CONSTITUTION AND BY-LAWS

TEXAS A&M UNIVERSITY

STUDENT CHAPTER OF
THE NATIONAL ASSOCIATION OF ENVIRONMENTAL PROFESSIONALS

ARTICLE I – Purpose

The Texas A&M University Student Chapter of the National Association of
Environmental Professionals (TAMU NAEP) has been established in order to:

1. Provide a forum for students, faculty, and staff with varied backgrounds to
exchange information, ideas, and experiences.
2. Promote the advancement of the state-of-the-art in interdisciplinary environmental
education, research, planning, assessment, review, and management.
3. Promote an on-campus awareness of pertinent environmental issues and ideas that
affect natural resources and peoples at the local, regional, national, and
international levels.
4. Stimulate students to pursue greater knowledge and appreciation of the complex
environmental issues facing the areas surrounding the university and the entire
country through lectures, seminars, and field activities.
5. Provide an opportunity for students to interact with local practicing
Environmental Professionals to better understand the application of our education.

ARTICLE II – Name and Affiliation

1. TAMU NAEP hereby incorporates by reference the “By-Laws of the National
Association of Environmental Professionals, Inc.” (See Attachment 1)
2. TAMU NAEP hereby incorporates by reference the NAEP “Code of Ethics and
Standards of Practice for Environmental Professionals.” (See Attachment 2)
3. TAMU NAEP is affiliated with the Texas Association of Environmental
Professionals (TAEP) as well as the National Association of Environmental
Professionals (NAEP).

ARTICLE III - Membership

1. Membership is open to all students, faculty, staff, and alumni of Texas A&M
University with a professional interest in any environmentally-related field.
2. There are no GPA requirements for general membership.
3. Voting members shall include all individuals currently enrolled in undergraduate
or graduate majors in environmentally related fields. Individuals must attend at
least two regular meetings per semester and have paid TAMU NAEP dues (see
Article VIII) to vote.
4. Faculty, staff and alumni of the university may participate as non-voting
members.
5. All members will be encouraged to become individual members of the NAEP.
6. Removal Procedures
   a. A member may lose their TAMU NAEP membership status if they are found to be in violation of any of the provisions of the By-Laws, Code of Ethical Practice of the Association, or the Texas A&M University Student Regulations.
   b. Depending on the severity of the violation, membership may be denied for one semester or one year.
   c. The member will be informed that his/her membership status is in question prior to any action taken by the executive committee and will be allowed a defense in written form.
   d. The executive officers will decide by two-thirds vote whether to expel the member.

ARTICLE IV – Executive Officers

1. The executive committee of TAMU NAEP will comprise of the following officers:
   a. President: serves as head representative of the club and figure head
      i. Oversees club functions
      ii. Communicates with the NAEP and TAEP offices
      iii. Serves as mediator between advisor and officers and students
      iv. Presides over officer meetings and delegates officer duties
   b. Vice-President: Schedules speakers for every general meeting, assumes the duties of the President in his/her absence, attends to speaker hospitality
   c. Treasurer: Receives and safely keep all funds of TAMU NAEP and deposits them in the Student Organization Finance Center (SOFC).
      i. Must be able to provide a finance report if requested by the advisor/president
      ii. Adheres to SOFC rules and regulations
      iii. Keeps track of membership dues and paying members
      iv. Orders pizza and drinks for every meeting
      v. Keeps track of all club transactions
   d. Secretary: Keeps minutes of all general meetings, maintains official records and correspondence, posts the minutes in the designated location within three days of each official meeting.
   e. Publicity Officer: Is responsible for the publicity of the organization; creates and posts fliers for each general meeting at least one week in advance, coordinates the speaking to environmental classes at the beginning of every semester, heads any other publicity campaigns such as syllabi, screensavers, or chalk writing
   f. Events Coordinator: Organizes and leads the club in Replant Day (fall) and Big Event (spring); also responsible for organizing at least one additional event (service, networking, or field trip) each semester
2. All executive officers are expected to be registered with TAMU NAEP on studentactivities.tamu.edu and make sure the organization maintains recognized status at Texas A&M University.

3. The officers of TAMU NAEP must meet the following requirements:
   a. The President and Vice President of the Executive officers are to be NAEP student members.
   b. Have a minimum cumulative and semester grade point ratio (GPR) as stated below and meet that minimum cumulative and semester GPR in the semester immediately prior to the election/appointment, the semester of election/appointment and semesters during the term of office.
      i. For undergraduate students, the minimum cumulative and semester GPR is 2.00. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration. In one limited circumstance, summer semester hours may be applied to this provision. In order for summer coursework to qualify toward a grade point ratio prior to election/appointment, at least six credit hours must have been taken during the course of either the full or two summer session(s).
      ii. For graduate level students the minimum cumulative and semester GPR is 3.00. In order for this provision to be met, at least four hours (half-time credits) must have been taken for the semester under consideration. In one limited circumstance, summer semester hours may be applied to this provision. In order for summer coursework to qualify toward a grade point ratio prior to election/appointment, at least four credit hours must have been taken during the course of either the full or two summer session(s) unless fewer credits are required as they complete the final stages of their degree.
   b. Be in good standing (see 27.1.4) with the university and enrolled:
      i. at least half-time (six or more credit hours), if an undergraduate student (unless fewer credits are required to graduate in the spring and fall semesters) during the term of office. Students enrolled in the Blinn TEAM program are also eligible to hold an office, as long as the student is meeting all applicable Blinn TEAM requirements and is in good standing with the program.
      ii. at least half-time (four or more credits), if a graduate level student (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement) during their term of office.
   c. Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b).

