

# **Gamma Theta Upsilon, Beta Psi Chapter at Kansas State University Chapter Constitution**

## **Article 1. - Name**

The official designation for this organization shall be Gamma Theta Upsilon, Beta Psi Chapter.

## **Article 2. - Classification within Kansas State University**

The Beta Psi Chapter of Gamma Theta Upsilon will serve as the Geographical Honor Society for the Geography Department of Kansas State University. The organization will be open for students of all levels that qualify for membership.

## **Article 3. - Main Objectives**

The main objectives of this chapter shall include:

1. To Promote the growth and continued academic good health of the Geography Department of Kansas State University.
2. To Strengthen student and professional training through academic experiences other than those of the classroom and laboratory.
3. To Advance the status of Geography as a cultural and practical discipline for study and investigation.

Throughout all of these, this chapter will strive to maintain an environment where members of the chapter and members of the department will be able and willing to participate.

## **Article 4. - Membership**

1. Regular Membership
  - a. A regular member qualifies for membership by applying after having completed a minimum of three courses within the Kansas State University Geography Department with a "B" average or greater. Candidates must also have completed three semesters or more of college coursework at the time of their application.
2. Honorary Membership
  - a. The chapter may extend Honorary Membership to whom it feels by exploration, research, lecturing, publishing, teaching, or in any other way contributed to a marked advancement in any phase of the Geographic discipline.

## **Article 5. - Chapter Meetings**

1. Regularity
  - a. Meetings shall occur at least once a semester with a goal of once per month. Officers may adjust the schedule as needed due to the time demands of the membership. A majority of the Executive Council (4 of 6) need to be present at any general chapter meeting.

## **Article 6. - Constitutional Review**

1. Every 2 years starting from the Fall of 2011, this Constitution shall go through a review in order to update and adapt to the changing needs of the membership and of the Geography Department at Kansas State University.
  - a. A General Report will be made prior to the elections and publication of any and all changes shall be made public for no less than one month to allow for discussion of them.
  - b. This General Report, should none be put forward to the ballot, shall reflect on how the chapter is progressing, the problems faced, and have recommendations to future officers. It should serve as the first tool of transition between officers.
2. Changes to the Constitution will be voted on alongside the Officer Elections. Each change should be made a separate issue on the ballot unless directly dependent on another initiative.
  - a. At any time the Executive Council by majority vote, can order a Constitutional Review or propose changes to be added to the ballot outside of this review cycle.

## **Bylaws**

### A. Membership Application Process

- a. Every semester near the mid-point. The Faculty Advisor shall obtain an updated roster of all Majors and Minors within the K-State Geography Department and supply a list of those students who have met the requirements for membership to the Secretary.
  - i. An application process shall be available for non-major/minor students who still wish to obtain membership in the chapter.
- b. After the list of candidates has been received by the Secretary and validated by the Executive Committee, they will be contacted via email and invited to be initiated at the last meeting of the semester.
- c. While Sections A and B shall be held every semester, a standing application should be available for prospective students to apply for membership.
  - i. An email should be sent out at least once a semester introducing the chapter, its goals, and current events to all students of the Geography discipline at Kansas State.

### B. Membership Status Definitions

- i. An Active Member of the chapter will be considered such as such when their dues are paid and they are in residence as well as having attended meetings within the department.
- ii. An Associate Member of the chapter will be considered as such when they have successfully applied to the chapter, but have not been initiated.
- iii. An At-Distance Member will be considered as such when their dues are paid but are unable to attend meetings or events. Efforts will be made to distribute minutes and include their votes on issues brought forward at meetings.
- iv. An Alumni Member will be considered as such upon a student's graduation from the Geography program. These members are not required to pay dues, but should be kept on the ListServ for the distribution of minutes unless they ask for their removal.
- v. These statuses shall only be used in reporting by the chapter within it and should the chapter be asked to define prospective students for scholarship, campus leadership positions (including officer/committee positions in the chapter), or seats on committees.
- vi.

### C. Officer Elections

- a. Minimum Qualifications for Candidates
  - i. Candidates will be active members within the chapter and plan on being in residence within the department during the majority of their prospective term.
- b. Officers Election and Initiation
  - i. Officers shall be elected in the spring before the Spring Banquet. They will also be initiated at the Banquet with the formal turning over of the key after the initiation ceremony.

