

**BY-LAWS**  
*Of The*  
**GEO-INSTITUTE at**  
**THE UNIVERSITY OF DELAWARE**

**AS WRITTEN MARCH 19, 2010**  
**AS ADOPTED**

**Preamble**

“We, the students at the University of Delaware, do hereby form the organization known as the **GEO-INSTITUTE AT THE UNIVERSITY OF DELAWARE**, for the purpose of promoting the mission of the National Organization and to offer an atmosphere of communication, education, and fellowship for our members.

**ARTICLE 1**

**Name**

The name of this organization shall be the **GEO-INSTITUTE AT THE UNIVERSITY OF DELAWARE**, hereinafter referred to as “The Chapter.”

**ARTICLE 2**

**Object**

The object of The Chapter shall be to promote the mission of the National Organization and The Institute and to offer an atmosphere of communication, education, and fellowship for our members, through regular meetings, conferences, competitions, and interaction with engineering practitioners.

**ARTICLE 3**

**Affiliation**

The Chapter is affiliated with the **AMERICAN SOCIETY OF CIVIL ENGINEERS – GEO-INSTITUTE**, hereinafter referred to as “The Institute”, and with the **AMERICAN SOCIETY OF CIVIL ENGINEERS**, hereinafter referred to as “The National Organization.”

**ARTICLE 4**

**Qualification for Membership**

Full time, matriculated undergraduate students at the University of Delaware who agree with the purpose and object of the group. Members shall be students of any discipline with an interest in design and construction.

**ARTICLE 5**

**Non-Discriminatory Clause**

The Chapter agrees to adhere to all policies and procedures of the University and all local, state, and federal laws. Members will become acquainted with policies and procedures in the Official Student Handbook and other policies and procedures provided by the University. The Chapter is a viable, functioning organization, composed of at least six full time undergraduate students and we do not discriminate on the basis of race, creed, color, gender, age, religion, national origin, veteran, handicap status, or sexual orientation.

**ARTICLE 6**

**Duties and Privileges of Membership**

Members of The Chapter will become acquainted with the policies and procedures of The Chapter, The Institute, and The National Organization. Members of The Chapter are entitled to participation in general meetings, competitions, trips, seminars, conferences and other general events. Members of The Chapter are entitled to vote during general meetings. Members of The Chapter are responsible for paying dues. Please refer to Article 14.

**ARTICLE 7**

**Non-Voting Members**

Graduate Students of The University are entitled to participation in general meetings, competitions, trips, seminars, conferences, and other events. Graduate Students are not entitled to vote during meetings, nor hold offices in The Chapter.

Alumni of The Chapter are entitled to participation in meetings, functions, trips, seminars, dinners, and other events. Alumni are not entitled to vote during meetings, nor hold offices in The Chapter.

**ARTICLE 8**

**Absence Policies**

See Article 9 for Disciplinary Procedures.

**ARTICLE 9**

**Policies and Procedures for Discipline**

In order to maintain membership in The Chapter, the person must not violate the Code of Ethics of The National Organization, and the person must not have outstanding fees or dues owed to The Chapter, The Institute, or The National Organization.

In order to be recognized as a member by The Chapter for the current semester, the student must be a new member, or must have attended a minimum of 50% of general meetings, or similar functions for the past semester.

Notification must be given to the Secretary or President a minimum of 24 hours in advance to constitute an excused absence.

**ARTICLE 10**

**Qualifications for Officers**

All Officers **MUST** be full time matriculated undergraduate students at the University of Delaware with a minimum cumulative GPA of 2.40.

Potential officers must be able to complete a full academic year, September through May (no semester abroad students).

**ARTICLE 11**

**Officers**

Note

The Executive Committee or Executive Board shall be made up of the President, Vice President, Secretary, and Treasurer. The Executive Board shall establish meeting agendas including all issues to be voted on.

Section 1

**President**

The Chapter shall have a President with the duties of calling and running meetings and handling day-to-day affairs.

The President shall be responsible for the registration of the Registered Student Organization and all required paperwork for the continuation of the organization (including start-of-year, mid-year, and end-of-year packets).

The President shall receive all information from the Activities and Programs office from an undisclosed email database.

The President may assemble Members into Committees for various specific tasks and shall appoint all Committee members; The President is an *ex-officio* member of all Committees. The President will oversee the actions of the Committees.

The President may select a replacement (Member) as approved by the Executive Board to act in the position of a vacant Office until a scheduled election.

The President shall administer the voting process at a scheduled election.

## Section 2

### Vice President

The Vice President shall work closely with the President to fulfill the duties as described above.

The Vice President shall serve the role of President if the President is absent, unable to serve the duties, or if the President resigns.

The Vice President shall be responsible for checking the organizations mailbox and for disseminating information about other activities offered by the other Registered Student Organizations and business Promotions.

## Section 3

### Treasurer

The Treasurer shall be responsible for all group expenditures and revenues.

