

Geosciences Raising Opportunities for Women, Georgia State University Student Club Constitution

Originally drafted: 09/26/2020 (Lisa Duong, Donata Borsos, Dr. Christy Visaggi)

Article I – Name

This organization is to be officially known as Geosciences Raising Opportunities for Women at Georgia State University. However, it may also be referred to as G.R.O.W., GROW, or Women in Geosciences.

Article II – Purpose Statement

Geosciences Raising Opportunities for Women (hereinafter referred to as “GROW”) is a student-led professional organization within the Department of Geosciences, Georgia State University devoted to enhancing the quality and level of participation of women in earth sciences. The goal of GROW is to empower women in the geosciences by promoting leadership, outreach, and community. We strive to improve the participation and retention of women in geosciences careers, provide members with important resources, technical information, and professional knowledge to address current issues that women face in the scientific sector. GROW encourages diversity, equity, and inclusion.

Article III – Membership Requirements

- A. GROW at GSU is a student organization affiliated with the Department of Geosciences at Georgia State University.
- B. To be eligible for membership, candidates must be enrolled students at Georgia State University.
- C. Membership is open to all individuals regardless of sex, gender identity, race, ethnicity, and disability, so long as all are in support of the mission of the club to promote and support individuals who identify as women and members of other underrepresented groups.
- D. A Georgia State cumulative grade point average of 2.00 is required for membership.
- E. Alumni, professionals, and students enrolled at associate-degree seeking GSU campuses are eligible for honorary GROW membership.
- F. Honorary members shall enjoy all the privileges of membership with the exception of voting and holding offices.
- G. Student members in good standing shall have the right and privilege to:
 - 1. Participate without a vote in meetings and other activities of GROW and of any section to which they are assigned.
 - 2. Official GROW members can vote, serve on committees, and hold any office positions in GROW to which they are assigned.

H. Membership shall continue as long as the member remains in good support of the club goals, actively participates in at least one club event per semester, and maintains academic good-standing for the semester of desired membership.

I. Students may not present or promote themselves as professional geologists, geographers, geoscientists or imply through their connection with GROW that they are capable of practicing professionally. However, they may present themselves as GROW students.

J. The Club Sponsor and the Faculty Sponsor(s) shall be ex-officio members of GROW at GSU.

K. Removal of Membership of an eligible member:

1. Even if a member maintains eligibility for membership, they may be removed from the group due to disruptive or harmful behavior including but not necessarily limited to harassment, bullying, racism, sexual misconduct, non-productivity, displaying general incivility/insolence, insubordination, etc.

2. A member of the Executive Committee or an active member may initiate the removal process.

3. The Executive Committee will review any information regarding the member in question. To continue the removal process, there must be a 2/3 vote of the Executive Committee affirming the membership removal.

4. If the Executive Committee votes to remove a member, it must be presented for final approval to the general membership at the next scheduled meeting. A 2/3 vote of the general body present at the meeting is required to remove the member.

Article IV – Dues and Fundraising

A. Annual club dues shall be payable to the beginning of each academic year.

1. New membership: \$10.00

2. Membership renewal: \$5.00

B. A member in arrears one term shall lose voting privilege and, if in arrears one year, membership.

C. The club shall have the right to levy special assessments by a two-thirds vote of all present at any regular meeting.

D. Fundraising events are permitted, as long as they abide by GSU fundraising policies.

Article V – Officers

A. The officers of the organization shall be:

1. President

2. Vice President
3. Secretary-Treasurer
4. Media Strategist

B. The collection of these officers shall be known as the Executive Committee. Officer duties are to be found in Article VI.

C. All officers must have a minimum GPA of 2.5. In addition, they must anticipate being a full-time student at the Atlanta campus during their entire tenure.