#### D. Position Responsibilities

##### a. President

- i. Recognizes and strives to attain the goals of the Chapter through exercise of leadership and other personal qualities. Supervises, delegates authority, and promotes cooperation of all officers and Members.
- ii. Presides at chapter meetings, functions, and activities.
- iii. Presides over Constitutional Reviews and strives to uphold the Constitution.
- iv. Appoints committees, both chairs and members. Defines their responsibilities and objectives.
- v. Supervises officers and committees. Knows their duties, responsibilities and prerogatives.
- vi. Act as a liaison between the Chapter, Faculty Advisor, the Department (KSU Geography), and officers of the institution associated with student activities (OSAS).
- vii. Initiates purchases of equipment and supplies in conjunction with the Treasurer, after approval of the Sponsor. Reviews and approves budget report and insures the integrity of the financial records of the chapter.
- viii. Prepares an update to the GTU Beta Psi Officer handbook and provides a copy to the incoming president. This shall include an outline of the major activities of the chapter in the past academic year and recommendations on future actions.

##### b. Vice-President

- i. Serves in the absence of the President and succeeds if the President must step down.
- ii. Shall be in charge of the Brown Bag Seminar program.
- iii. Works with the Executive Committee to help set up and run activities and speakers.
- iv. Serves on all committees as an ex officio member unless otherwise appointed or requested by the chapter.

##### c. Secretary

- i. Shall receive accepted membership forms and notify them as to their status. A formal letter shall be sent out before initiation informing new members of the time and place it will take place along with any other pertinent information.
- ii. Take attendance of members and guests at meetings and keep a record of ongoing attendance. This information will remain privy only to the Executive Council and be used to define active membership status only.
- iii. Encourage continued attendance of membership.
- iv. Maintain an active ListServ in order to disseminate information regarding the chapter's activities.
- v. Maintain a database of information regarding all active and past members of the chapter.
- vi. Shall assume the role of Vice President until such time as the position can be filled should the President or Vice President resign from office.

- d. Treasurer
  - i. Shall collect and maintain an active record of all monies collected in the name of the chapter and deposit them into the chapter's bank account.
  - ii. Pays all bills. This includes the following duties:
    - 1. Logging in bills and invoices
    - 2. Preparing all checks and check request forms if necessary.
    - 3. Mailing checks to creditors.
    - 4. Holding and dispensing the petty cash fund.
  - iii. Keep an account of all income and expenditures, providing a report at the start of each semester to the chapter.
  - iv. Arranges for the successful transfer of all records and the addition of the successive President and Treasurer to the checking account.
- e. Social Chair/Historian
  - i. Maintains a record of all Chapter activities.
  - ii. Stores pictures and articles of all functions, activities, and personalities.
  - iii. Shall be in charge of organizing the Spring Banquet, with the help of the Executive Committee.
  - iv. Shall organize activities which will be open to all members of the department.
- f. Faculty Advisor
  - i. The Faculty Advisor (FA) shall maintain a liaison role between the student membership of GTU and the Faculty of the Department.
  - ii. As a member of the Executive Council, the FA will be *ex officio* unless a tie occurs.
  - iii. Shall oversee that the chapter records are successfully transferred between successive officers, and that they are maintained during their term.
  - iv. Shall encourage participation in the chapter at all levels.
  - v. Should the Faculty Advisor deem it necessary to step down or decrease their activity within the chapter for a short period of time, they may designate an Associate to aid the chapter in maintaining a strong tie to the department. This will need to be approved by a majority vote of the Executive Council before taking effect.
  - vi. Should the Faculty Advisor wish to step down, nominations shall be taken and at the next general meeting a vote will be taken in order to fill the role.

#### E. Executive Committee

- a. The Executive Committee of the chapter includes the elected officers and the Faculty Advisor (*ex officio*).
- b. This committee shall strive to meet before each general meeting or more often as necessary.
- c. This committee shall conduct the business of the Chapter between meetings and plan the overall operation of the Chapter.