

**Advisory Board
Boone Pickens School of Geology
Oklahoma State University**

Purposes

The Advisory Board of the Boone Pickens School of Geology at Oklahoma State University comprised of alumni and friends of the School shall be an active and vigorous group engaged to advise, assist and advocate for the faculty and students and the School in defining and attaining their academic, career and mission goals.

The purposes of this Advisory Board shall include, but not be limited to the following:

To advise the faculty of the School of Geology and the administration of Oklahoma State University on the needs of the people and industries that are served by the school; particularly in regard to the curriculum to be taught to the students who will be employed in industry, academia and government and to the direction of research that is undertaken by the faculty and students.

To mentor undergraduate and graduate students regarding the profession of geology and its practice, and to introduce students to appropriate professional organizations and encourage their participation in these organizations.

To provide a network of contacts to those students seeking employment in industry, academia or government and for their further career development.

To advocate for, encourage and promote the hiring of OSU School of Geology graduates within industry, academia and government.

To assist with fundraising efforts for both specific research endeavors and for the overall development of the School and its students, in coordination with the OSU Foundation.

To maintain the traditional sense of camaraderie and community among the students, faculty, alumni and friends of the School of Geology.

To advise on matters regarding changing industry cultures or politics that may have an affect on the future of the School or its students, faculty and alumni.

To advise and assist on other such issues as may be suggested by the School, Faculty, or University and to advocate for the School in the general public.

**Bylaws of the Advisory Board
Boone Pickens School of Geology at Oklahoma State University**

(as amended April 6, 2013)

- Article 1 – Membership
- Article 2 – Officers & Executive Committee
- Article 3 – Committees
- Article 4 – Meetings
- Article 5 – Amendments

Article 1 – Membership

1. The Members of the Advisory Board shall be concerned alumni and friends of the Boone Pickens School of Geology at Oklahoma State University and shall be classified as Active Members, Inactive Members and Honorary Life Members. It is recognized that all Members serve voluntarily and will serve and participate in Board activities at their own expense.
2. Active Members shall consist of all persons who heretofore have been invited to, and have accepted membership and those persons who shall hereinafter be invited to become Active Members as provided. Active Members will maintain a required level of participation in the Advisory Board and/or the Boone Pickens School of Geology of annual board meeting attendance, or committee membership, or other School engagement, at least once every two years. Only Active Members shall be entitled to vote for elective offices. Honorary Life Members are a special class of Active Members, and shall have no participation requirements.
3. Serving Members shall consist of Active Members currently serving on at least one committee with a demonstrated commitment to advancing the purpose and goals of the Advisory Board. Only Serving Members will be eligible to hold elective offices.
4. The Executive Committee shall act as a membership committee and shall periodically review the makeup of the Board membership and shall invite alumni and friends of the School to join the Advisory Board. Advisory Board Members and the Head of the School of Geology shall recommend potential new members to the Executive Committee. Persons wishing to become Board members shall submit their interest to the Executive Committee. An applicant shall be elected an Active Member by a majority vote of the Executive Committee with confirmation by the Head of the School of Geology.
5. Inactive Members are those members who are unable to participate in Board meetings, committees or activities at least once every two years. Members who fail to participate in group meetings and committee activities may be moved to inactive member status by majority vote of the Executive Committee. Inactive Members will be reinstated to active membership within three years of becoming Inactive by written request to the Executive Committee. After three years of Inactive status, if they have not requested to be returned to Active membership, the Inactive Member will be dropped from the Board.
6. Honorary Life Members shall be elected by a three-quarters vote of the Board Members present at the Annual Meeting. Nominees for Honorary Life Member shall be presented by the Honors and Awards Committee and made from those persons who are or were previously Active Members of the Board and who have contributed greatly to the Advisory Board and the improvement of the School of Geology and the advancement of the science of geology.
7. Ethics. Geology is a profession, and the privilege of professional practice requires professional morality and professional responsibility. Honesty, integrity, loyalty, fairness, impartiality, candor, fidelity to trust, and inviolability of confidence are incumbent upon every member as professional obligations. Each member shall be guided by high standards of business ethics, personal honor, and professional conduct. Members shall not make false, misleading, or unwarranted statements, representations or claims in regard to professional matters. Members shall endeavor to cooperate with others in the profession and shall encourage the ethical dissemination of geological knowledge.

