

Texas A&M University, College of Geosciences

Student Geosciences' Council Constitution

Pledge of Service to the Student Body:

As the Student Geosciences' Council, we make the following pledge to the College of Geosciences student body: We shall ensure that the voices of the students are respectfully heard and acted upon, and see that the students' best interests are properly served. We shall uphold the rights of all students, serving as the liaison between the students and the College of Geosciences. We shall constantly strive toward improving the student involvement within the College of Geosciences and member organizations. These are the responsibilities that we undertake as we move forward to impact the College of Geosciences in a positive way.

Preamble

We, the students of the Student Geosciences' Council, in order to promote the rights and interests of the students, strive to develop mutual relationships within the various organizations of the College of Geosciences and Texas A&M University, to charter and assist the member organizations within our college, and to act as a voice on matters that directly impact the College of Geosciences and, most importantly, its student body, do hereby establish the constitution of the Student Geosciences' Council.

Article I: Name

This entity shall be the Student Geosciences' Council, and therefore be referred to as SGC.

Article II: Mission Statement

The Student Geosciences' Council provides a vital link between students, faculty, administration, and community in an attempt to enrich the intellectual, social and professional impetus of Texas A&M Geosciences Students. This includes, but is not limited to, addressing the individual concerns of the student body, chartering and supporting Geosciences clubs, promoting community through social and education programming, and representing the Geosciences student body to the Texas A&M University community. The Council will actively participate in the orchestration of Career Fair, former student speaker panels, and additional professional events to assist in the refinement of marketable skills for students. The council is dedicated to making improvements, wherever needed, as voiced by the students of the college. The council reserves the right to be informed of all organized student activities within the college.

Article III: Member Society Representatives

Established Member Societies of the Council shall be those recognized by the College of Geosciences. Other organizations such as clubs and scientific societies for the advancement of Geosciences purposes at Texas A&M University are also eligible to be a Member Society within the SGC. The Student Geosciences' Council may choose to sponsor recognized societies within the College of Geosciences and or student chapters of professional geosciences societies. The Member Society and or professional geosciences societies allowed to represent their entity are the president of the student chapter, or a representative elected or appointed within their society.

- I. The Executive Board has the authority to review the membership status of an organization or their society membership.
- II. It is the duty of the Society Representatives to inform their society of the SGC current events and issues as well as inform the SGC.
- III. The Society(s) Representatives should attend all of the SGC General Meetings.
- IV. Society Representatives have voting privileges as a one member vote.

Article IV: General Membership

Representatives who are eligible to apply to become a member or officer must be at least an undergraduate or graduate student at Texas A&M University, and are enrolled within the College Of Geosciences. Freshmen are not to be considered during their first semester at Texas A&M University due to their limited exposure and knowledge of the Student Geosciences' Council interests and activities. Applications will be open during a two- week period in September and January of each year. Each applicant will undergo an application and interview process conducted by the Executive Board. The Executive Board will have to concur on a majority vote in order to select the candidate. The Executive Board holds the right to deny or accept any applicant. One application for membership will be distributed to students who are interested in the positions available. However, the Executive Board reserves the right to terminate membership at any time only through a majority vote. Members who are once admitted are not required to reapply each semester; they are however, encouraged to apply for positions in the Executive Board, such as President, Vice-President(s), Executive Secretary and Executive Cabinet positions. The selection process for the Executive Board positions will be held in March of each year, each applicant will apply for the desired position and present their visions and goals of where they see the council moving forward. The current Executive Board, Executive Council and General Members will vote on the matter, and a candidate must receive a majority vote in

order to become the new officer. The Executive Cabinet otherwise known as Committee Chair(s) are selected annually within the month of March through an application, interview, and executive board appointment process. Unfilled positions shall be filled through an application and Executive Board appointment process as needed through the academic year. The Executive Board and Executive Cabinet must fulfill all of the General Membership requirements as stated in Article IV: General Membership. If a member and officer do not follow the following guidelines he or she will be removed:

- I. *"The officers of this organization must meet the following requirements:*
 - (a) *Have a minimum cumulative and semester grade point ratio (GPR) as stated below and meet that minimum cumulative and semester GPR in the semester immediately prior to the election/appointment, the semester of election/appointment and semesters during the term of office.*
 1. *For undergraduate students, the minimum cumulative and semester GPR is 2.00. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration. In one limited circumstance, summer semester hours may be applied to this provision. In order for summer coursework to qualify toward a grade point ratio prior to election/appointment, at least six credit hours must have been taken during the course of either the full or two summer session(s).*
 2. *For graduate level students the minimum cumulative and semester GPR is a 3.00. In order for this provision to be met, at least four hours (half-time credits) must have been taken for the semester under consideration. In one limited circumstance, summer semester hours may be applied to this provision. In order for summer coursework to qualify toward a grade point ratio prior to election/appointment, at least four credit hours must have been taken during the course of either the full or two summer session(s) unless fewer credits are required as they complete the final stages of their degree.*
 - (b) *Be in good standing with the university and enrolled:*
 1. *at least half time (six or more credit hours), if an undergraduate student (unless fewer credits are required to graduate in the spring and fall semesters) during the term of office. Students enrolled in the Blinn TEAM program are also eligible to hold an office, as long as the student is meeting all applicable Blinn TEAM requirements and is in good standing with the program.*
 2. *at least half time (four or more credits), if a graduate level student (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement) during their term of office.*
 - (c) *Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b)."*
- II. Failure to meet semester attendance requirements and fulfill member duties as stated in the Student Geosciences' Constitution.
- III. Failure to pay annual member dues.

- IV. Acting in a behavior not becoming of a member in the Council or the University. All members may be given the opportunity to state their case before the Executive Board prior to being removed under this circumstance.

Section One: The Executive Board

The entire Executive Board should meet weekly in addition to the bi-weekly meetings or General Assembly. The Executive Board should also meet during the summer to plan and prepare for the upcoming year, including but not limited to work on yearly goals, career fair, and organizations within the College of Geosciences. All members of the Executive Board have the ability to vote during the weekly Executive Board meetings and the summer sessions. All members of the Executive Board are subject to a term limit of 2 years at maximum.

A. The Executive Board

The Executive Board consists of the President, Vice-President of the Interior, Vice-President of Advancement, and Executive Secretary.

- a. The duties of the **President** are as follows:

- I. To call and preside over all meeting of the General Assembly, Executive Cabinet, and Executive Board.
- II. To act as the official representative of the Council.
- III. To ensure that the SGC remains a recognized student organization.
- IV. To serve in an advisory capacity to any action group, task force, or committee.
- V. To act as a liaison between the Student Geosciences' Council and the Dean(s), faculty, and staff.
- VI. To be responsible for all executive decisions.
- VII. To oversee every aspect of the council by sharing of ideas and overlooking the overall progress.
- VIII. To coordinate the member-at-large selection process.
- IX. To vote only if and when his or her vote will change the possible outcome of the decision being made by the Council.
- X. To enforce and abide by the Constitution of the Council and Texas A&M University rules.
- XI. To keep advisors up to date with SGC matters and concerns.
- XII. To attend Department Head Council meetings when appropriate.
- XIII. To form Ad- Hoc Committees temporarily for specific purposes, events, or tasks as he or she deems necessary to uphold to Council's duties.
- XIV. The president reserves the right to veto any proposal or decision if he or she deems it not fit in the best interest of the council.

