Constitution and Bylaws of the Society of Sigma Gamma Epsilon

A National Honorary for the Earth Sciences

(Founded March 30, 1915 at the University of Kansas)

PREAMBLE

Whereas, the members of Sigma Gamma Epsilon, believing that students of the Earth Sciences should be associated for the better accomplishments of the aims of these kindred sciences, do adopt the following Constitution:

ARTICLE I.

Name and Object

Sec. 1. The name of this organization shall be THE SOCIETY OF SIGMA GAMMA EPSILON (hereinafter referred to as the Society).

Sec. 2. The Society shall have for its objectives the scholastic and scientific advancement of its members and the extension of the relations of friendship and assistance among colleges, universities, and scientific schools (hereinafter referred to as school or schools) with recognized standing which are devoted to the advancement of the Earth Sciences.

Sec. 3. Membership in the Society of Sigma Gamma Epsilon is intended for those scientists and students whose primary concern is the study of the earth. It shall be the policy of the Society to impose no restriction on membership on the basis of sex, race, color, creed, or national origin.

ARTICLE II.

Chapters, Their Organization and Membership

Sec. 1. The Society shall consist of chapters established in schools having major courses in the Earth Sciences. The United States and Canada shall be divided into four provinces. These provinces shall be known as: (1) The Northeastern Province, (2) The Southeastern Province, (3) The Central Province, and (4) The Western Province. The Northeastern Province shall consist of the following States and Provinces: Connecticut, Delaware, District of Columbia, Indiana,
Kentucky, Maine, Maryland, Massachusetts, Michigan excluding the Upper Michigan Peninsula, New Hampshire, New Jersey, New York, Ohio, Pennsylvania, Rhode Island, Vermont, Virginia, West Virginia, New Brunswick, Newfoundland, Nova Scotia, Ontario, Prince Edward Island, and Quebec. The Southeastern Province shall consist of the following States: Alabama, Arkansas, Florida, Georgia, Louisiana, Mississippi, North Carolina, Oklahoma, South Carolina, Tennessee, and Texas (east of 103 Longitude). The Central Province shall consist of the following States and Provinces: Illinois, Iowa, Kansas, the Upper Peninsula of Michigan, Minnesota, Missouri, Nebraska, North Dakota, South Dakota, Wisconsin, Manitoba, and Saskatchewan. The Western Province shall consist of the following States and Provinces: Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, Oregon, Texas (that portion west of 103 Longitude), Utah, Washington, Wyoming, Alberta, and British Columbia.
All Chapters in the Society and all active members thereof shall have equal rights therein.

Sec. 2. A chapter of Sigma Gamma Epsilon may be established upon the petition in writing of five or more eligible students of some recognized school as here in above stipulated. The character and qualifications of such petitioners must be approved by the National council.
2a. Alumni Clubs of Sigma Gamma Epsilon may be established upon the petition in writing of not less than ten alumni members of the society.
2b. Individuals from a four-year college or university recognized by the National Council as having a qualified Earth Science program, but without an active chapter, may affiliate with an active chapter by petitioning to that active chapter. A simple majority vote of the active chapter will be needed for active membership of the petitioning individual or individuals.
Sec. 3. The petition for a chapter shall contain the following: name and location of school, qualifications for admission to the freshman class, courses of study and requirements for graduation, a brief personal record and signature of each petitioner. A majority vote of the National Council with a three-fourths vote of all active chapters shall be required to grant a charter for a chapter in this Society. Communications from the National Council must be acted upon by the chapters within one month (not counting regular college vacations) from the time of their receipt, except when a chapter shall ask for further information, when one month shall be added. Should a chapter fail to report on such a communication within the specified time, such
failure shall be construed as a vote in whatsoever way the Council shall see fit. Notification of this action will be sent to the chapter at once.
Sec. 4. Any person duly registered in a school herein before characterized as "recognized" and majoring in any branch of the Earth Sciences, who has at least ten (10) semester hours or fifteen (15) quarter hours in the Earth Sciences; or any person in a recognized school who had at least ten (10) semester hours or fifteen (15) quarter hours, and at the time of initiation is taking further work in the Earth Sciences, shall be eligible for membership.
4a. Academic eligibility for membership (detailed above) can include eligible Earth Science credit transferred from a previously attended institution that meets qualifications listed in Article II, Section 2b.
Sec, 5. In conformity with the objects of the Society, the general 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, chapters 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.
Individual chapters have the prerogative to pass bylaws to set higher standards at their in institutions by establishing higher grade point averages and/or minimum hours required. The National Council should be notified upon establishment of such standards.
Sec. 6. Associate membership may be granted by any chapter to any person on the faculty of the departments teaching Earth Sciences in that school where the chapter is located, or to any worthy professional person in a field of the Earth Sciences.