Article 2 – Officers and Executive Committee

1. The Officers of the Advisory Board shall be: Chairman, Chairman-Elect and Secretary.
2. The Executive Committee shall consist of the Officers, the Past Chairman and three (3) Directors-at-Large. The Head of the School of Geology shall serve as an ex-officio director.
3. The Chairman shall preside at the meetings of the Board. He or she shall call special meetings when deemed advisable and shall appoint all committees except as otherwise provided. In the temporary absence of other Officers, he or she shall assume their duties. If the Chairman and Vice Chairman are absent, then any previous Chairman shall be called upon to preside. The Chairman shall review the year's activities of the Board at the Annual Meeting and Annual School of Geology Banquet.
4. The Chairman-Elect shall perform the duties of the Chairman in the absence of the Chairman, or the inability of the Chairman to serve. The Chairman-Elect shall succeed to the office of Chairman in the following term and shall assume the office of Chairman in case of a vacancy for any cause in that office. The Chairman-Elect shall perform such duties as may be assigned by the Chairman.
5. The Secretary shall be responsible for recording the actions of the Board; shall provide copies of the minutes of each Board meeting to members of the Board for review before the next Board meeting; shall cause all advance notices of meetings to all Members; shall maintain the records of all committee positions and shall act as chairman of the Honors and Awards committee.
6. Directors-at-Large shall be responsible for maintaining direct communication with and encouraging the areally diversified membership regarding the School and Advisory Board activities and assisting the Chairman with review and encouragement of the various committees' activities.
7. Terms of Office. The Chairman and Chairman-Elect shall each serve a one-year term. The Secretary shall serve a two-year term. The Directors shall serve a two-year term. Terms for the directors positions shall be staggered.
8. Election of Officers. The Officers and Directors-at-Large shall be elected by the Members at the Annual Meeting of the Board. Nominees for the Officers and Directors-at-Large shall be presented by the Nominating Committee to the members at the Annual Meeting of the Board. Additional nominations may be made by the members at the Annual Meeting. Officers shall be elected by ballot or acclamation at the Annual Meeting, and shall take office at the conclusion of the Annual Meeting.
9. Vacancies. A vacancy occurring in the office of Vice Chairman, Secretary or Director shall be filled by ballot of the members, through a special election called by the Executive Committee. Any such ballot shall be provided to the members a minimum of 14 days prior to closing of the special election and may consist of any combination of mail, electronic mail, and other suitable means.

Article 3 – Committees

1. Standing Committees. The Executive Committee, acting on School of Geology recommendations, shall have the authority to establish, maintain, and dissolve standing committees of the Advisory Board. In like manner, the charge to each standing committee may be modified. A list of standing committees, the charge to each committee, and the names of the chairmen, vice-chairmen, and committee members shall be kept by the Secretary. Each standing committee shall prepare a yearly action plan to be submitted to the Executive Committee by June 1. In turn, the Executive Committee will compile a summary of standing committee action plans to be distributed to the Board by July 1. The Executive Committee shall compile a status report of the standing committees; this report shall to be presented to the Board at its annual meeting, including information as to the establishment or dissolution of any standing committees.

Academic Development – The primary objective is to provide advice and recommendations to the School on academic matters. The Head of School shall be an ex-officio member of this committee.

Topics for which this committee will provide advice include:

- Undergraduate and graduate curricula
- Research directions
- Faculty development and retention
- Joint programs/partnerships within University
- Student recruitment and retention

Key criteria are to maintain balance among communities served by School:

- Academia
- Environmental agencies
- Governmental agencies
- Environmental companies
- Oil and gas companies
- Companies engaged in engineering geology or mining

Capital Development – The primary objective is to work in cooperation with the OSU Foundation to identify sources of capital and funding mechanisms, in order to ensure that the School completes its mission and remains competitive with its peer geology departments. Examples of where funds could be needed outside of the School's current sources include:

- Research fellowships and scholarships, and
- General and specific School of Geology needs

Sources of funding might include:

- Alumni and friends of the School
- Corporate matching programs
- Corporate grants and fellowships
- Public and private sources (foundation, organizations, agencies, and individuals)

Communications – The primary objective is to enhance awareness among the School, the various communities served by the School, and the friends and alumni of the School. Activities to facilitate communication and awareness include:

- Providing content and assistance to prepare the School newsletter, College and University publications, and School “marketing” brochure,
- Assisting the School in communicating with and marketing to the various industries, the media, and to high schools and colleges,

- Assisting in preparation of articles about or advertisements for the School for publication in various trade journals
- Assisting in the maintenance of an alumni contact information list.

Honors and Awards – The primary objective is to recognize the efforts and achievements of the members of the Board, alumni, and friends of the School of Geology, particularly for their service to the purposes of the Board and the mission of the School. The Secretary of the Advisory Board shall serve as chairman of this committee. Members of the Executive Committee will not be eligible for consideration of awards during their terms of office. Awards shall include:

- Honorary Life Members of the Board (see Membership above)
- Honorary School of Geology Alumnus

To honor School of Geology alumni or to bestow honorary School of Geology Alumnus status upon non-alumni in appreciation for their contribution and/or service to the School of Geology.

