

Ecology Club Constitution

Article I.

Section 1: Name:

Ecology Club

Section 2: Purpose:

The purpose of Ecology club is to provide Wilkes University science majors with the opportunity to interact with fellow undergraduates, graduate students, and professionals with interests in ecology, sustainability, and community outreach. The club will focus on providing members with hands-on experience in ecology, ecological sustainability, and interactions with ecological professionals. The club will also allow students the opportunity to connect with the community by educating them through interaction with nature and on topics such as preserving natural resources for future generations.

Section 3: Non-discriminatory Policy:

The Ecology Club and its members will not discriminate against any individual(s) for the reasons of race, color, creed, religion, sexual orientation, national origin, sex, age, or handicap.

Article II.

Section 1: Membership Qualifications

The Ecology Club is open to all students, faculty, staff, and alumni of Wilkes University. Voting privileges are reserved for club members who are currently enrolled as undergraduate students at Wilkes University, and who have attended at least one general meeting per semester. Members of the club who are graduate students, faculty, staff, or alumni are encouraged to attend meetings and to participate in discussions, but are not allowed to vote.

Article III.

Section 1: Description of Officers' Positions and Duties

President: The Club's President will run the general meetings, plan for and lead meetings of the Executive Committee, arrange for guests and guest speakers when appropriate, and oversee the club's social media profiles. He/She will act as the primary liaison between the Club and the Wilkes University Student Government. The President will also be responsible for creating sub-committees, with chairs being elected by the club (described in Article VI, Section I).

Vice President: The Club's Vice President will assist the President in his/her duties as well as fill the President's role when he/she is absent. He/She will also organize dinners for the guest speakers with club members and send thank you notes to guests and others when appropriate.

Treasurer: The Club's Treasurer will maintain financial records and apply for grants/funds for the club. He/She shall also be responsible for reporting, on a regular basis, the status of the Club's finances. If club members vote for mandatory dues, the treasurer shall collect dues from the Club's members.

Secretary: The Club's Secretary will maintain a complete record of club activities. Meeting minutes will be recorded by the secretary during the Executive Committee meetings and also during the official meeting for members. He/She will record attendance at all meetings and activities. If need be, the secretary will also photograph club activities and events, and/or gather photographs from members for future use.

Article IV.

Section 1: Executive Committee

The Ecology Club's Executive Committee will be comprised of the elected officers described in Article III.

Article V.

Section 1: Committee Utilization

Dependent upon the size of the club, committees will be utilized if the executive committee is not able to hear all the concerns of the members, effectively execute club meetings, or plan events accordingly. Committee members should attend executive committee meetings, but will not have voting privileges within the executive committee.

Section 2: Standing Committees

Student Advisory Committee: This committee will be composed of five students at most with a minimum of one student from each class. Members of this committee shall be elected by simple majority of the Club's members. Students who are not yet undergraduates should report concerns to the freshmen representative. Students exceeding four years of school should report concerns to the senior representative. If no representative is present for Graduate students, alumni, faculty, or staff, the senior representative will accept the responsibility of hearing their concerns.

Planning Committee: This committee will be composed of at most four active members with one student from each class. One member of this committee shall act as secretary and report the minutes of each meeting to the Club's secretary.

Article VI.

Section 1: Election of Officers

The officers described in Article III and committee chairs will be elected in April, by a simple majority of the Club's members attending that meeting. The officers will be elected from a slate of candidates provided through open nominations. In order to be nominated, a member must have attended at least 80% of general meetings in both the Fall and Spring semesters. Officer candidates must also have participated in at least three club activities per semester. The term of each officer will be one year, yet a member may serve in the same office up to two consecutive terms. In the event that an office is not filled during the Spring Semester election, the remaining members of the Club's Executive Committee may appoint a person to fill the office without a majority vote of the Club's members.

Section 2: Removal of Officers

In the event that one or more of the above officers no longer meets the expectations of the position, the remaining officers may vote and, by simple majority, remove said officer from his/her position. Depending on the needs of the club or the timing in the year (closeness to the next election), the officers may either appoint a new officer or take up the duties between themselves.

Section 3: Selection of General Members

Membership to the club is open and there is no selection process. Members will not be asked to pay dues, unless approved by vote in an official meeting.

Section 4: Removal of General Members

Removal of members will be dealt with on a case-by-case basis, but will follow the guidelines below. In cases of suspension/banishment from club meetings or events, the offending member will not be refunded any dues paid. Offending members may request a private meeting with club officers to discuss their suspension/banishment or have their suspension/banishment reviewed by the club's faculty advisor.

Minor offenses (non-payment of dues, disruptions of meetings, etc.):

The offending member will be warned/reminded of their behavior and possibly asked to refrain from attending the following meeting. Repetition of minor offenses may result in banishment from club meetings and events for the rest of the semester or year.

Major offenses (theft, harassment, etc.):

The offending member will be asked to leave the meeting (if applicable) and asked not to return for the rest of the semester or year. If needed, University officials will be notified of the member's behavior.

Section 5: Understudies

To create a fluid transition from the incumbent to succeeding officers, elected members may shadow the Club's officers. After officer elections as detailed in Article VI Section 1, understudies may attend executive committee meetings, but will remain as general members until they assume their positions as Club officers at the start of the next academic year. Understudies will not have voting privileges at executive committee meetings, nor will they stand in for current officers.

Section VII.

Section 1: Advisor(s)

Jeffrey A. Stratford, Ph.D., Department of Biology (jeffrey.stratford@wilkes.edu)

Article VIII.

Section 1: General Meetings

Official meetings for the Club's members will be held the first Tuesday of each month during club hours each academic semester (except Summer), which totals between six and eight meetings per semester. All members will be notified of the time and place of each meeting at least four days before the meeting.

Section 2: Quorum at General Meetings

For meetings of the Club's general membership, a quorum is defined as greater than 50% of the members who are eligible to vote.

Section 3: Executive Committee Meetings

The Executive Committee will meet as necessary during the "off weeks" from the Club's general meetings, and otherwise communicate through email as often as necessary to conduct the Club's business.

Section 4: Quorum at Executive Committee Meetings

For meetings of the Club's Executive Committee, the Club's President and any two additional elected officers constitute a quorum.

Article IX.

Section 1: Constitutional Amendments

Proposed amendments should be in writing, should not be acted upon but read in the general meeting in which they are proposed, should be read again at a specified number of subsequent general meetings and the general meeting in which the votes will be taken. Approval should require at least two-thirds of voting members present (and to conduct any business an organization should have quorum present at a business meeting, which is at minimum 50% + 1 of total organization members). The constitution should not be amended easily or frequently.

Article X.

Section 1: Dissolution of the Club

In the event of the failure to maintain and achieve its purposes, the Club will be dissolved. Any unencumbered assets will be returned to the donors. The Club's President and Vice-President will be held responsible for paying any debts of and related closing duties for the Club.

By-Laws

Section 1: All by-laws shall be appended to the Constitution annually.

Section 2: The faculty advisors of the club shall have the authority to restrict the activities of the club members according to satisfactory grades.

Section 3: Members of the Executive Board shall be elected within one month after the beginning of the fall semester.

Section 4: The Executive Board of the club shall meet at least once every two weeks during the school year.

Section 5: The first meeting of the month shall be considered the official meeting unless overruled by the executive committee. Additional meetings may be held, if needed.

Section 6: Nominations for club officers will take place at the official April meeting, elections will take place two weeks later at the final school year meeting. Officers will not take office until the following academic year.