

# Official Constitution and Bylaws

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AUBURN GEOTECHNICAL SOCIETY (AGS)



# Official Constitution of

## Auburn Geotechnical Society

2020-2021

### Article I: Organization Name

#### Section A: Name

The name of our organization is the Auburn Geotechnical Society (AGS).

### Article II: Purpose

#### Section A: Mission Statement

The purpose of the AGS is to provide Auburn University students and alumni with professional development opportunities, pertaining to the fields of geo-science through networking, community outreach, and research presentations.

### Article III: Membership

#### Section A: Non-discrimination

Membership is restricted to regularly enrolled Auburn University students, faculty, and staff. No university student may be denied membership on the basis of race, sex, religion, national origin, color, age, disability, gender identity or expression, sexual orientation, or veteran status as outlined in the Auburn University Policy Regarding Prohibited Harassment of Students.

#### Section B: Active student members

All registered Auburn University students are eligible to become active student voting members if they pay any required dues and/or fees. Active student members are required to remain involved in the AGS or their active membership status may be suspended or revoked. Requirements pertaining to involvement in the organization will be outlined in the Bylaws.

#### Section C: Affiliate members

Any person, who is not actively enrolled as a student at Auburn University, is eligible to become an affiliate member with a majority vote of the Executive Board (E-Board). Affiliate members are not required to pay any membership dues and/or fees. Affiliate members may not vote or hold an officer position.

## **Section D: Voting Members**

Voting members of the AGS includes all active members whose required dues have been paid to date as set forth by the executive board.

## **Article IV: Officers**

### **Section A: Executive Board**

The Officers of the AGS, which constitute the Executive Board (E-Board), shall be: President, President-Elect, Secretary, Editor and Treasurer. In addition, there shall be a Faculty Advisor assigned in consultation with the AGS Officers.

### **Section B: Executive Board Membership and Qualifications**

E-Board members shall be enrolled Auburn University students as defined by Auburn University. The President must be an enrolled graduate student at Auburn University during his/her term. The President (with the exception of the very first President) must also serve one term as President-Elect prior to taking office as President. An undergraduate may be elected as President-Elect as long as he/she plans to be enrolled as a graduate student during their term as President.

### **Section C: Officer Terms**

The term of the first officer positions shall begin the first day of the establishment of AGS and terminate on the last day of Spring semester 2020. Elections will be held once per year during the Spring semester, unless an officer decides to resign from their position early. In that case, special elections will be held for the opened position. Terms for newly elected officers will begin on the last day of Spring semester in which the election occurred and run until the last day of Spring semester the following year. The President-Elect will serve a minimum of one term in that position and will be automatically promoted to President once the presiding President vacates office. There is no term limit for any of the officer positions.

### **Section D: Vacation of Office**

In the event that an officer graduates or does not wish to fulfill an entire term after taking a position, or plans to be absent for a portion of their term, a special election may be held to fill the vacated position. Officers may be forced to vacate their position prior to the end of their term if 2/3 of the active AGS members vote for their removal. In the event that an officer must vacate the office temporarily the term for the temporary officer will take effect when the standing officer vacates the position and terminate when the standing officer reclaims the position.

## **Article V: Faculty Advisor**

### **Section A: Faculty Advisor**

The AGS organization shall have an Auburn University faculty member serving as Advisor at all times. The Faculty Advisor shall have a background or research interest in at least one branch of the geosciences. The term of the Faculty Advisor shall be 3 years .

### **Section B: Role and Responsibilities**

The Faculty Advisor shall advise and mentor the student group. He/she shall have no direct voting privilege, but will act as an arbitrator in instances where the Board is not able to come to an agreement. Advisors must also participate in any training required by the university.

### **Section C: Removal of Faculty Advisor**

The faculty advisor may be forced to vacate their position prior to the end of their term if 2/3 of the active GSCE members vote for their removal.

