

**DEPARTMENT OF GEOLOGY ADVISORY BOARD
UTAH STATE UNIVERSITY**

CHARTER, BY-LAWS AND PROCEDURES

FEBRUARY 2012

SECTION 1: CHARTER

Article I. Authority

The Department of Geology at Utah State University welcomes the active involvement of leaders in the geoscience community as members of the Geology Advisory Board.

Article II. Name

The name of the organization shall be: The Department of Geology Advisory Board Utah State University (hereinafter "the Board").

Article III. Purpose and Objectives

The purposes of the Board are to promote the recognition, welfare, and progress of the Department of Geology (hereinafter "the Department"), to encourage financial and other support of the Department, and to advise the Department in matters regarding the status of economic, regulatory, or other factors that impact the Department's teaching and research mission. The objectives are:

- a. To provide advice and act as an independent consulting body for faculty, students and staff on departmental issues.
- b. To provide input to the Department from a wide range of groups in an effort to maintain high-quality curricula and degree programs in the Department.
- c. To inform alumni, friends of the University, and the public about the Department and to promote its work and services.
- d. Act as an independent voice to communicate with alumni, governmental officials, and industry officials regarding issues that impact the Department.
- e. To assist in fundraising and development activities, as necessary.

SECTION 2: BY-LAWS AND PROCEDURES

ARTICLE I. MEMBERSHIP

Section 1. There shall be two classes of membership on the Board: Regular and Honorary.

Section 2. There shall be a minimum of 10 Regular Members on the Board. Members should represent the following areas; petroleum industry, mining, secondary education (G6-12), higher education, environmental/engineering, state agency, federal agency, and "at large". Regular Members need not be graduates of the University or residents of Utah; they shall not be active, emeriti, or adjunct faculty of the Department. The procedure for selecting Regular Members of the Board is as follows:

- a. Regular Members shall serve staggered terms of four (4) years, one-fourth (1/4) of the terms to expire every year. The membership term shall commence on the date of the member's first (1st) annual board meeting and end at the conclusion of the member's fourth (4th) board meeting.
- b. A Regular Member may serve no more than two consecutive terms, unless requested and approved by majority of the board.
- c. Nominees will be selected by the Department in coordination with the Board.
- d. The Department will provide nominee resumes prior to the annual meeting.
- e. A review of proposed new Board Members will take place at the Board meeting. Following review, a vote will be taken by the Regular Members to select the nominees, who will begin their term at the following annual board meeting.
- f. Should a Regular Member resign or die before the expiration of his term, or be unable or unwilling to serve, a replacement to serve the remainder of the term will be elected as soon as practical. An email or standard mail ballot will be administered by the Chair, and voted on by all Regular Members.

Section 3. Qualifications for Regular membership on the Board are:

- a. A strong belief in higher education and enthusiasm for the Department and the University.
- b. High standing in the profession and a wide acquaintanceship within the geological community.
- c. A willingness to devote time to the organization, leadership, and activities of the Board.
- d. A willingness to seek financial support for the Department.

Section 4. The responsibilities of the Regular Members of the Board are:

- a. To attend the meetings of the Board.
- b. To assist in the attainment of the objectives of the Board and the Department.
- c. To participate in presenting the needs of the Department to prospective donors.

Section 5. The Regular members of the Board may recognize a former member or other person who has rendered unique or outstanding service to the Board or the Department by designating such individual as an Honorary Member of the Board. Each Honorary Member shall thereafter have all the privileges of a Regular Member.

Section 6. Removal of non-functional sitting board members shall be discussed at each annual board meeting. The vote of two-thirds (2/3) of the Regular Members (including Honorary Members) present at a meeting shall constitute the decision and the action of the Board to remove such individuals.

ARTICLE II. OFFICERS

Section 1. The officers of the Board shall be: Chair, Vice-Chair, and Secretary, all of whom must be Regular Members. Each officer will serve two years.

Section 2. The Chair shall preside over meetings of the Board.

Section 3. The Vice-Chair shall preside and exercise the duties of the Chair in the absence of the Chair and shall succeed to the chairmanship upon the death or resignation of the Chair to fill the unexpired term.

Section 4 - The Secretary shall take minutes of the meeting and make these minutes available to the Board.

ARTICLE III. MEETINGS

Section 1. Regular meetings of the Board shall be held annually during the Spring semester. The time and place of the meeting shall be designated by the Board in coordination with the Department, and will be determined during the previous annual meeting. The Department will organize and arrange for the meeting at USU and will provide staff support to record meeting minutes.

Section 2. Special meetings (in person or electronically) of the Board may be called by the Chair. Decisions made at such meetings require a vote of two-thirds (2/3) of all Regular Members (including Honorary Members). An email or standard mail ballot may be administered by the Chair, and voted on by all Regular Members.

Section 3. Upon invitation by the Chair, guests may attend the meetings of the Board in order to present information about actions to be considered by the Board.

Section 4. A quorum qualified to take action for the Board shall be Regular Members. The vote of two-thirds (2/3) of the Regular Members (including Honorary Members) present at a meeting shall constitute the decision and the action of the Board.

Section 5. At the culmination of the annual board meeting, the Board will compile an action item list and present recommendations to the Department Head.

ARTICLE IV. SPECIAL COMMITTEES

The Board Chair may establish special committees and appoint members as necessary.

ARTICLE V. PARLIAMENTARY PROCEDURE

In the absence of any provision to the contrary in the By-Laws, business meetings of the Board and its committees shall be governed by the parliamentary rules and usages contained in the current edition of Robert's Rules of Order, Revised.

ARTICLE VI. AMENDMENTS

Section 1. Amendments to these By-Laws and Procedures may be initiated by any member of the Board and may be presented to any meeting of the Board with the consent of two-thirds (2/3) of the Regular Members present at such meeting when no notice of such amendment is contained in the agenda, and to any meeting if notice is contained in the agenda of such meeting.

Section 2. For the adoption of a proposed amendment to these By-Laws and Procedures, an affirmative vote of two-thirds (2/3) of the Regular membership of the Board shall be required.

ARTICLE VII. CESSATION OF THE BOARD

The Board reserves the right to fully dissolve itself. This action requires a vote of two-thirds (2/3) of all Regular Members.

ARTICLE VIII. ADOPTION

Adoption of these By-Laws and Procedures of the Geology Advisory Board shall be by two-thirds (2/3) vote of all Regular members of the Board and shall take effect immediately upon adoption.