- b. The duties of the **Vice-President** of the Interior are as follows:
- I. To aid the President with his or her duties.
 - II. To act for the President in his or her absence.
 - III. To be responsible for the completion of General Assembly meetings.
 - IV. To oversee the election and duties of the Chair(s) and representatives.
 - V. To oversee all internal affairs of the Council such as Academic, Marketing, and Programs & Socials, by sharing ideas with committee Chair(s).
 - VI. To abide by the Constitution of the Council and Texas A&M University rules.
 - VII. To coordinate the member-at-large selection process.
 - VIII. To form Ad-Hoc Committees temporarily for specific purposes, events, or tasks as he or she deems necessary to uphold the Council's duties.
- c. The duties of the **Executive Secretary** are as follows:
- I. To keep minutes for all meetings of the General Assembly and Executive Cabinet.
 - II. To maintain a complete list of membership, attendance, and e-mail addresses of all current members.
 - III. To place a copy of each set of the minutes in the Student Council Archives monthly.
 - IV. To keep record of attendance at all bi-weekly meetings and meetings of the General Assembly, Executive Board, and Representatives, and to submit all records of attendance to the Vice-President of the Interior within 72 hours of the meetings.
 - V. To announce General Assembly meetings more than 48 hours in advance, except in cases of emergency meetings.
 - VI. To attend to the SGC website, office copier, office phones, and any other technology in the forthcoming.
 - VII. To abide by the Constitution of the Council and Texas A&M University.
- d. The duties of the **Vice-President of Advancement** are as follows:
- I. To oversee the Geosciences Career Fair, Corporate Relations, and Finance committees, with the objective of progression and idea creation.
 - II. To oversee, establish, generate and maintain Corporate Relations.
 - III. To oversee, improve and maintain Geosciences Career Fair committee.
 - IV. To work jointly with Chief Finance Officer on all financial matters of the Council, if aid is needed he or she must refer to the President or Student Council Advisor(s).
 - V. To assume the duties of the Executive Secretary in the event of his or her absence.

- VI. To make arrangements for refreshments at all general Council meetings, budget permitting.
- VII. To form Ad-Hoc Committees temporarily for specific purposes, events, or tasks as he or she deems necessary to uphold the Council's duties.
- VIII. To abide by the Constitution of the Council and Texas A&M University rules.

B. Committee Chair(s)

The Executive Board shall appoint the committee Chair(s) responsible for the organization, direction, and functions of the committees. Committee Chair(s) are selected annually within the month of March through an application, interview, and executive board appointment process. Unfilled positions shall be filled through an application and Executive Board appointment process as needed through the academic year.

- a. The specific duties of the Committee Chair(s) are as follows:
 - I. To oversee a Committee determined by the Council.
 - II. To share ideas and progress with their respective Vice President at least once a week.
 - III. To inform the General Assembly and Executive Board weekly of all council-related business.
 - IV. To uphold a 2.0 GPR in addition to being in good standing with the University.
 - V. Newly selected committee Chair(s) shall meet with previous committee Chair(s) and discuss responsibilities, suggestions, and the budget for the position.
 - VI. To abide by the Constitution of the Council and Texas A&M University rules.

C. Members-At-Large

The Members-At-Large consists of students within the College of Geosciences.

- a. Representatives from the College of Geosciences will be selected to fill at-large positions through an application and interview process. The Executive Board will determine membership.
- b. The Executive Board will determine when Member-At-Large positions should be filled.
- c. Freshmen who are in their first semester at Texas A&M University will not be considered for membership
- d. The specific duties of Members-At-Large are as follows:
 - I. Participate and actively serve with a committee.

- II. Attend mandatory bi-weekly and General Assembly Meetings with fewer than 3 absences per semester unless otherwise approved by the respective Vice President.
- III. Attend all mandatory SGC events including, but not limited to, Career Fair, Speaker Panels, service events, and retreats. Failure to attend these events will result in an absence unless approved by the Vice President.
- IV. If more than 3 absences occur per semester without approval of respective Vice President, the member will enter the removal process as stated in Article XI, Section One.
- V. Failure to meet the above criteria will result in the removal of the member from SGC.

Section Two: Executive Cabinet

The Executive Cabinet will be comprised of the Chair(s) and Executive Board. Their purpose is to address matters that encompass the Council's committees as a whole, with the vision of growth and benefit for the Council and College. If a member of the Executive Cabinet misses two consecutive Executive Cabinet meetings or a total of three absences without approval from the respective Vice President, they will be removed by the direction of the Executive Board.

- a. Committee Chair(s) apply for positions and are then appointed to their respective positions by the Executive Board.
- b. The duties of the Executive Cabinet and committee Chair(s) are as follows:
 - I. Committee Chair(s) are required to represent their respective committee members and activities at the Executive Cabinet meetings.
 - II. Provide a review of each committee and the sharing of ideas and progress.
 - III. Meetings should only be held if specified by the Executive Secretary after the Executive Board's approval.
 - IV. All Executive Cabinet members are required to attend meetings.

