

CONSTITUTION OF BETA ZETA CHAPTER
THE SOCIETY OF SIGMA GAMMA EPSILON
UNIVERSITY OF NORTH DAKOTA
GRAND FORKS, NORTH DAKOTA

ARTICLE I. NAME AND PURPOSE

Section 1. Name:

The name of the organization adopting the articles of this constitution is the Beta Zeta Chapter of the Society of Sigma Gamma Epsilon, a national honorary society for the Earth Sciences.

Section 2. Purpose:

The purpose of the Beta Zeta Chapter and the Society of Sigma Gamma Epsilon is to promote scholarship and professionalism in the Earth Sciences and to assist colleges and universities that are devoted to the advancement of the Earth Sciences.

Section 3. Affiliations:

This organization, the Beta Zeta Chapter, shall be affiliated with the Society of Sigma Gamma Epsilon, a national honorary society for the Earth Sciences. In accordance with Article VIII of the National Constitution, the rules and regulations of the National Constitution shall be followed when not inconsistent with the rules and regulations of the University of North Dakota or the UND Code of Student Life. A letter of affiliation is attached to this Constitution.

ARTICLE II. NON-DISCRIMINATION STATEMENT

Section 1. Non-discrimination Statement:

Membership in this organization shall be without regard to race, religion, age, color, sex, disability, sexual orientation, national origin, marital status, veterans' status, or political belief or affiliation.

ARTICLE III. MEMBERSHIP

Section 1. Requirements for Membership:

- A. Persons fulfilling the following conditions shall be eligible for active membership:
1. be currently registered at the University of North Dakota and majoring or specializing in Geology, Geological Engineering, or any other branch of the Earth Sciences;
 2. have completed fourteen (14) semester hours in the above fields of specialization. In special, individual cases, upon recommendation of the Membership Committee, the Chapter may vote, by a three-fourths majority of

active members present and voting, to reduce the hours requirement of this section to twelve (12) semester hours;

3. have status of at least sophomore;
4. have satisfied the following scholastic requirements;
 - a. In conformity with the objectives of the Society, the general grade-point average required for admission to Sigma Gamma Epsilon shall be based upon a minimum overall average of 2.67 (based on the 4.00 system) but, in exceptional cases, the Chapter may elect to consider only the last two semesters of the last three quarters in computing this grade. A 3.00 grade point (based upon the 4.00 system) shall be the minimum requirement for all courses in the Earth Sciences. Graduate students who are in good standing with regular status, and who meet the above hourly requirements shall be eligible for membership, regardless of their grade point average.
 - b. Graduate students not on Approved Status must fulfill the requirements of undergraduate candidates listed above.
5. have demonstrated continued interest and enthusiasm for the Earth Sciences.
6. Associate, honorary, active alumni, and life members shall be admitted to the Chapter in accordance with Article II of the National Constitution. Such members shall not have the power of vote in Chapter affairs.

B. Voting members shall consist of all members who:

1. have paid the required dues.
2. have been inducted into the Beta Zeta Chapter of the Society of Sigma Gamma Epsilon.
3. are not classified as inactive status as described in Article III, Section 3.

C. Non-students cannot vote on the following:

1. election or removal of officers.
2. removal of members.
3. amendments to the constitution or bylaws.
4. financial matters.

D. No academic credit shall be offered for participation and/or membership in this organization.

Section 2. New Members:

A. At least once per semester, the Membership Committee shall consider possible candidates for admission to the Society. Proposal of a suitable list of eligible candidates shall be made between the third and sixth weeks of each semester at the regular meeting of the active chapter. The Faculty Advisor shall acquire the expressed consent of any student before reviewing his/her academic record to determine eligibility for membership. Only the faculty advisor will have access to student records. For a period of at least two (2) weeks, before the proposed members are voted upon, following the proposal for membership, the Chapter shall consider the worthiness of each candidate for membership. In special, individual cases, upon recommendation of the Membership

Committee, the Chapter may vote, by a three-fourths (3/4) majority of the active members present and voting, to reduce this waiting time for consideration. Election of a candidate to membership shall require a majority vote of active members present.

