



Constitution of the Environmental Studies Club at the University of Pittsburgh at Bradford

Article 1. Name of Organization

1.01. The name of the Organization shall be Environmental Studies Club

Article 2. Purpose and Mission

2.01. The purpose of the Organization shall be to expand students' horizons in all aspects of the organization. The organization is made up of students who share a similar interest in the environment.

2.02. The mission of the Organization is to raise the awareness of the environment in the Pitt-Bradford community by engaging in environmental activities.

2.03. The mission, activities, and practices of the Organization shall not be in conflict with applicable local, Pennsylvania state or federal laws or University policies and procedures presently in force or hereafter enacted.

2.04. Hazing and harassment practices by the organization shall be prohibited.

Article 3. Membership

3.01. Membership shall be open to all University of Pittsburgh at Bradford students and must comply with federal laws prohibiting discrimination on the basis of race, sex, handicap, age, sexual orientation, or political or religious affiliation. Compliance with these laws means that membership, benefits, and the election of officers will not be made on the basis of these factors.

3.02. Other members of the University community (defined as current faculty, staff, administrators and alumni) may attend the Organization's meetings and activities but may not conduct business on behalf of the Organization, vote, hold positions of responsibility including but not limited to elected, appointed, or volunteer positions or be involved in the finances of the Organization.

3.03. Membership in the Organization shall be defined as Active and Associate members.

Active members shall be members who attend at least sixty (60) percent of all weekly meetings per semester.

Associate members shall be members who agree with the mission of the club and would like to participate, but are unable to hold the requirements of an active member. Associate members may include students, faculty, and staff.

3.04. Members have the right to express any ideas or input they have during the general meetings to help the organization grow.

Article 4. Officers and Duties

- 4.01.** The Officers of the Organization shall consist of a President, a Vice President, a Secretary, a Treasurer, an Awareness Board Chair, an SGA Representative, and an Alternative SGA Representative, who shall constitute the Executive Board of the Organization.
- 4.02.** The advisor shall serve as an ex-officio member of the Organization. Ex-officio members shall serve only in a non-voting capacity.
- 4.03.** Any student eligible to be an Officer of the Environmental Studies Club shall not be permitted to hold more than one office in that organization at any one time, with the exception of the SGA Representative and the Alternative SGA Representative. Members who hold an office position may serve as either representative (SGA Representative or Alternate Representative) and their other position simultaneously.
- 4.04.** To be eligible to run for office, one must be an Active member of the Club.
- 4.05.** Nomination of new officers shall be conducted at the second-to-last regular meeting of the academic year. Members may nominate other members, or themselves, and the nominee must accept or decline the nomination. Nominee's will be given an opportunity to speak at the Nominating Meeting.
- 4.06.** Elections shall be held at the last regular meeting of the academic year. All Active Members may vote, including graduating members. Voting shall be done by closed ballots, and shall be tallied up together by the President and Secretary.
- 4.07.** The meeting date for taking nominations and holding elections, as well as the nomination and election process, shall be well publicized to all members of the Organization.
- 4.08.** All officer positions of the Organization shall be elected by simple majority vote by the Active Members present during the election meeting. These Officers may not be appointed.
- 4.09.** The President shall call all meetings of the Membership, regular or otherwise, and shall serve as the chairperson of such meetings. The President shall be the Chief Executive Officer of the club and shall exercise general supervision and direction over all affairs of the club. The President shall also be a member of all committees and must enforce the Constitution and bylaws of the club.
- 4.10.** The Vice President, in the absence of the President, or should the President prove unable or unwilling to perform the duties described above, shall assume the responsibilities of the President. In addition, the Vice President shall preside over all meetings of the Executive Committee called pursuant to Section 5.06 below and shall also coordinate volunteers working the events, oversee organization purchases, and take a major part in planning.
- 4.11.** The Treasurer shall be responsible for maintaining accurate financial records of the Organization. The Treasurer shall prepare and present any budget requests to the appropriate funding source. The Treasurer shall have charges of all monies, bank accounts, and valuable properties of the organization and shall perform all duties related to the treasurer's office. The Treasurer shall keep records of all money exchanges and receipts. The Treasurer should also give a report in meetings of balances, profits, and expenses as they occur. The officers shall insure that all funds are properly kept within the University accounting system. Outside bank accounts are not permitted. All records must be turned over to their successor at the end of their term.
- 4.12.** The Secretary shall be responsible for recording accurate minutes of any Meeting, regular or otherwise, of the Membership or the Executive Committee. The Secretary shall also record all votes

of the Membership or Executive Committee. The Secretary shall be responsible for the writing and distribution of the minutes to the Membership, and shall inform them of any Meeting or other gathering of the Organization, and furthermore shall at all times maintain an accurate and complete list of the Membership of the Organization. All records must be turned over to their successor at the end of their term.