## **Article VI: Meetings**

### **Section A: General Meetings**

Any member of the E-Board may call a meeting. The President shall preside over all general meetings of the organization. In the absence of the President, the President-Elect shall take this role. At least 3 general meetings shall take place in each of the Fall and Spring semesters. However, members of the E-Board may call for more general meetings if necessary. General meetings may be held during the summer semester if deemed it necessary for the organization by any E-Board members. In order to conduct official business, the President, or President-Elect, must be present and at least one additional member of the E-Board must be present. A quorum , as defined in Section C of this Article, must also be present to conduct official business at a general meeting.

### **Section B: Executive Board Meetings**

The President has the authority to call E-Board meetings. The President shall preside over all E-Board meetings of the organization. In the absence of the President, the President-Elect shall take this role. E-Board meetings shall be held at least twice during the Fall and Spring semesters. However, the President may call for additional E-Board meetings if necessary. E-Board meetings may be held during the summer semester if the President deems it necessary for the organization. The entire E-Board must present to hold an E-Board meeting. Virtual attendance at E-Board meetings is acceptable.

### **Section C: Quorum**

A quorum in this organization is defined as 50% of the active membership. A quorum must be present to conduct official business at a general meeting.

## **Article VII: Amendments to the Constitution**

### **Section A: Amendment Process**

The Constitution may be amended with a  $2/3$  vote of the active membership. Proposals for amending the constitution may be submitted by any active member to the E-Board. A  $3/5$  vote of the E-Board is required for the proposal to be presented to the active membership for a vote. Amendment of the Constitution requires that  $2/3$  of the active membership vote to approve the proposed amendment. Amendments to the Constitution may be made at any time. Amendments to the constitution will take effect the semester following the vote of approval.

# Official Bylaws of

## The Auburn Geotechnical Society

2019-2020

### **Article I: Membership**

#### **Section A: Membership Requirements**

All registered Auburn University students are eligible to become active student voting members. New members must pay any required dues or fees prior admission as an active student member. New members may be officially admitted during any general meeting.

#### **Section B: Active Member Rights**

Anyone who qualifies as an active member as defined in Article III (Section: B and Section D) of the Constitution has general membership voting rights. Voting rights may be temporarily revoked for any members not up to date on their dues/ fees. Voting rights will be immediately restored once the member's past due account is paid in full.

#### **Section C: Membership Dues**

All active voting members of the AGS will be required to pay membership dues as outlined in Article I; Section A of the Bylaws. Details and requirements pertaining to membership dues/fees are outlined in Article IX of the Bylaws.

#### **Section D: Membership Involvement**

All active student members are required to be actively involved in the AGS. Active involvement in the AGS will require that each active student member attends at least two general meetings each semester. Active members who do meet these involvement requirements will have their active student member status suspended by the E-board. Suspended members are not permitted to vote or attend any AGS events. The E-Board will decide any requirements for reinstatement of suspended members, which may include fees, written reinstatement requests or community service.

## **Article II: Selection of the Executive Board and Faculty Advisor**

### **Section A: Officer Nominations**

In order to run for an Officer position an active student voting member must be nominated for the position. An active student member may nominate themselves for a given position. Only active student members, who plan to be enrolled as graduate students during their Presidential term, are eligible to be nominated to run for President-Elect.

### **Section B: Timeframe for Officer Elections**

General Officer elections will be held once a year in the Spring semester during a general meeting. Election of new Officers should be completed during the first quarter of each year.

### **Section C: Officer Training**

It will be the responsibility of the outgoing Officers to train the newly elected Officers of their duties and responsibilities during spring semester each year. Officers shall also complete any required student leader training required by the university.

### **Section D: Transition of Newly Elected Officers**

Newly elected Officers will hold interim Officer positions for the remainder of the Spring semester. Official terms of office for the newly elected Officers will begin on the last day of the Spring semester each year.