B. A regular initiation consisting of one of the prescribed rituals and other appropriate ceremonies provided by the Society of Sigma Gamma Epsilon shall be held between the sixth and tenth weeks of each semester; and at such times as the chapter and the Membership Committee shall deem necessary, at a location selected by the Vice President-Historian and the Membership Committee and approved by the Chapter.

C. Candidates for Associate Membership will be expected to attend the initiation, but need not participate in the ritual.

D. The formal installation of new members shall be held at an appropriate function, such as an Installation Banquet or an Installation Picnic, with suitable speakers, presentation of membership certificates, and other ceremonies to be arranged by the President and Vice President-Historian with the aid of the committee concerned.

E. The initiation fee and dues shall be as specified in the Bylaws to this Constitution.

F. No candidate shall be initiated prior to the complete payment of the stipulated fees and dues. However, in the case of severe financial hardship, the Executive Committee may, by unanimous vote, suspend this section in any individual case upon arrangement with the candidate for a definite plan of time for payment of fees and dues.

Section 3. Reduction of Members to Inactive status:

A. An active member of this Chapter shall be placed on inactive status for delinquency in payment of dues and assessments.

B. An active member may be placed on inactive status by a three-fourths (3/4) written ballot of the active members present and voting for continued lack of interest in Chapter affairs as evidenced by non-attendance of three (3) successive committee and Chapter meetings.

C. Any member shall be given the opportunity to defend himself/herself in person or in writing, or pay current dues before being placed on inactive status.

D. An active member of the Chapter reduced to the status of inactivity shall be denied the privilege of attending meetings, initiations, or social functions until such time as he or she may be restored to active status.

E. Members reduced to inactive status because of non-payment of dues may be restored to active status through the payment of current dues.

F. Members reduced to inactive status by a vote of the Chapter may be restored to active status upon submission of a written petition for reinstatement approved by a two-thirds (2/3) vote of the active members present and voting.

Section 4. Removal of Members:

A. Suspension and/or expulsion of any member of this Chapter shall be in accordance with Article VII, Sections 2 and 3 of the National Constitution:

1. any member may be expelled from membership in the chapter or in the general Society upon charges being filed with the Secretary-Editor of the Chapter, the charges to be signed by three members of the Chapter. These charges shall be read at the next Chapter meeting and the members of the Chapter shall be notified by registered mail before the next meeting that the charges are to be acted upon at said meeting.
2. the member in question shall be given an opportunity to defend himself before the Chapter at the next meeting, either in person or in writing.
3. a four-fifths vote by secret ballot shall be required to expel an active, alumnus, or associate member; a supplementary vote of three-fourths of the National Council shall be necessary to expel an honorary member.

B. Grounds for suspension or expulsion shall include:

1. violation of University Policy.
2. violation of the UND Code of Student Life.

Section 5. Appeal of Removal of Members:

A. A member may appeal his or her removal, but the appeal must be made within fourteen (14) days of the vote for removal by requesting the President to call a special meeting of the organization. The President shall notify all members of this meeting, which is to occur at least fourteen (14) days and not more than twenty-one (21) days after the appeal request is received by the President.

B. The decision to repeal the vote for removal shall require at least 2/3 majority of the voting membership to attend the meeting, and a simple majority vote of the members present at the special meeting.

ARTICLE IV. OFFICERS

Section 1. Elected Officers:

The officers of this organization will be:

- A. President.
- B. Vice President-Historian.
- C. Secretary-Treasurer.
- D. Secretary-Editor.

Section 2. Qualifications for holding office:

A. Eligibility to hold office shall be restricted to active student members of the Chapter and shall consist of:

1. willingness to accept and serve;
2. definite plans to continue enrollment as a regular undergraduate or graduate student for the two semesters following election;
3. unencumbrance by any restrictions from holding office under the rules and regulations of the University.

Section 3. Elections:

A. Regular elections of Chapter officers will be held once annually at the last regular meeting of the first semester of the school year.

