

Eastern Connecticut State University

Environmental Club

Constitution

Article I: Name

This organization will be named Environmental Club of Eastern State Connecticut University.

Article II: Purpose

The purpose of this organization will be to advocate the importance of human impact on the environment, while promoting sustainable awareness and practices on campus and in our surrounding community.

Article III: Membership

Membership is open to all Eastern Connecticut University students. Active voting members must attend at least two consecutive meetings in order to vote. This does not apply in cases of special elections occurring before two meetings have been held. Any decision needs a majority vote.

Article IV: Officers and Responsibilities

The offices of this club shall consist of a President, Vice-President, Secretary, Treasurer and Public Relations. Officers shall perform the duties prescribed by this constitution and by the parliamentary authority adopted by the organization. Duties shall include but shall not be limited to the following.

Section A - President Responsibilities: The duties of the President shall be to coordinate and unify the work of the Planning Committee, prepare the meeting agenda, call and preside at general executive meetings, sign all official papers related to the club (including financial paperwork in the absence of the treasurer), appoint other committee chairmen.

Section B - Vice President Responsibilities: The duties of the Vice-President shall be assist the president with responsibilities as needed, help coordinate all social functions of the organization, and to assume all duties of the President (Section IVA) at all meetings which the President cannot attend. Upon vacancy of the Presidency which has been caused by either voluntary or forced resignation of the President, the Vice- President will assume all the responsibilities of the President, and will call for an election of a new Vice President.

Section C - Treasurer Responsibilities: The duties of the Treasurer shall be to disburse funds as directed by the majority vote or in payment of bills approved by the club or Planning Committee, request financial aid from the Student Senate, complete, sign, and submit all financial paperwork; be responsible for the organization complying with the policies and procedures set forth by the Student Activities office, and to keep an accurate record of all transactions. These receipts and records must be made available for inspection upon request by any club member.

Section D - Secretary Responsibilities: The duties of the Secretary will be to give notice of planning committee meetings and to keep a proper record of all activities of the club, including the minutes of every meeting, take attendance at all meetings of the organization, maintain up to date membership record, carry out all correspondence so directed by the President, distribute minutes within 48 hours of the meeting in accordance with the procedure set by the Student Activities Office and maintain a file of all letters for inspection upon request.

Section E - Public Relations: The duties of the Public Relations Officer will be to provide notice of club events to the entire student body, and provide coverage for the club in the school newspaper, by posters, and the local media. Other duties shall be to attend all meetings of the Student Senate and its sub-divisions which deal with club matters and to act as a lobbyist at these meetings.

Article V: Elections

Section A: Every year new elections will be held to determine the officers of the club at the end of the spring semester.

Section B: In order to be elected to any of the above offices a candidate must secure a majority of the votes cast. If the candidate fails to secure a majority of the votes cast, a second ballot must be taken. Only active members shall be allowed to vote. Voting shall be by secret ballot unless there is only one candidate for an office in which case election may be by voice vote. Notice of elections must be given one week prior to voting.

Article VI: Vacancy of Office

Section A: In the event of the vacancy of the office of President, the duties will be carried out by the Vice-President.

Section B: Elections will be scheduled to fill all other vacant positions with one weeks notice, following guidelines of Article VB.

Article VII – Impeachment And/Or Recall

Section A: Any officer is subject to impeachment and /or recall and removal from the office for failing to fulfill his/her constitutional responsibilities.

Section B: An impeachment request must be given at least a week in advance of the actual impeachment voting. Both the request and the voting must take place during regular meetings.

Section C: Upon conclusion of the discussion and arguments for and against impeaching the officer, a vote shall be taken. No officer shall be impeached except by a two-thirds (2/3) vote. Voting shall be by secret ballot.

Section D: An officer who is impeached shall immediately relinquish his/her office but shall be allowed to maintain active membership in the organization unless his/her actions have brought discredit to the organization.

Section E: If an officer is impeached, the organization shall fill the position following the procedures outlined under Vacancies.

Article VIII – Advisor(s)

Section A: The advisor shall be chosen by the membership at a duly constituted meeting of the organization by majority vote.

- Section B:** The faculty advisor shall serve as a non-voting ex-officio member of the Executive Board.
- Section C:** The advisors shall give advice for the better performance of the organization.
- Section D:** The advisor shall meet his/her responsibilities to the organization as stated in written directives issued by the Student Activities Office and in the Club Advisor's Operating Manual located on the Student Activities Website.
- Section E:** The advisor shall serve at the discretion of the University.

Article IX - Meetings

- Section A:** Meetings shall be called for no less than twice a month at which time appropriations of funds shall be made by 2/3 majority of votes of active voting members present at a general meeting
- Section B:** Meetings shall be open to all members of the student body
- Section C:** Meeting may also be called by the President whenever deemed necessary.
- Section D:** Notice of meetings must be posted 48 hours in advance.
- Section E:** Minutes must be kept at both regular membership and Executive Board meetings, and be posted within 48 hours of meeting.
- Section F:** Quorum is defined as 50% + 1 of your active membership. Quorum must be present to have an official meeting. Evidence of a quorum must be stated in the minutes

Article X - Committees

- Section A:** There shall be a Planning Committee consisting of all officers, committee chairperson, and faculty advisor.
- Section B:** There shall also be other committees formed for other specific purposes and each committee chairman shall recruit workers, organize and supervise their work according to the purpose of the committee.

Article XI - Parliamentary Authority

Robert's Rule of Order, Newly Revised shall act as the Parliamentary authority for all meetings of the club.

Article XII - Amendments

This constitution can be amended by a 2/3 majority vote of active voting members at a general meeting.

Article XIII – Ratification

This constitution must be ratified by a 2/3 majority vote at a regular meeting and approved by the Student Government Association Budget and Management committee.

A record of this ratification should be kept in a set of minutes that a temporary secretary kept for the organizational meeting(s)