### **Section E: Voting for New Officers**

Voting each year may be held to elect a new President-Elect, Secretary, Treasurer and Editor as needed. The elected President-Elect will serve a minimum of one term as President-Elect and be automatically promoted to President once the presiding President vacates the position. If the presiding President wishes to serve more than one term, a vote may be held to decide between keeping the current President, or promoting the President-Elect to the President position. In the event, that the President-Elect is promoted to President and new President-Elect must be chosen.

Voting for new Officers may take place via paper ballot at a scheduled general meeting or via an online polling application. Voting for Officer positions should remain anonymous regardless of the chosen voting method. Officers will be selected based on majority of cast votes of the active student membership.

### **Section F: Special Elections**

In the event that an Officer graduates or does not wish to fulfill an entire term after taking a position, another AGS member may be elected to that position with a majority of cast votes via a special election. Special elections may take place at any time during the year in order to fill a vacated officer position.

### **Section G: Removal of Elected Officers**

A vote may be held to remove any Officer from the E-board not fulfilling their duties as outlined in Article III of the bylaws. A vote to remove an officer may be proposed by any active student member and must be seconded by another active member. Officers may be forced to vacate their position prior to the end of their term if 2/3 of the active AGS members vote for their removal.

### **Section H: Selection of the Faculty Advisor**

The E-board shall nominate someone who qualifies for the Faculty Advisor position as stated in Article V (Section A) of the Constitution. The nominee must receive a majority vote of the chapter E-board to become the faculty advisor. This selection process shall happen once every 3 years. The E-board may replace a faculty advisor whenever necessary. There is no limit to how long a Faculty Advisor can serve his/her position.

## **Article III: Executive Board Duties**

### **Section A: President**

The President shall conduct general supervision of the affairs of the organization and perform all other duties as required of such an office such as delegating responsibilities to other E-board members of the organization or E-board. The President shall attend any outside meetings required for the operation of the organization. If the President is unable to attend, he/she shall appoint another officer to attend any required meeting. The President shall receive a chapter card of the organization's bank account and countersign all checks. The President shall build and maintain relationships with all college support staff, faculty, administration, and other engineering organizations.

### **Section B: President-Elect**

The President-Elect shall assist the President with organizational operations and shall assume the duties of the President when he/she is unable to discharge the duties of the office. The President-Elect shall also be responsible for coordinating all AGS meetings and events. The President-Elect should work closely with the presiding President in order to become familiar with the responsibilities associated with the President position.



### **Section C: Secretary**

The secretary will create an agenda for all E-board and general meetings. The secretary will be responsible for taking minutes at each E-board and general meetings. The secretary shall keep all active members informed of all upcoming AGS meetings and activities. The secretary shall also be responsible for all requirements related to new membership.

### **Section D: Editor**

The editor will be responsible for preparation and submittal of any documents or reports required for operation of the AGS. The editor will also be responsible for creating and/ or maintaining a website for the AGS.

### **Section E: Treasurer**

The Treasurer shall collect dues from all members. The Treasurer shall maintain the checking account by keeping a record of all transactions of the chapter. The treasurer shall provide a financial report to the executive board at all E-board meetings, and countersign all checks. The Treasurer shall create a budget for each semester for the E-Board to vote on the semester prior. The Treasurer will be responsible for submitting all proposals for funding to Auburn University or outside funding sources. Food necessary for all AGS events shall be purchased by the Treasurer using funds of this organization.

## **Article IV: Voting**

### **Section A: Voting Rules**

Apart from Officer Elections, email is an acceptable method of correspondence and voting. Voting of the active membership should remain anonymous. All votes shall be decided by majority of cast votes except when voting for budget approvals, amendments to the Constitution, or the removal of an elected officer.

### **Section B: Tie Breakers**

The recommendation of the Faculty Advisor shall count as the winning vote in the instance of a tie. However, the Faculty Advisor reserves the right to not offer any recommendation according to his/her own judgement. Other forms of tie breakers shall also be acceptable if agreed upon by the entire E-Board as well as all involved nominees in cases of officer elections.