Sec. 7. Honorary membership may be granted to any person pre-eminent in a field of the Earth Sciences and of high scientific attainment and who has contributed to the goals of the Society. Written proposals for honorary membership may be approved by a vote of the National Convention, having been considered by an Awards Committee convened at that convention.
Sec. 8. Any member of this Society may be a member of any social, professional, or other honor society.
Sec. 9. At least twice yearly, each chapter shall obtain a list of individuals eligible for membership, and each individual must be duly considered. Any active member may propose any eligible person for active membership, the proposal to lay over at least one week before being voted upon except upon unanimous vote of the chapter to suspend this rule. A rejected candidate may not again be proposed for a period of one month.
Sec. 10. To elect a candidate for active membership shall require a simple majority vote of all active members present, provided at least one-half of the active members are present.
Sec. 11. Active members shall be those members duly initiated, who have paid current national and chapter dues, and who have registered for undergraduate work or graduate work in the school where the chapter is located.
11a. Active alumni members are those who pay yearly dues to the National Council an amount equal to the annual dues of an active member for which the alumni member shall receive THE COMPASS. An inactive alumni member is a former active member who has not paid such dues.
11b. Associate members shall be those who have been admitted as such.
11c. Honorary members shall be those who have been proposed as such, and approved by the National Convention.
11d. A Life Member shall be any member who has paid to the National Secretary-Treasurer the one-time fee of $175. This payment will ensure a lifetime subscription to THE COMPASS.
Sec. 12. Active membership may be transferred from one chapter to another upon request, by letter, from the chapter seeking the affiliation to the chapter of which the person is a member. No new initiation fee is required upon transfer, and the initiate records shall be retained by the initiating chapter.
Sec. 13. Alumni, associate, honorary, and life members shall not have the power to vote, such power being vested in the active members only.
Sec. 14. Initiation may take place at such times as the chapter considers necessary.
Sec. 15. In the event of the dissolution of the national society, the combined net assets of said society shall be distributed equally to the earth science program of those colleges and universities having active chapters at the time of dissolution.

ARTICLE III.

Government of Chapters
Sec. 1. The officers of each chapter shall be: (1) President, (2) Vice President-Historian, (3) Secretary-Treasurer, (4) Corresponding Secretary-Editor, and such other officers as may be necessary.
Sec. 2. The duties of the President shall be: To preside at all meetings of the chapter, to report to the National Secretary-Treasurer the conditions of the chapter within thirty days

