CONSTITUTION OF THE GEOLOGY CLUB OF DREXEL UNIVERSITY

ARTICLE I
NAME

The name of this association shall be The Geology Club of Drexel University, or GC.

ARTICLE II
MISSION STATEMENT

The Geology Club of Drexel University shall endeavor to educate students about the history and structure of the earth through field trips and lectures.

ARTICLE III
MEMBERSHIP

Section 1: Definition

All currently and actively enrolled students at Drexel University, regardless of race, religion, national origin, gender, sexual orientation, or physical disability will comprise the membership of the GC.

Section 2: Rights of Membership

A. All members may vote in GC elections and referendums.

B. All members may hold office if they are elected or appointed according to the Elections Committee Guidelines and Procedures.

C. All members may speak and be heard at GC meetings.

D. All members have the right to access GC information and records, including (but not limited to) official meeting minutes.

E. All members are entitled to take part in all activities sponsored by the Geology Club.
ARTICLE IV
Organizational Structure

The Geology Club will have one governing body called the Executive Board or the Board. The Board includes all of the voting officers of the GC including the President. The GC refers to all of the members of the Board and the non-voting officers. The Executive Board will be defined as: The President, Vice-President, Treasurer, Secretary, Travel Coordinator, and the Committee Chairs as appointed. The President will delegate responsibilities for action to committees of the GC. The President will also delegate responsibilities for meetings with administrators outside of GC meetings to the appropriate committee chairs.

Section 1: Responsibilities of Office

A. President
   1. This student shall serve as the spokesperson for the Geology Club.
   2. This student shall chair Senate meetings. This student is not a voting member of the Senate.
   3. This student shall chair the meeting to develop the GC budget.
   4. This student shall have the power to call special meetings of the Geology Club by notifying the secretary at least 24 hours in advance of the desired special meeting so that all officers can be notified.
   5. This student shall have the power to veto any resolution or legislation by submitting written notification and presenting it to the Secretary within 72 hours of the Senate meeting in which the resolution or legislation passed.
   6. This student shall have the power to appoint chairpersons of GC committees where the chairperson has not already been defined in this Constitution or where the office of the designated chairperson is vacant. This appointment is subject to the approval of two-thirds of the voting officers of the Student Senate.
   7. This student may introduce resolutions and legislations in the Senate. This student will relinquish the Chair during the time that he or she introduces the resolution or legislation until after it is either voted on, tabled, or discussion is ended.
   8. This student shall be considered an ex-officio member of all GC related committees.
B. **Vice-President**

1. This student will chair GC meetings in the absence of the president.

2. This student has the right to vote unless s/he is chairing the meeting.

3. This student will be responsible for keeping track of committee activities and to provide direction to committees in cooperation with the committee chair.

4. This student will work with the president, supporting him/her and attending meetings with administrators in his/her absence.

5. This student shall be considered an ex-officio member of all GC related committees.

C. **Secretary**

1. This student will be responsible for managing the GC office.

2. This student will record the minutes of each Senate meeting. The Secretary will distribute an agenda and list of previous two weeks motions and their status and any older motions if action has been taken on them to be distributed before every Geology Club meeting.

3. This student will insure that the minutes of the previous GC meeting are typed and presented on the Geology Club website by the next GC meeting. This student will then include corrections of the minutes in the minutes of the following week.

D. **Treasurer**

1. This student will keep track of the expenditures of the SGA.

2. This student will be responsible for obtaining funds from various sources including (but not limited to) Corporate donations.

E. **Travel Coordinator**

1. This student shall make travel arrangements as necessary for members of the geology club for official field trips.

2. This student will make suggestions for future field trips with summaries for the Secretary to post on the website for GC consideration.
Section 2: Attendance

A. **Requirements:** Every voting member of the GC and the president will be required to attend at least two regularly scheduled weekly meetings during any given term. The GC will not meet during finals week or term break or on official University holidays.

B. **Excused Absences:** If an officer feels that his/her attendance should be excused, they may submit a letter to the faculty advisor.

