

Student Sustainability
Coalition at the University of
Michigan-Dearborn
Constitution

Article I

Organization Name

The name of the organization shall be the Student Sustainability Coalition (SSC) at UM-Dearborn in reference to the University of Michigan - Dearborn.

Article II

Mission Statement

Our mission is to reposition the University of Michigan as a leader in the fight for a holistic, environmentally sustainable future by drawing upon its considerable resources to achieve equitable and science-based commitments to sustainability.

SSC UM-Dearborn will inform students of sustainability issues at the local, national, and global level, as well as provide students opportunities to take preventative and community-engaging action against them.

SSC UM-Dearborn will also collaborate with the Ann Arbor and Flint UM campuses to create a university-wide community dedicated to environmental sustainability.

All activities and functions of the organization must be legal under University, local, state, and federal laws.

Article III

Membership

Section 1: Membership

- a. All students enrolled at the University of Michigan-Dearborn are eligible for membership.
- b. Membership shall be open at all times of the year.
- c. Recruitment may be done at any time of the year.
- d. Any member who has either attended a meeting, participated in an event sponsored by SSC, or communicated digitally shall be considered active, and therefore reserves voting rights.
- e. Any individual who has not met or has not abided by the conditions in Section 1(d) for the duration of a semester is an observing member, and therefore does not reserve voting rights.

Section 2: Non-discrimination Statement

- a. SSC is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, height, weight, or veteran status.

Section 3: Non-hazing Statement

- a. Hazing will not be used as a condition of membership in this organization.

Section 4: Removal of Members

- a. A member may be removed from the organization if they are regularly disruptive of its operations, have acted inappropriately toward another member, or committed actions on behalf of the organization that violate the non-discrimination statement or non-hazing statement.
- b. The removal of a member may be requested by any active member.
- c. The vote shall occur at the next meeting and may be voted upon by all active members once they are informed of the circumstances which led to the proposal of a removal vote.
- d. The member in question should also be afforded the opportunity to speak.
- e. The member facing removal shall not have a vote.
- f. The vote will be conducted via an anonymous ballot.
- g. The vote must yield a simple majority of votes for removal.
- h. A member that has been removed may appeal the decision at a General Body Meeting with quorum.
 - i. The member in question shall be given the chance to make their case as to why they should be reinstated.
 - ii. Reinstatement shall occur if a simple majority of active members present vote in favor.

Section 5: Voting

- a. For any item being voted on by the General Body all active members shall have voting rights.
 - i. On any matter that was first voted on by the Executive Board, Executive Board Officers may not vote.
- b. For any matter being voted on by the Executive Board, all officers shall have voting rights.

Article IV

Executive Board

Section 1: Executive Board Members

- a. **The Executive Board shall consist of five (5) officers: the President, Vice President, Treasurer, Secretary, and Marketing Chair.**
- b. Officers must meet the following qualifications:
 - i. At least a 2.5 cumulative G.P.A.
 - ii. Enrolled, in at least one class, at UM-Dearborn
- c. Only one officer position may be held at a time.
- d. Executive Board Officers shall serve for one (1) academic year.
- e. An executive board member may be re-elected any number of terms as long as they meet all eligibility requirements.
- f. In situations where they are allowed to vote, the votes of officers shall be counted the same as those of non-officers.

Section 2: President

The President shall:

- a. Be responsible for the administration of the organization.
- b. Serve as the liaison to University administration and community.
- c. Serve as the official representative and advocate.
- d. Keep the Ann Arbor branch of SSC informed at least on a monthly basis.
- e. Work with the Vice President to solve any conflicts between members.
- f. Share responsibility with their designees for scheduling and leading General Body and Executive Board meetings.
- g. Create meeting agendas in consultation with the Executive Board, and make them available at least the day before meetings.
- h. Share responsibility with their Executive Board designees for overseeing the Activity Chairs in fulfilling their duties.

Section 3: Vice President

The Vice President shall:

- a. Be responsible for assuming the President's duties as necessary.
- b. Be responsible for assisting in the administration of SSC.
- c. Be responsible for overseeing fundraising initiatives.
- d. Work with the President to resolve any conflicts between members.

