

AIPG Student Chapter ORGANIZATION MANUAL



Published by
American Institute of Professional Geologists
1333 West 120th Avenue, Suite 211
Westminster, Colorado 80234-2710
PH (303) 412-6205 • FX (303) 253-9220
e-mail: aipg@aipg.org
www.aipg.org

Revised June 2019

Table of Contents

1. Foreword.....	2
2. AIPG: History, Structure and Goals	2
3. AIPG and the Student	3
4. Qualifications for Student Affiliation	3
5. Benefits of AIPG Student Membership	4
6. Formation of an AIPG Student Chapter.....	4
7. Duties of the Chapter Sponsor	5
8. Duties of the Faculty Sponsor.....	5
9. Duties of Chapter Officers and Committees	5
Executive Committee.....	5
President.....	5
Vice-President.....	6
Secretary	6
Treasurer	7
Program Committee	7
Publicity Committee	8
Membership Development Committee.....	8
Nominating Committee.....	8
10. Student Chapter of the Year Award.....	9
11. Appendices.....	9
Appendix A - Sample Bylaws.....	10
- Endorsement and Petition.....	13
Appendix B - Student Chapter Information sheet.....	14

FOREWORD

This AIPG Student Chapter Organization Manual has been prepared as a source of guidance as well as information for the Chapter Officers and Chapter Sponsors. It is hoped that the structure and suggestions presented here will enable each Chapter to maintain the continuity necessary for a cohesive and active local group.

AIPG History, Structure and Goals

The American Institute of Professional Geologists (AIPG or the Institute) was founded in 1963 to promote the profession of geology and to provide certification for geologists as a vehicle for establishing a standard of excellence for the profession.

Prior to 1963, numerous societies existed to focus on the science of geology and upon specialty areas within this science, but many geological scientists were concerned about the lack of any national organization that focused on geology as a profession. The practice of geology, particularly with respect to public responsibility, regulation, and business practice, had no established guidelines and no national representation. This deficiency was finally addressed in 1963 when a small group of dedicated geologists met in Golden, Colorado, to compose the Constitution and Bylaws for the American Institute of Professional Geologists. November 14, 1963, when AIPG was chartered as a non-profit corporation, is considered the official date of the founding of the Institute. Martin Van Couvering was elected the first President, and the first AIPG Headquarters was located at the Colorado School of Mines. A Member was distinguished as a “Certified Professional Geologist” and was authorized to use this title, abbreviated by the letters “CPG” after his/her name.

Steps were promptly taken to establish Sections of the Institute at the state and regional levels. In some areas, local organizations existed with the purpose of advancing geology as a profession. Members of these organizations recognized the advantages of having national affiliation and merged into the Institute. AIPG became a national organization with a membership of nearly 850 by 1965, scarcely a year after its founding.

By 1974, the Institute had a membership of over 2000, outgrew its office at the School of Mines, and moved its Headquarters to 622 Gardenia Court in Golden, where it remained for eight years. Additional geological scientists such as geophysicists, geochemists, and engineering geologists expressed interest in membership. This broader constituency is also served under the certification title “CPG.”

In 1982, Headquarters moved to Arvada, Colorado, in 1999, to Westminster, Colorado, in 2010 to Thornton, Colorado, and in 2018 to its present location at 1333 W. 120th Ave., Suite 211, Westminster, Colorado. Today, AIPG has over 6,000 Members. These Members are organized into thirty-five Sections.

The primary purpose of AIPG, to strengthen the geological science as a profession, remains undiminished. AIPG remains dedicated to communicating to the public and to its representatives the importance to society of the profession of geology. The Institute promotes ethical conduct and seeks to protect the public and the geological sciences from unprofessional practice. AIPG established qualifications for granting of the title “Certified Professional Geologist” and certifies to the public that those geologists who hold this title have undergone peer review and have been deemed competent practitioners who are worthy of public trust.

AIPG is structured in a tier fashion. The National level includes the Officers, Executive Committee, Standing Committees, Headquarters Staff, and Ad Hoc Committees. Beneath this tier is the Section level, consisting of the Members of a state or region, with an intermediate level set of officers and committees. Some larger Sections have organized Chapters, to more efficiently serve their Members and Affiliates. These are organized in a variety of ways, depending upon the particular circumstances of the Section.

