



Bylaws

Date of Adoption: September 1st, 2015

SECTION I – Required Officers

1. President
 - a. Requirements
 - i. Served for at least one long semester in a lower SOGIS officer position
 - ii. Previous leadership and/or management experience (preferred)
 - iii. Project management skills (preferred)
 - b. Duties
 - i. To call and preside at all meetings
 - ii. To serve as a representative of the body at public functions
 - iii. To serve as a liaison between the body and the advisor(s)
 - iv. To keep sponsors and/or advisors informed of all major plans and activities of the body
 - v. To serve as overall coordinator of the organization
 - vi. To perform any other duties designated to him/her by the body
 - vii. To assist all other executive board members with tasks as needed
 - viii. Retains voting rights within all committees, if needed
2. Vice President
 - a. Requirements
 - i. Previous leadership and/or management experience (preferred)
 - ii. Project management skills (preferred)
 - b. Duties
 - i. To serve in absence of the President
 - ii. To assist the president
 - iii. To manage any standing committees or form special committees
 - iv. To perform any other duties as required by the body
 - v. To assist all other executive board members with tasks as needed
3. Treasurer
 - a. Requirements
 - i. Previous cash-handling or accounting experience (preferred)
 - ii. Detail oriented and organized
 - b. Duties
 - i. To collect and disburse all monies
 - ii. To submit a general budget to be approved by the majority of the membership
 - iii. To inform sponsors of the financial status of the body at all times
 - iv. To perform any other duties as required of him or her by the body
 - v. To assist all other executive board members with tasks as needed



SECTION II – Optional Officers

1. Secretary
 - a. Requirements
 - i. Effective time management and organizational skills
 - b. Duties
 - i. To record minutes of all meetings
 - ii. To keep record of any and all official organization activities
 - iii. To create, update, and maintain the Organization’s professional contacts database
 - iv. To develop and disburse required documents
 - v. To perform any other duties as required by the body
 - vi. Will assist all other executive members with any possible tasks
2. Communication Coordinator
 - a. Requirements
 - i. Demonstrates professional communication skills
 - ii. Experience with web design tools (preferred)
 - iii. Experience with using social media websites (preferred)
 - b. Duties
 - i. To create, update, and maintain a current, dynamic website
 1. It shall contain all pertinent information regarding to the organization
 2. It shall include contact information for all officers, as required by the Geography Organizations Council
 - ii. To notify members and advisors and/or sponsors of all meetings
 - iii. To be a point of contact between the organization and outside entities
 - iv. To be concerned with the publicity and public relations of the body

SECTION III – Meetings

Meetings will be held on a bi-weekly basis. The executive officers will work with the member body to determine an appropriate schedule. The schedule will be posted to all media outlets including, but not limited to, the organization website, social media, and the bulletin board.

The objective of the meetings are to enrich the learning experiences of our members by providing guest speakers and presentations as well as discussions and assignments of projects. The meetings will also be a forum for members to discuss news, events, issues, or other matters pertaining to the organization.

SECTION IV – Member Participation

While we encourage our members to be as active as possible in the organization, we understand that schedules can become extremely busy. Therefore, there is no required participation, however we request that members attempt to attend at least one meeting per month and participate in at least one event or project. In the event that a member will not be able to attend a meeting, the Secretary should be notified. In the event that a vote needs to be cast, a proxy can be arranged. The more active our members are, the more the organization, and its members, will benefit as a whole.