Section 4: Treasurer

The Treasurer shall:

- a. Be responsible for maintaining the organization's budget.
- b. Be responsible for tracking all transactions.
- c. Be the official liaison between SSC and the Student Organizations Advisory Council (SOAC).
- d. Ensure all fundraising proceeds are deposited into the SSC organization account.

Section 5: Secretary

The Secretary shall:

- a. Maintain accurate and current information of club membership.
- b. Be responsible for taking minutes during General Body meetings and make them available to all active members via email blast before the next General Body meeting.
- c. Be responsible for taking minutes during Executive Board meetings and make them available to all active members via email blast before the next Executive Board meeting.
- d. Assist Activity Chairs when they are placing room reservations and food orders for SSC programming.
- e. Be responsible for managing and organizing the records of the team Google Drive, also including educational records.

Section 6: Marketing Chair

The Marketing Chair shall:

- a. Be responsible for maintaining all SSC social media accounts, posting at least on a weekly basis during the Fall and Winter semesters.
- b. Oversee the designing of all promotional material for SSC.
- c. Help promote all events and initiatives of SSC.
- d. Be responsible for overseeing all recruitment initiatives.

Section 7: Activity Chair

- a. A voluntary position, appointed by the Executive Board, which consists of a point person who plans and executes an individual event or SSC initiative (i.e., “SSC campaign”).
- b. Any active member, including officers, can volunteer to be an Activity Chair.
- c. Every event or initiative shall have at least one Activity Chair to lead it. More Activity Chairs may be added depending on the planning workload.
- d. The Activity Chair(s) should receive help from the rest of the organization in fulfilling their duties.**
- e. An activity chair may create a special committee as outlined in Article VIII to fulfill their duties.
- f. For any arising developments or event progress, the point person(s) should update the club during General Body meetings, and keep the Executive Board informed of the status of initiative or event planning.
- g. With assistance from the Secretary, Activity Chairs should place room reservations and food orders.
- h. The Activity Chair(s) should do their best to attend and help manage the event they planned. If they are not able to attend despite their best efforts, they may ask for designees to go on their behalf.
- i. Following an event, the Activity Chair(s) will help lead a reflection at the following General Body Meeting to gather what went well and ways to improve for future events. This feedback should be entered into the team Google Drive by the Secretary.
- j. The tenure of an Activity Chair is ongoing until either the event or initiative concludes, the current Activity Chair(s) elect to resign, or the Activity Chair(s) are removed from their position by the voting procedure in Article 6, section 2.
 - i. Should an Activity Chair resign and the event or initiative is still in progress (i.e., somewhere in the process from planning, execution, to reflection), they should work to bring in a volunteer successor. The successor should receive mentoring from the previous Activity Chair at a time convenient for both the mentee and mentor as needed.
 - ii. Should the Activity Chair(s) of an event or initiative be removed and the event or initiative is still ongoing (i.e., somewhere in the process from planning, execution, to reflection), the Board shall mentor their successor(s) at a time convenient for both parties as needed.

Section 8: Policy Compliance

- a. The Executive Board shall ensure that all policies laid out in this Constitution and any associated procedures are adhered to.
- b. The Executive Board shall remain apprised of University and SOAC policies and ensure SSC’s compliance with them.
- c. The Executive Board shall lead an annual review of this Constitution and any associated procedures to ensure they remain functional and up to date.
- d. The Executive Board shall review any proposed amendments to this Constitution and any associated procedures to ensure they do not conflict with any other segments or University policy.