## **Article V: Meetings**

### **Section A: General Meetings**

Requirements pertaining to general meetings are outlined in Article VI; Section A of the Constitution.

### **Section B: E-board Meetings**

Requirements pertaining to E-Board meetings are outlined in Article VI; Section B of the Constitution. It is acceptable for E-Board meetings to be held via conference call or video conference.

### **Section C: Additional Meetings**

Additional meetings may be called at the discretion of the President provided no less than one week's notice has been given to the membership via e-mail, word of mouth or phone.

### **Section D: Conducting Meetings**

All AGS general meetings and E-Board meetings will be conducted in accordance with Robert's Rules of Order.

## **Article VI: Finances**

### **Section A: Organizational Funds**

Funds for use by the AGS may be available from a designated account or accounts which are under the authority of the Faculty Advisor. These funds may include gifts from private sources that are designated for use by the AGS.

### **Section B: Budget**

The Treasurer drafts the semesterly budgets for the AGS. Each budget shall be drafted and approved by the E-board the semester prior to it taking effect. The budget must be approved by a 3/5 vote of the Board. Approval of the faculty advisor is recommended, but not required.

### **Section C: Major Expenses**

A major expense as relating to the AGS is defined as any expense exceeding \$100. Major expenses must be approved by the E-Board with a majority vote. Final approval of major expense lies with the Faculty Advisor.

## **Article VII: Committees**

### **Section A: Committees**

Committees shall be formed as necessary by the E-Board. Positions within each committee will be created by the E-Board and these positions will be filled on a volunteer basis by active members of the AGS. All committees shall report their proceedings at general meetings or E-Board meetings.

## **Article VIII: Amendments and Parliamentary Procedure**

### **Section A: Amendments of the Constitution**

The Constitution may be amended with a 2/3 vote of the active membership. Proposals for amending the constitution may be submitted by any active member to the E-Board. A 3/5 vote of the E-Board is required for the proposal to be presented to the active membership for a vote. Amendment of the Constitution requires that 2/3 of the entire active membership vote to approve the proposed amendment. Amendments to the Constitution may be made at any time. Amendments to the constitution will take effect the semester following the vote of approval.

### **Section B: Amendment of the Bylaws**

The Bylaws may be amended by a majority of vote at a general meeting by paper ballot or online voting methods. Proposals for amendments to the bylaws may be submitted by any active member for vote at a general meeting with the endorsement of any one member of the E-Board. The proposal shall be voted on at the general meeting following verification of the proposal to the E-Board.

### **Section C: Meeting Order**

All meetings that require a vote to be held of this organization shall be conducted in accordance with Robert Rules of Order.

## **Article IX: Dues and Fees**

### **Section A: Required Dues and/or Fees**

Active student voting members will be required to pay dues and/or fees as determined in Article XI; Section B. New active student members must pay all required dues and/or fees at the time their membership takes effect. Required dues and/or fees for existing members will be due at the beginning of each Fall and Spring semester.

### **Section B: Determination of Required Membership Dues and Fees**

Membership fees and/or dues will be billed each Fall and Spring semester. The dollar amounts relating to any dues and/or fees required for membership will be voted on by the Board during each Spring semester. Any changes to the required membership dues and/or fees, as approved by the Board, will be valid for the following academic year beginning in the Fall semester. Initially, the dues required to be an active voting student member of the AGS will be \$25 per each Fall and Spring semester.

### **Section C: Non-Payment of Dues and/ or Fees**

Active student members who are delinquent on their membership dues and/or fees will lose all voting privileges and be barred from attending any AGS general meetings or AGS sponsored events until their accounts are made current.

## **Article X. Auburn Geotechnical Society Website**

### **Section A: Organization Website**

The AGS will have an organization website that will be created and maintained by the Editor. The website should be updated at least twice a semester. The website address will be added to the Bylaws once the website is created. Social media accounts may also be created for the AGS by the Editor. The Editor must update any social media accounts at least twice a semester.