after assuming office, to perform the usual duties of the executive office, and such other duties as the chapter may require.
Sec. 3. The duties of the Vice President-Historian shall be: To preside in the absence of the President, to drill the members in the articles of the Constitution and Bylaws and Ritual, and to act as chair of the membership committee. Duties as Historian shall be:
3a. To keep a correct record of all members of the chapter on the regulation blanks for that purpose, and to carry on all correspondence with the National Secretary-Treasurer relating to membership records.
3b. To prepare within fifteen (15) days after the first meeting in each semester or quarter of each school year an accurate list of the active members of the chapter, together with their addresses and to transmit a copy of the list to the National Secretary-Treasurer who will transmit copies to the National Vice Presidents, National Editor, and National President.
3c. To transmit to the National Secretary-Treasurer within ten (10) days after the election, a list of names and addresses of the chapter officers.
3d. To see that the initiate cards are properly filled out in duplicate at the time of initiation of new members. One copy shall be sent to the National Secretary-Treasurer together with the initiation fees and the other copy shall be retained by the local chapter.
3e. To provide the National Secretary-Treasurer with information relative to active, alumni, associate, or honorary members and archival materials relative to chapter history.
3f. To transmit within one 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 previous two years.
Sec. 4. The duties of the Secretary-Treasurer shall be:
4a. To keep a correct and faithful record of the meetings of the chapter, and to file reports of chapter officers.
4b. To collect promptly all dues and assessments levied by the chapter or other proper authority, and to keep accurate account thereof.
4c. To remit within ten (10) days after initiation of a member, the initiation fee due the National Council. This fee shall be accompanied by the initiation blanks as furnished by the Historian of the chapter. (See Art. III, Sec. 3d; Art. VI, Sees. 2, 3, and 4.)
4d. To render an itemized statement of the chapter's money at any time the chapter may require, but in all cases such a report shall be filed in the chapter records upon expiration of the term of office. A copy of the report so filed shall be transmitted to the National Secretary-Treasurer within ten days of its presentation to the chapter.
Sec. 5. The duties of the Corresponding Secretary-Editor shall be:
5a. To have charge of all chapter publications.
5b. To act as assistant to the National Editor and to transmit to the Editor annually a Chapter letter for publication in THE COMPASS.
5c. To keep the National Secretary-Treasurer posted as to the address of the chapter editor and as to the number of active members in the chapter, to each of whom a copy of each number of THE COMPASS shall be sent, the expense of which is covered by the annual dues.
5d. To return to the National Secretary-Treasurer the names and positions of all members who have left school within the last school year.

Sec. 6. Chapter Officers shall be elected at least once during each calendar year at such times as the chapter may deem necessary. Vacancies shall be filled by special elections.
Sec. 7. Each chapter shall elect a Faculty Advisor, who is a Sigma Gamma Epsilon member, for a term of two (2) years. The name and mailing address shall be sent immediately after election to the National Editor and the National Secretary-Treasurer who shall forward these names to the appropriate provincial national vice president and which shall be published in the Chapter Directory in THE COMP ASS.
Sec. 8. Chapter Officers will be held responsible for the initiation of new members within their chapter. No activities causing physical or mental hazards shall be performed on a candidate for membership during the initiation ritual. This policy shall be enforced by disciplinary actions to be determined by the National Council.

ARTICLE IV.

Meetings
Sec. 1. A regular meeting shall be held not less than once a month during the school year, the first meeting to be held one month after the opening of the institution in which the chapter is located.
Sec. 2. Special meetings may be called by the President or by any three active members after due and proper notice of such meetings has been given to all active members.
Sec. 3. Business may be conducted at a duly announced meeting. If the question of a quorum is raised by a member, a quorum must be present to transact business. One-half of the active members shall constitute a quorum.

ARTICLE V.

Policy
Sec. 1. It shall be the policy of this Society to participate actively and openly in any school activity which it deems to be for the good of the school.
Sec. 2. In conformity with its status as an honor organization, this Society does not sanction the ownership and/or occupation of a chapter house for its membership.
Sec. 3. The execution of the Ritual shall be done in accordance with the Initiation Ceremony published and issued by the National Secretary-Treasurer.
Sec. 4. It shall be the policy of the Society to impose no restrictions on membership on the basis of sex, race, color, creed, or national origin.
Sec. 5. It is the policy of Sigma Gamma Epsilon to abide by the Privacy Act. When determining initiate eligibility to the Society, student members shall not have access to any student's grades.

ARTICLE VI.