Article V

Executive Board Elections

Section 1: Executive Board Elections

- a. The President shall ensure Executive Board Elections are conducted on time following proper procedure.
- b. Executive Board Elections shall occur at least once per academic year. They shall be held on the first General Body meeting of March.
- c. Following elections, the remainder of the semester should involve the previous officers mentoring the newly elected ones at a time convenient for both parties as needed.
- d. Elections for each officer position shall be conducted individually following the order in which they are listed in Article IV.
- e. Each election shall follow the following format:
 - i. Nomination
 1. Any active member may self-nominate or be nominated by another active member for an officer position.
 2. A nominated individual may choose to accept or decline the nomination.
 - ii. Discussion
 1. Each candidate shall be afforded the same amount of time to speak.
 2. Members shall then be given the opportunity to ask questions to the candidates.
 - iii. Voting
 1. Voting shall be conducted via written ballot counted by an impartial party, such as the Advisor.
 2. Each active member shall provide their vote to the impartial party.
 3. Once all the votes have been cast the impartial party shall publicly count them.
 4. If a candidate receives a simple majority of the votes cast they shall be the winner.
 5. If no candidate receives a simple majority of votes, the lowest vote receiving candidate shall be removed from consideration and a new vote held. This shall repeat until a candidate receives a simple majority of the votes cast.
 6. In the event of a tie, the deciding vote shall fall to the Advisor.
 - iv. Election Results
 1. Election results shall be announced the day of the election both in person and through the meeting minutes.
- f. Absentee votes shall not be allowed.
- g. Newly elected Executive Board Officers shall assume their position after the final scheduled General Body Meeting of the Winter Semester.

Section 2: Failure to Hold Elections

- a. If elections are not held at the first meeting held during the month of March:

- i. The current President shall become ineligible from holding Executive Board Officer positions within SSC for the next academic year.
- ii. The duty of ensuring elections are held shall then fall to the Secretary.

Article VI

Officer Vacancies

Section 1: Officer Vacancies

- a. In the event the Presidency becomes vacant, the Vice President shall assume the position.
- b. In the event the President and Vice President positions become vacant simultaneously, the Secretary shall be responsible for calling a meeting to hold Executive Board Elections to fill them.
- c. In the event another position becomes vacant, the President shall appoint an active member to fill the vacancy with confirmation by the Executive Board.

Section 2: Removal of Executive Board Officers

- a. Any Executive Board Officer may be removed from office for malfeasance-in-office, neglect of duty, or otherwise acting inappropriately in office.
- b. The following procedure shall be utilized in a removal vote:
 - i. Active members may call for a vote during a general body meeting.
 - ii. The vote shall occur at the next meeting with quorum and may be voted upon by all active members once they are informed of the circumstances which led to the proposal of a removal vote.
 - iii. The officer facing removal shall not have a vote but should be afforded the opportunity to speak.
 - iv. The vote will be conducted via an anonymous ballot.
 - v. The vote must yield a simple majority of votes for removal.
 - vi. Should the vote fail to remove the officer, the active members who called for the vote may not call for any further votes against that officer for the remainder of the current term of office.
 - vii. Should an officer also be an Activity Chair, removal from either position shall be conducted independently.

Section 3: Removal of Activity Chairs

- a. Any Activity Chair may be removed from office for malfeasance-in-office, neglect of duty, or otherwise acting inappropriately in office.
- b. Active members may call for a vote during a general body meeting.
- c. A vote on removal of an Activity Chair may occur during a general body meeting with a majority of General Body active members with at least two executive officers present.
- d. The vote will be conducted via an anonymous ballot.
- e. A simple majority of votes is required for removal.
- f. Should an Activity Chair also be an officer, removal from either position shall be conducted independently.

Section 4: Appeals Process

A member who has been removed from their position as an officer or activity chair may appeal the decision at a General Body Meeting with quorum.

- i. The member in question shall be given the chance to make their case as to why they should be reinstated before a new officer is confirmed in their place.
- ii. Reinstatement shall occur if a simple majority of active members present, excluding the Executive Board for officers, vote in favor.
- iii. Appeals for either position, activity chair or officer, shall be conducted independently.

Article VII

Meetings

Section 1: General Meeting Policies

- a. Meeting structure shall be left to the discretion of the President, or their designee leading the meeting.
- b. The Executive Board shall assist the Meeting Leader in enforcing meeting structure.
- c. Should the Meeting Leader feel a formal structure is needed, they should use the most recent version of Robert's Rules of Order as a framework to conduct discussion.
 - i. Matters where this may be necessary include: Officer removal discussions or other sensitive topics.