Participation in AIPG is open to geologists at all levels. Certification is available to those meeting the rigorous qualifications and experience requirements. Other membership categories have been established for geologists with insufficient experience or not desiring certification.

Student Chapters are intended to enhance this process by providing an opportunity to become known to Members in the local professional community.

Sections sponsor additional regular meetings (with an annual meeting required) where participants may meet with others from their state or region to share discussions of larger issues.

AIPG Student Chapter – Organization Manual

Nationally, AIPG sponsors an annual meeting, usually rotated about the nation, to discuss items of national or international import to the geological community. Further, the National Executive Committee meets three times a year to conduct the business of the Institute and to consider issues affecting it. Whenever possible all Members are encouraged to be involved in these meetings.

Publication is another area of service for Members and the public. Nationally, *The Professional Geologist*, presenting a forum for the discussion of professional issues. Many Sections also publish a newsletter to notify their constituents of upcoming events and to provide a regional forum. Chapters are encouraged to provide a similar forum for issues of interest to them.

AIPG is, and will continue to be, a forum for professional issues relative to the geological sciences and community and to the general public.

AIPG and the Student

AIPG recognizes the need to establish programs of professional encouragement for young people beginning their careers in the geological sciences. Each Student Member of AIPG is viewed by the Institute as a force that will determine the future vitality of the profession.

The AIPG Student Chapter brings together students and practicing geologists to build a broad-based understanding of the profession and a sense of unity and identity with their peers. The Chapter is the link between school and business, which enables each participant to engage in the type of activity necessary for professional development.

As transitions are made from study to career, from entry level to upper levels in business, government and academia, AIPG provides a continuous source of professional support and counsel.

Qualifications for Student Membership

A student member must be enrolled in an accredited 2-year (junior college) or 4-year university or college and to have enrolled in a geological or geoscience course or be a declared major in a geosciences field as recognized by the Executive Committee.

Benefits of AIPG Student Membership

1. **Association.** Student Members have the opportunity to broaden their knowledge, develop leadership qualities, establish professional contacts, and strengthen social bonds through participation in AIPG activities in association with fellow Affiliates and Members.
2. **Meetings.** Student Members have the opportunity to attend local, regional, and national meetings of the Institute.
3. **Publications.** Student Members receive *The Professional Geologist*, the official journal of the Institute electronically.
4. **Directory.** Student Members appear in the AIPG Directory online.

Formation of an AIPG Student Chapter

A Student Chapter may be established at any accredited university or college that offers a bachelors or higher degree in a geosciences field as recognized by the Executive Committee.

The formation of an AIPG Student Chapter is an important step for any group of Students. Students should welcome the opportunity to meet and become known in the professional community. Students in neighboring institutions may join together in one Chapter, serving both. Where sufficient interest and enthusiasm is identified for the creation of an AIPG Chapter, the following steps should be taken in the order indicated:

AIPG Student Chapter – Organization Manual

1. Contact the President of the Section in whose area the educational institution(s) is (are) located to request formation of a Student Chapter of AIPG and the appointment of a Member of the Section to serve as Chapter Sponsor. (The initiative may be taken by the host Geology Department(s), individual Student Affiliates, the prospective Sponsor, or the Section. National Headquarters can provide the name and address of the appropriate Section President.)
2. Upon assignment of the Sponsor, draw up proposed Bylaws and submit them to the Secretary of the Institute via the Sponsor and Section President. These must be endorsed by (1) the Department (or designated Faculty Sponsor(s)), (2) the proposed Chapter Sponsor, and (3) each of the Student Adjunct members who will constitute the charter members of the chapter. (Sample Bylaws appear in Appendix A)
3. Elect Officers, to be eligible for election, the nominees must be Student Members of the American Institute of Professional Geologists, a member of the Chapter, and shall be currently enrolled majors in a geoscience program or an equivalent (example: environmental major with a geology minor) at a college, university, or similar institution.
4. Complete the Chapter Information Sheet (Appendix B) and forward it with the proposed Bylaws.
5. Upon completion of these steps, the Section President will forward the documents via the Executive Director of AIPG to the Secretary of AIPG along with a written request that the Chapter be Chartered.
6. The AIPG Executive Committee will vote on the request and the Section and Chapter Presidents will be notified of the Committee's decision. If approved, a Charter certificate will be issued.
7. AIPG will send to the newly formed Chapter, as seed money, \$100.00.