Finances
Sec. 1. The National Convention shall have the power to raise money by levy of assessments upon the chapters.
Sec. 2. Each chapter shall have the power to regulate the amount of initiation fees for itself but twenty-five dollars ($25) shall go to the National Council for each initiation of an active member or associate member. The initiation fee and annual dues for each new member should be transmitted to the National Office together.
Sec. 3. The national dues for each active member or active associate member shall be fifteen dollars ($15) per fiscal year, $12 of said dues shall be for publication of THE COMPASS, and the remaining dues shall be used to defray other membership expenses.

For those new members initiated after February 1, the dues shall be eight dollars ($8) for the remainder of the fiscal year, $6 of which shall be for publication of THE COMPASS. These dues shall be in addition to the initiation fee. These dues and a list of members shall be transmitted by the chapter to the National Secretary-Treasurer by November 1 for each fiscal year. Dues and initiation fees for new initiates shall be transmitted within ten (10) days of initiation. For a chapter to remain active, all members involved in the local chapter are required to pay appropriate initiation fees and national dues.
Sec. 4. The fiscal year for the Society shall end August 31 each year. The fiscal affairs of the Society shall be operated in conformance with requirements for non-profit organizations.

ARTICLE VII.

Suspension and Expulsion
Sec. 1. No chapter in arrears for monies due the National Council shall be entitled to representation at the National Convention.
Sec. 2. Any member may be expelled from membership in the chapter or in the general Society upon charges being filed with the secretary of the chapter to which the member belongs, the charges to be signed by three members of that chapter. These charges shall be read at the next chapter meeting and the members of that chapter shall be notified by registered mail before the next meeting that the charges are to be acted upon at said meeting. At said meeting the member in question shall be given an opportunity to defend himself before the chapter. 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.
Sec. 3. Chapter privileges of a member may be suspended by a two-thirds vote of the active members of the chapter. Before such action can be taken, the member in question shall be given an opportunity to defend himself before the chapter.

ARTICLE VIII.

Bylaws of Chapters
Sec. 1. Any chapter of this Society may make Bylaws for its government provided those Bylaws do not in any way conflict with this Constitution.

ARTICLE IX.

Amendments
Sec. 1. Amendments to this Constitution and its Bylaws may be proposed by (a) a chapter or by a National Officer between National Conventions, (b) by a delegate or a National Officer in the National Convention.
Sec. 2. Amendments to the Constitution and Bylaws may be made in a National Convention and must receive a three-fourths vote of the delegates and National Council present to pass. Such amendments shall become effective at once, except that any chapter or member of the National Council may ask for a referendum vote on the amendments within thirty (30) days provided that the objections to the amendments are submitted with the request for the referendum. Such a request for a referendum vote shall be made through the National Secretary-Treasurer.
Sec. 3. An amendment proposed by any chapter and favorably passed at two successive chapter meetings shall be sent to the National Secretary-Treasurer who shall submit it to all chapters of the Society and to the National Council for consideration. A three-fourths

vote of all active members or four-fifths vote of all active chapters, and a majority vote of the National Council, shall be necessary to adopt the amendment.
An amendment proposed by a member of the National Council and favored by a majority of that body shall be submitted to a vote of the chapters in the manner indicated in the preceding part of the article.
Sec. 4. The vote of each chapter shall be certified by the Chapter President and the Secretary- Treasurer and mailed to the National Secretary-Treasurer within ten (10) days after action has been taken for or against the amendment.
For time allotted a chapter to vote on a communication from the National Secretary-Treasurer, see Bylaws of the National Council, Article VI.

ARTICLE X.

