

Gamma Theta Upsilon (GTU), Kappa Xi Chapter

New Mexico State University

BY-LAWS

August 2010



Article 1: Name

This organization shall be known as Gamma Theta Upsilon (GTU), Kappa Xi chapter.

Article II: Purpose

The purpose of this organization is as a student chapter of Gamma Theta Upsilon, an international geographic honor society.

Article III: Members and Membership

1. Membership is open to all NMSU students who meet GTU's international requirements.
2. Students who join must pay GTU's international fees. There are no additional club dues.
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:** When the 4 officers deem it appropriate, this officer shall be elected for the year
3. Officers must be full-time students
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 providing quorum is met. Pro-temp elections will occur the end of Spring semester,

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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.

#### 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 Theta Upsilon (GTU), Kappa Xi chapter 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 ASNMSU to fulfill community service requirements to qualify for funding.
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

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Article IX: Finances

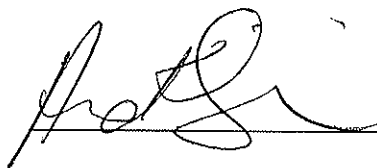
1. No annual fee is required
2. An account will be held at NMSU

Article X: Parliamentary Authority

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



Date 10/8/2010

President



Date 10/08/10

Advisor