

**CONSTITUTION AND BYLAWS**  
of the  
**AMERICAN INSTITUTE OF PROFESSIONAL GEOLOGISTS**  
STUDENT CHAPTER at  
**THE OHIO STATE UNIVERSITY**

**Article I     Name**

Section 1    The name of this organization shall be the American Institute of Professional Geologists Student Chapter at the Ohio State University (hereafter referred to as the Chapter).

**Article II    Objective**

Section 1    The objective of the Chapter shall be to promote among its members continued social and professional growth in the fields and subfields of geology and to encourage professional responsibility that includes ethical, social, economic, and safety considerations.

Section 2    In accordance with its objective, the Chapter and its members shall not discriminate against any individual(s) for reasons of age, ethnicity, race, national origin, gender, sexual orientation, religion, or veteran status.

**Article III    Conformity with the American Institute of Professional Geologists**

Section 1    The governance of the Chapter shall at all times conform to the Articles of Incorporation and Bylaws of the American Institute of Professional Geologists (hereafter referred to as AIPG).

**Article IV    Membership**

Section 1    Any person enrolled as an undergraduate or graduate student in the School of Earth Sciences of the Ohio State University shall be eligible for membership. Meetings and activities are open to all students, faculty, alumni, professionals, and others who care to attend.

Section 2    Membership shall continue as long as the member remains in good academic and membership standing, including payment of all dues owed. If a member shows conduct unbecoming of the Chapter and AIPG, his/her status shall be reviewed by the Executive Committee and standing committee chairpersons. A two-thirds majority vote shall be held to determine whether the member shall be subject to a semester-long probation period, during which his or her opportunity to vote shall be forfeit. A review at the end of this period shall determine whether the member is readmitted with full membership privileges or permanently removed from membership in the Chapter.

Section 3 The Chapter Sponsor and the Faculty Sponsor(s) shall be ex-officio members of the Chapter.

**Article V Dues**

Section 1 The officers of the Chapter shall have the ability to decide before the beginning of each academic year whether annual Chapter dues will be collected.

Section 2 The annual Chapter dues amount shall be determined by a majority vote by current members at the beginning of the academic year. These dues shall be payable within the first 60 days of the academic year. Chapter dues are separate from those remitted for affiliation with AIPG.

Section 3 A member in arrears shall lose voting privileges after one academic term and membership in the Chapter after one year.

Section 4 The Chapter shall have the right to levy special assessments by a two-thirds majority vote of all members present at any regular meeting.

**Article VI Officers**

Section 1 The officers of the Chapter shall be: President, Vice President, Secretary, and Treasurer.

Section 2 Not less than two months prior to the last regular meeting of each academic year, the President shall appoint a nominating committee to select a slate of candidate, not to exceed two for each office. The committee shall be responsible for evaluating the character and abilities of candidates.

Section 3 Officers shall be elected for a term of one year at the regular meeting of the Chapter not later than one month prior to the last regular meeting of each academic year. Each officer so elected shall personally thereupon accept election and pledge to assume the duties of the office.

Section 4 Vacancies occurring during the academic year shall be filled at a called election at the next regular meeting

Section 5 To be eligible for election, nominees must be an affiliate or member of AIPG and a member of the Chapter.

Section 6 To be eligible for election to the office of President, the nominee must have been a member of the student chapter for a minimum of the academic year immediately prior to the election.

Section 7 Election shall be by a majority vote of the members present.

Section 8 At the time of each annual election, the AIPG Section President shall appoint an AIPG member who shall act as Chapter Sponsor.