The Treasurer shall write all checks and have all checks signed by the Activities and Programs staff for the purpose of the organization.

The Treasurer shall maintain all group ledgers.

The Treasurer shall be responsible for requesting funds from the allocation board.

The Treasurer shall provide all records maintained and in the possession of the Treasurer for an Audit by the Executive Committee when so directed by the Executive Committee.

The Treasurer shall provide additional information as requested by the President.

## Section 4

### Secretary

The Secretary shall record the events of all meetings of The Chapter and shall maintain a written and electronic copy of all minutes of those meetings.

The Secretary shall take attendance of those present at group meetings as necessary.

The Secretary shall serve as The Chapter Historian, and pass on accurate records of what The Chapter has done over the past year, and who was involved.

The Secretary shall maintain the membership list and email database.

The Secretary shall maintain the list of current Officers and Committees. The Secretary shall supply any information requested by The Section or The National Organization in an expedient manner. The Secretary shall perform any other duties assigned by the President.

## **ARTICLE 12**

### **Election of Officers**

Elections will be held prior to the end of the academic spring semester, on a date decided by the Executive Board. All members (as described in Article 4), including Officers (as described in Article 11), are entitled to one vote, unless running for the particular office being voted on, in which case they do not vote. New Officers will take Office during the first general meeting of the academic fall semester. The term of office shall run from the first meeting of the academic fall semester to the last meeting of the following academic spring semester.

#### Section 1

### **Procedure for Discipline / Removal of Office**

In addition to all details in Article 9, Officers must attend a minimum of 75% of Executive Board Meetings. Failure to do so will bring the Officer up for review after the academic fall semester. An Officer may be removed from office at any time by a vote of 51% of The Chapter.

#### Section 2

### **Resignations**

An Officer resignation may be submitted at any time to all other Officers. It must be typed, dated, and signed by the officer resigning. Resignation in no way effects general membership in The Chapter.

#### Section 3

### **Officer Transition**

Elections shall be held prior to the end of the academic spring semester, and past Officers should remain active for at least the semester following their term. A transition meeting shall be held during the first Executive Meeting of the academic fall semester, where all materials and records will be transferred to the new Officers. Past Officers shall attend the first few Executive Meetings of the academic fall semester, to assist in transition of their respective offices (unless graduated).

## **ARTICLE 13**

### **Meetings**

Meeting attendance is required only during the academic fall and spring semesters.

General meetings or similar functions will be held no less than once per month or as necessary.

Executive meetings will be held no less than once per month or as necessary.

Officers shall meet with the Advisor no less than once per month.

## **ARTICLE 14**

### **Dues**

Dues are to be collected by the Treasurer before the last meeting of each academic semester. If dues are not collected before the last meeting, the

member will be brought up for review by the Executive Board. Dues will be established at the beginning of each academic spring semester by the Executive Board. A financial report of proposed dues amount and planned use shall be prepared by the Treasurer, and voted on by The Chapter during the second general meeting of the academic spring semester.

**ARTICLE 15**

**By-Laws**

New By-Laws, or changes in the existing By-Laws, will take effect once approved by 51% of The Chapter.

**ARTICLE 16**

**Procedures for Decision-Making**

The Chapter will follow generally accepted procedures and courtesies of professional meetings to govern in all cases to which they are applicable and in which they are not inconsistent with the By-Laws.

For all issues requiring a vote during a general meeting, notice will be given to all members of The Chapter no less than one week prior to that meeting by a member of the Executive Board.

**ARTICLE 17**

**Establishment of Committees**

Committees shall be appointed by the President, and will continue to serve The Chapter until members are replaced by the Executive Board, or the Committee is dissolved by the Executive Board. The chair of each Established Committee will be chosen by the new President as approved by the Executive Board.

**ARTICLE 18**

**Selection of an Advisor**

The Advisor must be a full time professional faculty or staff person (no part time / salaried staff or graduate student may serve as Advisor). The Advisor shall aid in all operations of The Chapter, and is expected to serve through the academic school year. The Executive Board shall search for and select a new Advisor, upon the request of the current Advisor, or a vote of 51% of The Chapter

**ARTICLE 19**

**Disbursal of Organizational Assets should the group become defunct**

The University of Delaware shall inherit the assets of any Registered Student Organization should the group become defunct, after payment of all indebtedness. Should the amount of indebtedness exceed the amount of assets available, The University of Delaware, The Section, or The National Organization are not liable for any outstanding amounts.

**ARTICLE 20**

**Quorum**

The minimum number of members present at a general meeting to hold a vote shall be 30% of active members. Votes may take place outside of a general meeting if all members have been notified in advance.

**Signatures:**

**President:**

*Lawrence Solo*

**Vice President:**

*Tom Catlett*

**Advisor:**

*Christopher L. Meehan*

**Activities and Programs Staff:**

*[Signature]*

**Date:**

*4/9/2010*