Section 3: Voting

A. Every member of the GC has the right to vote on items put before the club.

Section 4: Committees

A. Every member of the GC may serve on a GC committee

B. Committee chairs will be elected by the membership of each committee.

C. Committee meetings will be set by the chair.

D. Committee chairs will give a report of their activities at each GC meeting. Another member of the committee will be expected to give this report, which will be written, in case of the chair’s absence.

Section 5: The GSA

All members of the Geology Club are required to become members of the Geological Society of America after one term’s membership in the Club.

Section 6: Advisors

The primary advisor of the GC shall be a Drexel University Faculty Member. The GC may appoint secondary advisors from within the University as necessary to assist in matters of parliamentary procedure, finance, etc.

**ARTICLE V**

**General Governing Procedures**

A. Meetings

1. Meetings of the GC will be held weekly except during the exceptions noted in Section 2A of this document.
2. The executive board is encouraged to meet often and whenever necessary, but must meet at least once per month.

3. The President will be responsible for calling executive board meetings and will have the right, within 24 hours notice to call special meetings of the GC.

4. Quorum to do business in GC meetings shall be one more than half the current voting membership.

B. Legislation

1. Legislation must have a 2/3 majority in attendance of current voting membership in favor in order to be passed the week it is introduced. At the meeting after the one in which it was introduced a simple majority is required.

2. The GC may pass no ex post facto legislation other than excusing an officer’s absence.

3. All legislation and resolutions that are passed by the GC shall, before it becomes enacted, be presented to the President of the GC within 24 hours after the legislation or resolution is passed. If the President approves, he or she shall sign the legislation or resolution. If the President wishes they may veto the legislation or resolution within seventy-two hours, stating his or her reasons in writing and presenting it to the senate. If the president does not sign within this amount of time it is automatically enacted.

4. After the president vetoes a piece of legislation or a resolution, a two-thirds vote of the seated officers may override this veto.

5. All legislation and resolutions, within the limitations of this Constitution shall be final and binding, and may only be reversed or changed within the boundaries of this Constitution.

Section 2: Elections

A. GC elections shall be administered by the Advisor.

B. All arrangements and procedures shall be at the discretion of the Elections Committee, subject to the provisions of this Constitution and other established by the law.

C. All candidates for office in the GC must be in good academic standing with the University during the term in which elections are held and must meet the following requirements:

1. Each student must have a 2.0 cumulative average.
2. Each candidate may not be on judicial probation.

D. All results will be made available to the public as soon as they are known to the winners.

E. Each student has only two weeks after the final day of voting to contest the elections.

F. Elections will take place during the Fall term for all positions.

Section 3: Impeachment

A. Non-attendance impeachment issues will be forwarded to the Faculty Advisor.

B. Any member of the GC may request impeachment proceedings against and officer of the GC or member of a committee. Additionally, any faculty member, administrator, or employee of the University may request impeachment proceedings.

C. It is the right of the person(s) or group(s) bringing the charge (accuser) to be informed of the ongoing status and final judgment in the case.

D. Once impeachment proceedings are requested, it is the Faculty Advisor’s responsibility to investigate whether the charge(s) is substantive.

E. If the charge(s) is deemed substantive then a pre-hearing conference between the Faculty Advisor and the accused will be held. At the pre-hearing conference it is the choice of the officer(s) charged to either contest or not to contest the charges.

F. If the accused does not contest, then the Faculty Advisor will recommend sanctions to the GC who must approve it by a majority vote.

G. Available sanctions against those found in violation are:
   
   1. A letter of reprimand
   2. Suspension of privileges and duties
   3. Impeachment

H. Should the accused contest the charge, there shall be a public hearing after a lapse of seven calendar days, to allow for preparation of a defense, at the next regular meeting of the GC.

I. A three-fourths vote of the number of officers present at the regular meeting is required to find an officer or committee member responsible for the violation.
The accused, if an officer of the GC may be counted towards the quorum, but may not vote.