Section 2: General Body Meetings

- a. General Body Meetings are open for anyone to attend.
 - i. Individuals that were removed from membership per Article 3, Section 4 shall require approval of the Executive Board to attend a General Body meeting.
 - ii. Quorum shall be defined as a majority of the Executive Board members and a majority of active members.
- b. Meetings shall be held at least twice a month during the Fall and Winter Semesters provided there are no extenuating circumstances.
- c. Any active member may vote during these meetings with the following exception:
 - i. Executive Board members may not vote on matters that had been voted on by the Board.
- d. A call for a meeting must be made at least one week prior to the meeting.
- e. The President shall create meeting agendas in consultation with the Executive Board. The meeting agenda must be distributed at least one day prior to the meeting.

Section 3: Executive Board Meetings

- a. The Executive Board shall convene at General Body meetings in person or by telecommute.
 - i. Meetings should at least cover an overall review of progress (e.g. events/initiatives of Activity Chairs, recruitment, fundraising, etc.), future plans, as well as establish an agenda for the next general body meeting.
 - ii. The review should be structured as to have each officer share updates regarding the responsibilities of their position.

- b. The Executive Board may meet separately in addition to General Body meetings if needed (e.g., budget approval).
 - i. Quorum shall be a majority of Executive Board Officers.
 - ii. Any officer may vote during these meetings.
 - iii. A call for a meeting must be made at least one week prior to the meeting.
 - iv. The President shall create meeting agendas in consultation with the Executive Board. The agenda must be distributed to all active members at least one day prior to the meeting.

Article VIII

Committees

Selection 1: Formation

- a. There shall be no standing committees unless added by constitutional amendment.
- b. The activity chair(s) for a given SSC campaign shall form a special committee to fulfill their duties.
 - i. Each SSC campaign should have a digital record located in the google drive under the “SSC campaign s” folder.
- c. Individual events do not require the formation of a special committee, but the activity chair(s) may form one depending on the workload.
- d. Special committees will last from the planning, execution, to reflection of a SSC campaign or individual event (i.e., if applicable).

Section 2: Membership

- a. The activity chair(s) for a given individual event (i.e., if applicable) or SSC campaign shall chair its special committee.
- b. Any active member, including officers, can join and/or contribute to a special committee.
 - i. The tenure of the activity chair(s) of a special committee shall coincide with the procedures outlined in Article IV, Section 7.
 - ii. The tenure of anyone else in a special committee is ongoing until either the event or initiative concludes, they elect to resign, or they are removed for malfeasance-in-office, neglect of duty, or otherwise acting inappropriately on the committee through the voting procedure in Article VIII, Section 7b.
 - 1. Should they resign and the event or initiative is still going (i.e., somewhere in the process from planning, execution, to reflection), they should work to bring in a volunteer successor if needed as deemed by the activity chair in consultation with the rest of the special committee. The successor should receive mentoring from the outgoing special committee member at a time convenient for both the mentee and mentor as needed.
 - 2. Should they be removed and the event or initiative is still going (i.e., somewhere in the process from planning, execution, to reflection), the activity chair shall mentor a successor if needed, as deemed by the

activity chair in consultation with the rest of the special committee, at a time convenient for both parties as needed.

Section 3: Selection

- a. If an active member wants to join a special committee, they must contact the/an activity chair of the committee who should then add them to the master special committee list in the google drive.
- b. The activity chair of the special committee, in consultation with the other activity chairs if applicable, may appoint active members to the committee. The appointed member should then be added to the master special committee list in the google drive.

Section 4: Duties

- a. The special committee shall plan and execute the SSC campaign or individual event they have been charged with while keeping the rest of the organization informed and following the policies outlined in this constitution.
- b. The committee shall create and maintain a completion timeline leading to the committee's goals in the google drive.
- c. The committee shall share in the responsibilities of the corresponding activity chair(s) as outlined in Article IV, Section 7.
- d. The committee must consult the Executive Board as outlined in Article IV, Section 7, including any spending as outlined in Article X.

Section 5: Powers

- a. Special committees, in consultation with the rest of the organization during General Body and Executive Board meetings, shall recommend courses of action regarding SSC campaign or individual event (i.e., if applicable) planning, execution, and reflection.
- b. Special committees may create individual events in consultation with the rest of the organization to complete their goals. Special committees shall then lead the individual events they created.
- c. A special committee may collaborate with other organizations in pursuit of its goals while keeping the rest of the organization informed and following the policies outlined in this constitution.