D. Officer tenure is from May 1st to April 30th.

E. Removal from Office:

1. Removal from office can be for failure to execute duties or for behavior that is inconsistent with being a leader of a student organization.
2. A member of the Executive Committee or an active member may initiate the removal process.
3. The officer will be given a 14 day notice that their position is being reviewed. The officer may present any information or evidence to the Executive Committee at the scheduled meeting. A 2/3 vote of the remaining Executive Committee is needed to continue the removal process.
4. If the Executive Committee votes to continue the removal at their meeting, it must be presented for final approval to the general membership at the next scheduled meeting. A 2/3 vote of the general membership in attendance is needed to remove the officer.

Article VI – Officer Duties

A. Executive Committee duties and power of control:

1. The Executive Committee can set procedures for the organization that do not infringe upon the rights of the members.
2. The Executive Committee shall meet prior to every meeting of the organization to set the agenda and discuss any issues.
3. At Executive Committee meetings, a quorum of 3/5 is necessary to conduct business. This quorum is comprised of the President, Vice President, Secretary-Treasurer, Media Strategist, and Faculty Advisor.

B. President

1. Provides overall leadership and direction to the club.
2. Authorized to enter into contracts on behalf of the organization.

3. Ensure compliance with all policies and procedures.
4. Acting spokesperson for the organization; leads communication with national representatives.
5. Presides at club meetings.
6. Develops and plans a variety of meetings and events for the administrative year with the assistance of the Vice President.
7. Exercises overall financial responsibility for the club.
8. Maintains a master record of all club data; submits all official paperwork and reports.
9. Approves all club press releases.

C. Vice President

1. Serve in the absence of the President.
2. Transitions to the role of President in the upcoming annual term.
3. Will collaborate and sign transactions along with the Treasurer for checks and balances.
4. Leads overall recruitment efforts to increase club membership. Develops and engages in a variety of strategies to build and maintain club enrollment numbers. May adjust committee membership as needed to maintain balance and continuity within the organization.
5. Manages membership roster and submits member data reports each semester to the President. Works with the Media Strategist to develop and present club press deliverables for recruitment.
6. Works with the President to plan and coordinate a series of meetings and events (e.g., open house, distinguished lecturer series, career workshops, outreach experiences, fundraising events) for the administrative year.

D. Secretary-Treasurer

1. Maintains minutes of the executive committee meetings and general meetings; takes role at all meetings.
2. Maintain financial duties.
3. Reports monthly to the executive committee of all transactions – including copies of bank statements.
4. Work with the appropriate fee council regarding funding.
5. Creates all official correspondence. Editorial duties also include coordinating and composing a semesterly newsletter.

- E. Media Strategist
 - 1. Acting webmaster; maintains good order of club website and social media outlets.
 - 2. Promotes and sustains club presence in the department.
 - 3. Curates and delivers content pieces through social platforms.
 - 4. Shares advancing information in a timely manner.

Article VII - Elections

- A. Election of officers shall take place in March each year.
- B. Outgoing officers shall not be re-elected to a previously served position.
- C. The Vice President is promoted to the position of President for the following administrative year, if and only, if they anticipate full-time university enrollment for the following tenure.
- D. The outgoing officers, not seeking reelection, and the advisor will conduct elections.
- E. The process of elections shall be:
 - 1. Applications and/or nominations are submitted by deadline established by the Executive Committee.
 - 2. The order of elections are as follows: President, Vice President, Secretary-Treasurer, Media Strategist.
 - 3. Candidates for each position will be given a maximum of two minutes to speak.
 - 4. Once all candidates speak for a position, the full membership will vote via secret ballot.
 - 5. The candidate receiving the most votes will be elected.
- F. Should a position become vacant during the year, the following process will be followed:
 - 1. Notice will be given to the membership that there is an open position and voting will take place at the next scheduled meeting.
 - 2. Nominations will come from the floor. Each candidate will have a maximum of two minutes to speak. Voting will be by secret ballot.

Article VIII – Meetings

- A. There will be a minimum of two general meetings each semester.
- B. Meetings shall be governed by Roberts Rules of Order.

- C. Decisions affecting the membership will be voted on by the membership.
- D. Two-Thirds (2/3) of active membership shall constitute a quorum.
- E. Simple majority of the active membership is needed to pass any motion unless otherwise stipulated in the constitution or bylaws. The President votes only in a tie.
- F. The Executive Board can call a Special or Emergency meeting, if the membership is given a minimum of 48 hours notice. A member may appeal to the Executive Committee to schedule an emergency meeting.

Article IX – Finances

- A. Annual club dues will be determined by the Executive Committee during the Spring semester.
- B. The annual club dues will be collected by the second meeting of the semester.
- C. No fees shall be levied upon honorary members.
- D. The Executive Committee shall make all financial decisions on behalf of the organization.
 - 1. The Executive Committee will present a budget to the general members each semester at the first general body meeting.
 - 2. The general membership will have an opportunity to review and approve the proposed budget.
 - 3. The Executive Committee must present any expenditure to the general membership for approval if:
 - a. The expenditure is not listed in the approved budget, AND
 - b. The expenditure is \$500 or more.
- E. If the organization dissolves, any non-university-owned assets will be retained by the organization for two (2) years in case the organization re-establishes. After two (2) years, any assets will be donated to a charity with a mission similar to this organization, as determined by the Executive Committee.

Article X – Governance

- A. The organization and its members agree to abide by University policies and all federal, state, local laws.
- B. Non-Discrimination: Membership, leadership and participation in the organization must be open to all students without regard to race, color, sex (unless exempt under Title IX), age, religion, national origin, sexual orientation, gender identity, marital status, disability, or status as a U.S. veteran.
- C. Hazing Policy: This organization prohibits its members, both individually and collectively from committing any acts of hazing as defined in the Student Code of Conduct at Georgia State University.
 - 1. Organization Agreement: This Organization agrees to abide by the Student Code of Conduct, RSO Handbook, and all pertinent university policies, protocols, and procedures. Certain RSO benefits may require specific obligations.

RSO student leaders must regularly engage designated communication and organizational management tools, maintain relevant RSO records and participation data, complete designated trainings, and participate in designated activities that promote RSOs and their activities to the broader student body.

Article XI – Advisor

A. Faculty/Staff Advisor

1. The faculty/staff advisor must be a full-time employee of Georgia State University.
2. The faculty/staff advisor will provide guidance and advisement to help GROW fulfill its mission and adhere to school guidelines and policies.
 - i. The advisor will support student learning, as the students develop leadership skills and learn to do the work of operating an organization.
 - ii. The advisor will communicate regularly with club leaders by doing the following:
 1. Meet with club leaders once per semester.
 2. Attend one club meeting or event per semester.
 - iii. The advisor will provide advice and suggest, as appropriate, towards planning of club activities and action, including recruitment, event planning, effective meetings, and conflict resolution.
 - iv. The advisor will ensure continuity of club management, as transitions between student officers and members occur from year to year.
 - v. The advisor will be familiar with the operations of GROW, including its mission and purpose, and the culture of meetings. They will stay informed of the actions and decisions of the club.
3. This position will serve as part of the executive committee board.
4. The faculty or staff member(s) that serves as the advisor needs to be voted on by the membership every two years, prior to renewing the organization.

B. Alumni/Community Advisor

1. One or more persons may serve as an alumni advisor or community advisor. They do not need to be associated with Georgia State University to serve in this capacity.
2. The alumni/community advisor(s) will encourage the success, growth, and continuity of the chapter by sharing their experience, expertise, and positive direction.

3. Alumni/community advisor(s) must meet with club leaders, as well as attend a club meeting or event, at least twice per academic year.
4. The position will not serve as part of the executive committee board.
5. The general membership must vote to approve any alumni/community advisor.
6. Their election and tenure would run the same schedule as the faculty/staff advisor.

Article XII – Amendments

- A. This constitution should be reviewed and updated every two (2) years and revision date and author(s) must be noted in the constitution.
- B. Any member can propose an amendment to the Executive Committee for review.
- C. Any amendment presented by the Executive Committee can be approved by a two-thirds (2/3) vote of the active members present at the meeting.
- D. Amendments to these bylaws must be reviewed and approved by the GROW at GSU organization and the Georgia State University Division of Student Affairs.