Article V: Committees

The following committees have been deemed necessary to the proper functioning of the Student Council. It is mandatory for every member in the committees to attend the bi-weekly meetings or General Assembly and is responsible for doing what is necessary and proper for the advancement of the students and College. The Executive Board shall appoint the Committee Chair(s) who are responsible for the progress and overall direction of the committee. The

Executive Board holds the right to intervene when necessary. Chair(s) are selected through an application, interview, and Executive Board decision. In case of an unfilled position the Executive Board hold the right to immediately appoint any one as Committee Chair(s). All Chair(s) must discuss progress and ideas to their respective Vice- President in the form of written, verbal, or a report via email at the discretion of the Vice-President within a week of the general meeting. Chair(s) are subject to a term limit of 2 years at maximum. A one week notice must be given of intent to remove a Committee Chair(s).

Section One: Interior Committees

The Interior Committees consist of the Academic, Marketing, Society and Graduate, and Programs & Socials. Their purpose is to maintain operations of the Council and develop effective leaders within SGC and the College of Geosciences.

A. Academic Committee

The purpose of the Academic Committee is to act as the SGC liaison for the whole college; this includes faculty, administrators, and students.

a. The duties of the Academic Committee consist of but are not limited to:

- I. To take surveys, speak with students, and use other means of communication to understand the opinion of the student body on Council matters and assist the Council in pursuing those goals.
- II. To create a student wide survey for the College of Geosciences for events, fundraisers, speaker panels, and pre-established T-shirt designs and to present the results to the Executive Board and the Council.
- III. To create a bi-weekly article describing events, research, or projects going on in the College of academic or professional significance, this article will be shared on the SGC Facebook and Twitter accounts.
- IV. To provide ideas for profit shares and fundraising to the Chief Finance Officer and the Executive Board.
- V. To order the SGC graduation cords for members in their last semester at Texas A&M University.

B. Marketing and Advertising Committee

The purpose of the Marketing Committee is to enhance, advertise, and promote the SGC brand and the committees within the Council to the College and the Community.

a. The duties of the Marketing Committee consist of but are not limited to:

- I. To manage the SGC Facebook and Twitter accounts after approval from the Marketing Chair(s).
- II. To promote activities, events, and fundraisers that has been established by the Council and College.
- III. To create a portfolio of potential T-shirt designs to the Academic Committee to be voted on by the student body.
- IV. To manage the promotion and management of the SGC student scholarship with direction from the Financial Chair(s).

C. Programs and Socials

The purpose of the Programs and Socials Committee is to organize, establish, and plan service opportunities, professional events, and socials for the Council and the College.

a. The duties of the Programs and Socials Committee consist of but are not limited to:

- I. To plan at least 2 service opportunities for the Council per semester within the University as well as in the Community.
- II. To organize the retreat for SGC at the beginning of the semester with approval from the Executive Board and Chief Financial Officer.
- III. To organize an end of the year banquet for SGC with approval from the Executive Board and Chief Financial Officer.
- IV. To form 2 former student speaker panels each semester while taking into consideration the surveys that the Academic Committee conducts in regard to speakers of interest from the study body.
- V. To be responsible for completing all scheduling and planning event forms and submitting them for approval to Student Activities.

D. Society and Graduate Committee

The purpose of the Society and Graduate Committee is to promote the involvement and growth of societies within the College of Geosciences. As well as serving as a representative voice for all society(s) within the college.

a. The duties of the Society and Graduate Committee consist of but are not limited to:

- I. Responsible for maintaining relations among other Geosciences societies across campus
- II. To be responsible of the development of events in which brings members of the SGC together with the members of the various societies.

Section Two: Advancement Committees

The Council Advancement Committees consist of the Corporate Relations, Career Fair and Finance committees. Their purpose is to foster corporate relations as well as maintain and advance financial growth and development of the Council.

A. Corporate Relations

The duties of Corporate Relations are as follows:

- I. To establish long-lasting relationship among the Student Geosciences' Council, corporate company(s), former students, alumni, faculty, and coordinate events from corporate company(s) come to SGC meetings to present their company.
- II. The committee will focus on having a balance between speakers, which is, having different speakers that represent all of the different fields that are within the College of Geosciences. The committee also has the ability to schedule any additional speakers that they committee feels would be beneficial to SGC.