4. Officers will be nominated and elections held for the following year during the last official meeting of the spring semester. Transfer of duties and responsibilities will take place immediately after the election.

5. Members with voting eligibility (see Article 3.3) will decide the officers by majority vote; if there is only one officer nominated for a position, no voting is necessary.

6. The Executive Committee shall act upon all resolutions and passed motions of the active members and transact all other chapter business.
7. Terms of all offices shall be for one calendar year beginning in April, with the exception of former TAMU NAEP officers for the reasons of December graduation, study abroad, co-op, or other approved extenuating circumstances. In such cases, the former officer will be allowed to run on a co-ballot: the former officer must choose a partner (TAMU NAEP member or former officer) to serve during his/her semester of absence. If elected, they will be co-leaders for the agreed officer position.

8. Officer Removal:
   a. In the event that an executive committee member is unable to complete his/her term of office, a written notice is requested. The Executive Committee shall notify membership and the replacement to complete the remainder of the term will be voted in at the next regular meeting.
   b. Any member of the Executive Committee may be removed from the organization if they are found to be in violation of any of the provision of the By-Laws, the Code of Ethical Practice of the Association, or the University Student Rules.
   c. The removal of an executive officer is subject first to the declaration of impeachment by at least two executive officers. During this time, the officer in question will be notified and will be allowed to defend himself/herself through written form. One week following a formal declaration, a vote of all the executive officers will be made. A two-thirds majority vote is needed for the expulsion of the member. If less than two-thirds of the Executive Committee (not including the member in question) find the charges against the member to be valid, then disciplinary action shall be restricted to a letter of warning.
   d. The removal of a chair requires a majority vote by the executive officers.
   e. Any member of the Executive Committee may be removed from office if they repeatedly fail to fulfill his/her written duties or the requirements outlined under (1), (2), and (3) of this article.

ARTICLE V – Committees

Committees shall be formed by the chapter membership in order to address specific issues, events, or activities. All committees (except the Executive Committee) shall be formed as needed and only have ad-hoc status.

ARTICLE VI – Faculty Advisors

1. The faculty advisor to the Student Chapter must be a general member of the NAEP and on the staff of Texas A&M University. The advisor shall be chosen by the active membership at the final spring meeting from a list of those eligible and interested. The faculty advisor shall be the liaison person between the student chapter and the Texas A&M University administration and faculty. He/she shall review all chapter business and critically advise the chapter as to its purpose, as well as its responsibilities to Texas A&M University and the NAEP.
2. Additional faculty advisors may be added for administrative, departmental, or academic support.

ARTICLE VII – Meetings

1. All meetings shall be open to all members.
2. There shall be no less than three official meetings of the chapter each semester.
3. All executive meetings shall be restricted to executive committee members, the advisors, and any special guests approved/invited by executive committee members or the advisor. There shall be no less than three executive meetings of the organization each semester.
4. Special meetings may be called by the Executive Committee when deemed necessary. Attendance at the special meetings shall be restricted to whomever the Executive Committee believes is necessary.
5. A minimum notice of one week must be provided prior to any meeting of the TAMU NAEP, with the exception of special meetings. Said notice must be posted at suitable locations for public view. All members must be notified.
6. All business will be conducted at official meetings by those active members present with quorum considerations applied. A quorum will be considered to be no less than one-half of the voting members plus one.
7. All resolutions and motions shall be approved by proxy by a majority (50% plus 1) vote of all voting members present.

ARTICLE VIII – Dues

1. Membership dues for TAMU NAEP shall be $15.00 per year and $10.00 per semester.
2. After evaluating the annual budget, a suggested amount for TAMU NAEP dues should be determined annually by the executives before the start of the academic year.
3. Dues paid to TAMU NAEP are used explicitly for TAMU NAEP operations and are not applied to an individual’s membership in NAEP or TAEP.

ARTICLE IX – Finances

1. All monies belonging to this society shall be deposited and disbursed through a bank account established for this society at the Student Organization Finance Center and/or the fiscal office. All funds must be deposited within 24 hours after collection. The advisor to this organization must approve and sign each expenditure before payment.
2. The annual budget will run from April to April.
3. TAMU NAEP shall have full and complete control over all funds received by the Chapter.
4. The Student Chapter shall not be liable in any manner for NAEP debts and obligations. Conversely, NAEP shall not be liable in any manner for Student Chapter debts or obligations.
ARTICLE X – Amendments

1. Proposed amendments to these bylaws must be emailed to active members at least 10 days prior to the meeting at which they will be considered.
2. Ratification of the changes will require approval by two-thirds of all voting members present in person or by proxy.
3. All revisions, additions, amendments, and/or changes to the bylaws shall be submitted to NAEP for certification as to conformance with the Bylaws and Articles of Incorporation of NAEP.
4. The constitution of this organization is also reviewed annually by a representative of the Department of Student Activities and is subject to the approval of this department.
5. Upon amending the constitution, it will be re-submitted to the Department of Student Activities in a timely fashion.