

**BY-LAWS AND PROCEDURES**  
**OF**  
**THE GEOLOGY FOUNDATION ADVISORY COUNCIL**

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**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 the “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 employing industries 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 four classes of membership in the Council: regular, recent graduate, *ex-officio*, and honorary.

**Section 2.** Regular members terms, qualifications and responsibilities

- a. **Terms:** Regular members will be appointed for three year terms. 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:

1. A first call for nominees will be issued to the Council by the Chair of the Nominating Committee at the fall meeting of the Council.
2. A second call by email will be sent to Council members by January 1, from the Chair of the Nominating Committee, requesting nominations with brief resumes be forwarded to the Chair of the Nominating Committee, and copied to the Council Chair and the Director. These nominations should be submitted by January 15.
3. By February 1 the Chair of the Nominating Committee will send the resumes of each nominee to the Nominating Committee for discussion. Nominees who are selected for membership will be contacted to discuss their commitment and interest
4. A review of proposed new members will be conducted at the spring Council meeting or by email from the chair of the Nominating Committee
5. Following review, a vote will be taken by ballot at the spring Council meeting or by email to select the

nominees, who will begin their terms the following September 1.

**b. Qualifications for regular membership on the Council are:**

1. A strong belief in higher education and enthusiasm for the School and The University as indicated by past support and interest.
2. High standing in their profession and a wide acquaintanceship within their industry. Exceptions may be allowed for Regular Membership of candidates who are in entry-to-mid level positions because they work in professions or industries which are under-represented in the Council.
3. A willingness to devote time to the organization, leadership, and activities of the Council.
4. A willingness to seek financial support for the School and to give personal support as possible.

**c. Responsibilities of the regular members of the Council are:**

1. To assist in the attainment of the objectives of the Council and the School.
2. To participate in presenting the needs of the School to prospective donors.
3. To attend the meetings of the Council.

**Section 3.** Recent graduate

- a. Terms:** The recent graduate members are asked to serve the Council for one 3-year term. The term of membership shall begin on September 1 and end on August 31. After serving for 3 years, the appointment of the recent graduate member will expire from the Council to allow for the appointment of another recent graduate. The process for nominating and selecting recent graduate members will be the same as for regular members.
- b. Qualifications and Responsibilities:** for the recent graduate membership are that they are UT graduates (any degree in

geoscience) who support the purposes and objectives of the Council; are interested in the success of the Jackson School and its students; are willing to attend and participate in Council meetings; and willing to inform and advise the Council about the student experience and education at UT.

**Section 4.** *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 5.** 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: Chair, Vice-Chair, and Director. The Chair and Vice-Chair must be regular members of the Council. The Director is an *ex-officio* member.
- Section 2.** The Chair 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-Chair shall preside and exercise the powers of the Chair in the absence of the Chair and shall succeed to the chair once the Chair's term has ended. Upon the untimely death or resignation of the Chair, the Vice-Chair will fill any unexpired term.
- Section 4.** The Chair and the Vice-Chair shall be elected at the spring Council meeting for a term of two years. 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 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 Chair in concert with the wishes of the Council and the Director.
- Section 2.** Special meetings of the Council may be called by the Chair.

**Section 3.** Upon invitation by the Chair, 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 Chair 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 Chair and shall be limited to regular members of the Council and such other persons as the Chair may designate.

## ARTICLE VI

### Committees

**Section 1:** The Council has established the following standing committees to assist in discharging its responsibilities: (i) the Nominating Committee and (ii) the Finance Committee. The committee chairs shall report the highlights of their meetings to the full Council at each spring and fall meeting. The committee charters of the Nominating Committee and the Finance Committee are set out in Appendix II and III, respectively of these By-Laws.

**Section 2:** The Council Chair may from time to time establish additional 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, Procedures and Charters 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.

## **APPENDIX I: RESPONSIBILITIES OF THE DIRECTOR OF THE GEOLOGY FOUNDATION**

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 Chair 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 Chair of the 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 Council to contact potential donors and to explain School needs for support.
6. Keep Chair and Vice-Chair of the 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.

## **APPENDIX II: CHARTER FOR THE NOMINATING COMMITTEE**

**Purpose and Responsibilities:** of the Nominating Committee are to (i) identify and recommend new candidates for regular membership, (ii) recommend re-appointment of current regular members whose term is expiring, (iii) identify and recommend recent graduate members for a single 3-year term



and (iv) nominate the next Chair and Vice-Chair, with intention that the Vice-Chair will become the next Chair. All nominations for all memberships and roles are subject to Council approval at the spring meeting, or by email ballot, as outlined in Article III.

**Membership:** The Nominating Committee shall consist of the present Council Chair, the Vice Chair, and the three immediate past available Council Chairs. The Director is an ex-officio member of the committee. The committee is chaired by the first immediate past Council Chair.

**Procedures:** for nominating members is within ARTICLE III.

**Meetings and Reports:** The Committee shall meet as often as required throughout the year to discharge their responsibilities. The Committee may meet in-person, teleconference or electronic conference. The committee chair shall report the highlights of their meetings to the full Council at each spring and fall meeting.

**Charter:** This committee charter shall be reviewed from time to time. Any changes to the Charter should first be supported by the Dean and the Council Chair and then voted on by the full Council, as per ARTICLE VIII.

### **APPENDIX III: CHARTER FOR THE FINANCE COMMITTEE**

**The Purpose and Responsibilities** of the Finance Committee are to review, analyze, and advise the Dean and the Council on the current status and future outlook of the JSG financials with attention to: JSG sources and uses of income, significant changes, relevant macro trends, fundraising and capital campaigns. The Committee's work is advisory in nature intended to assist and advise and does not have responsibilities regarding the allocation or spending of funds. Further, the Committee shall act as a resource for Council members to increase their understanding of the JSG and its finances.

**Membership** The Council Chair and Dean will appoint the Finance Committee Chair. The Dean and the Council Chair, in consultation with the Finance Committee Chair will appoint members to the Finance Committee. The Finance Committee shall consist of a minimum 2 members and up to 4 members: One of the members will be selected by the Dean from the JSG staff, with up to 3 other members from the Council, including the Committee Chair.

Each Committee member will serve a three year term beginning September 1<sup>st</sup> and shall serve until the Dean and Council Chair appoint a replacement committee member. Committee members can serve more than one term at the discretion of the Council Chair and Dean. To the extent practical, the Committee will enact staggered terms for Committee members to promote continuity. The Dean may remove any member from the Finance Committee at any time. The Dean and Council Chair are invited guests to attend any Finance Committee Meeting, serving as ex-officio members.

**Meeting and Reporting:** The Finance Committee will meet at least two times a year, related to and in advance of the Fall and Spring Advisory Council meetings. The Finance Committee may also meet with other committees and entities (e.g. University of Texas Investment Management Company and others) regarding issues of interest. The Finance Committee may meet in-person, via teleconference or via electronic conference.

The JSG staff member of the Finance Committee will provide and distribute the financial materials to be presented at the Fall and Spring Advisory Council meetings prior to each meeting. These materials will include a short financial summary. These materials will be filed on the Advisory Council portal on the JSG website. The committee chair shall also report the highlights of the Finance Committee meetings to the full Council at the spring and fall meetings. From time to time, the Committee will also prepare and present material to the Council regarding special topics as requested or deemed appropriate and timely.

**Charter:** This committee charter shall be reviewed from time to time. Any changes to the Charter should first be supported by the Dean and the Council Chair and then voted on by the full Council, as per ARTICLE VIII.

(Adopted by The Geology Foundation Advisory Council on November 4, 2021 )