

The By-laws of Gamma Theta Upsilon
An International Honor Society in Geography

Article I - Gamma Theta Upsilon is classified as a Specialized Honor Society by the Association of College Honor Societies.

Article II – Elected and Appointed Officers of the Society

A. Elected Officers: President, First Vice-President, Second Vice-President, Executive Secretary, Comptroller, Outreach Coordinator, Development Coordinator, and Historian.

1. Eligibility

Any member of the Society who is eligible to be a Chapter Sponsor, or who has in the past served as a Chapter Sponsor (Article III of the Bylaws) and is a GTU member shall be eligible for election to the Offices of President, First Vice-President, Second Vice-President, Executive Secretary, Comptroller, Outreach Coordinator, Development Coordinator, and Historian.

2. Nominations

The Immediate Past-President shall chair a Nominating Committee appointed by the President and charged to prepare a list, each spring, of nominees for all offices to be filled. The Nominating Committee shall present at least one candidate for each office to the Executive Committee at its spring meeting. Additional nominations may be made from the floor at the Executive Committee meeting or the spring business meeting which will be held immediately after the Executive Committee meeting held at the annual American Association of Geographers (hereinafter AAG) conference.

3. Elections

Election shall be by ballot with information necessary to conduct the election distributed by the Executive Secretary to the chapters within fifteen days following the Executive Committee and business meetings. Voting will remain open for 21 days following the distribution of the election materials. Each member of the Executive Committee and each active chapter may cast one vote for each office on the ballot. A plurality of votes cast shall be necessary to elect. Tallying of votes will be conducted by an ad hoc Tellers Committee chaired by the Immediate Past-President and including two members appointed by the Immediate Past-President who are not on the ballot.

4. Assumption of Office

The newly elected officers will assume office on January 1 of the following year.

5. Duties of these elected Officers

(a) The **President** shall: (i) preside at all meetings of the Executive Committee and at business meetings, (ii) appoint Regional Councilors with consent of the Executive Committee, (iii) appoint all committees not otherwise provided for, with the consent of the Executive Committee, (iv) fill vacancies when they occur in other offices, with the consent of the Executive Committee, (v) serve on the Scholarship Committee and (vi) serve on the Financial Review Committee.

The President also has the discretion of issuing Presidential Citation Awards. Additional duties consistent with the nature of the office will be required of the

President as described in the Operations and Policy Manual.

The President serves a two-year term followed by a two-year term as Immediate Past-President.

(b) The **First Vice-President** shall: (i) become acting President in the event of a vacancy in the office of President, (ii) preside at meetings in the absence of the President, (iii) inform geography departments and geography clubs in colleges and universities of the purpose and achievements of Gamma Theta Upsilon, (iv) work as advisor to the Regional Councilors, (v) Chair the Scholarship Committee, (vi) serve on the Financial Review Committee, and (vii) be responsible for the coordination of any Educational Fund solicitation. Additional duties consistent with the nature of the office will be required of the First Vice-President as described in the Operations and Policy Manual.

The First Vice-President serves a two-year term.

(c) The **Second Vice-President** shall: (i) maintain contact with the sponsors of each chapter, (ii) request periodically, from each, reports of chapter activities, officers, and membership, (iii) compile and edit material to be included on the GTU website, and (iv) serve as Chair of the Awards Committee and the Website Committee. Additional duties consistent with the nature of the office will be required of the Second Vice-President as described in the Operations and Policy Manual.

The Second Vice-President serves a two-year term.

(d) The **Executive Secretary** shall: (i) maintain copies of all official documents and records of membership of the Society per the Document Retention and Destruction Policy, (ii) keep a record of the initiation of all members, (iii) ensure that all steps in the Member Initiation Process as described in the Operations and Policy Manual are completed in a timely manner, (iv) provide to officers of the organization materials needed to fulfill duties assigned to them, (v) ensure that all steps in the Charter Application Process as described in the Operations and Policy Manual are completed in a timely manner, (vi) inform all chapters of election announcements and of impending votes on proposed amendments to the Constitution and/or Bylaws at least 30 days prior to an election or vote, (vii) provide (if an amendment to either the constitution or the bylaws is approved) amended copies to all members of the Executive Committee within 30 days of passage, (viii) submit an annual report to the Association of College Honor Societies with a copy to the Executive Committee. (ix) keep an accurate record of all the proceedings of the Executive Committee and business meetings and (x) distribute minutes of Executive and business meetings within 30 days of each meeting. Additional duties consistent with the nature of the office will be required of the Executive Secretary as described in the Operations and Policy Manual.