Duties of the Chapter Sponsor

The Chapter Sponsor, who is a Member appointed by the Section President, is responsible for providing professional guidance, practical advice and needed assistance. It is important that the Sponsor be accessible to the Chapter members. Membership development, program organization and other Chapter projects will be more successful if the Sponsor's judgment and aid are readily available.

The Chapter Sponsor should be the mainstay of the Chapter. His or her personal enthusiasm and devotion directly affect the strength of the Chapter program.

The Chapter Sponsor is responsible for promoting contact between Member professionals and Affiliates, as well as providing guidance and assistance to the Chapter. The Sponsor's familiarity with the geologic community in the area can be invaluable in program planning.

The Chapter Sponsor should promote at least one joint meeting of the Section and the Chapter each year.

Duties of the Faculty Sponsor

The Faculty Sponsor(s) is (are) named by the Department to serve as liaison between the faculty and the Chapter.

Duties of Chapter Officers and Committees

Chapters must elect officers, each of whom must be Student Members of the American Institute of Professional Geologists, a member of the AIPG Student Chapter, and shall be currently enrolled majors in a geoscience program or an equivalent (example: environmental major with a geology minor) at a college, university, or similar institution in the following order of rank: President, Vice-President, Secretary and Treasurer. Chapters may combine the offices of Secretary and Treasurer. The Chapter bylaws may provide for election of additional officers. The elected officers, together with the Sponsor, constitute the Executive Committee of the Chapter. The terms of all elected officers are one academic year, the "administrative year," normally commencing with the fall term. The Faculty Sponsor, while not necessarily a member of the Executive Committee, normally meets with it and participates in its discussions.

AIPG Student Chapter – Organization Manual

The sample Chapter Bylaws call for the appointment of the following committees: Program, Field Trip, Membership Development, and Publicity. Additional standing committees (e.g., Awards, Nominating, Professional Affairs, etc.) may be appointed by the Chapter officers.

Executive Committee

The Chairman of the Executive Committee is the President. A quorum, consisting of a simple majority, is necessary to conduct business. The Executive Committee conducts the business of the Chapter, acts on periodic reports from the Secretary, Treasurer, and committee chairmen, and is responsible to the Section, the Institute, and the will of the majority of all Chapter members. Annual reports of the President, Secretary, and Treasurer are approved before submittal to AIPG Headquarters as part of the Chapter's Annual Report (https://aipg.org/page/studentchapteraward_annual-report).

President

The Chapter President, as the highest-ranking officer, assumes all executive responsibilities of the Chapter not otherwise delegated. The President, or the ranking officer present, presides at all regular and special meetings of the Chapter and the Executive Committee; and should be familiar with and observe Robert's Rules of Order.

As presiding officer of the Chapter and of the Executive Committee, he/she calls such meetings as are deemed necessary. The President appoints a Nominating Committee to select a suitable slate of candidates for office for the following year. Elections should be held not later than the next to the last meeting of the year. This will permit orderly transfer of records and responsibilities, and encourage effective planning. Provisions should be made for acceptance of additional nominations from the general membership at the time of the election.

At the close of the administrative year, the Chapter President prepares the report of the activities of the Chapter during his/ her term of office. The reports of the Secretary and Treasurer are included in the Annual Report. Three copies are prepared—one copy to be retained with the Chapter records, one to be sent to the Section President, and one copy to be sent to the AIPG Headquarters.

At the close of the administrative year, the outgoing President transfers to the incoming President a copy of this Chapter Operations Manual and other records required for the term of office.

Vice-President

The Chapter Vice-President acts as the assistant to the President in carrying out organizational duties. The Vice-President, during the absence or incapacity of the President, acts as the President on all Chapter business, and presides at Chapter Executive Committee Meetings. He fulfills any other assignment given by the President. Ideally, the Vice-President also serves as the Chairman of the Program Committee.

