CONSTITUTION
OF THE
Sustainable Students Organization

BYLAWS

ARTICLE I. PURPOSE

SECTION 1. Our Sustainability Club Sustainable Students Organization defines sustainability as, “The ability to continue a defined behavior indefinitely” and taking this definition into account, its purpose shall be:

A. Integrate sustainability into daily life through community outreach, on campus events and self-education.
B. To foster scientific study and research in the field of environmental sustainability;
C. To develop and disseminate knowledge in sustainable building research and design;
D. To develop better public understanding and appreciation of the challenges and solutions posed by sustainable practices;
E. To promote understanding, adoption and use of environmentally sustainable design, construction, and building operation practices across the campus community.
F. To cultivate leadership skills among group members that will prepare them to champion sustainability on campus, in their community and in future careers.

ARTICLE II. MEMBERSHIP & DUES

SECTION 1. Membership shall be open to all, regardless of their declared major or primary area of study, so long as they are interested in sustainable practices of built and non-built environments. There shall be no discrimination on account of race, religion, political views, nationality, ability, sex, or gender.

SECTION 2. Memberships dues shall be $10 each year or $5 each semester. These funds will be used for various costs throughout the term.

SECTION 3. Failure to pay membership fees and/or participate in organizational events will result in termination of active membership and forfeit memberships dues paid for the term. The minimum amount of meetings will be 1 time each month. The minimum events to participate will be 1 time each month. Termination will be decided by the executive committee on a majority vote.
ARTICLE III. EXECUTIVE COMMITTEE

SECTION 1. The Executive Committee shall be the Faculty/Staff advisor, president, vice president, secretary, and treasurer as well as any other officers deemed necessary by the Student Group.

SECTION 2. The Executive Committee and officers shall be elected in the spring of each year to serve the following year. Elections will be held at the first official meeting of the year.

SECTION 3. The position of president and vice president shall be held by one built environment and non-built environment student to keep a balance between the two.

SECTION 4. All elected officers shall be chosen by vote of the members, and nominations shall be made from the floor. The candidates receiving a plurality of all votes cast shall be elected.

SECTION 5. Any board member or other elected officer who fails to fulfill the terms of office or to serve in an agreed-upon official capacity may be removed. Such action shall be effective only upon a majority vote of the Executive Committee taken at an official meeting called for such purpose.

ARTICLE IV. DUTIES OF THE EXECUTIVE COMMITTEE

SECTION 1. The president’s duties shall be to preside at all meetings, to appoint all special committees, and to be the chairperson of the Executive Committee.

SECTION 2. The vice president shall perform the duties of the president in the president’s absence. In the event of vacancy of the presidency, the executive vice president shall succeed to the presidency.

SECTION 3. The treasurer shall collect all Student Group funds and deposit them in an account on behalf of the Student Group and in accordance with Student Activities policy. He/she will be responsible for making all necessary expenditures when authorized by the president and Faculty/Staff advisor, keeping financial records, and submitting a written financial report to the Student Group at meetings during the semester. He/she will perform such related duties as the president shall delegate.

SECTION 3. The secretary shall maintain minutes of all meetings of the board and of the membership. These minutes shall be emailed within three days after the meeting. They will be saved on the dropbox at the designated folder. He/she will perform such related duties as the president shall delegate.
ARTICLE V. COMMITTEES

SECTION 1. There shall be the following standing committees: the Executive Committee, the Program Committee and the Earth Week Committee.

SECTION 2. The Executive Committee, which consists of all the elected officers and the advisor of the Student Group, shall decide on the policies of the group, as well as aid and advise the president of his/her duties.

SECTION 3. The Program Committee, under the supervision of the programs chair shall arrange annual programs for the Student Group that we would like to participate in and perform such other related duties as the president shall delegate.

SECTION 4. The president shall appoint any other committees as deemed necessary.

ARTICLE VI. MEETINGS

SECTION 1.

ARTICLE VI. ADVISOR

SECTION 1. There shall be a faculty/staff advisor who shall be selected each year by the membership.

Section 2: The responsibilities of the faculty advisor shall be to:

A. Maintain an awareness of the activities and programs sponsored by the student club.
B. Meet on a regular basis with the leader of the student club to discuss upcoming meetings, long range plans, goals, and problems of the club.
C. Attend regular meetings, executive board meetings as often as schedule allows.
D. Assist in the orientation of new officers.
E. Explain and clarify campus policy and procedures that apply to the club.
F. Maintain contact with the Student Life Office.
G. Provide direction in the area of parliamentary procedure, meeting facilitation, group-building, goal setting, and program planning.
H. Assist the club treasurer in monitoring expenditures, fundraising activities, and corporate sponsorship to maintain an accurate and up-to-date account ledger.
I. Inform club members of those factors that constitute unacceptable behavior on the part of the club members, and the possible consequence of said behaviors.

J. Maintain a balance of built and non-built environment events and activities conducted by the group.

**ARTICLE VII. RECORDS**

**SECTION 1.** The records of the Student Group shall consist of a minutes book, membership records, and financial records, as well as any other such records as the Student Group deems necessary and as required by Student Activities policy.

**ARTICLE VIII. AMENDMENTS**

**SECTION 1.** The constitution and bylaws shall constitute the operating basis of the Student Group.

**SECTION 2.** The constitution and bylaws may be amended by a majority vote of the members present, with proper notification having first been given to the entire membership.

**SECTION 3** A copy of the constitution and bylaws of the Student Group shall be provided for each member of the Executive Committee. The constitution and bylaws will be reviewed annually to ensure that it is in keeping with the needs and activities of the Student Group.

**SECTION 4.** The number, location and times of meetings shall be determined by the Executive Committee. Notice of all such meetings shall be posted or sent in writing to all members not less than five days in advance of the date set for the meeting. They are currently set to meet on alternating Thursday & Friday at 4 p.m. in the Scully building.

**Article IX. Hazing Policy**

**SECTION 1.** The Southeast Missouri State University Code of Student Conduct states:

A. Hazing for the purpose of pledging, initiation, admission into, affiliation with, or as a condition for maintaining membership in a group, organization or team shall be defined as:

A. Any intentional, knowing or reckless act, whether on or off campus, which endangers the mental or physical health or safety of any person, regardless of consent, or which violates public law or University policy.

B. Hazing includes, but is not limited to:
   a. Any physical brutality such as whipping, beating, striking, paddling, branding, placing of a harmful substance on the body, or similar activity;
b. Any physical activity such as sleep deprivation, exposure to the elements, confinement, calisthenics, or other activity that subjects a student to risk of harm, or that adversely affects the mental or physical health or safety of a student;

c. Any activity involving consumption of food, liquid, alcoholic beverage, drug, or substance that subjects a student to risk of harm, or that adversely affects the mental or physical health or safety of a student;

d. Any activity that intimidates or threatens a student with ostracism, subjects a student to extreme mental stress, shame or humiliation, or adversely affects the mental health or dignity of a student, or that may reasonably be expected to cause a student to leave the organization or institution rather than submit to acts described above;

e. Any activity in which a person solicits, plans, encourages, directs, aids, or attempts to aid another in hazing or intentionally, knowingly, or recklessly permits hazing to occur and/or knowingly fails to report the incident.

f. Hazing is inconsistent with Missouri laws/statues, University policies, the Student Code of Conduct, and fraternal/organizational laws. (Student Organization name) and its members agree to abide by the anti-hazing policy required of all student organizations at Southeast Missouri State University.