

Sierra Meeting Minutes 1-19-10

Clean Works Symposium – every week different speakers representing different energies

- this Wednesday at 6 pm – USDA representative

CEO Events –

- need people to go so we can get more funding
- check last week's minutes for link to list of events

February 9th – Movie screening + vegan potluck

- what movie?
- Potluck before or during movie?

Elections – in two weeks – open to all who wish to run

- SEE POSITION DESCRIPTIONS BELOW: Sorry for the weird text

T-shirts - \$10 dues

Camping – February 5-7th

- \$20
- Either French Creek
- Need sleeping bags
- Food – Natalie and Christie

Fraternity Recycling Competition –

- included in the 2010 Recycle-mania competition?

Other new ideas:

Plants around campus – Zee Zee Plant or other

Clean Water Action guy to come speak – Chris will contact him

No recycling bins in Northside Market – AND they give out Styrofoam cups

Hoagie lunch box deal at Northside

Tray campaign – awareness

No recycling in Calhoun

Motion sensors for buildings – have freshmen engineers design it – project – bring to academic committee of Drexel Green

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.