Secretary

The Chapter Secretary attends all meetings of the Chapter and Executive Committee and records the minutes of each meeting. Immediately after the election of officers, the Secretary completes the Chapter Information Sheet and sends it to AIPG Headquarters, with a copy to the Section President (see Appendix B).

Unless the responsibility is otherwise delegated, the Secretary maintains a record of all members and records the number of members and guests in attendance at each meeting. The Secretary should carry on all communications necessary for the activities of the Chapter and be the custodian of all records of the Chapter, including copies of all reports submitted to AIPG Headquarters. The Secretary sees that the activities of the Chapter are properly conducted under the provisions of the Chapter Bylaws.

The office of Secretary may be divided between an elected Recording Secretary and a Corresponding Secretary, who is either elected or appointed as the Chapter may provide in its Bylaws. The Recording Secretary maintains all records and submits all reports, as described above. The Corresponding Secretary is responsible for all other correspondence of the Chapter, possibly including the Chapter newsletter.

Treasurer

The Chapter Treasurer, working under the supervision of the Chapter Sponsor and the Section Treasurer, receives all money and pays all debts of the Chapter authorized by the Chapter Executive Committee as provided in the Chapter Bylaws. The duties of the Treasurer may be combined with those of the Secretary. The Treasurer keeps an exact account of receipts and expenditures, and deposits all money received in the name of the Chapter in a depository designated by the Chapter Executive Committee with the approval of the Section Treasurer. The Treasurer makes disbursements only as authorized by the President or the Chapter Executive Committee, and prepares financial statements for the administrative year for (1) submittal to the Chapter Executive Committee for certification by the Chapter Sponsor and (2) transmittal to the Section Treasurer and (3) transmittal to AIPG Headquarters. The Treasurer prepares a fiscal budget for approval by the Chapter Executive Committee, collects all local dues and keeps records of dues-paying members of the Chapter. The Treasurer collects any special assessments that may be levied by the Chapter.

Program Committee

The Vice-President normally serves as Chairman of this very important committee. The Program Committee's duties are vital since the effectiveness with which the Committee operates directly influences the amount of interest that the year's program will receive. The Committee should meet well in advance of the program year and outline the general program for the ensuing year. The first program of the year should offer direct support to the Membership Development Committee's efforts to recruit new members.

Speakers from the Geologic Community

The Program Committee should solicit the assistance of the Chapter Sponsor and the Section leadership in securing speakers.

Movies/Videos on Geologic Subjects

Many sources are available in the geologic community for movie and video materials on various phases of geologic practice.

Panel Discussions

Programs based on a topic of interest can provide a stimulating meeting.

Field Trips

These trips are a valuable addition to a well-rounded program.

Student Paper Contest

Local and Section level contests can add interesting presentations and friendly competition.

Social Activities

Social programs, such as a picnic, are of considerable value to a Chapter and often arouse interest in the Chapter's programs.

Meeting Publicity

The Program Committee is responsible for preparing materials for the Publicity Committee in time to properly publicize the meetings and other special activities of the Chapter.

Arrangements

The Program Committee is responsible for obtaining a meeting place that has adequate seating capacity to accommodate expected attendance and providing equipment needed for the meeting such as screen, lectern, pointer, projectors, etc. Be specific in determining the exact audiovisual requirements of program participants.

Courtesy Toward Speakers

Speakers at Chapter meetings should be treated with special courtesy. Arrangements may include:

- 1) Chapter Officer(s) meeting speaker upon arrival.
- 2) An informal meal with speaker before or after the meeting.
- 3) A small memento of the occasion is frequently presented to the speaker as a token of appreciation before the close of the meeting.

Publicity Committee

The Publicity Committee is responsible for publicizing each Chapter meeting and other activities. The Publicity Committee should work in close cooperation with the Program Committee in the preparation and distribution of meeting notices to the Chapter membership. Notices of meetings and special activities should be brought to the attention of the Chapter members at least two weeks before the date set for the meetings. If used, posters for each meeting should be prepared and distributed at least two weeks prior to the meeting.

The Publicity Committee may organize a procedure for reminding members by telephone of forthcoming meetings and activities of the chapter.

The Publicity Committee may be assigned responsibility for publishing the Chapter newsletter.