4.13. The Awareness Chair Leader shall have charge of their own group of club volunteers. Duties will include, public relations, fund-raising, and organizing the club for social events. Awareness Chair will produce media for both online and print sources.

4.14. The SGA Representative shall attend all SGA assembly meetings and report back to the Executive Committee about anything that may affect the organization. He or she is responsible for contacting the SGA Alternate Representative if unable to attend a meeting, or another officer if the SGA Alternative is unavailable.

4.15. The Alternate SGA Representative shall attend any SGA assembly meetings that the SGA Representative Officer cannot attend. They are to report to the SGA Representative about any conditions that affect the organization.

4.16. The advisor(s) to the Organization must be a full-time staff member of University of Pittsburgh at Bradford. The Club Advisor(s) shall serve as a non-voting member of the Executive Committee and shall provide guidance and administrative assistance in the preparation of a program of events to be pursued by the Organization in forthcoming academic year.

4.17. The Executive Board shall propose a program of events or publication to be sponsored by the Organization. Proposed programs shall be presented to the Membership for their approval at a general Meeting of the Members of the Organization. The Executive Board shall encourage Members to recommend programs or publication to be sponsored by the Organization. When appropriate, the Executive Committee shall appoint Members to serve as committee chairs to oversee the various tasks related to the program or publication and to solicit the involvement of other Members of the Organization.

4.18. Any Officer of the Organization may resign at any time by delivering a written notice or email of such resignation to the President, or in the case of the resignation of the President, to the Vice President, as well as the Advisor.

4.19. When an Officer position is vacated, the Executive Board shall hold elections as soon as possible to fill the position by following the Organization's election procedures.

4.20. If any Officer of the Organization is absent from the University of Pittsburgh at Bradford campus due to a leave of absence or studying abroad the Executive Board shall hold elections to fill the position by following the Organization's election procedures.

4.21. Any Officer of the Organization may be removed from such office by a two-thirds (2/3) affirmative vote of the Members.

Article 5. Quorum and Meetings

5.01. A quorum shall exist at any Meeting of the Membership where at least fifty percent (50%) of the Members are in attendance.

5.02. Actions requiring a vote may only take place when a quorum is present. The Secretary shall record the votes and announce the outcome. They shall also maintain records related to the vote including procedures for voting and the vote count.

5.03. General Meetings of the Organization shall be held at least once per week.

5.04. A Special Meeting of the Membership shall be called upon written request to the President of at least twenty-five percent (25%) of the Members.

5.05. All Members shall be notified via E-mail of any Meeting and the nature of the business to be transacted there at least one day before such Meeting. No Meeting shall be called with the intent to exclude any one Member or any portion of the Membership.

5.06. The Executive Committee of the Organization shall meet at least once before any Meeting of the Membership at such time and place to be determined by the Committee. At such Meetings of the Executive Committee a quorum shall be deemed to be the attendance of any four (4) members of the Executive Committee. The Vice President shall preside over this meeting. The President shall preside over the meeting when the Vice President is unable to attend the meeting.

Article 6. Voting

6.01. One must be an Active Member to vote on any club business.

6.02. Each Member shall have one (1) vote.

6.03. There shall be no absentee or proxy voting with respect to any matter.

6.04. All motions require an affirmative vote of a simple majority of the Membership to be effective.

Article 7. Miscellaneous

7.01. This Constitution may be amended or repealed by a two-thirds (2/3) majority vote of the Members of the Organization.

7.02. Any amendment to this Constitution shall be attached hereto and made a part hereof for all purposes.

7.03. This Constitution and any amendments and changes hereto shall be filed by the club with the Office of Student Activities and shall be available to any Member of the Organization for inspection during office hours.

7.04. The Constitution on file in the Office of Student Activities shall be the official Constitution of the organization.

New Constitution: Important Highlights

January 23, 2018

from Article 3. Membership

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from Article 4. Officers and Duties

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