

The Surveying Society at Penn State
Wilkes-Barre
Constitution

Preamble

This organization is formed for the betterment of students at the Wilkes-Barre Campus of The Pennsylvania State University. The organization is open to any student at the Wilkes-Barre Campus. Activities in the organization include: fund-raising, community service and campus service projects, and activities for the enjoyment of its members and the students of the Wilkes-Barre Campus at large. It is affiliated with the Northeast Student Chapter of the Pennsylvania Society of Land Surveyors and as such provides access for students to State-wide professional activities. The club is organized and managed by student members under the advisement of faculty members and follows the articles listed below.

Article I.

The name of this organization shall be the Surveying Society at the Pennsylvania State University, Wilkes-Barre Campus.

Article II

The purpose of the Surveying Society is to provide the surveying students with exposure to professionals in their field through various guest speakers and field trips. The Society will also familiarize fellow Penn State students to surveying skills through community projects held on or off campus.

Article III

- A. Membership is available to all students. In order to have the privileges of a member (voting, holding office, field trips, etc.).
- B. Active Membership – a student that attends meetings and participate in the Society.
- C. Inactive Membership – a student is deemed inactive after missing three (3) consecutive meetings.
- D. To restore active status, the student must attend two (2) consecutive meetings

Article IV

- A. Meetings will take place at least once every two weeks during the school year.
- B. Special meetings will be called by the President and Advisor with the advice and consent of the Executive Board or a majority vote of the members of the Society.

Article V

The offices of this organization will be President, Vice-President, Secretary, Treasurer, Student Government Association Representative, and Webmaster. All offices will be filled by election at the end of the spring semester of each year.

Article VI

In voting, a simple majority by ballot is all that is required to pass a motion and elect board members.

Article VII

The procedure for the installment of officers is as follows:

Members must be nominated or nominate themselves for an office and the nomination must be affirmed by another member.

If two or more members volunteer for an office, voting by secret, written ballot will be held. A committee appointed by the president will administer the election.

Article VIII

Installment of the officers shall take place during the first or second meeting of the school year. Each term in office is for the duration of the school year.

Article IX

New officers shall assume the duties of office immediately after installment.

Article X

If unable to fulfill the duties of their position, officers of this organization should resign so that the duties of the office can be carried on. Election procedures shall be utilized to fill the vacant position.

If a member holding a position graduates or otherwise becomes unavailable to continue their duties, an election shall be performed at the next meeting to fill the vacant position according to procedures set forth previously.

Article XI

Impeachment for any member of the Executive Board Shall be possible but must following a process that shall be laid out in this Article.

- A. First and foremost, any member of the society may call for the impeachment of any member of the Executive Board.
- B. To start the impeachment process, the member calling for the impeachment must first speak with any of the advisors and present them with their reasoning for the impeachment.
 - a. This can be done either through email or in person
 - b. The Executive Board member must be present at the meeting with the advisor or CCed onto the email to the advisor so to be made aware of all accusations.
- C. Upon the conclusion of the meeting with the advisor and with the advice from the advisor taken under consideration, the member calling for the impeachment may choose to end the proceedings if they so wish.
- D. If they so wish to proceed with the impeachment process, they must submit a formal grievance letter to the general membership to be read at the next general membership meeting.
- E. After the grievance letter is read the Accuser shall be asked to choose to withdraw the grievance letter or proceed with the process.
- F. If the Accuser decides to proceed, a Special Executive Meeting shall be called where all members of the Executive Board, the Accused, The Accuser, and an Advisor shall sit down and discuss the issues laid out in the grievance letter for both the Accused and the Accuser to defend their sides of the argument. A recommendation on whether the Accused should be impeached or not shall be made by the remaining members of the Executive Board with advice from the Advisor.
- G. At the next general membership meeting, the minutes from the Special Executive Meeting shall be read to the general membership as well as the recommendation from the remaining members of the Executive Board.
- H. At this point the general membership shall vote through secret ballot on whether or not the Accused shall be impeached.

Article XII

A. The President shall preside at general and executive meetings with aid from the Executive Board in the operation of the club, and they may sit on any committee they so choose; however, they may not chair the other committees unless approved by the general membership to do so.

B. The Vice-President shall assume the duties of the President in the President's absence. They may also chair or sit on any of the committees with approval of the general membership.

C. The Secretary shall record the minutes of the general and executive meetings and be responsible for all correspondence.

D. The Treasurer shall keep an accurate account of all funds acquired and discharged by the organization and shall present a report at each general and executive meeting.

E. The Vice-President shall assume the duties of the President if the President resigns from office. The vacated Vice-Presidency shall be filled at the earliest possible time by a special election.

F. The Student Government Association Representative (SGA Rep) is responsible for attending the Penn State Wilkes-Barre Student Government Association (SGA) meetings and reporting all information obtained at the above-mentioned meetings to the Executive Board.

G. The Webmaster is responsible for maintaining and updating the Society website.

Article XIII

The constitution may be amended by two thirds majority vote of the members present at the meetings. Any meeting that has officer elections or constitutional amendments must have its meeting time, location, and date posted in plain view for all members at least one week in advance of the meeting.

Article XIV

All members of the society are encouraged to become student members of the Pennsylvania Society of Land Surveyors.

Article XV

In order to attend the PSLS conference the member must:

- A. maintain active membership status
- B. attend 50% of the Society meetings.
- C. have the student PSLS membership in by October 31st.
- D. attend at least one community service on or off campus in the Fall semester.
- E. sign the PSLS Conference Statement of Understanding if they plan on attending the PSLS Conference.

Should any member have issues completing the meeting or community service requirements, a PSLS exemption form shall be filled out to be approved by the Executive Board.

Article XVI

A book shall be made every year with resumes from society members seeking full time employment after graduation and part time summer employment/internships

All resumes must be submitted to a member of the Executive Board no later than November 30 every year

In order for members to have their resumes in the Resume Book they must have them reviewed and approved by Career Services before submitting to a Executive board Member