Membership Development Committee

The Membership Development Committee is responsible for calling to the attention of prospective members the advantages of AIPG Membership.

At the beginning of each year, a membership drive should be organized with the assistance and cooperation of the Chapter Sponsor and the Program Committee.

Members of the Committee should be assigned the responsibility of contacting prospective members. Personal invitations to nonmembers to attend one or more meetings with arrangements to introduce them to fellow members can be an effective way of promoting AIPG.

Nominating Committee

The sample Chapter Bylaws provide that the election of Chapter officers for the following year shall be held not later than one month before the last meeting of each year. At the appropriate time, the President of the Chapter appoints a Nominating Committee to select a suitable slate of candidates. To be eligible for election, the nominees must be Student Members of the American Institute of Professional Geologists, a member of the AIPG Student Chapter, and shall be currently enrolled majors in a geoscience program or an equivalent (example: environmental major with a geology minor) at a college, university, or similar institution. Usually, no more than two candidates are nominated for each office. The Committee should consult with the Chapter and Faculty Sponsors in preparing the slate.

Student Chapter Annual Report / Student Chapter of the Year Award

Student Chapters are required to prepare an Annual Report, describing the year's activities of the Chapter. The concept of an Annual Report is extremely important. It gives the Chapter an opportunity to share its activities with others while being professionally accountable, and also provides the Institute with a means of collecting and recording student activity for historical record. Annual Reports are due by May 1st. Since 2014 we have instituted the Student Chapter of the Year Award. Annual Reports that are received by March 30th are eligible for the AIPG Student Chapter of the Year Award.

The purpose of the AIPG Student Chapter of the Year Award is to recognize the most outstanding student chapter for their participation in, and contribution to, the Institute. The award will consist of a plaque to be presented to the student chapter, a certificate to each of the officers of the chapter at the time of their submittal, a \$500.00 award for the chapter, and a trip for one member of the winning student chapter to the annual AIPG conference and executive meetings. The student that attends the annual meeting will observe the organization and functions of AIPG and participate in the executive board meeting.

All AIPG student chapters are eligible to apply for the award. There is no limit on the number of times a student chapter may win the award. Only one chapter will receive the award per year.

AIPG Student Chapter – Organization Manual

The Student Chapter of the Year Award is administered by the Executive Committee of AIPG. The selection of the winning chapter will be decided by the AIPG Education Committee. The deadline for submittal of the annual chapter report and to be eligible for the Student Chapter of the Year Award is March 30th of each year. The Student Chapter Report should be submitted on the online application available on the AIPG National website (<https://aipg.org/page/studentchapteraward-annual-report>) or emailed (aipg@aipg.org) in a pdf, PowerPoint, or similar format. The winning chapter will be announced by the end of the Spring Semester. The certificates will be presented to the students at one of their chapter meetings. The award and plaque will be presented to the chapter delegate at the banquet of the annual meeting of AIPG.

Photos documenting chapter activities are strongly encouraged. The submittal should cover the period from the beginning of the Fall Semester to the end of the Spring Semester and include the following as a minimum:

- 1) Name of the student chapter;
- 2) Names of the current student chapter officers;
- 3) Names of the student chapter officers for the following academic year;
- 4) Number of AIPG student members in the chapter;
- 5) Number of chapter meetings per year;
- 6) Programs to recruit new members;
- 7) Activities within the department (seminars, guest speakers, field trips, career day, mentoring, etc.);
- 8) Fundraisers;
- 9) Activities within the university (geology awareness, recycling, sustainability awareness, Earth Day, etc.);
- 10) Activities within the community;
- 11) Interactions with professional geologists and the local AIPG Section; and
- 12) Other significant activities that the chapter considers important to the mission of AIPG.

Appendices

Appendix A - Sample Bylaws

Appendix B - Student Chapter Information Sheet

APPENDIX A – Sample Bylaws

BYLAWS OF THE [*Name of educational institution*] STUDENT CHAPTER of the AMERICAN INSTITUTE OF PROFESSIONAL GEOLOGISTS

Article I - Name

Section 1. This Chapter shall be known as the [*name of educational institution(s)*] Student Chapter of the American Institute of Professional Geologists. (One Chapter may serve neighboring campuses.)