Government by National Convention
Sec. 1. The ultimate legislative authority of this Society shall be vested in a National Convention. Legislation passed by the National Convention shall become effective at once, unless otherwise stated. A chapter may be represented at the convention by as many members as it may deem necessary, but each chapter shall have one vote. Only the official delegate shall have the power of casting this vote. The National President shall act as Chair of the Convention but shall have no vote except in case of a tie. The other members of the National Council each have one vote.
Sec. 2. The duties of the National Convention shall be: To transact all the business of the Society at large, a three-fourths vote of the Convention being required to transact business.
Sec. 3. National Conventions shall be held on alternate years preceded by a meeting of the National Council. The place of meeting of each convention shall be determined by the previous convention; or upon the recommendations of the convention, the time and place of the next meeting shall be determined by the National Council.
Sec. 4. The transportation costs for each active chapter delegate shall be provided by the National Council at a rate determined by the Council. The expenses of the delegate, in excess of that already provided by the National Council, within a reasonable amount, shall be paid by the chapter.
Sec. 5. The transportation costs for each National Council member plus personal expenses shall be provided by the National Council at a rate determined by the National Council.

ARTICLE XI.

National Council
Sec. 1. The National Council shall consist of seven (7) members. They shall be designated as follows: (1) National President; (2) Four National Vice Presidents (one is to be elected from each of the provinces described heretofore); (3) National Secretary-Treasurer; and (4) National Editor. All members of the National Council shall be elected by the delegates at the National Convention, except the National Secretary-Treasurer who shall be nominated by the National Council. All members of the National Council shall have faculty status and be associate or alumni members of the Society.
In order to assure continuity of policy, the immediate past-president shall serve in an advisory capacity to the National Convention for a period of one year. National Council

members shall be elected at each National Convention and shall serve until the next election.
The National Council shall have power to fill vacancies in its membership by a majority vote of the remaining members.
Sec. 2. The National President shall be the chief executive office of the Society and of the National Council and shall preside at meetings of the Council and at the National Convention following election. The National President shall be in charge of improving relations and soliciting support from alumni members. Term of office shall be for two years with succession in office not more than one time.
Sec. 3. The duties of the National Vice Presidents shall be: To represent their respective provinces at meetings of the National Council; if deemed advisable by the National Council, to install new chapters, to make any necessary visitations to chapters in their respective provinces when requested by the National Council or upon request of the local chapter, and to solicit papers for THE COMPASS--such papers to be sent directly to the National Editor. They are encouraged to contact chapters once a year. They shall assist the President in improving and soliciting alumni support. The National Council shall designate one of the National Vice Presidents to preside over meetings of the National Council and the General Society in the absence of the National President.
Sec. 4. The duties of the National Secretary-Treasurer shall be: To manage the affairs of the Society in accordance with the procedures determined by the National Council; to keep the minutes of all meetings of the Council; to have in custody all monies of the Society at large; and to render account of these monies to the National Convention. In those years in which the Convention does not take place, a report of the monies shall be sent by circular letter to the other Council members and to each chapter, not later than November. The National Secretary- Treasurer shall be bonded for $25,000. The expense of this bond is to be borne by the National Council, The National Secretary-Treasurer shall also act as Managing Editor of THE
COMP ASS.
Sec. 5. The official publication of the Society shall be THE COMPASS of Sigma Gamma Epsilon. The duty of the National Editor shall be to edit and publish THE COMPASS four times during the college year. The Editor shall have the power and authority to enter into such contracts and agreements relative to the publication of this journal as may be necessary, subject to the approval of the National Council. The National Editor shall have the authority to call upon chapters and members of the Society for material with which to make the publication as prescribed by vote of the Society.
Sec. 6. The National Council shall direct the policies of the Society and shall have power, when upheld by three-fourths vote of all chapters of the Society, to revoke the charter of any chapter.
Sec. 7. A majority vote of the National Council with a three-fourths vote of all active chapters shall be required to grant a charter for a chapter in this Society.
Sec. 8. A scholarship may be awarded each year to an active member of Sigma Gamma Epsilon who has been approved by the Scholarship Committee.
Sec. 9. This Constitution, issued August, 1993, by the National President and the National Secretary-Treasurer supersedes all former Constitutions which are hereby declared void.

