

BY-LAWS AND PROCEDURES
OF
THE GEOLOGY FOUNDATION ADVISORY COUNCIL

ARTICLE I

Name

- Section 1. The name of this organization shall be: The Geology Foundation Advisory Council, The University of Texas at Austin (hereinafter "The University").
- Section 2. Official use of the organization's name shall be made only when authorized by The Geology Foundation Advisory Council (hereinafter "Council").

ARTICLE II

Purposes and Objectives

- Section 1. The purposes of the Council are to promote the recognition, welfare, and progress of the John A. and Katherine G. Jackson School of Geosciences, The University of Texas at Austin, and to encourage financial support of The Geology Foundation. The objectives are:
- a. To assist the faculty, research staff, and students of the School in strengthening fundamental education in the areas included in the School.
 - b. To provide input from industry in maintaining high-quality curricula and degree programs of the School.
 - c. To generate and maintain an active interest in and commitments to the School.
 - d. To inform alumni and friends of The University, and the public, about the School and to promote its work and services to the State and Nation.

ARTICLE III

Membership

Section 1. There shall be three classes of membership in the Council: regular, ex-officio, and honorary.

Section 2. Regular members of the Council will be appointed for terms up to three years in length. Upon nomination by the Council, and by recommendation of the nominations by the Director, regular members shall be appointed by the President of The University. They shall serve staggered terms, approximately one-third of the terms to expire each year. The term of membership shall begin on September 1 and end on August 31. Regular members need not be graduates of The University or residents of the State of Texas; they shall not be active faculty or research staff of The University.

Procedure for selecting nominees is as follows:

- a. Notice at fall meeting is given as first call for nominees to Council.
- b. Special mailing to Council by January 1 to request that the Council identify nominees and submit nominees to the Council Chairman with a copy of the letter of nomination to the Director.
- c. By March 1 the Director will prepare brief resumes on each nominee and send to Council members.
- d. A review of proposed new members will be conducted at the spring Council meeting.
- e. Following review, a vote will be taken by ballot at the spring Council meeting to select the nominees, who will begin their terms the following September 1.

Section 3. Qualifications for regular membership on the Council are:

- a. A strong belief in higher education and enthusiasm for the School and The University as indicated by past support and interest.
- b. High standing in the profession and a wide acquaintanceship within the industry.
- c. A willingness to devote time to the organization, leadership, and activities of the Council.
- d. A willingness to seek financial support for the School and to give personal support as possible.

- Section 4. The responsibilities of the regular members of the Council are:
- a. To assist in the attainment of the objectives of the Council and the School.
 - b. To participate in presenting the needs of the School to prospective donors.
 - c. To attend the meetings of the Council.

- Section 5. Ex-officio members of the Council without vote shall be: The President of The University, the Executive Vice President and Provost of The University, and the Dean of the School who is also the Director of The Geology Foundation.
- a. Ex-officio members may designate a nominee to attend any meeting of the Council that the member is unable to attend.
 - b. Any ex-officio member who ceases to serve in the office that qualified him or her for membership on the Council shall be succeeded in membership on the Council by the person who succeeds him or her to such office, either as the named officer or one who temporarily serves in such capacity.

- Section 6. The members of the Council may recognize a former member or other person who has rendered unique or outstanding service to the Council or to The Geology Foundation by designating such individual as an Honorary Life Member of the Council. Each Honorary Life Member shall thereafter have all the privileges of a regular member.

ARTICLE IV

Officers

- Section 1. The officers of the Council shall be: Chairman, Vice-Chairman, and Director. The Chairman and Vice-Chairman must be regular members of the Council. The Director is an ex-officio member.
- Section 2. The Chairman shall preside over meetings of the Council, assist in the achievement of its goals, and appoint committees to assist in the achievement of those goals.
- Section 3. The Vice-Chairman shall preside and exercise the powers of the Chairman in the absence of the Chairman and shall succeed to the chairmanship upon the death or resignation of the Chairman to fill the unexpired term.
- Section 4. The Chairman and the Vice-Chairman shall be elected at the spring Council meeting for a term of one year. Officers may be reelected to additional terms as the Council desires.
- Section 5. All elected officers shall assume office at the end of the spring Council meeting.