The Executive Secretary serves a five-year term.

(e) The **Comptroller** shall: (i) receive all monies due the Society and provide for their safe-keeping in reputable financial institutions satisfactory to the Executive Committee. The financial institutions shall be designated in the Comptroller's reports, (ii) keep a record of all receipts and expenditures and submit balance sheets and reports at each Executive Committee and official business meeting of the Society, (iii) provide copies of the forms submitted annually to the IRS to the Executive Committee for review, (iv) provide a budget status report and draft budget proposal for each upcoming year at each NCGE meeting, (v) provide a final budget proposal via e-mail in October of each year, (vi) be empowered to discretely and judiciously invest monies of the Society and report annually on the status of those investments, their location, and the income derived there from, (vii) chair the Educational Fund Committee and as chair shall circulate proposed projects, provide the Committee Report to the Executive Committee, and coordinate, with the First Vice-President, fund-raising solicitations, (viii) submit financial records to a professional accountant who shall prepare and submit to the IRS all financial documents required in the Sarbanes-Oxley Act on a periodic basis, (ix) submit financial records for public posting to members on the Society website. Additional duties consistent with the nature of the office will be required of the Comptroller as described in the Operations and Policy Manual.

The Comptroller serves a five-year term.

(f) The **Historian** shall: (i) maintain an historical record of the Society, (ii) implement the Documents Retention and Destruction Policy, and (iii) forward appropriate materials to the archives. Additional duties consistent with the nature of the office will be required of the Historian as described in the Operations and Policy Manual.

The Historian serves a five-year term.

(g) The **Outreach Coordinator** shall (i) regularly communicate with the membership, both directly and via the Student Outreach Assistants, about Gamma Theta Upsilon's purpose, benefits, activities, and opportunities, for the purpose of encouraging ongoing support, (ii) contact all GTU initiates each year with an invitation to support GTU by becoming an Omega Omega sustaining member, (iii) solicit news about student activities and concerns from members to share with the membership and Executive Committee through social media and other outlets, (iv) take responsibility for scheduling coverage of the booth at the AAG meeting, and (v) serve on the Fundraising Committee.

The Outreach Coordinator serves a three-year term

(h)The **Development Coordinator** shall (i) manage all fund-raising activities, working in conjunction with the Fundraising Committee and the Outreach Coordinator, (ii) chair the Fundraising Committee, (iii) manage Omega Omega sustaining memberships, (iv) maintain a database of Omega Omega sustaining members and (v) manage the collection of sustaining membership gifts and monitor memberships with the Comptroller.

The Development Coordinator serves a three-year term.

B. Other Officers:

1 . Editor, The Geographical Bulletin

- a. Nominations: The President will create an ad hoc search committee to fill the position of editor. This committee will draft a call for applications, a job description and an application evaluation rubric and submit these to the Executive Committee for approval. Applications will then be solicited, received and evaluated by the ad hoc committee and a recommendation made to the Executive Committee.
- b. Election: The Executive Committee shall vote on the ad hoc committee's recommendation.
- c. Term of office: The editor serves a three-year term, renewable by a majority vote of the Executive Committee.
- d. Assumption of office: Normally the term of office begins on January 1 following the election; however extenuating circumstances might require that duties begin at an earlier date to be determined by the President.
- e. Duties: The Editor's duties include solicitation of manuscripts, appointment and coordination of an editorial board, layout, design, printing and distribution of the Bulletin, and providing the Executive Committee with details regarding the publication's costs, subscription base and other issues germane to the publication's quality and timeliness.

2 . Past-President

- a. The **Past-President** shall: (i) chair the Nominating Committee, (ii) serve as Chair of the ad hoc Tellers Committee and oversee voting during election of officers, and (iii) serve on the Financial Review Committee. Additional duties consistent with the nature of the office will be required of the Immediate Past-President as described in the Operations and Policy Manual.

C. Appointed Officers of the Society: Regional Councilors

1. Eligibility

Any member of the Society who is eligible to be a Chapter Sponsor, or who has in the past served as a Chapter Sponsor shall be eligible for appointment to the position of Regional Councilor.

2. Nominations

The President welcomes nominations of individuals from each regional division to be considered for the office of Regional Councilor.

