Association of Geography Graduate Students By-Laws

Approved: December 1, 2014

**Article I. Name**

The name of this Organization shall be the Association of Geography Graduate Students, hereafter called AGGS.

**Article II. Purpose**

AGGS is a student run organization that brings different concentrations of Geography and Environmental Sustainability graduate students together. The organization acts as a resource and space for discussion, news, comments, and concerns for graduate students in the Department of Geography and Environmental Sustainability, hereafter called DGES.

**Article III. Membership**

1. Members:
2. The members of this organization shall be currently enrolled students at the University of Oklahoma.
3. They become members by being active DGES masters or doctoral students enrolled in the Graduate College at the University of Oklahoma. Active status will be determined by the DGES Administrative Coordinator.
4. Privileges and Responsibilities of Membership:
5. Voting: Each member is entitled to one vote. Members may not use a designee to cast their votes.
6. Privileges: Each member shall be entitled to all services of the organization.
7. Participation: Each member shall be entitled to participate in all organizational events.
8. Responsibilities: Each member must satisfy the prerequisites in Article V, section D, item 5 in order to exercise the above privileges.

**Article IV. Membership Meetings**

1. The business meetings of the membership will be held monthly during the first week of the month with the exception of holidays. Each membership will determine the best day of the week and time of the business meetings at the start of each academic year. Notification of an upcoming meeting shall be made during the week prior to the meeting via the AGGS email list.
2. The President of the organization may call other meetings, as long as the membership is given one week’s notification of the meeting via the AGGS email list.
3. Quorum: A quorum of the members is not required to hold a meeting of the organization. For a meeting at which a vote is taken, a quorum of seven members is required and a majority of the officers of AGGS must be present.
4. Meetings will follow this general framework: Committee Updates, followed by Old Business, and finished with New Business. During the New Business section of the meeting, any AGGS member will be able to bring about an item for discussion. This item may be discussed immediately or tabled for one meeting depending on the urgency of the item.

**Article V. Officers**

1. Titles:

AGGS shall have the following officers elected annually from the current membership:

1. President
2. Vice-President
3. Secretary
4. Treasurer

AGGS shall have the following non-voting officer elected as-needed:

5. Faculty Advisor

1. Qualifications:
2. The President, Vice President, Secretary, and Treasurer shall have been elected to the organization and serve a one year term.
3. The President, Vice President, Secretary, and Treasurer must satisfy the prerequisites in Article V, section D, item 5.
4. The Faculty Advisor must be a faculty member within DGES and be eligible to act as the Faculty Sponsor such that the organization can register with the Student Government Association.
5. All officers may serve more than one term in the same position if they continue to satisfy the prerequisites in Article V, section D, item 5 and they are re-elected by AGGS membership.
6. Duties of Officers:
7. The President shall preside at all meetings and be responsible for appointing all standing, special, and ad-hoc committees and shall perform such other duties as usually required of this office. The President of the organization shall be an ex-officio member of all committees. The President shall attend faculty meetings as a non-voting AGGS representative.
8. The Vice-President shall act in the absence of the President in all capacities as listed above and shall assist in conducting the business of the organization. The Vice President shall handle the arrangement and communication of business meeting logistics.
9. The Secretary shall maintain and disseminate minutes of all business meetings and shall document every election.
10. The Treasurer shall prepare budget proposals and be responsible for all financial reports for the organization and the officers.
11. The Faculty Advisor shall offer advice, give feedback to the organization, and act as a liaison between the faculty and AGGS. Other duties may be appointed by the President.
12. All four officers are required to write individual progress reports that include expectations and how to fulfill those expectations. The current president will compile the individual reports into a single document. This document is intended to help with continuity between years.
13. Terms of Office:
14. Officers shall be elected annually at the end of spring by the members at the final regular business meeting. Elections shall be by paper ballot and a majority of the votes cast shall elect. Votes must be cast in-person, and members may not use a designee to cast votes on their behalf.
15. Each officer shall take office upon election, serve a one-year term, and may be re-elected annually to the same office for additional one-year terms.
16. Nominations for office must be made one week prior to the meeting in which the election vote is to take place. Nominations can be for any current AGGS member or one’s self, as long as the nominee satisfies the prerequisites in Article V, section D, item 5 in the next academic year.
17. A nominee has the right to decline a nomination for office.
18. Members must satisfy ONE of the following prerequisites in order to vote:
	1. Have attended one general business meeting in the current semester
	2. Have attended at least two general meetings in the previous school year
	3. Have an exemption approved by the AGGS officers to account for class or personal time conflicts with the general business meetings
19. In the case of a tie, the following tiebreaker rules will determine the winner:
	1. Nominees part of the election but not involved in the tie will be removed from the ballot, and a second vote will take place. If it is still a tie:
	2. Flip a coin. Winner of the coin toss is elected.
20. Vacancies and Removal:
21. A vacancy in the office of the President shall be filled by the Vice-President unless he or she is unable to serve, at which time the vacancy shall be filled by election of the members by a majority of votes cast. A vacancy in the office of the Vice-President shall be left vacant with the President delegating the duties of that position. Vacancies in the office of the Secretary or Treasurer will be filled by election of the members by a majority of votes cast.
22. Any officer, including the President, may be removed from office or suspended from office by a vote of two-thirds of the members at a regular meeting. Removal or suspension may be with or without cause. A petition for removal must be submitted one week prior to the meeting in which the vote will take place. Five signatures are required and can not include any of the current AGGS officers. The person under consideration shall be given an opportunity to be heard at the meeting, however shall not be counted in determining whether the required two-thirds vote has been obtained. Upon a vote of removal or suspension of the President, the Vice-President shall preside at the meeting.

**Article VI. Committees**

1. The President, subject to the approval of the organization, shall appoint such standing, special, or ad hoc committees as may be required by the bylaws, as he or she finds necessary. Committee Chairpersons shall be appointed by and responsible to the President.
2. A vacancy in a Committee Chairperson position shall be filled by appointment of the President of the organization with input from the outgoing Committee Chairperson.
3. Permanent Committees of AGGS:
4. Colloquium committee
	1. The Colloquium committee shall assist the faculty member in charge of putting together the DGES Seminar Series by determining the speaker list with input from the organization at large, setting up advertisement, and preparing and cleaning food and beverage options.
5. Outreach committee
	1. The Outreach committee shall plan social and philanthropic events for AGGS members and the DGES community at large.
6. Website committee
	1. The Website committee shall be in charge of maintaining the AGGS webpage with current and relevant information for the AGGS community and prospective students.
7. Other ad hoc committees may be formed and appointed at any time by the President.

**Article VII. University Policies**

This organization shall abide by all applicable policies instituted by the University of Oklahoma.

**Article VIII. Amendments**

These bylaws may be amended by a vote of two-thirds of the members of the organization present at any regular meeting or at a special meeting called for that purpose. The membership shall be notified of adopted bylaw amendments by the most feasible means.