

ORANIZATION BYLAWS

ARTICLE 1. NAME

Section 1. The approved abbreviation of the Organization, where an abbreviation is proper, shall be GESO-UIUC.

Section 2. The design, specification, and the guidelines for the use of the emblem of the Organization shall be as prescribed by the University of Illinois at Urbana-Champaign.

ARTICLE II. MEETINGS

Section I. There shall be a minimum of two General Meetings held during each Fall and Spring semester.

Section 2. The order of business for these General Meetings shall be Introduction, Welcome, Announcements, Organization News & Updates, Introduction of the Guest Lecturer and Lecture.

Section 3. Meetings of the Executive Board shall be biweekly at such times and places as is necessary, or business may be conducted by email and mail in lieu of meetings at the discretion of the President. At the discretion of the Executive Board, alternate Executive Board meetings may be replaced by individual Committee meetings.

ARTICLE III. OFFICERS DUTIES

Section 1. Duties of the President.

- Have general supervision over the affairs of the Organization.
- Preside over Executive Board meetings.
- Work with Organization Officers to achieve the goals of the Organization.
- Represent the Organization at all appropriate meetings of the Organization.
- Assume overall responsibility for the Organization and its activities.
- Be ex officio a member of all committees and projects to ensure goals are met and group rapport is maintained.
- Be available to officers and other members in need of assistance.
- Maintain good rapport and frequent contact with the Faculty Advisor(s), the Office of Registered Organizations, and the Dean of the Department of Civil and Environmental Engineering as required.

- Communicate with other student organizations of interest.

Section 2. Duties of the Vice-President.

- Perform the duties of the President in the President's absence.
- Assist the President in monitoring Organizations activities and committee accomplishments.
- Assist the President in decision-making.
- Be available to officers and members in need of assistance.
- Organize the agenda for Organization meetings and have an activity planned if necessary.
- Obtain a speaker for the Organization's lectures and present them with a gift and thank you card.
- Organize field trips.

Section 3. Duties of the Secretary.

- Record proceedings of Organizations General Meetings and Executive Board meetings.
- Maintain Organizations correspondence through the eNewsletter.

Section 4. Duties of the Treasurer.

- Attend one mandatory Registered Organizations/SORF Treasurers Workshop.
- Be responsible for preparing the operating budget of the Organization.
- Take charge of all receipts of the Organization.
- Keep liaison with the Department of Civil and Environmental Engineering, Engineering Council and Office of Registered Organizations concerning funds.
- Manage the prompt payment of bills.
- Keep accurate records of Organization expenditures.

- Submit a detailed accounting of the Organization’s expenditures and credits to the Executive Committee on a monthly basis.
- Exercise good business sense in general and perform all other duties normally ascribed to the office.

ARTICLE IV. CHAIRPERONS DUTIES

Section 1. Duties of the Membership Director:

- Attract both members and non-members to general meetings, fairs, and lectures.
- Accept membership applications and dues including applications to GIGSO-UIUC.
- Process a student membership database.
- Act as a liaison between the members and the Executive Board.
- Assist other officers with student member lists as needed for email or mass postal mail.

Section 2. Duties of the Professional Education and Lectures Chair:

- Oversee the organizations participation in Regional competitions, conferences and conventions.
- Assist the Vice-President in the professional lectures and field trips.
- Directing the bi-weekly geotechnical discussion sessions.

Section 3. Duties of the Corporate Relations and Publicity Coordinator:

- Create and maintain relations between the society and the corporate world by informing students about the corporate world while obtaining important networking between students and companies.
- Maintain the society's corporate database.

- Organize any other activities that will improve the student and corporate relations.
- Inviting geotechnical engineering companies to career expos in order to facilitate the job hunting of geotechnical engineering graduates.
- Communicate Geotechnical Engineering related topics to both members and non-members.
- Publicize general meetings and any other major events hosted by the Organization.
- Display the portable display board at all major events including general meetings.

Section 4. Duties of the Social and Outreach Chair:

- Serve as a source of information and activities for students interested in becoming involved in both the campus and local communities.
- Pursue the “Worldwide Youth in Science and Engineering (WYSE) Explore Your Options” program for high school students.
- Work to educate the public about the importance of geotechnical engineers to society.
- Correspond with Engineering Council concerning Engineering Open House events.
- Plan exhibits for display at the Open House.
- Complete any other activities that are required for the society's role in the Open House.
- Serve as the Organization’s Engineering Council Representative and ensure that all the Organization’s obligations to Engineering Council are met.
- Keep the Executive Board updated on Engineering Council events.

Section 5. Duties of the Website Chair:

- The Website Chair shall develop and maintain the web page of the Organization.

ARTICLE V. FEES AND DUES

Section 1. Membership to GESO-UIUC is free of charge.

Section 2. Members may be charged for certain activities of the Organization (e.g. field trips)

ARTICLE VI. COMMITTEES

Section 1. The following shall be standing committees of the Organization: Professional and Lectures Committee, Corporate Relations and Publicity Committee, Social and Outreach Committee.

Section 2. All committees, unless otherwise specifically directed or authorized by the Executive Committee, shall be governed by the Constitution, Bylaws, Rules of Policy and Procedure and the Code of Ethics adopted by the Organization.

ARTICLE VII. POLICY AND PROCEDURE

Section 1. Activities and actions undertaken by the Organization shall be consistent with the policies of the University of Illinois at Urbana-Champaign.

Section 2. The Organization and all members shall act in accordance with the UIUC Code of Conduct, as presented in the UIUC Student Handbook. Misconduct will be brought to the attention of the Faculty Advisor, who will take necessary action in accordance with the Handbook.

Section 3. The counting of votes on any item of business shall be carried out by a member of the Executive Board, provided there exists no conflict of interest.

ARTICLE VIII. OFFICIAL PUBLICATION

Section 1. The GESO-UIUC eNewsletter shall be the Organization's official publication, for the purpose of informing members, faculty, and alumni of the Organization's activities and accomplishments.

Section 2. The GIGSO-UIUC eNewsletter shall be the Organization's professional publication, for the purpose of professional education and will be only sent out to graduate student and faculty members if interested.

ARTICLE IX. AMENDMENTS

Section 1. At any General Meeting the Bylaws may be amended by a three-fourths vote, in conformity with the Constitution.

Section 2. Amendments may be initiated by any member of the Organization, but shall not be put to vote until the following General meeting.