Article II - Object

Section 1. Its object shall be to promote among its members continued professional growth in the areas of geology and to encourage professional responsibility that includes ethical, social, economic, and safety considerations.

Article III - Conformity with American Institute of Professional Geologists

Section 1. The governance of this Chapter shall at all times conform to the Articles of Incorporation and Bylaws of the American Institute of Professional Geologists.

Article IV - Membership

Section 1. Any student enrolled in an accredited 4-year university or college and to have enrolled in a geological or geoscience course or be a declared major in a geosciences field as recognized by the Executive Committee in the [name of department] Department(s) of [*name of educational institution(s)*] shall be eligible for membership. Meetings are open to all students, alumni, professionals, and others who care to attend.

Section 2. Membership shall continue as long as the member remains in good standing including payment of all dues owed.

Section 3. The Chapter Sponsor and the Faculty Sponsor(s) shall be ex-officio members of the Chapter.

Article V -Dues

Section 1. Annual Chapter dues of \$_____ shall be payable at the beginning of each administrative (academic) year. Chapter dues are separate from those remitted for affiliation with the Institute.

Section 2. A member in arrears one term shall lose voting privilege and, if in arrears one year, membership.

Section 3. The Chapter shall have the right to levy special assessments by a two-thirds vote of all present at any regular meeting.

Article VI - Officers

Section 1. The officers shall consist of a President, Vice-President, Secretary, and Treasurer.

Section 2. Not less than two months prior to the last regular meeting of each administrative year, the President shall appoint a Nominating Committee to select a slate of candidates, not to exceed two for each office.

AIPG Student Chapter – Organization Manual

Section 3. Officers shall be elected for a term of one year at a regular meeting of the Chapter not later than one month prior to the last regular meeting of each administrative year. The administrative year shall coincide with the academic year, commencing with the fall term. Each officer so elected shall personally thereupon accept election and pledge to assume the duties of the office.

Section 4. Vacancies occurring during an administrative year shall be filled at a called election at the next regular meeting.

Section 5. To be eligible for election, the nominees must be Student Members of the American Institute of Professional Geologists, a member of the Chapter, and shall be currently enrolled majors in a geoscience program at a college, university, or similar institution.

Section 6. Election shall be by a majority vote of the members present.

Section 7. At the time of each annual election, there shall be identified to the Chapter, the AIPG Member appointed by the Section President, who shall act as Chapter Sponsor, a source of inspiration and counsel to the officers.

Article VII - Duties of the Officers

Section 1. The President shall preside at all Chapter and Chapter Executive Committee meetings, render the prescribed Chapter requirement of an Annual Report to AIPG headquarters, and assume all executive duties not otherwise delegated by these bylaws.

Section 2. The Vice-President shall preside during the absence or at the request of the President and shall automatically succeed to the Presidency in case of vacancy.

Section 3. The Secretary shall keep a record of all meetings of the Chapter and the Chapter Executive Committee in the official minute book. The outgoing Secretary shall fulfill the Chapter requirements of reporting the election of new officers to AIPG Headquarters and to the Section President and shall act as librarian. The Secretary shall preside during the absence of both the President and Vice-President.

Section 4. The Treasurer, working under the supervision of the Chapter Sponsor and the Section Treasurer, shall handle and account for all funds, paying out funds only upon approval of the President, or the Chapter Executive Committee. At the end of the year, the Treasurer shall submit a report with cash balance to the Chapter Executive Committee for audit and approval, and deliver all records and moneys to the incoming Treasurer.

Section 5. The Chapter Sponsor shall advise the officers and membership and represent the Chapter at American Institute of Professional Geologists Section Meetings as regularly as possible. He/she shall encourage all Chapter members to attend Section and National meetings as may be possible.

Section 6. The Faculty Sponsor(s) shall serve as liaison between the Chapter and the faculty of the host institution(s), and shall advise the officers and membership.

Article VIII - Chapter Executive Committee

Section 1. The Executive Committee consists of the elected officers, plus the Sponsor, of the Chapter. It meets regularly each month during the academic year and such other times as called by the President, or by a quorum of the committee. A quorum, which consists of a simple majority, is necessary to conduct business. The Executive Committee conducts the business of the Chapter, acts on periodic reports from the Secretary, Treasurer, and Committee Chairmen, and is responsible to the Section, the Institute and the will of the majority of all Chapter members. The Executive Committee must approve the Annual Reports of the President, Secretary, and Treasurer before they are sent to the Section and the Institute.