B. Finance:

The Chief Finance Officer will adhere to the Vice-President of Advancement. If the Chief Finance Officer is unavailable, the Vice-President of Advancement will uphold all of his or her responsibilities.

- a. The duties of the **Chief Finance Officer** are as follows:
 - I. To oversee the Finance Committee and all financial transactions of the SGC.
 - II. To work closely with the SOFC.
 - III. To structure and organize the SGC budget.
 - IV. To compile future budget estimates for incoming years and providing a budget summary of the previous year. The summary will be reviewed by the Finance Board at the conclusion of each year.
 - V. To oversee all tax and legal issues for the Council.
 - VI. To oversee all finance matters of the Council.
 - VII. To provide documentation of each transaction and organize documents on a year basis.
- b. The **Finance Board** is comprised of the primary advisor as well as the President, Vice-President of Interior, Chief Finance Officer and Vice-President of

Advancement of the Student Geosciences' Council.

The duties of the Finance Board are as follows:

- I. To review all budgets.
- II. To vote on budget approvals and appropriation.

C. Career Fair:

The purpose of the Spring Geoscience Career Fair is to provide an environment that is suitable for corporate recruiters and Texas A&M University Geosciences students to come together. The committee is in charge of planning, organizing and executing the career fair. Also, the committee will archive all confidential records from the Career Fair.

- D. Financial Transaction:** All monies belonging to this organization shall be deposited and distributed through a bank account established for this organization at the Student Organization Finance Center (SOFC), the Texas A&M Foundation, and the TAMU Fiscal Office. All funds must be deposited within twenty-four (24) hours after collection. The advisor to this organization must be approving each expenditure before payment.

Article VI: Meetings

- A.** All meetings of the Student Geosciences' Council shall be designed as Executive Board, Executive Cabinet, General Assembly Meetings and bi-weekly member meetings. General Assembly meetings are called by the President and Vice President of Interior; however the Executive Secretary will establish all meetings. Bi-weekly member meetings will take place as scheduled by the Executive Board unless a majority votes to dismiss the meeting.
- B.** Member meetings will be held at the same time and place once decided upon by the Executive Board for one hour and fifteen minutes bi-weekly.
- C.** General Assembly meetings are open to the public, and will be announced to members and the student body 48 hours in advance. When a General Assembly meeting is called it will be held in place of the bi-weekly member meeting.
- D.** Executive Board meetings are held at the Presidents discretion, Executive Cabinet meetings are held on a weekly basis, member meetings are held bi-weekly, and General Assembly meetings will be called upon need.
- E.** Attendance will be completed by the Executive Secretary.
- F.** Each member of the General Assembly with the exception of the Advisor(s) and President shall be accorded one vote. The President must vote if and only his or her vote will change the possible outcome of the vote. Voting will be conducted verbally. When a

change in the constitution of the SGC occurs, the Vice-President of Interior will present the amendments that are made to the constitution.

- G. Any member may submit a proposal to effect changes in the constitution through amendments which will be voted on.

Article VII: Member Dues

- A. Student Geosciences' Council member-at-large dues are to be \$20.00 per academic year, regardless of entrance period.
- B. The Chief Finance Officer will collect member dues and provide a written receipt for each member at the time of payment. If the Chief Finance Officer is absent, the responsibility falls under the Vice-President of Advancement.
- C. The Fiscal Board reserves the right to propose an increase or decrease to the member dues. However, this will only be permitted by a constitutional amendment voted by the Executive Cabinet and the Executive Board.

Article VIII: Documents

- A. This constitution shall take precedence over any other documents published by the Council.

Article IX: Vacancies

- A. Should the President leave his post vacant, the order of succession shall follow as; President, Vice-President of Interior, Vice-President of Advancement, and Executive Secretary.
- B. If any Vice-President leaves or (is succeeded to the President position) his/her post vacant, the Executive Board will conduct an application and interview process to fill the position. Only current active members within the Student Geosciences' Council will be allowed to apply for the position. A majority vote from the council will be needed in order to fill the position.
- C. If any Chair of a committee leaves his/her post vacant, the Executive Board will deal with the matter immediately and provide a new candidate.

Article X: Amendments

- A. A two-thirds vote is needed in order to approve any amendment to this document by the Executive Board and Executive Cabinet conducted by a one-vote-per-member.