## **Article VII Duties of the Officers**

- Section 1 The president shall preside at all Chapter and Chapter Executive Committee meetings, render the prescribed Chapter requirement of an Annual Report to AIPG headquarters, and assume all executive duties not otherwise delegated by these bylaws.
- Section 2 The Vice President shall preside during the absence or at the request of the President and shall automatically succeed to the Presidency in case of vacancy.
- Section 3 The Secretary shall keep a record of all meetings of the Chapter and the Chapter Executive Committee in the official minutes book. The outgoing Secretary shall fulfill the Chapter requirements of reporting the election of new officers to AIPG Headquarters and to the Section President and shall act as librarian. The Secretary shall preside during the absence of both the President and Vice President.
- Section 4 The Treasurer, working under the supervision of the Chapter Sponsor and the Section Treasurer, shall handle and account for all funds, paying out funds only upon approval of the president, or the Chapter Executive Committee. At the end of the year, the Treasurer shall submit a report with cash balance to the Chapter Executive Committee for audit and approval, and deliver all records and moneys to the incoming Treasurer.
- Section 5 The Chapter Sponsor shall advise the officers and membership and represent the Chapter at AIPG section meetings as regularly as possible. He/she shall encourage all Chapter members to attend Section and National meetings as may be possible.
- Section 6 The Faculty Sponsor shall be a member of the faculty or administrative staff affiliated with the School of Earth Sciences at the Ohio State University, shall serve as liaison between the Chapter and faculty and administration of the School of Earth Sciences, and shall advise the officers and membership accordingly.

## **Article VIII Chapter Executive Committee**

- Section 1 The Executive Committee consists of the elected officers, plus the Sponsor(s), of the Chapter. It meets regularly each month during the academic year and such other times as called by the President or by a quorum of the committee. A quorum, which consists of the simple majority, is necessary to conduct business. The Executive Committee conducts the business of the Chapter, acts on periodic reports from the Secretary, Treasurer, and committee chairpersons, and is responsible to the Section, AIPG, and the will of the majority of all Chapter members. The Executive Committee must approve the Annual Reports of the President, Secretary, and Treasurer before they are sent to the Section and AIPG.
- Section 2 All meeting of the Executive Committee shall be open to the Chapter members.

**Article IX Committees**

Section 1 The officers of the Chapter, including the Chapter Sponsor as adviser, shall constitute the Executive Committee, charged with the responsibility of a successful year's program.

Section 2 The President, as Chairperson of the Executive Committee, shall appoint, with the approval of the Executive Committee, the personnel of the standing committees.

Section 3 The standing committees shall include:

- i) *Program Committee* to arrange and be responsible for meeting activities, speeches, and presentations
- ii) *Field Trip Committee* to arrange and assist in the completion of field trips
- iii) *Membership Development Committee* to promote, in cooperation with the Section Membership Chair, local and national membership and to encourage the involvement of non-members in Chapter activities.
- iv) *Publicity Committee* to bring the Chapter and its activities, including all meetings, to the attention of members, potential members, the school, the press, and any other potentially interested persons.

A member of the Executive Committee shall serve as an advisory member of the standing committees. The committees shall be directly responsible to the Executive Committee, which shall have the power to change the personnel of the standing committees, and to appoint special or ad hoc committees as deemed necessary.

**Article X Meetings**

Section 1 Regular meetings of the Chapter shall be held monthly and will be held on days determined at the beginning of the semester or at the end of the preceding semester. The Executive Committee shall retain the ability to cancel or postpone and reschedule regular meetings and call special meetings.

**Article XI Dissolution of the Chapter**

Section 1 If the Chapter sustains membership of less than five members for more than one academic year, the Executive Committee, with the Faculty and Chapter Sponsors, shall vote whether to sustain or dissolve the organization. If membership remains less than five students for an additional academic year, the Chapter shall be dissolved in the eyes of both the Ohio State University and AIPG at the end of that academic year.

Section 2 Any debts will be paid prior to dissolution using available assets, liquidating as necessary. All remaining assets, including books, equipment, and money, held by the Chapter at the time of dissolution shall be given to the School of Earth Sciences at the Ohio State University. Monetary assets may be used by the Chapter to purchase practical improvements for the School of Earth Sciences, or they may be presented in the form of a check.

**Article XII Amendments**

Section 1 These bylaws may be amended by a two-thirds vote of the members present at any regular meeting, provided notice of the proposed amendment shall have been given in writing at the last regular meeting.

Section 2 Amendments to these bylaws must be approved by the AIPG Section and National Executive Committees.