

DREXEL SIERRA STUDENT COALITION CONSTITUTION

ARTICLE I – NAME

- The official name of this organization shall be Drexel Sierra Club Student Coalition (SSC).
- A byname of Drexel Sierra Club will be used interchangeably as an abbreviation and as commonplace.
- Both names are acceptable when referring to the organization.

ARTICLE II - OBJECTIVES

- Purposes of this organization include:
 - To organize and support environmentally conscious individuals who are interested in creating a more sustainable Drexel and environment on local, regional, national and international levels
 - Hold up the Sierra Club motto to explore, enjoy, and protect the planet
 - Strengthening community and social ties

ARTICLE III – MEMBERSHIP

- Membership in the Sierra Club Student Coalition is open to all full time Drexel undergraduates regardless of race, religion, national origin, gender, sexual orientation, or ability.
- Official members are defined through the paying of dues and detailed further below.
- Guest Policy:
 - Non-dues paying guests can currently attend all events until which point the limits of dues paying members is defined.

ARTICLE IV – OFFICERS

- Tenure:
 - Time in office will be for the duration of 1 year, after which there will be an election.
 - Officers must be a full-time undergraduate student
- **Sierra Club Executive Board Descriptions**
- The executive board of the Drexel Sierra Club is responsible for the overall success of the organization. It is made up of a President, Vice President, Treasurer, Secretary, and Webmaster. There is a significant time commitment by the executive board to ensure the success of the Sierra Club, which should be noted by anyone running for election. The executive board meets for a minimum of one hour weekly, separate of the general membership meeting, and hosts all Sierra Club events.
- Following the January election each year, the new executive board is responsible for establishing the organization's goals for the upcoming year. These goals are to be discussed at a meeting between the newly elected executive board and the previous executive board, to ensure a successful transition phase. The officer's election occurs

at the beginning of Winter Quarter (in January), and for the rest of the term, the new executive board serves under the guidance of the previous executive board. The new officers assume full responsibility at the start of Spring Quarter. However, the previous executive board carries guidance responsibilities following the transition, and should still be available for assistance.

- **President**

- The president acts as a liaison between the university administration and our organization.
- Offers guidance to the other members of the executive board
- Ensures that all events align with the overall campaign(s) established by the executive board
- The president MUST attend a Student Activity Fee Allocation Committee (SAFAC) training immediately following their election (during Winter Quarter), and attend all other meetings required by the Office of Campus Activities.
- While the annual allocation is primarily prepared by the treasurer, the president also shares responsibility in its completion.
- The president runs all Sierra Club meetings, unless absent, in which case the Vice President assumes responsibility.
- The president also serves a liaison between the Drexel Sierra Club and the Philadelphia region (including the environmental organizations at other universities). The President must either attend, or appoint a representative to attend these meetings
- Liaison between chapter presidents and the Drexel Chapter.

- **Vice President**

- The vice president assumes responsibility for the Sierra Club membership and maintains the club roster
- The vice president delegates tasks to specific members of the Sierra Club
- Establishes specific deadlines to ensure the success of all events.
- Additionally, the vice president must advertise, promote and increase the visibility of the organization to recruit new members.
- Vice president oversees all committees (volunteering, fundraising, etc.), and has the power to create new committees if needed.
- In the absence of the president, the vice president assumes responsibility.
- The vice president must also attend SAFAC training.
- The vice president may be asked to assist in the annual allocation.

- **Treasurer**

- The treasurer is responsible for the finances of the Sierra Club
- This includes the preparation of the annual allocation
- Maintains written financial records.
- Reimbursing club members for expenses and follows up on pending payments.
- The treasurer must attend a SAFAC training following election (during Winter Quarter) and maintain the budget for all events.
- The treasurer is a part of the fundraising committee, and must solicit outside organizations (and alumni) for donations.