B. The term of office shall be for one year.

C. There shall be no limit to the number of consecutive terms in office that an individual may hold.

D. At a meeting prior to the last regular meeting of the first semester, the Chapter President shall appoint an Elections Committee, consisting of a Chair and two additional members. The duties of the Elections Committee shall be as follows:

1. to prepare a list of all active members who are eligible to hold Chapter office as defined in Article IV, Section 2 (above);
2. to prepare a slate of nominees.
3. to prepare and furnish suitable ballots.
4. to conduct the elections, tabulate the results, and announce the results to the active Chapter.

E. Chapter officers shall be elected by a plurality of active members present and voting.

F. At the last regular meeting of the first semester, the President shall call upon the Chair of the Elections Committee for the slate of nominees. The Chair of the Elections Committee shall nominate the slate, as prepared by the Committee, and call for nominations from the floor. If none are made, the Chair of the Elections Committee shall entertain a motion that the slate be elected as nominated. If nominations are made from the floor, the Chair shall conduct a secret ballot for each contested office singly, beginning with that of President. Following the election, the Chair shall announce the results of the election to the active Chapter.

G. The President shall then declare the results of the election final. The Elections Committee shall therewith be dissolved for that year.

H. The newly elected officers shall be installed in the regular order of business at the first regular meeting following the elections meeting and shall commence upon their respective duties at that time.

Section 4. Duties of the Officers:

A. The duties of the President shall be:

1. to preside, in accordance with the most current edition of Robert's Rules of Order, over all meetings of the Chapter;
2. to report, within thirty (30) days after assuming office, to the National Secretary-Treasurer, the condition of the Chapter;
3. to appoint suitable committees and committee chairs for the conduction of Chapter business;
4. in an ex officio capacity, to supervise, coordinate, and encourage the functioning of the appointed committees;
5. to chair the Executive Committee;
6. to perform the usual duties of the executive office;
7. to submit an Officer Roster Card at the beginning of each semester to the Coordinator of Student Organizations;
8. to submit any changes in officers or their addresses to the Coordinator of Student Organizations within two (2) weeks of said change;
9. to schedule, with appropriate University officials, facilities for Chapter meetings or other scheduled Chapter events;
10. to call special elections to fill vacancies in Chapter offices, with the exception of the office of Chapter President, when such vacancies occur between regularly scheduled elections.

B. The duties of the Vice President-Historian shall be:

1. to perform all the duties of the President in the absence of the President;
2. to chair the Membership Committee;
3. to see that initiation cards are filled out properly and correctly (including officer signatures);
4. to keep a record of all members of the Chapter and to carry on all correspondence with the National Secretary-Treasurer relating to membership records;
5. to prepare within fifteen (15) days after the first meeting in each semester a list of active and associate members of the Chapter together with their addresses and to transmit a copy of such list to the National Secretary-Treasurer;
6. to transmit to the National Secretary-Treasurer, within ten (10) days after the election of officers, a list of names and addresses of those elected;
7. to assist the National Secretary-Treasurer in securing and compiling information relative to Chapter members;
8. to transmit, within one (1) month prior to the biennial convention, to the convention delegate and to the National Secretary-Treasurer, a complete report covering the Chapter activities of the past two years.

C. The duties of the Secretary-Treasurer shall be:

1. to collect all dues and assessments levied by the Chapter or other proper authority, and to keep account thereof;

2. to transmit to the National Secretary-Treasurer, by the 1st day of November of each year, the annual dues of active members and the annual subscription fee for The Compass for paid associate members;
3. to remit, within ten (10) days after the initiation of a member, the initiation fee and dues of said member, to the National Secretary-Treasurer;
4. to carry out, expeditiously, disbursement of all Chapter monies as directed herein and by prudent action of the Chapter officers or committees and pay all legitimate Chapter bill promptly;
5. to carry out, as described in Article IX, Section 2, management of Chapter investments;
6. to render an itemized statement of the Chapter's money and accounts to the Chapter at each meeting;
7. to prepare, after elections but prior to the expiration of the current term of office, a summary report of the financial activity of the Chapter for the past year, and to transmit a copy of this report to the National Secretary-Treasurer within ten (10) days of its presentation to the Chapter;
8. to assist the Vice President-Historian in the preparation and distribution of such membership lists as are required above;
9. to aid the Vice President-Historian in maintaining Chapter files and records;
10. to maintain a supply of stationary, file folders, and sundry supplies for the use of officers and committee chairs in discharging their duties;
11. to submit at the end of each Spring Semester, the financial records of the Chapter to the Coordinator of Student Organizations for annual audit.

