ARTICLE I – NAME AND PURPOSE

Section 1 – Name: The name of the organization shall be the Snee Graduate Organization (SGO).

Section 2 – Purpose: The purpose of Snee Graduate Organization shall be:
   1. To enhance the professional and social interaction between graduate students in the fields of Geological and Atmospheric Sciences
   2. Provide a medium for communication between the graduate student body and the faculty of the Earth and Atmospheric Sciences at Cornell University.
   3. Provide an opportunity for community outreach and education, to expose members of the Ithaca area to geoscience and the geology of the Finger Lakes Region.

ARTICLE II – MEMBERSHIP

Section 1 – Eligibility: Members shall be all registered graduate students in the fields of Earth and Atmospheric Sciences at Cornell University.

Section 2 – Rights of members: Each member shall be eligible to one vote, cast either in person or via electronic submission.

Section 3 – Non-voting membership: The Executive Committee shall have the authority to establish and define non-voting categories of membership (i.e. undergraduate students).

ARTICLE III – MEETINGS OF MEMBERS

Section 1 – Regular meetings: Regular meetings of the members shall be held monthly, at a time and place designated by the President.

Section 2 – Annual meetings: An annual meeting of the members shall take place in the month of February, the specific date, time and location of which will be designated by the President. At the annual meeting the members shall elect officers, receive reports on the activities of the association, and determine the direction of the organization for the coming year.

Section 3 – Special meetings: Special meetings may be called by any member of the Executive
Committee. A petition signed by five voting members may also call a special meeting.

Section 4 – Notice of meetings: Electronic notification of each meeting shall be given to each voting member not less than one week prior to the meeting.

Section 5 – Quorum: The members present at any properly announced meeting shall constitute a quorum, so long as the meeting is attended by at least five members.

Section 6 – Voting: All issues to be voted on, with the exception of bylaw amendments (see Section 6.1), shall be decided by either a simple majority of those present at the meeting in which the vote takes place, or by a majority of votes cast via electronic ballot (email).

Section 7 – Meeting procedure: The rules contained in the current edition of Robert’s Rules of Order: Newly Revised shall govern in all cases to which they are applicable and not inconsistent with this document and any special rules adopted.

ARTICLE IV – EXECUTIVE COMMITTEE

Section 1 – Role: The Executive Committee is responsible for overall policy and direction of the organization, and delegates are responsible for day-to-day operations of the organization. The Executive Committee will also serve to communicate between the organization and the faculty. The Executive Committee shall receive no compensation other than reasonable expenses.

Section 2 – Terms: All members of the Executive Committee shall serve one-year terms, but are eligible for re-election an indefinite number of times.

Section 3 – Meetings and notice: The Executive Committee shall meet at least monthly, at an agreed upon time and place. An official Executive Committee meeting requires that each board member have notice at least one week in advance.

Section 4 – Elections: Officers shall be elected or re-elected by the voting membership, either by paper ballot at the annual meeting or by electronic ballot prior to the annual meeting. Officers will be elected by a simple majority of voting members.

Section 5 – Election procedures: An election committee shall be responsible for nominating a slate of prospective Executive Committee members representing the organization’s diverse constituency. In addition, any member can nominate a candidate to the slate of nominees.

Section 6 – Officers and Duties: There shall by three officers of the Executive Committee, consisting of a President, Treasurer and Member-At-Large. The committee must be composed of one graduate student who is post-A exam, and one who is in their
first year. Once the President and Treasurer have been elected, only those students in the third constituency (either post-A exam or first-year if not elected to President or Treasurer) shall be eligible to be nominated as the Member-At-Large. If, during the course of elections of President and Treasurer, it is apparent that these requirements will not be fulfilled, SGO shall elect a second Member-At-Large member to the Executive Committee.

The President shall chair all meetings of the organization and appoint ad-hoc committees as outlined in Article V, Section 1.

The Treasurer shall produce an annual budget, maintain the organization’s bylaws, and apply to GPSAFC for funds and disburse funds.

The Member-At-Large shall take minutes at meetings, and maintain the organization’s website. They will also serve the role of faculty liaison, reporting pertinent information from the faculty at SGO meetings, as well as reporting to the Director of Graduate Studies (DGS) and Graduate Faculty Advisor (GFA).

Section 7 – Vacancies: When a vacancy exists mid-term, the Member-At-Large must receive nominations for new members from the membership within one week of a regular meeting. These nominations shall be sent out to the membership, to be voted upon at the next regular meeting. These vacancies will be filled only to the end of the particular executive committee member’s term.

Section 8 – Resignation: Resignation from the executive committee must be in writing and received by the Member-At-Large. A vacancy election will be held as outlined in Article IV, Section 7.

ARTICLE V – COMMITTEES

Section 1 – Executive Committee: The executive committee is comprised of the President, Treasurer, and Member-At-Large. Except for the power to amend the bylaws, the Executive committee shall have all the powers and authority in the intervals between meetings.

Section 2 – Committee formation: The executive committee may create ad-hoc committees as deemed necessary. Intramural sport teams shall be ad-hoc committees consisting of a captain or captains as interest demands.

Section 3 – Finance Committee: The Treasurer is the chair of the Finance Committee, which is responsible for developing and reviewing fiscal procedures, fundraising plans, and the annual budget. The Executive Committee must approve the budget and all expenditures must be within budget. Any major change in the budget must be approved by the Executive Committee. The fiscal year shall be the academic year. Annual reports are required to be submitted to the members showing income, expenditures and pending income at the first meeting of each semester.
Section 4 – Symposium Committee: A Symposium Committee shall organize and execute an annual graduate student symposium. Nominations shall come from a group composed of the Executive Committee and the previous years’ Symposium Committee.

Section 5 – Seminar Committee: A Seminar Committee shall invite and coordinate guest speakers for the department seminar series. The committee chair shall be appointed by the Executive Committee, and assembled at a regular business meeting.

ARTICLE VI – AMENDMENTS

Section 1 – Amendments: These bylaws may be amended at any meeting of SGO by a two-thirds vote with notice of the proposed amendment in the call of the meeting. A written copy of the new amendment (and old amendment if applicable) shall be included in said notification.

CERTIFICATION

These bylaws were approved at a meeting of the Executive Committee by unanimous vote on:

President: ___________________________ Date: ___________________________ 
Treasurer: ___________________________ Date: ___________________________ 
Member-at-Large: ______________________ Date: ___________________________

These bylaws were approved at a meeting by a two-thirds vote of the general body on:

President: ___________________________ Date: ___________________________