J. In the event that the Faculty Advisor reasonably refuses (due to a judgment that the charge is not substantive) to proceed with the impeachment proceedings, the Student senate may, by a majority vote compel the Faculty Advisor to perform this duty. The Faculty Advisor will then begin impeachment proceedings within two regular meetings of the student assembly.

Section 4: Vacancies

A. Vacancies will be advertised on the Geology Club Members page within 72 hours of a known opening.

B. The Geology Club as a whole shall decide whether to hold an open election or utilize the appointment process.

C. If the appointment process is used, the governing body shall create, disseminate and accept applications from interested candidates and then present all candidates and their credentials to the GC for election by plurality vote.

D. If the election process is chosen all regular elections procedures shall be employed.

Section 5: Representatives and Alternates

A. Representatives: Officers may send a representative to a maximum of two meetings in a row per term. Written notification to the Faculty Advisor at each meeting is requires. The representative’s attendance at the meeting will count as if the officer had attended. Officers are expected to communicate in a timely manner with their representatives. A representative may not vote, introduce legislation, or exercise any privileges in the Senate.

B. Alternates: Alternates are required if the officer will be absent for more than two meetings. Written notification to the Faculty Advisor must include anticipated dates of absence or the phrase “until further notice.” After the end of the term in which the alternate began serving, if the officer is still unable to attend, the elections committee should advertise the position and go through the appointment or election process. This student will have all the rights and responsibilities of the position they are filling.

ARTICLE VI

Ethical Standards

A. A student may hold no more than one office in the GC
B. An officer shall not apply undue influence upon or otherwise intimidate fellow officers so as to cause them to make a decision or to commit or omit any action that they would normally not have intended.

C. An officer shall not obstruct the dissemination of information or expression of opinions other than his or her own within the GC.

D. An officer shall not intentionally or negligently undermine the decisions or mission of the GC through personal action or inaction or through discouragement of other officers.

E. An officer shall not intentionally damage another student’s character by giving false or insupportable information about that student.

F. An officer shall not accept, either directly or indirectly, any monetary or material compensation, gift, favor or stipend, which is directly resultant of his or her position or office within the GC.

G. All officers shall carry out all of their duties as outlined in the Geology Club Constitution fully and ethically to the best of their abilities, in service to the students of Drexel.

H. If an officer cannot fulfill his or her duties, which is a disservice to the student body, they are ethically compelled to resign immediately so that another student may assume and execute those duties.

ARTICLE VII

Ratification

This Constitution must be ratified by a majority vote of the Geology Club. This Constitution will then take effect immediately and will supersede any and all previous Constitutions.

ARTICLE VIII

Amendments

Section 1: Any and all amendments must be submitted to the Faculty Advisor in writing when introduced as new business at a regular meeting of the Geology club.

Section 2: An amendment to the Constitution shall first be approved by two-thirds vote of the seated officers of the Geology Club. If approved, it will automatically be placed on the ballot for ratification by a majority vote of the Geology club. If approved, it will take effect immediately.

Section 3: An amendment that does not alter the mission or high-level structure of the Geology Club, which is generally defined as anything more strategic than an amendment of an individual officers position and/or responsibilities does not require the additional ratification by the majority vote of the Geology club as outlined in section 2 above.
ARTICLE IX
Standard Operating Procedures

Standard Operating Procedures (SOP) will be set forth in a separate document. SOP is defined as those procedures that are too detailed and dynamic for inclusion in this Constitution and which differ and take precedence over procedural rules set forth in the most recent edition of Robert’s Rules of Order. Any changes to the SOP are subject to the approval of three-fourths of the voting members of the Geology Club.

ARTICLE X
Dissolution

Section 1: Notice of Vote for Dissolution

Before a vote to dissolve either the Constitution or the Geology Club can be made, public notice of the date, time, location and nature of the vote must be made two weeks, or fourteen calendar days, prior to the actual vote.

Section 2: Dissolution of the Constitution

This Constitution may be dissolved by a two-thirds vote of the seated officers of the Geology Club. If approved, it will automatically be placed on the ballot for ratification by a majority vote by the voting members of the Geology Club. If approved, it will take effect immediately.