3. Regional Councilors are appointed by the President to three-year staggered terms.

4. Assumption of office.

Normally terms of office begin on January 1 following the appointment, however the President has the discretion to begin a term of service sooner if needs dictate.

5. Duties

Regional Councilors serve as voting members of the Executive Committee. They are to: (i) remain in contact with all chapters, active and inactive, within each region (ii) seek to have new chapters established, (iii) encourage inactive chapters to reactivate, (iv) serve as a source of advice and information to active chapters, and (v) appoint a Regional Student Outreach Assistant from their region, following procedures described

in the Operations and Procedures Manual. Regional Councilors shall report on chapter activity within their regions at each official business meeting and shall assist the Executive Secretary in updating the chapter database.

D. Appointed Officers of the Society: **Student Outreach Assistants**

1. Eligibility

Students must be members of GTU within the region of appointment

2. Nominations

Regional Councilors appoint a student in his/her region

3. Term of Office

Each student is appointed to a term of two years and may retain the position as long as they remain in the region of appointment and are still a student

4. Duties

Student Outreach Assistants shall (i) assist Regional Councilors with regional AAG meetings, (ii) assist the Outreach Coordinator in the development of a social media presence, and (iii) serve as a liaison between students and the Regional Councilors for their region.

Article III. Regular Chapters

A. A faculty member or other person responsible to the Department shall serve as Chapter Sponsor. The sponsor must be a member of the Society.

B. Each chapter shall hold a minimum of one meeting per academic year.

C. Election to membership in a chapter shall be offered at least once during each academic year to those who qualify. In keeping with the Society's Specialized Scholarship classification, all members must have a 3.3 geography average (on a 4.0 scale) based on a minimum of 3 courses in geography, rank in the top 35% of their class, and must have completed the equivalent of three semesters of full-time study.

D. A chapter may, under extraordinary circumstances, petition the Executive Committee directly for honorary membership on behalf of an individual who is not eligible for regular membership.

Article IV. - Omega Omega Sustaining Membership

A. Once initiated, no additional fees are necessary for regular members or honorary members to maintain their membership in Gamma Theta Upsilon. However, members wishing to continue to support the activities of Gamma Theta Upsilon may opt to become an Omega Omega sustaining member.

B. Privileges of Omega Omega sustaining membership, if any, will be listed in the Operations and Procedures Manual.

Article V. - Regional Divisions

A. Regional Divisions shall generally correspond to those of the Association of American

Geographers.

B. Each Regional Division shall have a Councilor appointed by the President.

Article VI. - Committees

A. Educational Fund Committee

1. Membership. The Committee consists of the Comptroller (chair), the First Vice-President, the Second Vice-President, and the Development Coordinator.

2. Duties. The Committee shall: (i) manage the Educational Fund, (ii) review all proposed expenditures to be supported by the Fund and (iii) present each proposed project to the Executive Committee with a recommendation.

B. Scholarship Committee

1. Membership. The Scholarship Committee consists of the President, First Vice-President (Chair) and the Second Vice-President.

2. Duties. The Scholarship Committee shall: (i) review all scholarship applications and make awardee recommendations to the Executive Committee.

C. Nominating Committee

1. Membership. The Nominating Committee consists of the Immediate Past-President (Chair), one Student Outreach Assistant appointed by the President, and one additional member appointed by the President.

2. Duties. The Nominating Committee shall: (i) solicit nominations for elected officers and (ii) present a slate of candidates for approval to the Executive Committee.

D. Website Committee

1. Membership. The Website Committee consists of the Second Vice-President (Chair), the Outreach Coordinator, and one Student Outreach Assistant to be appointed by the President.

2. Duties. The Website Committee shall (i) oversee the content and design of the Society's website, (ii) assure its timeliness and accuracy and (iii) retain the services of a Webmaster as needed.

E. Financial Review Committee

1. Membership. The Financial Review Committee consists of the President, the First Vice-President and the Immediate Past-President. The Comptroller will serve as consultant to this committee.

2. Duties. The Financial Review Committee will review financial records and documents to assure that the financial operations of the organization meet legal and ethical standards. The Committee will check to insure that chapters have submitted appropriate IRS EIN information. The Committee shall review Gamma Theta Upsilon's 501(c) 3 status every five years.

F. Awards Committee

1. Membership. The Awards Committee consists of the Second Vice-President (Chair), one Student Outreach Assistant appointed by the President, and one additional person appointed by the President.

2. Duties. The Awards Committee shall: (i) select the winners of the Chapter and Chapter Sponsor Awards, and (ii) recommend individuals to the Executive Committee for the Distinguished Service and Endowment Awards.

