

**Student Sustainability
Coalition of the University of
Michigan-Dearborn
Constitution**

Article I

Organization Name

Section 1.01 Name

- a. The name of the organization shall be the Student Sustainability Coalition (SSC).

Article II

Mission and Goals

Section 2.01 Mission Statement

- a. "Educating the future generation on sustainability."

Section 2.02 Goals

- a. The purpose of this organization is to foster environmental stewardship in members of the UM-Dearborn community through education efforts on sustainability and environmental friendliness. This organization intends to carry out educational campaigns, perform environmental restoration projects, and provide other environment-friendly volunteering opportunities.

Section 2.03 Legal Statement

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

Article III

Membership

Section 3.01 Membership

- b. All students enrolled at the University of Michigan-Dearborn are eligible for membership.
- c. A student may become a member by:
 - i. Attending one (1) General Body Meeting
- d. Membership shall be open at all times of the year.
- e. Recruitment may be done at any time of the year.
- f. Any member who has attended at least one (1) of the previous two (2) General Body Meetings shall be considered an active member.
 - i. During the first meeting of an administration, all members in attendance shall be considered active.

Section 3.02 Removal of Members

- b. A member may be removed from the organization if they are regularly disruptive of its operations, have committed any action while acting on behalf of the organization that violates the non-discrimination statement or non-hazing statement, or have been acting inappropriately towards another member.
- c. The removal of a member may be done by a **five-sixths (5/6) vote** of the Executive Board.
- d. All members reserve the right to request the removal or withdrawal of any member that fulfills the aforementioned grounds for removal.

- e. Members may appeal a removal request by an in-person, formal hearing with the entire executive board and advisor present.
- f. Membership reinstatement will only be granted if the removal request was found to be falsified/untrue.

Section 3.03 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 3.04 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.

Section 3.05 Non-hazing Statement

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

Article IV Officers

Section 4.01 Executive Board Composition and Voting Rights

- a. **The Executive Board shall consist of six (6) officers: the President, Vice President, Treasurer, Secretary, Marketing and PR, and Committee Chair.**
- b. Any active member meeting the following qualification is eligible for an officer position:
 - i. Has at least a 2.5 cumulative G.P.A.
 - ii. Is enrolled in at least 6 credits if an undergraduate student or 5 if a graduate student during the Fall and Winter Semesters.
- c. Only one officer position may be held at a time.
- d. Executive Board Officers shall serve for one (1) academic year.
- e. An active member may be re-elected to any number of terms as long as they meet all eligibility requirements.
- f. All officers may cast their vote in any matter in the exception of their own removal.
- g. In the case of a tie within the executive board votes, the advisor shall break the tie.

Section 4.02 President

- a. The President shall only vote in the case of a tie unless it is a vote which requires more than a simple majority to pass.
- b. The President shall be responsible for the administration of the organization.
- c. The President shall serve as the liaison to University administration and community.
- d. The President shall serve as the official representative and advocater.
- e. The President, or their designee, shall be responsible for scheduling and leading General Body and Executive Board meetings.

- f. The President shall work with the Director of Member Relations to solve any conflicts between members

Section 4.03 Vice President

- a. The Vice President is able to vote for things the executive board votes on
- b. The Vice President shall be responsible for assuming the President's duties as necessary.
- c. The Vice President is responsible for assisting in the administration of SSC.
- d. The Vice President is responsible for collecting and maintaining all educational material gathered.
- e. The Vice President shall be responsible for organizing fundraising initiatives.

Section 4.04 Treasurer

- a. The Treasurer is able to vote for all things the executive board votes on.
- b. The Treasurer shall be responsible for maintaining the organization's budget.
- c. The Treasurer shall be responsible for tracking all transactions.
- d. The Treasurer shall be the official liaison between SSC and the Student Organizations Advisory Council (SOAC).
- e. The Treasurer shall ensure all fundraising proceeds are deposited into the SSC organization account.

Section 4.05 Secretary

- a. The Secretary is able to vote for all things the executive board votes on.
- b. The Secretary shall maintain accurate and current information of club membership.
- c. The Secretary shall be responsible for taking minutes during General Body and Executive Board meetings.
- d. The Secretary shall make the minutes of General Body Meetings available to all members before the next General Body Meeting.
- e. The Secretary shall be responsible for placing room reservations and food orders for SSC programming.
- f. The Secretary shall prepare agendas for General Assembly and Executive Board meetings and send them to all members at least 48 hours in advance.

Section 4.06 Marketing and PR

- a. The Director of Marketing and PR is able to vote for all things the executive board votes on.
- b. The Director of Marketing and PR shall be responsible for maintaining all SSC social media accounts.
- c. The Director of Marketing and PR shall oversee the designing of all promotional material for SSC.
- d. The Director of Marketing and PR shall promote all events and initiatives of SSC.
- e. The Director of Marketing and PR shall be responsible for organizing all recruitment initiatives.
- f. The Director of Marketing and PR shall be responsible for planning regular social events.
- g. The Director of Marketing and PR shall work with the President to solve any conflicts between members.

Section 4.07 Committee Chair

- a. The Committee Chair is able to vote for all things the executive board votes on.

- b. The Committee Chair shall ensure that all policies laid out in this Constitution and any associated procedures are adhered to.
- c. The Committee Chair shall remain apprised of University and SOAC policies and ensure SSC's compliance with them.
- d. The Committee Chair shall lead an annual review of this Constitution and any associated procedures to ensure they remain functional and up to date.
- e. The Committee Chair 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.
- f. The Committee Chair ensures that all committees are running smoothly and helps them accordingly.