D. The duties of the corresponding Secretary-Editor shall be:

1. to keep a record of all meetings;
2. to have charge of all Chapter publications;
3. to correspond with alumni members to secure material for The Compass, the Directory, and Chapter Letters;
4. to transmit to the National Editor, at least once per year, a Chapter letter for publication in The Compass;
5. to give a copy of each number of The Compass to the Geolibrarian for placement in the Geology Library;
6. to deliver, at meetings, to each paid-up active and associate member a copy of each number of The Compass;
7. to keep the National Secretary-Treasurer informed as to the address of the Corresponding Secretary-Editor and the number of active and associate members eligible to receive The Compass;
8. to inform the National Secretary-Treasurer, within one month of the beginning of the school year, of the names and positions of members who have left school within the last school year;
9. to conduct such correspondence as the President may direct with other organizations, individuals, and other Chapters of the Society concerning Chapter Affairs;

10. to prepare and distribute to the membership, at the direction of the President, a list of the chairs and members of all Standing Committees and current Special Committees of the Chapter;
11. to assist the Vice President-Historian and the Secretary-Treasurer in maintenance of the Chapter files.

Section 5. Vacancy of an Office:

- A. In the event of a vacancy in an office other than the President before the expiration of a full term, a special election shall be called by the President at the next regular Chapter meeting in accordance with Article IV, Section 3.

Section 6. Removal of Officers:

- A. Officers are subject to removal from office under the following conditions:
 1. violation of the policies of the University of North Dakota;
 2. violation of the University of North Dakota Code of Student Life;
 3. failure to perform the duties of their respective elected office as defined by this Constitution;
 4. failure to follow the provisions of this Constitution or the National Constitution.
- B. Procedure for the removal of an officer:
 1. A written petition detailing charges against the officer and bearing signatures of at least twenty-five percent (25%) of the active members must be submitted to any Chapter officer. The petition must be presented before the membership at a regularly-scheduled Chapter meeting. If no regular meeting is scheduled within fourteen (14) days following acquisition of sufficient signatures, the officer accepting the petition shall then call a Chapter meeting. All active members absent from the Chapter meeting at which the petition is presented shall be notified by registered mail of the pending charges and the date of the scheduled vote concerning said charges.
 2. The officer in question shall be given the opportunity to present a defense, either in person or in writing.
 3. The membership may vote to remove an officer provided at least fourteen (14) days have elapsed since presentation of the charges before the Chapter membership. A three-fourths (3/4) majority by secret ballot of the active members present and voting is required to remove an officer.
 4. Removal from office shall not suspend the ex-officer from the Chapter. Procedures outlined in Article III, Section 4 shall be followed to suspend/expel an ex-officer from the Chapter.

Section 7. Appeal of Removal of Officer:

- A. An officer may appeal his/her removal from office by requesting a special meeting of the Chapter within fourteen (14) days of the vote for removal. The President, or Vice President-Historian if the President is the officer being removed, shall notify all active members of this meeting which is to occur fourteen (14) to twenty-one (21) days after the appeal request is received.

B. A plurality of active members present and voting is necessary to uphold the vote for removal.

Section 8. Changes in Officers:

A. All changes in officers or mailing addresses shall be submitted to the Coordinator of Student Organizations within two weeks of such a change.