- The treasurer also must arrange to meet with the SAFAC advisor to conduct any purchases, make a deposit, or reimburse members
- Records event expenses and assists in event funding
- **Secretary**
 - The secretary is responsible for all correspondence which includes answering emails and notifying members of upcoming events.
 - Updates the event calendar.
 - Takes meeting minutes and sets up the agenda for the next meeting.
 - The secretary must archive any important documents within the Drexel Sierra Club Gmail account and website
 - The secretary must work with the vice president to ensure that the rosters are updated
 - Work with the treasurer to draft fundraising letters
 - The secretary must be prompt and organized, because delays in correspondence ultimately affect the perception of the organization.
 - The secretary is also responsible for maintaining the social networking sites such as Facebook and Twitter, along with the Webmaster
- **Webmaster**
 - Responsible for uploading meeting minutes and agendas to the club website.
 - Lists upcoming events and updates information.
 - The website ultimately creates a public perception of the Sierra Club, and therefore it must appear professional and up-to-date.
 - The webmaster also maintains the forums and blogs, and shares photos.
 - Responsible for maintaining the group's social networking sites, along with the secretary.
 - The website and Gmail account acts as the archive of the club and ensures past resources for the club's future.
- **Member-at-Large**
 - Previous executive board members.
 - Provides guidance following the officer transition, and is available for assistance.

Article V- ELECTIONS

- Elections are held at the beginning of Winter term and the elected officials take office the beginning Spring term.
- If at any time 1/3 of the club body feels that an officer has failed to attend enough meetings to be an effective officer, a vote will be held for the election of said officer.

Article VI – ADVISOR

- **Must be a full-time faculty or staff member.**
 - Advisor
 - Must have knowledge and be involved in environmental issues and public policies.
 - Will be selected by the Executive Board.

ARTICLE IX – MEETINGS

- When:
 - Meetings will be held once a week on a day and time chosen to be most convenient by the interested majority of the club. The times will change throughout terms and will be specified in an email.
 - Any final business that needs to be attended to will be done so during this meeting.
- Notification:
 - The president will send out e-mail notifications a minimum of *4 days in advance*. For example, for a meeting on Wednesday there would have been an email sent out by Saturday or earlier. The e-mails will include a reminder of the date and time, a location where the meeting will take place, and a summary of what issues will be discussed. If a vote will take place during meeting, information will be in the e-mail
- Where:
 - Location of the meetings will be disclosed in the e-mail notification sent before each meeting
- Quorum:
 - For electing officials and/or trips and other issues, 60% of the entire membership base must be present in order for a vote to be legitimate.
 - If an individual for some reason cannot make the meeting, his/her vote may be counted **only if it is received via e-mail by a member of the executive board 1 hour prior to the start** of a meeting.

ARTICLE X – FINANCES

- Membership dues:
 - Membership dues at \$10 annually and entitles a member to a T-Shirt
 - The cost of T-Shirts is subsidized by SAFAC through allocated funds
 - Further entitlement of dues will be defined in a future amendment.
 - Members are encouraged to Join Sierra Club National to support our parent organization

ARTICLE XI – RATIFICATION

- In order for the Constitution to be ratified 2/3 of the regular attendance of meetings including all officers must be present in order for a vote to be legitimate. A 50% +1 majority vote is required to pass.

ARTICLE XII – AMENDMENTS

- How/Whom will Amend:
 - If any individual at any time feels the need to make an amendment to the constitution, he/she may send a proposal in an e-mail sent to the president.

- The president will bring the amendment suggestion to the next meeting where it will be discussed and voted on.

ARTICLE XIII – BYLAWS

- Rules and Regulations for SSC:
 - All rules and regulations of the Sierra Club will be strictly enforced. Any individual who disregards the rules set forth by Sierra Club will have their membership to SSC suspended for one year. The consequences of their actions will be discussed by the disciplinary committee
 - Meetings will be organized and will function in a professional matter. Anyone who *inappropriately* disregards others opinions, ideas or thoughts will be warned. If it happens again, their membership to SSC will be suspended for one year. The consequences of their actions will be discussed by the disciplinary committee
 - E-mails sent to the President, Advisor, and officers will be done so in a professional manner and not contain any inappropriate language. If an individual does so s/he will be warned first, and then be turned over to the disciplinary committee.

ARTICLE XIV – DEFINITIONS

- Sustainability – A club definition of sustainability will be defined in a future amendment.

Created: 12/20/2005
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