Article V

Selection of Officers/Elections

Section 5.01 Executive Board Elections

- a. The President and the Vice President shall ensure Executive Board Elections are conducted on time following proper procedure.
- b. Executive Board Elections shall occur at the first meeting of March.
- c. Elections for each officer position shall be conducted individually following the order in which they are listed in Article IV.
- d. Each election shall follow the following format:
 - i. Nomination
 - 1. Any active member may nominate another active member for an officer position.
 - 2. A nominated individual may choose to accept or decline the nomination.
 - 3. Self nominations will be honored.
 - 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. Emails will be sent out along with updates in the Whatsapp group chat with election information at least a week before both the nomination period and the election period.
 - 2. Voting shall be conducted via written ballot counted by an impartial party, such as the Advisor.
 - 3. Each active member shall provide their vote to the impartial party.
 - 4. Once all votes have been cast the impartial party shall publicly count them.
 - 5. If a candidate receives a majority of the votes cast they shall be the winner.

6. If no candidate receives a 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 majority of the votes cast.
 7. In the event of a tie, the deciding vote shall fall to the Advisor.
- e. Absentee votes shall not be allowed.
 - f. Newly elected Executive Board Officers shall assume their position after the final scheduled General Body Meeting of the Winter Semester.

Section 5.02 Failure to Hold Elections

- a. If elections are not held at the first meeting held during the month of March:
 - i. The current serving President and Vice President shall become permanently ineligible from holding Executive Board Officer positions within SSC.
 - ii. The duty of ensuring elections are held shall fall to the Advisor.

Article VI

Officer Vacancies

Section 6.01 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 Advisor 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 6.02 Removal of 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. Any Executive Board Officer may call for the removal of another officer at an Executive Board Meeting.
 - i. An officer facing a removal vote shall not have a vote in said vote.
 - ii. A unanimous vote of the rest of the officers shall be required to remove the officer.
- c. At a General Body Meeting three (3) active members may call for a vote to remove an officer from office.
 - i. The vote shall occur at the next meeting.
 - ii. The officer facing removal shall not have a vote.
 - iii. A two-thirds ($\frac{2}{3}$) vote of active members present shall be required to remove the officer in question.
 - iv. 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.

Section 6.03 Appeal Policy

- a. An officer facing removal or already removed from the executive board may submit an appeal by attending formal, in-person hearing with entire executive board and advisor present.
- b. The removed officer must be voted back into an executive board position by a two-thirds ($\frac{2}{3}$) vote of all voting members and by unanimous approval of executive board and advisor
- c. Appeal must be made during within one month of removal or removal notice.

Article VII

Meetings

Section 7.01 General Meeting Policies

- a. Meeting structure shall be left to the discretion of the member leading the meeting.
- b. The Secretary 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: Executive Board Elections, Officer removal discussions, or other sensitive topics.

Section 7.02 General Body Meetings

- a. General Body Meetings are open for anyone to attend.
 - i. With the exception of individuals that were removed from membership per Section 3.02, who shall require the approval of the Executive Board to be allowed to attend a General Body Meeting.
- b. Quorum shall be a majority of active members.
- c. Meetings shall be held at least twice a month during the Fall and Winter Semesters provided there are no extenuating circumstances.

Section 7.03 Executive Board Meetings

- a. Quorum for Executive Board Meetings shall be a majority of Executive Board Officers.
- b. The Executive Board shall meet at least once per month.
- c. Further meetings may be called at the President's discretion.

Article VIII

Advisor

Section 8.01 Advisor

- a. The Advisor shall be selected by the President with the approval of the Executive Board.
- b. The Advisor shall be responsible for helping ensure all policies governing student organizations are properly followed.
- c. The Advisor shall serve until they choose to resign or a **five-sixths (5/6)** vote of the Executive Board dismisses them.
- d. In the event of a vacancy the Advisor position shall be filled within two (2) weeks.

Article IX

Finances

Section 9.01 Finances

- a. **There shall be no membership dues.**
- b. Budgets shall be approved by a majority vote of the Executive Board at an Executive Board Meeting.
- c. The President and Treasurer shall serve as authorized signers.
- d. For any expense under \$20 either authorized signer may approve as long as they provide notice to the Executive Board.
- e. For an expense over \$20 and under \$500 approval requires a majority vote of the Executive Board.
- f. For an expense over \$500 approval requires a majority vote of both the Executive Board and the General Body.
- g. After proper voting procedures, outgoing members must inform incoming replacement of all duties and responsibilities, as well as providing complete information. This includes any account login information, important contacts, and other relevant information.

Article X

Ratification and Empowerment

Section 10.01 Ratification and Empowerment

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

Article XI

Amendments

Section 11.01 Amendments

- a. An amendment may be proposed by an active member by submitting it, in writing, to the Policy Officer.
- b. Amendments may be proposed at any time of the year.
- c. Amendments shall be approved in two (2) stages:
 - i. Amendments must first be approved by the Executive Board during an Executive Board Meeting.
 1. All members must be given at least five (5) business days notice prior to the vote being held.
 2. Amendments shall require a majority vote of the Executive Board.
 - ii. Amendments must then be approved by the General Body during a General Body Meeting.
 1. Notice must be given of the vote at the General Body Meeting immediately preceding it.
 2. Amendments shall require a majority vote of present active members.
 - iii. Passed amendments shall go into effect immediately unless otherwise stipulated during the approval process.

- iv. This constitution and bylaws may be amended by a two thirds vote of the entire voting student membership (all active members).

Article XII

Revision and Updates

Section 12.01 Revision and Updates Statement

- a. This constitution must be reviewed by the organization leadership and the Office of Student Life once every three years.

Article XIII

History

Club Created: 03/31/2022

Constitution Created: 04/21/2022

Constitution Revised: 06/10/2022

Constitution Revised: 07/08/2022