ARTICLE V. ADVISOR

Section 1. Advisor Selection:

A. The Advisor to this organization must be a member of the University of North Dakota faculty or staff.

B. The Advisor shall be elected through the procedures outlined in Article IV, Section 3 for election of officers.

Section 2. Role of the Advisor:

- A. The Faculty Advisor shall have the following responsibilities:
1. to assist the officers and the members in accomplishing the purpose of the Chapter;
 2. to attend all Chapter and committee meetings or functions as requested by the Chapter;
 3. if necessary, represent the Chapter in its dealings with the Department of Geology and Geological Engineering and with the University of North Dakota;
 4. to regularly review the financial records of the Chapter and forward mailings to the appropriate officers;
 5. to co-sign all financial transactions of the Chapter;
 6. to serve on the Tarr Award Committee as provided in the Constitution.

Section 3. Voting privileges:

A. The Faculty Advisor is a non-voting advisory position.

ARTICLE VI. MEETINGS

Section 1. Regular meetings are to be held at the same hour and on the same day of the week throughout the semester (or throughout the school year, if possible); the hour and day of the week are to be set by the Executive Committee, with due consideration for the most consistently convenient time of meeting for the majority of active members in the Chapter. In the event of a direct conflict with another function involving one-third (1/3) or more of the active membership, the President, with Executive committee approval, may suspend this section in each instance.

Section 2. Special meetings may be called by the President with the approval of the Executive Committee. The President shall also call a special meeting upon written request of twenty percent (20%) of the active members. Notice of special meetings must be posted at least three (3) school days prior to the scheduled date of the meeting.

Section 3. A quorum of one-half (1/2) of the active membership shall be required to conduct business. Quorum is not required to hold non-business meetings.

Section 4. The parliamentary authority for this organization shall be the most current edition of Robert's Rules of Order.

ARTICLE VII. EXECUTIVE COMMITTEE

Section 1. The Executive Committee shall schedule and organize Chapter business between regular meetings, and shall be empowered to make emergency decisions when necessary, subject to ratification by the membership at the next regular meeting following such decisions.

Section 2. The Executive Committee shall be composed of the President (as committee chair), the Vice President-Historian, the Secretary-Treasurer, the Secretary-Editor and the Faculty Advisor.

Section 3. Executive Committee meetings shall be scheduled such that the committee meets midway between regularly scheduled Chapter meetings.

Section 4. A quorum of at least three (3) student members of the Executive Committee shall be present to conduct any business.

ARTICLE VIII. COMMITTEES

Section 1. Authority to Establish Special Committees:

The President shall have the authority to appoint any special committees, with the approval of the Executive Committee, as well as meet the needs of the organization.

Section 2. Standing Committees:

A. The Executive Committee shall be composed of the President (as committee chair), the Vice President-Historian, the Secretary-Treasurer, the Secretary-Editor, and the Faculty Advisor. The Executive Committee shall perform duties as described in Article VII.

B. The Membership Committee shall be composed of the Vice President-Historian (Chair), the Faculty Advisor, and two or more additional members. Only the Faculty Advisor will have access to student records. A reasonable balance between undergraduate and graduate members shall be the aim when constituting this Committee. The Membership Committee shall propose candidates for membership in the Society at least once per semester, in accordance with Article IV of this Constitution.

C. The Program Committee shall be composed of a Chair and such additional members as are necessary for efficient functioning of the committee. The duty of the Program Committee shall be to secure and schedule programs for presentation following such regular meetings as the membership shall direct, and such special programs at other times, as may be desirable.

E. Other standing committees may be constituted from time to time in accordance with the wishes and directions of the membership.

Section 3. Special Committees:

A. The Tarr Award Committee shall consist of the Faculty Advisor, two additional faculty members (one of whom shall be a member of the society), a graduate student, preferable one who has been a Teaching Assistant, and an undergraduate student. The Tarr Award Committee shall meet annually during the spring semester to determine the Beta Zeta Chapter winner of the W.A. Tarr Award and to recommend to the membership a suitable Chapter award to supplement the national award. The committee is to implement purchase of such an award and is to maintain the Tarr Award plaque on public display. The Faculty Advisor, in conjunction with the Chapter, shall set up the method of selecting the Tarr Award Committee. The Tarr Award Committee shall follow the "Regulations of the W.A. Tarr Award" of the National Council in its selection of the winner of the award. The selection criteria as cited in the Regulations are reiterated in the Bylaws of this constitution.