- B.** Once the proposal to amend the constitution has been developed and approved, the President must inform Student Activities.
- C.** The Bylaws act as the SGC constitution with accordance to the Department of Student Activities. The SGC constitution is reviewed annually by and subject to approval of the Department of Student activities.
- D.** The Executive Board will call for proposals regarding Bylaws amendments from the voting body at a meeting of the Executive Boards discretion.
 - I.** After the call for proposals, there will be a four week window in order to resolve proposals.
 - II.** All proposals, must be complete with purpose statements, must be submitted in full to the Executive Board. The Executive Board reserves the right to unanimously oppose the proposal, or portions thereof.

Article XI: Attendance and Penalties

To be a member and officer of the Student Geosciences' Council is a privilege, but it is of a much greater satisfaction to serve the student body of the College of Geosciences. In order to meet the criteria of such honor, every member of the Council and Council Advisor(s) must fulfill their duties to their utmost capabilities.

Section One: Penalties

- A.** Impeachment includes but are not limited to the following:
 - I.** Violations of Texas A&M University rules.
 - II.** Derailment of duties and responsibilities assigned.
 - III.** Failure to meet standard Academic Policy such as maintaining a minimum of a 2.0 overall GPR.
- B.** If any officer or member is not upholding their duties written on this constitution, they will receive a letter of notice outlining the unmet duties. If the problem persists within a two week time frame, he or she will be called up for a meeting.
- C.** Any active member of the SGC can initiate impeachment of any officer in the Executive Board and Executive Cabinet. He or she must submit a written complaint to the President; the President will discuss the matter with the Advisor(s) and the Executive Board, if the person in question is a part of the Executive Board he or she will be omitted from the process. The President, Vice-President of Interior and Advisor(s) will meet with the accused officer and the accused officer will be allowed to give his/her perspective. After the meeting is adjourned the President, Vice-President of Interior and Advisor(s) will vote on a decision, only a majority vote will approve impeachment. If the removal

has been approved, a one week notice must be given of intent to remove the member or officer.

- D. If the person in question is the President itself, a written statement must be submitted to the primary Advisor, if there is no definite evidence for impeachment, the case will be dismissed. However, the Advisor(s) reserve the right to remove or maintain the President, only if there is definite evidence for impeachment. A two week notice must be given of intent to remove the member.
- E. Advisors are also subject to removal if, they are not withholding the duties of an Advisor(s) as outlined in (Article XII) or have made decisions for the council without the Executive Boards consent. A summary outlining the unmet duties or inappropriate actions done by the Advisor(s) will be written by any member in the Executive Board and voted unanimously within the Executive Board. If the removal of an advisor (s) has been approved by the Executive Board, the Advisor(s) pending removal will be given a two week notice of intent to remove the Advisor(s).

Article XII: Advisors

- A. Duties of the Advisor(s) of SGC are as follows:
 - I. To act as a resource in all matters for which they are able to provide assistance and as deemed necessary for the proper function of the Council.
 - II. To assist the Council in fundraising activities.
 - III. To attend Executive Board, Executive Cabinet, and General Assembly(s) if the President deems it necessary.
 - IV. To work closely with the Executive Board and President.

Article XIII: Harassment and Discrimination

- A. Harassment and Discrimination
 - 1. Texas A&M University is committed to the fundamental principles of academic freedom, equality of opportunity and human dignity. To fulfill its multiple missions as an institution of higher learning, Texas A&M University encourages a climate that values and nurtures collegiality, diversity, pluralism and the uniqueness of the individual within our state, nation and world. All decisions and actions involving students and employees should be based on applicable law and individual merit.
 - 2. Texas A&M University, in accordance with applicable federal and state law, prohibits discrimination, including harassment, on the basis of race, color, national or ethnic origin, religion, sex, disability, age, sexual orientation, or veteran status.

3. Individuals who believe they have experienced harassment or discrimination prohibited by this statement are encouraged to contact the appropriate offices within their respective units.

IN WITNESS WHEREOF, this Constitution has been review and approved by the following:

Student Geosciences' Council President

Date: _____

Student Geosciences' Council Advisor(s)

Date: _____