Section 6. The Director is responsible for the work of the Council's staff, including all logistics and records of the Foundation's operations and the Advisory Council meetings. The Dean of the Jackson School also serves as the Director of the Foundation and serves at the discretion of the Executive Vice President and Provost.

ARTICLE V

Meetings

Section 1. Regular meetings of the Council shall be held at least two times each year, once during the fall semester and once during the spring semester. The time and place of each of the meetings shall be designated by the Chairman in concert with the wishes of the Council and the Director.

Section 2. Special meetings of the Council may be called by the Chairman.

Section 3. Upon invitation by the Chairman, guests may attend the meetings of the Council in order to present information to the Council about actions to be considered by the Council or if the Chairman feels the guest's attendance would benefit the purposes and objectives of the Council.

Section 4. A quorum qualified to take action for the Council shall be one-half of the regular members of the Council. The vote of a majority of the regular members present at a meeting shall constitute the decision and the action of the Council.

Section 5. All faculty and research staff members are encouraged to attend Council meetings when possible.

Section 6. Closed sessions of the Council shall be held at the discretion of the Chairman and shall be limited to regular members of the Council and such other persons as the Chairman may designate.

ARTICLE VI

Committees

Section 1. The Nominating Committee shall consist of the present Council Chairman and the three immediate past available Council Chairmen. The Nominating Committee shall select the Chairman and Vice-Chairman subject to Council approval at the spring meeting, or by mail ballot if a vacancy occurs before the spring meeting.

Section 2. The Chairman may from time to time establish such special committees and appoint such members to such committees as shall be helpful to the Council in the performance of its activities.

ARTICLE VII

Parliamentary Procedures

In the absence of any provision to the contrary in the By-Laws, business meetings of the Council and its committees shall be governed by the parliamentary rules and usage contained in the current edition of Robert's Rules of Order, Revised.

ARTICLE VIII

Amendments

Section 1. Amendments to these By-Laws and Procedures may be initiated by any member of the Council and may be presented to any meeting of the Council with the consent of two-thirds of the regular members present at such meeting if no notice of such amendment is contained in the written notice of such meeting, and to any meeting if notice of such amendment is contained in the written notice of such meeting.

Section 2. For the adoption of a proposed amendment to the By-Laws and Procedures, an affirmative vote of two-thirds of the regular members of the Council shall be required.

ARTICLE IX

Adoption

Adoption of these By-Laws and Procedures of the Geology Foundation Advisory Council shall be by majority vote of the regular members of the Council and shall take effect immediately upon adoption.

(Adopted by The Geology Foundation Advisory Council on October 21, 2005.)

DIRECTOR OF THE GEOLOGY FOUNDATION

JOB DESCRIPTION

The Director is responsible for the work of the Advisory Council staff, including all logistics and records of the Foundation's operations and the Advisory Council meetings. In addition, the Director shall:

1. Work closely with the Chairman of the Department of Geological Sciences, the Director of the Bureau of Economic Geology, and the Director of the Institute for Geophysics, and other members of the Jackson School to define priorities and needs.
2. Acknowledge gifts to the Geology Foundation.
3. Work with the Chairman of the Advisory Council to prepare agenda items for discussion at each Advisory Council meeting.
4. Respond to requests for support from Foundation funds.
5. Work with the Advisory Council to contact potential donors and to explain School needs for support.
6. Keep Chairman and Vice-Chairman of the Advisory Council informed of major new gifts and activities of the School.
7. Request acceptance of major gifts requiring Regental approval through letter to the Executive Vice President and Provost; request establishment of new endowed accounts through proper administrative channels.
8. Produce the School Newsletter.
9. Promote special meetings and other activities of the School such as alumni functions in various cities as well as alumni sessions at meetings of geological societies.
10. Supervise work to be done by employees of the Geology Foundation.
11. Perform any other duties prescribed in the by-laws of the Advisory Council.

(Adopted by The Geology Foundation Advisory Council on October 21, 2005.)