



Petition for University Recognition of the Proposed Student Organization And Student Organization Information Sheet

Please provide all information requested. Upon completion of this form, please turn it in to the Office of Student Organizations for review. Your organization shall have the ability to meet in campus facilities, and have access to other such resources for organizational development. (Social Greek letter organizations will be required to submit more details.)

OFFICIAL ORGANIZATION NAME: The American Institute of Professional Geologists (AIPG)

DATE: _____ Number of Current Members _____ TYPE OF ORGANIZATION: (Please check one)

- Academic, Honor Society, Club Sport, Religious, Governing, Special Interest, Service/Philanthropic, Greek

Is this group a local chapter of a national/international organization? YES NO

ORGANIZATION HOMEPAGE ADDRESS: www.aipg.org

DECLARATION OF PRESIDENT

I am aware of the responsibilities of a student organization president as outlined in the Student Handbook and I agree to serve as president for the above-named organization through the Fall academic term.

Hunter Herring, Full Name, huntherr@ut.utm.edu, E-mail, 960454820, Student ID, 7315144499, Local Phone Number, Student's Signature, 04 MAR 16, Date

Faculty/Staff advisor: Eligibility and Role

All student organizations must have at least one qualified faculty advisor. Any full-time member of the university faculty or full-time professional administrator may serve as faculty/staff advisor to a student organization provided he or she has completed one year of service at UT Martin. Those persons not having one year of service must be approved by the University Council. Persons off campus with special interests or talents are permitted to serve as additional advisors to various student organizations with the approval of the University Council. A faculty/staff member who agrees to the request of a student organization to serve as its faculty advisor accepts responsibility for encouraging the organization in its purposes and activities within the limits of university policy. Faculty/staff advisors are responsible for being familiar with the following:

- This policy and other university regulations pertaining to student organizations and speakers.
The constitution and purposes of the student organization they are advising.
The activities and projects of their organizations.

The advisor should always be fully informed of any policy or program decisions reached at meetings at which the advisor is not present. (Page 49 of the Student Handbook)

DECLARATION OF ADVISOR

I am aware of the responsibilities of a student organization advisor as outlined in the Student Handbook and I agree to serve as advisor for the above-named organization through the _____ academic term.

Stan P. Duragan, Faculty/Staff Advisor Name, 208D EPS, University Department/Office, 7437, Campus Phone Number, sduragan@utm.edu, Campus E-mail Address, Stan P. Duragan, Advisor's Signature, 03/14/2016, Date



THE UNIVERSITY OF TENNESSEE AT MARTIN

AIPG

Office of Student Organizations
213 University Center
Martin, TN 38238
Office: 731.881.1864 Fax: 731.881.7529
www.utm.edu/studentorgs

Signatures of Promoting Students (Must have a minimum of 10 signatures. By signing this form, you are indicating your intent to become an active member in this organization as stated in the attached constitution. You must have a minimum of a 2.0 GPA and in good overall standing with the University.):

Table with 3 columns: Name, Email Address, Student ID#. Contains 11 rows of student information.

We hereby certify that the above-named organization will abide by and conduct all activities in accordance with state and federal law, the organization constitution and bylaws, and policies and procedures governing student organizations as formulated by The University of Tennessee at Martin and stated in the Student Handbook.

President's Signature, Date (2-29-16), Advisor's Signature, Date (2-29-16)

IF THE ORGANIZATION IS IN ANY WAY AFFILIATED WITH A COLLEGE, SCHOOL, OR DEPARTMENT, THE AUTHORIZATION OF THE DEAN, DIRECTOR, OR CHAIR MUST BE OBTAINED.

DEAN OR DIRECTOR STATEMENT: "I have examined this student organization's petition and the attached copy of the constitution and authorize their status as a student organization within our college/school."

Dean/Director's Name, School, College or Department (Agriculture & Applied Sci), Dean/Director's Signature, Date (3/3/16)

OFFICIAL USE ONLY
Date Received
Approved By
Date

**CONSTITUTION AND BYLAWS OF THE
STUDENT CHAPTER
of the
AMERICAN INSTITUTE OF
PROFESSIONAL GEOLOGISTS**

At

The University of Tennessee at Martin

Article I – Name

Section 1. This Chapter shall be known as the Student Chapter of the American Institute of Professional Geologists at The University of Tennessee at Martin.