- Boone Pickens Entrepreneur (Bootstrap) Award

The Boone Pickens Entrepreneur "Bootstrap" Award is a tribute to those individuals that reflect the spirit and character of many of OSU geologists, particularly those that have demonstrated the ability to overcome great obstacles and rise to success. Nominees for this award demonstrate professionalism, courage, optimism, and steadfast purpose. This award acknowledges and honors those that have generously shared their success with OSU, especially the School of Geology. The recipients are recognized for their singular contribution to the School's spirit and tradition.

The Bootstrap Award will be considered in two parts:

Legacy Award -- honoring our great predecessors posthumously; and

Active Award – honoring those that continue to stand out, for their generosity.

Nominating Committee – The primary objective is the development of qualified leadership for the Board. The Past Chairman of the Advisory Board shall serve as chairman and the Head of the School of Geology shall serve as Vice Chairman of this committee. At least two other members shall be included. At least four weeks prior to the annual meeting this committee shall prepare a proposed slate of Officers and Directors for consideration by the membership at its annual meeting.

Professional Relationships – The primary objective is to increase the Schools students' awareness of various professional and scientific organizations, and to encourage their participation through student-membership programs, attendance at conferences and meetings, and so forth. Committee members can assist the School with students' professional development including:

- Career opportunity counseling - Communication with student regarding types of geological employment to expect, and to prepare for
- Career opportunity assistance - Helping students looking for summer internships and professional employment
- Special topics – Identification and assistance in providing venues on special professional topics that are generally unavailable through the University

2. Appointments and Terms. The Chairman shall appoint all committee chairmen except where otherwise specified in these Bylaws. The Executive Committee and standing committee chairmen shall appoint the standing committee vice chairmen, determine the number of members of each standing committee, recruit committee members, and fill vacancies whenever they occur. The Executive Committee may remove any committee chairman with or without cause. The committee chairman, with the concurrence of the Board Chairman, may remove the vice chairman, or other committee members with or without cause. The term of office of a member of a standing committee, unless otherwise provided in these Bylaws, shall be three (3) years. Appointments of chairmen and vice-chairmen shall be for one (1) year beginning at the conclusion of the Annual Meeting. Members of standing committees (other than chairmen and vice chairmen) shall serve in rotating terms. One-third (1/3) of the members of each standing committee (other than the chairman and vice chairman), unless otherwise provided, shall be appointed each year. No chairman of a standing committee may serve as such for more than three consecutive years. Each chairman and vice chairman and past chairman of a committee shall be a member of such committee by virtue of his or her office.
3. Special Committees and Delegations. In addition to the standing committees, the Chairman may appoint, annually, such special committees and delegations as the Executive Committee may authorize. Members of special committees shall be appointed for a term of one (1) year only and the Board Chairman shall designate the committee chairmen.

Article 4 – Meetings

1. The Advisory Board shall hold an Annual meeting of its members each year, at a time and place designated by the Executive Committee. (It is expected that the Annual Meeting shall be held in the spring, immediately prior to the annual School of Geology Banquet.)
The order of business at the Annual Meeting shall be:
 - a. Call to Order
 - b. Introductions
 - c. Introduction of new Advisory Board members
 - d. Report of the Chairman
 - e. Presentation by the Head of the School of Geology
(presentations of graduate and undergraduate programs by faculty)
 - f. Reports of Committees
 - g. Deferred Business
 - h. New Business
 - i. Election of New Officers
 - j. Adjournment
2. The Executive Committee shall hold a meeting at the beginning of each term of the Advisory Board, the purpose of which shall be to review the needs of the School of Geology in the coming Board term and the selection of committee chairmen and members.
3. Additional meetings may be called by the Chairman or the Head of the School of Geology upon ten-day notice, which shall include the date, time, place and purpose of the meeting.
4. Meetings other than the Annual Meeting may be held by teleconference or other means of electronic communication.
5. While not required, informal meetings of the Members are encouraged at local and regional venues for the discussion of the purposes of the Advisory Board and for committee planning and actions.

Article 5 – Amendments

1. Amendments to these Bylaws may be proposed by resolution of the Executive Committee, by a written proposal from the Head of the School of Geology, or by written proposal signed by five members of the Board. All such resolutions or proposals must be submitted to, and action must be taken during, the Annual Meeting of the Advisory Board.
2. The Bylaws may be amended by a three-fourths vote of the Members present at any annual meeting, provided that the proposed amendment has been submitted to the Members by regular mail or email distribution at least 14 days prior to the annual meeting.