Section 2. All meetings of the Executive Committee shall be open to the Chapter members.

Article IX - Committees

Section 1. The officers of the Chapter, including the Chapter Sponsor as advisor, shall constitute the Executive Committee, charged with the responsibility of a successful year's program.

Section 2. The President, as Chairperson of the Executive Committee, shall appoint, with the approval of the Executive Committee, the personnel of the standing committees.

AIPG Student Chapter – Organization Manual

Section 3. The standing committees shall include:

- a) **Program Committee** - to arrange and be responsible for meetings, speeches, and papers presented.
- (b) **Field Trip Committee** - to arrange and carry out field trips
- (c) **Membership Development Committee** - to promote local and national membership and to encourage the involvement of non-members in Chapter activities.
- (d) **Publicity Committee** - to bring the Chapter and its activities, including all meetings, to the attention of members, potential members, the school(s) and the press and any other potentially interested persons.

The President shall be an advisory member of the standing committees. The committees shall be directly responsible to the Executive Committee, which shall have the power to change the personnel of the standing committees, and to appoint special or ad hoc committees as deemed necessary.

Article X - Meetings

Section 1. Regular meetings of the Chapter shall be held on the [date/day] of each month [or bi-monthly, during the administrative (academic) year/except June-August] or on a postponed date set by the Executive Committee, which may also call a special meeting at any time.

Article XI - Amendments

Section 1. These bylaws may be amended by a two-thirds vote of the members present at any regular meeting, provided notice of the proposed amendment shall have been given in writing at the last regular meeting.

Section 2. Amendments to these Bylaws must be approved by the American Institute of Professional Geologists Section and National Executive Committees.

Endorsement and Petition

We, the undersigned Student Adjunct Members of American Institute of Professional Geologists, presently enrolled in [name of institution(s)], approve and endorse these Bylaws and petition the Executive Committees of the [insert state/territory] Section and of the Institute to establish the [name and location of institution] Student Chapter and grant a charter thereto. Dated at [name and location of institution] this _____ day of, 20____.

Signature

print name

Signature

print name

Signature

print name

Signature

print name

AIPG Student Chapter – Organization Manual

I, the undersigned Chairman [*or designated Faculty Sponsor*] of the Department of Geology at [*name of institution(s)*] approve and endorse this document and the petition of the students who also endorse it.

Signature (faculty sponsor): _____ Date: _____

Name printed: _____

I, the undersigned Member of the [*insert state/territory*] Section of American Institute of Professional Geologists approve and endorse this document and accept responsibility as Chapter Sponsor for the full academic year immediately following granting of the Chapter’s Charter.

Signature (Section Sponsor): _____ Date: _____

Name printed: _____ AIPG Member Number: _____

I, the undersigned President of the [*insert state/territory*] Section of American Institute of Professional Geologists, on behalf of the Executive Committee of the [*insert state/territory*] Section, approve and endorse this document and pledge the support of the Section to the Chapter if a Charter is granted.

Signature (Section President): _____ Date: _____

Name printed: _____ AIPG Member Number: _____

By action of the Executive Committee of American Institute of Professional Geologists, the Student Chapter is hereby established.

Signature (National Secretary): _____ Date: _____

Name printed: _____ AIPG Member Number: _____

APPENDIX B (Please type or print)

Student Chapter Information Sheet

(To Accompany Endorsement & Petition and Chapter Annual Report)

Date:
Chapter Name:
Chapter's Mailing Address:
Faculty Sponsor's Name and E-mail:
Chapter Sponsor from Section:
Sponsor's Mailing Address:
Sponsor's Telephone Number:
Section President:
Section Mailing Address:
Chapter Officers - print name and include AIPG Student Member Number (example SA-1001):
President
Vice President
Secretary
Treasurer
Other
Date Terms Expire:

Please return completed form to:

Section President
and
American Institute of Professional Geologists
1333 W. 120th Ave., Suite 211
Westminster, Colorado 80234