B. The Banquet Committee, consisting of a chair and three or more additional members, shall be constituted during the spring semester and shall be responsible for all business pertaining to Beta Zeta involvement pertaining to Department of Geology and Geological Engineering banquets. This shall include the procurement of, and all dealings with, the guest speaker for the Banquet. If possible, the Banquet Committee Chair should be the immediate past President of the Beta Zeta Chapter.

C. The Education Grants Committee shall consist of a Chair and three additional members. It shall be constituted during the spring semester and shall be responsible, in consultation with the Executive committee regarding funds available, for conducting the Education Grants program. The availability of grants shall be publicized far enough in advance of the Spring Banquet such that students will have several weeks in which to become aware of the awards and apply for the same, and for the Committee to have adequate time to deliberate and determine educational grant expenditures. If possible, the committee shall be composed of equal members of graduate and undergraduate students.

D. Other Special Committees may be constituted as the membership may, from time to time, direct.

Section 4. Ad hoc committees may be formed by the Executive Committee or by the membership from time to time in order to transact one-time pieces of business.

Article IX. FINANCIAL STRUCTURE

Section 1. University Account:

A. All funds from University sources must be deposited and maintained in a University of North Dakota account.

B. The President and/or Secretary-Treasurer shall be authorized to sign all financial transactions dealing with Chapter funds.

C. The Chapter Advisor must co-sign all financial transactions of the Chapter.

D. The financial records/ledger of the on-campus account must be submitted for an annual audit to the Coordinator of Student Organizations at the end of the Spring Semester.

Section 2. Dues:

A. Dues and initiation fees for the Chapter above the requirements of the National Council shall be approved by a simple majority vote of the voting membership at the elections meeting.

B. National dues shall be in accordance with Chapter VI of the National Constitution.

Section 3. Investment Account:

A. An Investments Account shall be dedicated to provide a source of funds to be used in the support of educational endeavors. The interest monies derived from the Investments Account shall be transferred to the disbursement account.

B. The Secretary-Treasurer, acting on advice from the office of the University Vice-President for Finance, shall manage investments consistent with good business practice, so that the Chapter may realize maximum, long-term, financial return.

C. Monies may be removed from the Investment Account only upon recommendation of the Executive Committee and the concurrence of three-fourths (3/4) of all active Chapter members, provided that a corpus of at least 75 percent of the high balance for the previous five years remains after withdrawal.

ARTICLE X. BYLAWS

Section 1. Bylaws may be adopted by the Chapter to specify operation of the Chapter not outlined in this Constitution. No bylaw may be adopted that is contrary to the provisions of this Constitution.

Section 2. The organization may adopt, amend, or rescind any bylaw by a 2/3 majority, simple vote of the membership.

Section 3. Any proposed bylaw must be publicized to the members at least seven (7) days prior to the meeting at which it is going to be voted upon.

ARTICLE XI. AMENDMENTS

Section 1. A proposed amendment shall be submitted in written form to the Secretary-Editor of the Chapter and read at a regular meeting of the Chapter at least two (2) weeks and not more than four (4) weeks before the regular meeting at which the amendment shall be

voted upon; the proposed amendment shall be read again by the Secretary-Editor at the meeting at which it is to be voted upon.

Section 2. Amendment of this Constitution shall be by an affirmative written ballot of three-fourths (3/4) of the active members, present and voting, of the Beta Zeta Chapter.

Section 3. All amendments to this constitution shall be approved by the Student Policy Committee (SPC) of the University of North Dakota before they take effect.

Section 4. A proposed amendment, duly passed by the Chapter and approved by the SPC shall take effect at the beginning of the first meeting following notification of approval by the Student Policy Committee.

This constitution was approved by the organization's members on December 1, 2006.

President: Matthew Belobraydic

Vice President-Historian: Lucas Buckingham

Advisor: Dr. Joseph Hartman

Coordinator of Student Organizations

Date approved by Student Policy Committee:
