NIU Geology Club Constitution
Article I: Preamble and Definitions

Section 1: Founding Name

The name for the Northern Illinois University (NIU) Club constructed under this constitution is “Northern Illinois University Geology Club”. For the purpose of reference in this document the entity shall be hereafter referred to as “Geology Club”.

Section 2: Purpose and Aims

The purpose of the Geology Club is three fold; the first purpose of the Geology Club is to teach Geology to interested students, the second purpose of the Geology Club is to create a place for students to give scientific presentations and publish work, the third purpose of the Geology Club is to spread knowledge about how to enter a scientific community and to give the students the confidence to do so.

Article II: Membership and Roles

Section 1: Membership Eligibility

Membership is open to all students currently enrolled at Northern Illinois University.

Section 2: Dismissal or Resignation

Membership can be resigned by the Individual at any time. Membership may be dismissed by the Executive Council at any time for reasons of safety or security or due to a disruptive or counterproductive nature. A dismissal requires a majority Executive Council vote and dismissed member will be notified within 7 days. Members may appeal this decision to the Executive Council after a period of 30 days.

Section 3: Impeachment

In the event of a desired impeachment the process follows: in an Executive Council member only meeting, two Executive Council members in agreement with each other must step forward to say that they want another certain Executive Council member impeached. A document from these two Executive Council members must be submitted during this private meeting stating why said Executive Council member should be impeached. This document must also be signed by five other members of the Geology Club. After the document is submitted there must be a meeting for club members to give the Executive Council reasons for or against impeachment of said Executive Council member. After all members have stated their beliefs to their content a vote will be taken; if there is a majority vote to impeach the Executive Council member will be removed from office and an emergency election must take place within the week, if the members do not vote to impeach the Executive Council member then one month must pass from the date of the first failed impeachment to restart the impeachment process.
Section 4: Non-Discrimination Clause

All members of NIU are guaranteed the right to enjoy fair, impartial, and equal treatment including but not limited to full membership and full participation in the club. There will be a zero tolerance on people that are discriminating others for the following reasons: sex, race, skin color, sexual preference, handicap, disorder, health; those who discriminate will be eligible for immediate dismissal by a 2/3 vote from the executive council.

Section 5: Membership Roles

The Geology Club defines members under 4 types:

A. Executive Council;
   1. Executive Council members are the entity elected by the members or appointed by the President to make decisions on behalf of NIU.
   2. The Executive Council members must attend most meetings.
   3. Types:
      i. President
      ii. Vice-President
      iii. Treasurer
      iv. Secretary/ Time Keeper
      v. Pro-Tempore

B. Faculty Advisor;
   1. Faculty of the NIU Geology department.
   2. The purpose of the Graduate Advisor is to aid and/or advise the Government in its policies, delegations and ratifications.
   3. Liaison between NIU and the department to acquire resources for the club.

C. Graduate Advisor (optional);
   1. Graduate student currently enrolled NIU students.
   2. The purpose of the Graduate Advisor is to assist with club activities and to act as a liaison between the Faculty Advisor and Geology Club.
   3. At the Executive Council or Faculty Advisors request, the Graduate Advisor may assist overseeing the voting procedure if an elected committee member is unable to complete their duties.

D. Member;
   1. Members are defined as anyone interested in Geology who wants to discuss, learn about, or promote NIU's Geology program and are currently enrolled at NIU College.
   2. Members are allowed to attend all Open Forum Meetings, Electoral Meetings, and Promotions and have a vote on elections only.
   3. Members have no roles or duties unless elected to an Executive Council or Advisor position.
Section 6: Executive Council Roles and Duties:

A. President
1. The President is a required member of the Geology Club.
2. The President is elected by yearly democratic vote of the members.
3. The President casts a tie-breaking vote in the case of a stalemate on any issue voted upon by the general body of the Geology Club.
4. The President may not concurrently hold any other position in the Geology Club.

B. Vice President
1. The Vice President is a required member of the Geology Club. The Vice President is elected by yearly democratic vote of the members.
2. The Vice President maintains one of the key votes, as defined in the below section.
3. The Vice President will perform the duties of the President if he/she is unable to do so.
4. The Vice President may not concurrently hold any other position in the Geology Club.

C. Treasurer
1. The Treasurer is a required member of the Geology Club.
2. The Treasurer is elected by yearly democratic vote of the members.
3. The Treasurer will organize and oversee the finances of the Geology Club.
4. The Treasurer will submit all budgetary action to President and Vice-President.
5. The Treasurer will keep safe the financial instruments of the Geology Club (i.e. money)

D. Secretary
1. The Secretary is a required member of the Geology Club.
2. The Secretary is elected by yearly democratic vote of the members.
3. The Secretary shall keep the minutes of all meetings of the Geology Club.
4. The Secretary shall keep an archive of any official document of the Geology Club, including but not limited to: the the Geology Club Constitution, Budget Statement, and minute logbook.

E. Pro-tempore
1. The Pro-Tempore will act as the President in any case where neither the President nor the Vice-President is able to fulfill this duty.
2. The Pro-tempore is a required member of the Geology Club.
3. The Pro-tempore must be appointed by the President and confirmed by the Geology Club.
4. The Pro-Tempore casts the tie-breaking vote in the case of a stalemate on any issue specifically voted upon by the Geology Club.
Section 7: Faculty Advisor Roles and Duties:

The faculty advisor will meet as often as the club officers would like to discuss goals, advising with planning of other events and needs. The faculty advisor will also act as a liaison between the club and the geology department to help acquire any resources the club might need.

Section 8: Graduate Advisor Roles and Duties:

A graduate student advisor may be appointed to help with department activities and serve as liaison between the club, faculty advisor, graduate students, and other department organizations if need be. This student will be selected by the faculty advisor or a majority vote by the executive committee. The graduate advisor will attend as many meetings as possible to stay updated with the group. During voting, the graduate cannot vote but may assist in overseeing the voting procedure if an elected committee is unable to complete their duties.

Article III: Meetings

A. Executive Council meetings;
   1. A meeting pertaining specifically to the fiscal management, policy amendment, and position appointments are to be held bi-monthly.
   2. A budget must be drafted by the Treasurer and approved by the Executive Council at the beginning of every semester.
   3. Executive Council members must attend most Executive Council meetings, and failure to appear at 3 consecutive Executive Council meetings will initiate a recall election at the next open forum meeting.

B. Open Forum meetings;
   1. Open forum meetings are defined as meetings whereby any member of the Geology Club may discuss, present, and/or debate any topic of his/her choice that pertains specifically to the study, practice, interest, technique, history, or development of Geology.
   2. Open forum meetings shall be held a minimum of once each month.
   3. Attendance at Open Forum Meetings shall be required for the President and Vice-President.
   4. If the President is unable to attend for reasons approved by the Vice-President and Pro-tempore, the Vice-President shall act as President.
   5. If the Vice-President is unable to attend for reasons approved by the President, the Pro-tempore shall fulfill the duties of the Vice-President.
   6. Each meeting shall be called to order by the President.
   7. Each meeting shall begin with a budget statement. This shall be followed by the Secretary reading the minutes of the previous Open Forum meeting, as well as any unresolved debates and motions. Following this, any member of the Geology Club may move to introduce a topic. This must motion must be seconded by another member to reach discussion.
8. Discussion shall be orderly and civil, staying within the limits of the introduced topic. Should the discussion stray or become uncivil, any member of the Executive Council may issue a warning. The member of the Executive Council must announce to all assembled members that he/she is issuing an official warning and the reason for doing so. Upon any incident where a second warning is issued, the Executive Council member may vote to dismiss the topic. If the topic is dismissed, it may not be brought up until the start of the next meeting.

Article IV: Electoral Process

Section 1: Nomination
A. Any current member of the Geology Club may be nominated for a position in the Executive Council at the end of each semester.
B. A member may nominate him/herself.
C. A nomination must be seconded by another the Geology Club member.

Section 2: Method of Voting
A. A minimum of 5 Geology Club members must be present for an electoral vote.
B. An electoral vote shall happen during the final meeting of the Geology Club at the end of each semester, to elect the Executive Council, excluding the Pro-Tempore, for the following semester.
C. The Secretary shall introduce the nominees for a particular position, and then a vote shall be taken.
D. Each eligible member present is required to vote.
E. A member is considered eligible to vote if he/she has attended a minimum of 3 Geology Club meetings during the semester in which the vote will occur.
   i. The first election will be open to all voters.
F. The nominee with the highest number of votes for his/her particular position shall be elected to that position.
G. Only voting members are allowed in the room.

Article V: Finances

A. Fundraisers
   1. Fundraisers will be held on the NIU College Campus. Fundraisers may be held off campus as allowed by Student Activities.
   2. Fundraising activities may be accompanied by an exhibition by members. Exhibition activities will be within the limits of Geology policies. Exhibitions will be performed only by members that are:
      i. current members of the NIU Geology Club
      ii. have the written consent of the current the Geology Club President and the current Advisor and the office of Student Activities.

B. Special Assessments
   1. A Special Assessment is defined as any collection of money for the Geology Club purposes not otherwise stated.
   2. A Special Assessment must be tabled and voted on by the Geology Club members
and approved by the Treasurer.

3. Members may opt out of a Special Assessment by filing a written notice with the Secretary.

C. Fieldtrip Finances
   Any fieldtrip cost incurred by a member that does not meet the definition of Special Assessment (including but not limited to camping gear, personal transportation costs, etcetera) must be paid by the member personally.

Article IV: Conflict

Student members in the club are required to act in a way that is not disruptive to the other members of the club. If a student is acting in a disruptive manner, the elected officers of the Executive Council have a duty to attempt to resolve the matter quickly and calmly. If the elected officers see fit, any student causing this conflict can be banned from club events.

Article V: Dissolution

If the officers of the Executive Council do not schedule regular meetings or do not initiate any activity in the club, the Graduate Advisor may step in so that the club remains active. If the club becomes inactive due to lack of members, the faculty advisor can place it on hiatus and all assets of the club will be turned over to the Geology foundation funds. In the event that a hiatus lasts for more than 2 years, the department chair will decide whether the club shall be permanently dissolved, its assets will be dispersed into the Geology Foundation Funds and its records and property will be held by the department. To reinstate the club, interested parties will have to meet with the department chair.

Article VI: Amendments

Any officer wishing to propose an amendment to the constitution needs permission from the current president with guidance from the Faculty Advisor. The officer will draft the amendment, which must then be approved by a majority of the officers and members during a meeting vote. If approved, it will then be attached to the original document and signed off by the current club president and Faculty Advisor. Any amendment turned down will be able to be proposed again after 3 months.