Signed
RICHARD L. FORD, National President
CHARLES J· MANKIN, National Secretary-Treasurer

BY LAWS OF THE NATIONAL COUNCIL

ART. I. Meetings may be called by the President at his discretion and whenever it is convenient for a majority of the Council to attend. The votes of the absent members may be obtained by mail.

ART. II. All the business of the Council may be transacted by correspondence under the following rules:

Rule 1. Any question may be brought before the Council for action by a written motion of a Councilor, or any Councilor may take the initiative in proposing a motion.

Rule 2. The maker of a motion shall write it out in full and precede it with the words, "I move that ...."

The text of the motion shall be followed by.

Place Date Signature

The motion shall then be sent to the Nationa1 Secretary-Treasurer, who shall send a copy to each member of the National Council. Each Councilor (except the National President, who does not have a vote) shall write below the resolution as follows:

"I approve (or disapprove) the above motion."

Place Date Signature

The Councilor shall then send the motion to the National President. If a majority of four Councilors approve, then the National President shall declare the motion passed and send it to the National Secretary-Treasurer for record.

Rule 3. If a Councilor does not approve, suggestions, as well as objections, must be stated to the motion. These shall be concisely stated above the Councilor's signature. Unless it shall appear to the National President that the consensus is strongly against the motion (in which case it will be declared lost), the motion shall be returned to the maker to be recast and re-submitted. On the second submission, the approval of four members shall be sufficient to pass the motion.

Rule 4. The failure of any member to vote on an issue within two weeks from the time of probable receipt of the motion or ballot shall be equivalent to an affirmative vote on the issue, and such vote shall be entered by the President.

ART. III. As stated in the Constitution, the list of the names and addresses of active members, newly elected officers, annual dues, announcement of the initiation of new members, and fees from initiation, due to the National Council, shall be sent to the proper office of the national Council within one month after the date due. Any chapter which fails to comply shall be subject to a fine of one dollar on each item mentioned.

ART. IV. The installation of new chapters shall be as directed by the National Council, and the traveling expenses of the installing officer shall be borne by the National Council.

ART. V. When a chapter shall have unpaid fees, dues, fines, or assessments due the National Council, it shall receive from the National Secretary-Treasurer two notifications, the second to follow three weeks after the first. After a period of one month following the second notification, the National Council shall have the power to recall and annul the charter of the chapter.

ART. VI. Communications from the National Council must be acted upon by the chapters within one month (not counting regular college vacations) from the time of their receipt,

except when a chapter shall ask for further information, when one month shall be added. Should a chapter fail to report on such a communication within a specified time, such failure shall be construed as a vote in whatsoever way the Council shall see fit. Notification of this action will be sent to the chapter at once.
ART. VII. Every order for insignia of Sigma Gamma Epsilon must be approved by the National Secretary-Treasurer, who must have on file the initiation card of the member for whom the pin or key is intended.
ART. VIII. The directors of Sigma Gamma Epsilon shall be the National Officers of the Society.
ART. IX. These Bylaws of the National Council, issued August, 1993 by the National President and the National Secretary-Treasurer; supersede all former bylaws which are hereby declared void.
Signed
RICHARD L. FORD, National President
CHARLES J. MANKIN, National Secretary-Treasurer

INDIANA UNIVERSITY POLICIES

Statement of University Compliance: This organization shall comply with all Indiana University regulations, and local, state and federal laws.

Anti-Hazing Policy: Hazing is strictly prohibited. Hazing shall be defined as any conduct which subjects another person, whether physically, mentally, emotionally, or psychologically, to anything that may endanger, abuse, degrade, or intimidate the person as a condition of association with a group or organization, regardless of the person's consent or lack of consent.

Personal Gain Clause: This organization, if raising funds, shall ethically raise and distribute profits from organizational functions to either the organization or to members who provide a service that directly benefits the organization. Individual members may not receive compensation from for-profit companies if acting as a representative of a student organization.

Programs Involving Children: This organization, when working with children, will be aware of and abide by the University's Programs Involving Children (PIC) Policy