Article II – Object

Section 1. Its object shall be to promote among its members continued professional growth in the areas of geology and to encourage professional responsibility that includes ethical, social, economic, and safety considerations.

Article III - Conformity with American Institute of Professional Geologists

Section 1. The governance of this Chapter shall at all times conform to the Articles of Incorporation and Bylaws of the American Institute of Professional Geologists.

Article IV – Membership

Section 1. Any student enrolled at The University of Tennessee at Martin and to have enrolled in a geological or geoscience course or be a declared major in a geosciences field as recognized by the Executive Committee in the Agriculture, Geosciences and Natural Resources Department of The University of Tennessee at Martin shall be eligible for membership. Meetings are open to all students, alumni, professionals, and others who care to attend.

Section 2. Membership shall continue as long as the member remains in good standing including payment of all dues owed.

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

Section 4. The organization will not discriminate against any person for reasons which are illegal.

Article V –Dues

Section 1. Annual Chapter dues of \$ 5.00 shall be payable at the beginning of each administrative (academic) year. Chapter dues are separate from those remitted for affiliation with the Institute.

Section 2. A member in arrears one term shall lose voting privilege and, if in arrears one year, membership.

Section 3. The Chapter shall have the right to levy special assessments by a one-half plus one vote of all present at any regular meeting.

Article VI – Officers

Section 1. The officers shall consist of a President, Vice-President, Secretary, and Treasurer.

Section 2. Not less than two months prior to the last regular meeting of each administrative year, the President shall appoint a Nominating Committee to select a slate of candidates, not to exceed two for each office.

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

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

Section 5. To be eligible for election, the nominee must be an Affiliate or Member of American Institute of Professional Geologists and a member of the Chapter.

Section 6. Election shall be by a majority vote of the members present.

Section 7. Officers can be removed from office upon a one-half vote to remove the officer from office. The offending officer will then defend herself/his-self, and another two-thirds vote will be held after one week of the defense to actually remove the officer from office.

Section 8. At the time of each annual election, there shall be identified to the Chapter, the AIPG Member appointed by the Section President, who shall act as Chapter Sponsor, a source of inspiration and counsel to the officers.

Section 9. When an election is held the names of officers must be updated in OrgSync within two weeks.

Section 10. Officers must be full-time students, except for organizations where membership is composed of both faculty and student members, and a faculty member may serve as an officer. To be eligible to serve as an officer of AIPG a student must be in good academic standing at the time of his/her election or appointment and during his/her term of office. IN addition, a student may be judged ineligible for the office if found responsible for violating a University Standard of Conduct.

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. The president will submit to the Office of Student Organizations an updated list of officers within two weeks of their election and will comply with requests to provide a brief report of their year's activity.

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 minute 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 American Institute of Professional Geologists 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(s) shall serve as liaison between the Chapter and the faculty of The University of Tennessee at Martin, and shall advise the officers and membership.

Article VIII - Chapter Executive Committee

Section 1. The Executive Committee consists of the elected officers, plus the Sponsor, 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 a 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 Chairmen, and is responsible to the Section, the Institute 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 the Institute.

Section 2. All meetings 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 advisor, 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:

- a) **Program Committee** - to arrange and be responsible for meetings, speeches, and papers presented.
- (b) **Field Trip Committee** - to arrange and carry out field trips
- (c) **Membership Development Committee** - to promote local and national membership and to encourage the involvement of non-members in Chapter activities.
- (d) **Publicity Committee** - to bring the Chapter and its activities, including all meetings, to the attention of members, potential members, the school(s) and the press and any other potentially interested persons.

The President shall be 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 on the last school day of each month during the academic year, except May – July, or on a postponed date set by the Executive Committee, which may also call a special meeting at any time.

Article XI – Amendments

Section 1. These bylaws may be amended by a quorum 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 American Institute of Professional Geologists Section and National Executive Committees