



ARMA Student Chapters: Sample By-Laws

I. Name of Organization

The Student Chapter shall be called the American Rock Mechanics Association (insert name of host institution) Student Chapter, or abbreviated as ARMA™ (host name) Student Chapter.

II. Purpose

ARMA Student Chapter's purposes are (1) to provide a forum for collaboration among students, faculty, and others with an interest in rock mechanics and geoen지니어ing, (2) to encourage participation in professional and academic pursuits in the discipline, and (3) to contribute to and benefit from ARMA programs and activities, including dissemination of information through presentations, meetings, publications (ARMA Letters), and topical symposia.

III. Faculty Advisor/Host Institution

The Chapter will be served by a representative of the host institution in an advisory capacity, most likely by one or more faculty members of a relevant department. That representative shall be an active member of ARMA. Such an advisor will serve at his/her discretion for an unspecified term. The Chapter, upon the conclusion of the service of an advisor, will make every effort to seek the appointment of a successor advisor. The advisor should exhibit the willingness to provide advice, counsel, and to actively participate in the formation and activities of the Chapter.

The Chapter shall conform to any policies and procedures that each host institution may have in effect, and ensure ongoing compliance with such requirements governing campus-related academic, professional, and service organizations as may apply.

IV. Membership

A. Eligibility

Membership consists of (name of host institution) students who are encouraged to also join as Student Members of ARMA.

B. Privileges of membership

A member would be allowed to participate in all activities arranged by the chapter, including but not limited to meetings, events, and field trips.

C. Revocation of membership

Membership can be revoked for cause upon unanimous vote by all officers and the faculty advisor.

V. Officers

A. Officers

The officers of the organization shall consist of president, vice-president, treasurer, event coordinator and recording secretary [to be modified as relevant to your University, but at least three unique individuals are required including one of whom is the President]. Term of office held is one academic year. There will be a term limit of one academic year per position. [modify term to suit your Chapter]. Officers shall be ARMA Student Members.

B. Qualifications

All officers shall be members of the organization who have been in good standing with the chapter for the duration of their membership. The officers may not miss more than one-third (1/3) of the meetings. Advanced notification of absence must be sent to the secretary to be excused from meeting attendance. Extenuating circumstances will be evaluated by the current officers and faculty advisor. [to be modified to suite your Chapter, but with constraint that active status of officers and members should be able to be reported annually to the ARMA Board of Directors.

C. Duties

1. President: The president shall perform duties customarily pertaining to the office; shall preside over meetings of the organization, and shall perform other duties as the organization shall assign including all daily campus corresponding academic and communications.
2. Vice-President: The vice-president shall perform duties customarily pertaining to the office; shall preside over meetings of the organization in the president's absence, and shall perform duties assigned by the president.

3. Treasurer: The treasurer shall perform duties customarily pertaining to the office, shall keep an accurate ledger of the organization's budget and expenditures, shall prepare a budget preceding the end of the spring semester for the submittal to the officers, members, and ARMA's Board of Directors, shall disburse the budget of the current fiscal year under financial guidelines, and shall perform those duties assigned by the president.
4. Event Coordinator: Event Coordinator shall coordinate and plan regular and special events and activities, and shall perform those duties assigned by the president.
5. Recording Secretary: The recording secretary shall perform duties customarily pertaining to the office; shall act as a secretary of all the meetings of the organization and record the minutes thereof; shall, under supervision of the president, conduct all official correspondence and keep a roll of all members of the organization; and shall perform those duties assigned by the president.

D. Elections

Elections will be held at the last meeting of academic year, with a provision for in absentia voting through e-mail balloting prior to the membership election meeting.

1. Announcement of candidacy: Those wishing to run for office must email the secretary 4 weeks before the current semester's end by specifying the requested position and providing one short paragraph (200 words) detailing the reasons they should be considered for the position. The secretary will verify that the candidate is eligible to run.
2. Ballots: No less than 2 weeks prior to election meeting, a ballot (or message) listing the candidates for each office will be sent to the members of the Chapter.
3. Voting: Members will be allowed one vote per position. The ballot must be sent back to the secretary within one week of ballots being sent to the Chapter.
4. Appointment: New officers will be appointed by a majority of votes cast for each position. In the case of a tie, the candidates will be reviewed by the current officers and the faculty advisor, and the most appropriate candidate will be chosen to fill the position.
5. Vacancy: In the event that a vacancy occurs before the end of the term of office, the officers in consultation with the Faculty Advisor will appoint an interim person, to serve to the end of the term.

VI. Meetings

A. Calling of Meetings.

At the first meeting of each semester, the tentative meeting dates will be announced for the rest of the semester.

B. Attendance

Attendance will be taken at each meeting in order to determine eligibility for voting membership status as well as eligibility to run for office.

C. Quorum

Two-thirds (2/3) of the total members of the organization shall constitute a quorum for the transaction of official business.

VII. Reports

The Chapter will provide for customary books and records, including minutes of meetings, reports on events, and a financial statement. The officers of the chapter will provide an annual report to the Board of ARMA or its designated recipient, as described in Maintaining Status as an ARMA Student Chapter.

VIII. Non-Discrimination

The American Rock Mechanics Association (ARMA) student chapter prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, or marital or family status, in its employment and in all of its programs, activities, and opportunities available to its members, except where allowed by law.

All actions and policies of the organization shall conform to the policies of the ARMA Board of Trustees and State and Federal Laws.

IX. Amendments

These policies may be revised at any time by a vote of at least three-fourths (3/4) of the members of the organization in good standing.