Section 6: Chairperson Responsibilities

- a. The chairperson(s) represents the committee to the Executive Board and General Body.
- b. The chairperson(s) responsibilities should coincide with those of their positions as activity chair(s).
- c. The chairperson(s) must make sure that the committee's workload is evenly distributed amongst its members.
- d. The chairperson(s) shall oversee the creation and maintenance of a completion timeline leading to the committee's goals in the google drive.
- e. The chairperson(s) must maintain the committee's membership list.

Section 7: Special Committee Removal

- a. In the event that the activity chair(s) for a given individual event or SSC campaign resign or are voted out of their position, the two options outlined in Article IV, Section 7i shall include the transfer of chairperson responsibilities.

- b. Anyone else on the special committee can be voted off the special committee for malfeasance-in-office, neglect of duty, or otherwise acting inappropriately on the committee by the following procedure:
 - i. Active members on the special committee may call for a vote during a general body meeting
 - ii. The vote shall occur at the next meeting and may be voted upon by all active members once they are informed of the circumstances which led to the proposal of a removal vote.
 - iii. The member of the special committee facing removal shall not have a vote.
 - iv. The vote will be conducted via an anonymous ballot.
 - v. The vote must yield a simple majority of votes for removal.
 - vi. Should the vote fail to remove the member from the special committee, the active members who called for the vote may not call for any further votes against that member pertaining to the special committee for the remainder of the current term.
 - vii. Removal from a special committee shall be conducted independently of other positions, including someone being the activity chair for more than one individual event or SSC campaign . However, should an activity chair be voted out of their position, they would also be removed from the position's corresponding special committee.
- c. Activity chair vacancies shall be filled as outlined by Article IV, Section 7. Other special committee member vacancies shall be filled as outlined by Article VIII, Section 2bii.

Article IX

Advisor

Section 1: Advisor Selection and Confirmation

- a. The Advisor shall be nominated by the President. The advisor shall then be confirmed with the unanimous approval of the Executive Board.

Section 2: Responsibilities

- a. The Advisor is responsible for ensuring that all policies governing student organizations are properly followed.

Section 3: Position Removal

- a. The Advisor shall serve until they choose to resign or they are relieved from the position for malfeasance-in-office, neglect of duty, or acting inappropriately toward another member as determined by the Office of Student Life.
- b. In the event of a vacancy, the Advisor position shall be filled within two (2) weeks.

Article X

Finances

There shall be no membership dues.

Budgets shall be approved by a $\frac{2}{3}$ majority vote of the Executive Board at an Executive Board Meeting, and the Advisor and Treasurer shall serve as authorized signers.

Regarding organization expenses:

- a) Expenses under \$20 may be approved by an authorized signer who must provide notice to the Executive Board
- b) Expenses between \$20 and \$250 may be approved with a majority vote of the Executive Board
- c) Expenses of \$250 or more may be approved with a majority vote of both the Executive Board and the General Body.

Following elections, the remainder of the semester should involve the outgoing treasurer, if not assuming the position for the next year, mentoring the incoming one at a time convenient for both parties as needed. This process also includes the outgoing treasurer transferring their authorized signer role to the incoming treasurer.

Article XI

Ratification and Empowerment

This Constitution shall be considered ratified and go into effect once it has been approved by the Office for Student Life.

Article XII

Amendments

An amendment may be proposed by an active member by submitting it, in writing, to the Executive Board. Amendments may be proposed at any time of the year.

Amendments shall be approved by the following:

- i. Amendments must be approved by the active membership during a General Body Meeting with quorum.
 - a) Notice must be given of the vote at the General Body Meeting immediately preceding it.
 - b) Amendments shall require a simple majority vote of present active members (i.e., the number of members required is at least the minimum to reach quorum).

Passed amendments shall go into effect immediately unless otherwise stipulated during the approval process.

Article XIII

History

Created: 01/31/2020

Revised: 03/20/2020