

Student Chapter of Environmental Education

Date Prepared: 2/26/2014

Amended:

**PREAMBLE**

The mission of the Student Chapter of Environmental Education is to provide Purdue University students with opportunities to educate Indiana citizens, including youth, landowners, and other stakeholder groups about natural resources. Through networking and club activities we wish to provide members of SCEE with professional development opportunities to share and enhance scientific knowledge, skills, and educational strategies applicable to the fields of Environmental Education and Extension.

**ARTICLE I - Name**

Student Chapter of Environmental Education (SCEE)

**ARTICLE II - Purpose of the Organization**

The mission of the Student Chapter of Environmental Education is to provide Purdue University students with opportunities to educate Indiana citizens, including youth, landowners, and other stakeholder groups about natural resources. Through networking and club activities we wish to provide members of SCEE with professional development opportunities to share and enhance scientific knowledge, skills, and educational strategies applicable to the fields of Environmental Education and Extension.

This club intends to provide Purdue University students with the resources to communicate with Indiana citizens on environmental issues. SCEE members will have opportunities to implement educational programs such as lesson plans and workshops in classroom settings and outdoor environments to a wide range of stakeholder groups.

**ARTICLE III - Definition of Membership**

- **Your organization must have a minimum of five members to start.**
- Any students attending Purdue University
- Students must pay annual dues as determined by the officers in order to participate in voting and events involving club expenses

**MEMBERSHIP LANGUAGE**

Only currently registered students, faculty and staff may be active members in this organization. Only active student members may vote or hold office.

**ANTI-HAZING STATEMENT**

This organization complies with all State and Federal laws and Purdue University Hazing Policy (see University Regulations). Further, the members of this organization understand that any indi-

vidual or group found responsible for hazing will be subject to disciplinary action by the Office of the Dean of Students.

### **REQUIRED NON-DISCRIMINATION STATEMENT**

**Membership and participation are free from discrimination on the basis of race, religion, color, sex, age, national origin or ancestry, genetic information, marital status, parental status, sexual orientation, gender identity and expression, disability, or status as a veteran.**

## **Article IV - Organization Officers and Election Procedure**

### **Section A. List of Officers by title**

- President
- Vice President
- Treasurer
- Secretary
- Student Council Representative

### **B. Eligibility**

- A quorum of 50% +1 is required for the voting and election of any matters.

### **Section C. Length of Officer Term**

- All elected officers shall be elected annually and serve a one-year term starting in August and ending the following August. Appointed positions can start at any time and last a maximum of one year.

### **Section D. Election Procedure**

- Nominations for all elected officers will be collected in April. Officers must be elected by a majority of members voting in the election and ballots may be cast via written vote or show of hands. Only nominees stated prior to the elections shall be listed on the ballot; however, write-in candidates are accepted. Candidates receiving the majority vote must accept the position, orally or written, before he/she assumes office. In the event of a tie, the advisor shall be the tie-breaker.

### **E. Appointment Procedures**

- Nominations for all appointed officers will be collected starting two weeks before any appointment begins. After all names are collected, the Board will review the candidates and select a nominee by majority vote. The nominee must accept the position, orally or written, before he/she assumes office.

### **Section F. Officer Removal**

- Any member may call for the removal of an officer by submitting a written request to the President (if the President is the officer in question, the request is to be submitted to the advisor(s)). The President (or advisor(s)) will send a warning letter discussing the matter to the officer in question. If a second request for removal is made, the officer in question will be given the opportunity to verbally argue their case at a meeting with the officers and advisor(s), after which a majority vote (minus the officer in question) is needed to remove the officer.

### **Section G. Officer Vacancy**

- In the event of an elected position vacancy, including the need for an officer to step down, members will nominate a new officer by majority vote to fulfill the duties of the previous officer.

## **ARTICLE V - Advisor**

- Advisors include Purdue University faculty and/or staff members
- Environmental Education Association of Indiana (EEAI) board members or working group members may be asked to serve as advisors for specific projects or club activities on an as-need basis
- Selection will only occur if the current advisors are unable to perform their duties to the club
- In case of a vacancy the previous advisors will be in charge of choosing their successor

### **ADVISOR CLAUSE**

This organization will select and secure an advisor or co-advisors from the active faculty or staff of Purdue University and will register their name(s) with the Dean of Students annually. The advisor(s) will be informed of all meetings and activities of the organization and may call a special meeting of the organization to discuss opportunities and concerns for the ongoing nature of the organization.

## **ARTICLE VI - Officers and Duties**

### **SECTION A. PRESIDENT**

- The President, as an elected officer, (1) will preside over all meetings, including elections; (2) will be responsible for creating the agendas for these meetings as well as maintaining order during the meetings; (3) coordinate club participation in the Environmental Education Association of Indiana (EEAI) annual conference; (4) be responsible for the coordination and organization of club outreach and extension events; (5) this club will follow

Roberts Rules of Order and should be used as reference by the President for any matters that may be unclear.

#### SECTION B. VICE PRESIDENT

- The Vice President, as an elected officer, (1) will assist the President, as needed, in creating meeting agendas and communicating meetings to club members; (2) will preside over meetings and maintain order in the case of the President's absence; (3) will be responsible for inviting/coordinating guest speakers.

#### SECTION C. TREASURER

- The Treasurer, as an elected officer, (1) will be responsible for managing the finances including approving activity budgets and submitting reimbursement paperwork; (2) **keep accounts, deposit the organization's funds, and make expenditures in a manner approved by the Business Office for Student Organizations**; (3) maintain accurate financial records and create a budget.

#### SECTION D. SECRETARY

- The Secretary, as an elected officer, (1) will be responsible for recording and distributing the meeting minutes to all club members via email after each meeting; (2) will be responsible for maintaining membership records/contact information.

#### SECTION E. STUDENT COUNCIL REPRESENTATIVE

- The Student Council Representative, as an elected officer, (1) will be responsible for attending all club meetings; (2) will attend Forestry and Natural Resources Department (FNR) Student Council (STUCO) meetings; (3) and will report SCEE club activities and updates to the FNR Student Council at scheduled biweekly meetings.

### **Article VII - Meetings**

- Meeting will occur bi-weekly
- The president will call the meetings
- Call for special emergency meetings may occur and would be called by an advisor or president
- Club members will be notified of any emergency meetings via email

### **VIII - Constitutional Amendments**

- Amendments may be proposed by an advisor or an elected officer

- Amendments must be formally proposed orally or written to the advisors and other elected officers
- A minimal of two meetings are required for bringing the amendment to attention and voting on the matter
- Active members will be notified through email and oral communication at biweekly meetings if an amendment is to be voted on
- A 2/3 majority vote from your active membership is required to pass an amendment.

**REQUIRED AMENDMENT CLAUSE**

**All amendments to the constitution and bylaws are subject to the approval of the Office of the Dean of Students.**

**IX - Dissolution**

- Dissolution is a matter to be determined by voting but the advisors have the final say in the matter
- A 2/3 majority vote of active club members are required to dissolve the group  
Any unspent club funds will be rolled into the FNR student council funds if the group dissolves

Date of Adoption

Date of Recognition

\_\_\_\_\_  
President's signature

\_\_\_\_\_  
Office of the Dean of Students

\_\_\_\_\_  
Advisor's signature

**Optional Additions:**

Many organizations cite Robert's Rules of Order, latest edition. This often helps guide groups in times of conflict. You may add articles or bylaws, but additions must adhere to campus regula-

tions as stated in University Regulations. By-Laws often include: Duties of Officers, Duties of Advisor, Installations, Committees, Activities, and Finances/Dues/Fees.