introduction of themselves and their qualifications if requested. Following this, a vote will be conducted by ballot to determine the officers for that semester. Any GC member present shall be allowed to cast a ballot with ONE vote per office. Self-nomination is acceptable, provided he/she has introduced themselves to the other GC members prior to voting.

ARTICLE VI.

A. The Club Representative must meet all requirements laid out by the AS&F Government Constitution. Refer to AS&F Government Constitution for details.

B. Election of Club Representative will be held the last regularly scheduled meeting for the spring semester.

C. Elections will be held within the club (GeoClub). Nominations of individuals must be submitted to the AS&F Election Commission two weeks prior to the club election date. After approval of nominees by AS&F Election Commission, an election will be held within the club. All ballots must be sent to the AS&F Election Commission for approval of Club Representative. This modifies and replaces election procedures for Club Representative ONLY. See Article V, Section B for nomination process for all other officer nominations.

ARTICLE VII.

A. Regular meeting shall be held twice per month, days and times to be determined at the beginning of each semester and to be based on the availability of the largest portion of officers and general members per day and time. Regularly scheduled meeting may be rescheduled if necessary when prohibited by holidays, breaks, or class cancellations. Such rescheduling will be communicated via email.

B. Special meetings shall be called to discuss items such as field trips, fundraisers, conferences, and school activities (e.g. Homecoming, ASU Cares Day). If required, officer elections shall be held on a special meeting date set during the last week, prior to final exams, of each semester. If any member of the GC wishes to call a special meeting at which to voice his or her opinion or concerns, he or she has the right to request it; other club members and officers must approve by majority vote.

ARTICLE VIII.

A. Budget preparation and adoption shall be the primary responsibility of the Treasurer. This budget will be subject to input and approval by all the other officers prior to its application. The budget shall be concerned primarily with how best to utilize club funds in order to provide for the needs of both the club as a whole and its individual members.

B. Allocations of funding: all funding will go through the club Treasurer. He or she will distribute funds when needed according to the decision of the club. Additionally, funds from AS&F and or Financial aid must be approved by the clubs Faculty Advisor.

ARTICLE IX.

A. The club shall have a sponsor; this sponsor shall be a member of AS&F.

a. The club sponsor shall be \_\_\_\_\_\_\_\_\_\_\_\_Robert Benson\_\_\_\_\_\_\_.

B. The club shall also have a faculty advisor.

 a. The club advisor shall be \_\_\_\_\_\_\_\_Robert Benson\_\_\_\_\_\_\_\_\_\_\_\_.

ARTICLE X.

A. By-Laws may be amended upon consideration of the proposed changes by the current officers. Changes shall be drafted in such a form as to include the wording of the old by-law followed by proposed changes, and the reasons for those modifications. Such a document may be submitted at any time by any club member or officer. A period of two weeks shall be allotted to the officers and advisor in order to review the proposed changes and make a decision. Their findings shall be presented at the next regular meeting or at a special meeting if no regular meeting is scheduled within two weeks from submission of the proposed changes.

B. A vote shall be required for the approval of any and all changes or amendments. This vote shall be by majority (>50%) and shall be cast by the officers first. The vote will then go to the general club members, and another majority vote shall be required for final approval of changes.