

**Geography Graduate Student Organization**

**New Mexico State University**

**BY-LAWS**

**August 2010**

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**Article 1: Name**

This organization shall be known as Geography Graduate Student Organization

**Article II: Purpose**

The Geography Graduate Student Organization's (GGSO) purpose is to provide a support network for graduate students in geography. Support includes funding through ASNMSU, expression of departmental concerns, research development, and community outreach.

**Article III: Members and Membership**

1. Membership is open to all NMSU graduate students, full or part-time, pursuing a degree in Geography or graduate minor in Geographic Information Systems (GIS). Members must fulfill NMSU Graduate College requirements.
2. Students must register with the current GGSO president. Registration requires signing an official list kept by either the current president or secretary, and updated every semester. There will be a \$5 annual fee.
3. We will have no hierarchy of membership beyond officers.

**Article IV: Officers**

1. Officer positions include: President, Vice-President, Secretary, and Treasurer. As deemed necessary, additional officers can be added. University regulations require that President, Vice-President, Treasurer, Secretary, and any additional officers be full-time students and regular members.
2. Description of duties:
  - a. **President:** Leads meetings and organizes funding requests as well as having general supervision of all officers in the organization.
  - b. **Vice-President:** Assists President, will be in charge of recruitment; in the absence of the secretary and vice-president, shall take notes at meetings
  - c. **Secretary:** Records meetings and announces events
  - d. **Treasurer:** Handles financial transactions
  - e. **Coordinator of Community Service and Relations (CCSR):** When the 4 officers deem it appropriate, this officer shall be elected for the year. The CCSR will have jurisdiction in matters of community service and will determine community service activity and what

constitutes an individual or group activity. If no Coordinator is elected, these responsibilities fall to the Secretary

3. Officers must be graduate students in Geography and fulfill NMSU Graduate College requirements.
4. Officers will be nominated through an open forum. Self-nomination will be accepted. Nominations occur at the same meeting as elections
5. Election of officers will be done by closed ballot handled by the Secretary, where more than one candidate is interested in the position. Candidate receiving the most votes will be considered elected. Pro-temp elections will occur the end of Spring semester, provided quorum is met and newly-elected officers will be full-time students in the Fall. Regular elections will be done at the beginning of each Fall semester for that school year.
6. Officers will hold for one school year. Re-election is possible
7. In the event that an officer is unable to fulfill their duties, the President will appoint a new officer, with approval of membership. In the event the President is unable to perform his or her duties, the Vice-President will succeed the President.

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#### Article V: Advisor

1. The faculty advisor will be selected at the time of the officers' election
2. The duties of the advisor include general advice and approval of financial transactions and those outlined in the Campus Activities' Advisor Agreement Form
3. The advisor's term of office will be for one full year

#### Article VI: Executive Board & Committees

Gamma GSO will not have an executive board or standing committees, however, there will be as deemed appropriate by the presidency, temporary committees formed when needed.

Procedures for forming a committee are as follows:

1. An active member must present the proposal at a meeting
2. If all members agree, and providing quorum is met, the President will select a person as chair for the committee. During this time, if the chair of the committee needs assistance, the President and Vice-President will take on the responsibility of co-chairs to the specific committee

#### Article VII: Meetings

1. Meetings will be held monthly; exact week and place will be determined at time of elections for the semester
2. We may have special meetings as deemed necessary by the President. Members will be given 24 hours advance notice of any special meetings via phone or e-mail
3. Business transactions will require a quorum of 50%. Votes will pass by a simple majority of 51%
4. Voting will be by a show of hands

#### Article VIII: Community Service

1. Members of the organization must perform a minimum of community service hours in one academic year as required by NMSU to fulfill the university's community service requirements
2. If this officer is elected, the Coordinator of Community Service and Relations shall have jurisdiction in matters of community service. This officer shall enjoy discretion over what constitutes a community service activity and what constitutes an individual or group activity. If no Coordinator is elected, these responsibilities fall to the Secretary

Article IX: Finances

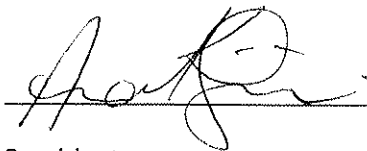
1. A \$5 annual fee will be required, which may be waived at the discretion of officers
2. An account will be held at NMSU

Article X: Parliamentary Authority

1. Questions regarding bylaws will be answered by referring to modified Robert's Rules of Order and approval by the GGSO advisor

Article XI: Amendment of the by-laws

1. Bylaws may be changed during the year. A motion to amend the bylaws must be passed and voted upon by the entire club at a regularly scheduled meeting
2. If bylaws are to be changed, the motion is to be made at one meeting and is to be voted upon at a subsequent regular meeting. Two-thirds majority approval by the membership is required to change a bylaw, assuming quorum is met. Changes will be submitted to the Department of Campus Activities.



President

Date 04 Sept 2010



Advisor

Date 9/7/10

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