G. Fundraising Committee

1. Membership. The Fundraising Committee consists of the Development Coordinator, the Outreach Coordinator, the 1st Vice-President and at least 2 other members, to be nominated by the Development Coordinator (Chair) and approved by the Officers.

2. Duties. The Fundraising Committee shall solicit the membership of the Society and other sources, e.g., foundations and societies, for contributions to the Society, including the Education Fund, the VGS Program, travel awards, and for other purposes, as approved by the Executive Committee.

Article VII. - Managing the Educational Fund

A. Monies earned or derived from the fund shall be used to support research, publication, lectures, scholarships and other activities not a part of the Society's regular operational functions.

B. Proposed projects requiring expenditures of the Educational Fund shall be submitted to the Educational Fund Committee at least thirty (30) days prior to any Executive Committee meeting. The Educational Fund Committee will evaluate proposals and bring recommendations to the Executive Committee.

C. Funding of a proposed project shall be by a two thirds (2/3) affirmative vote of the Executive Committee.

D. Any fund-raising solicitation shall be approved by a majority vote of the Executive Committee.

Article VIII. - Scholarships and Awards

A. The Society shall award scholarships annually, the stipends to be determined by the Executive Committee.

B. Applicants must be regular members of GTU.

C. Selection criteria will be based on service to GTU, service to the Department, academic performance, and recommendation of worthiness.

D. The First Vice-President will ensure that all steps in the Scholarship Award Process, as stipulated in the Operations and Policy Manual, are completed in a timely manner.

E. The following scholarships are supported by the GTU Educational Fund:

1. The Robert G. Buzzard Scholarships

One to a senior who will enter graduate school the next year and one to a

graduate student who plans to continue graduate work.

2. The Benjamin F. Richason Jr. Scholarship

Available to a junior or senior who has either career or graduate school aspirations.

3. Orland Maxfield Scholarship

Available to a junior or senior who has either career or graduate school aspirations.

4. Alice Rechlin Scholarship

Available to a junior or senior who has either career or graduate school aspirations.

F. Privately funded scholarships may also be awarded.

G. The following awards may be regularly presented:

1. Honors Chapters, Presidential Honors Chapters, Chapter Sponsor, and Chapter Anniversary Awards may be presented annually to chapters demonstrating excellence (criteria to be outlined in the Operations and Procedures Manual).

2. The "Award for Excellence in Geography" Certificate. Chapters are entitled to present this Certificate each year to a deserving member. Criteria may be established locally for the selection of this outstanding individual.

3. The "Distinguished Service Award" may be presented in recognition of outstanding efforts in helping GTU develop and carry out its program over a sustained period of time.

4. The "Endowment Award" may be presented to individuals, organizations or corporations in recognition of significant financial contributions to GTU.

5. The "Presidential Citation Award" may be presented in recognition of special, personal and meritorious contributions to the operation or advancement of GTU.

6. The "Best Student Paper Award" may be presented in recognition of the best article published in the Geographical Bulletin.

Article IX – Fees, Dues and Gifts

A. The charter fee for chapters shall be one hundred dollars (\$100.00) unless the number of charter members warrants a higher fee. This fee will be payable upon approval of the application of the charter. Each chapter will receive a charter suitable for framing.

B. The initiation fee for each class of membership shall be as follows:

1. Regular Members - Forty dollars (\$40.00). Each initiate will receive a Certificate of Membership.

2. Honorary Members - Expenses, including certificates, pins and local dues, shall be borne by the chapter issuing the membership. The initiation fee is the same as for Regular Members.

C. Omega Omega Sustaining Membership gifts are payable according to the structure listed in the Operations and Procedures Manual.

Article X. – Review and Amendments to the Bylaws

The Bylaws may be amended upon recommendation of a majority of the Executive Committee voting and by an affirmative vote of a majority of chapters casting ballots. A proposed amendment shall be circulated among the chapters at least one month prior to a vote on it.

The Bylaws shall be reviewed a minimum of once every five years.

Article XI. –Operations and Procedures Manual

Gamma Theta Upsilon will create and maintain an Operations and Procedures Manual that will support the articles of these Bylaws. Matters not covered in the Bylaws may be covered in the Operations and Procedures Manual. Amendments to the Operations and Procedures Manual shall be by a majority vote of the Executive Committee and do not require chapter approval.

(last revision – September 2016)