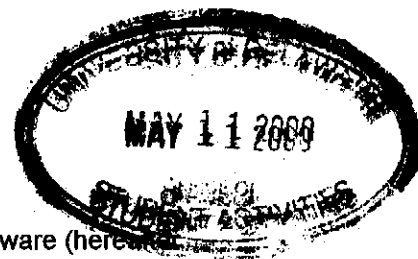


Constitution for Students for the Environment



Preamble

We, the members of Students for the Environment at the University of Delaware (hereafter referred to as SFE), do hereby establish this document as our governing constitution.

Article 1: Name and Purpose

1. This organization shall be known as Students for the Environment.
2. This organization shall be a non-religious, non-discriminatory, non-profit Registered Student Organization (RSO) affiliated with the University of Delaware (UD).
3. The purposes of SFE are as follows:
 - a. to educate the campus community about environmentally related events;
 - b. to promote awareness of the impacts that UD students, faculty, and staff have on the environment;
 - c. to help the campus community learn how to become more environmentally friendly; and
 - d. to provide its members with a forum in which to discuss concerns about environmentally related topics.

Article 2: Membership

Membership in SFE is open to any full-time undergraduate student at UD, regardless of race, color, ethnicity, country of origin, language, age, gender/sex/gender expression, sexual orientation, disability, marital status, socioeconomic status, or religious belief. Members should be committed to the causes of environmental protection and restoration. Members of the local community – including faculty, staff, and graduate students – may attend and contribute to open meetings and events, but may not vote on any organizational matters or in SFE elections.

Article 3: Meetings and Procedures

1. Meetings
 - a. Meetings shall be held at least twice per month during the Fall and Spring semesters, or as often as is deemed necessary.
 - b. During Winter and Summer sessions, meetings shall be held as often as is deemed appropriate by any members present.
2. Parliamentary Procedure

The rules outlined in *Robert's Rules of Order* shall be upheld in cases where dispute occurs.
3. Election of Officers
 - a. Elections shall be held in the spring of each calendar year, unless they are deemed necessary at another time.
 - b. Officers shall be elected by a majority vote of active members.
 - c. All voting shall be by secret ballot.
 - d. Candidates for official positions shall be nominated by at least two (2) active SFE members.
4. Announcement of Events
 - a. All events, including weekly meetings, shall be announced via the SFE listserv (sfe-list@copland.udel.edu).

- i. Membership on the SFE listserve shall be obtained by emailing the secretary.
- b. All active members should have an active email account linked to the listserve.
 - ii. If an officer is not able to check her or his email regularly, she or he is required to check with a member of the board at regular intervals to stay informed of current events.
- c. Events shall be publicized on the SFE web page (<http://copland.udel.edu/stu-org/sfe/>).
 - iii. The SFE web page shall be updated in a timely fashion.

5. University Policies

- a. All policies of UD shall be upheld by this organization.
- b. If any member of this organization is found to be in violation of UD policy, said member shall be required to relinquish his or her membership in SFE.
- c. In the case that an officer is found to be in violation of policy, said officer shall be required to submit a letter of resignation within one (1) calendar week of the finding of violation. Said officer shall then be replaced through normal election procedure.

6. Planning of Events

- a. Any event for which SFE shall be listed as a sponsor or promoter must be approved by the executive board prior to the event.
- b. In the event that the executive board does not approve an event, SFE reserves the right to remove all publicity citing SFE as promoter or sponsor of said event.

Article 4: Officers and Executive Board

1. Officers

a. President

The president shall be responsible for presiding over general and executive board meetings; acting as a spokesperson for SFE; acting as a liaison to the UD administration; for recruiting new membership; for the oversight of all SFE activities; and for all responsibilities required by UD policy.

b. Vice-President

The vice-president shall be responsible for assisting the president with her or his duties; acting as the president in a case where the president is unable to fulfill his or her duties; for coordination of SFE activities; and for all responsibilities required by UD policy.

c. Co-Presidents

If the executive board approves, two co-presidents may take up the responsibilities of the president and vice-president. The co-presidents shall be equal in standing and responsible for all duties outlined above.

d. Treasurer

The treasurer shall be responsible for managing the finances of SFE. The treasurer is also responsible for the oversight of all expenditures for which SFE shall be responsible; for the reimbursement of members for approved SFE-related expenses; and for all responsibilities required by UD policy.

e. Secretary

The secretary shall be responsible for keeping written records of all official SFE meetings (general and executive board); for the maintenance of the SFE listserve; for the official communications of SFE with the community; for the announcement of SFE activities via email; and for all responsibilities required by UD policy.

f. Optional officers

The following official positions shall be filled when the executive board deems them necessary:

- i. Web page coordinator: responsible for the timely maintenance of the SFE web page
- ii. Publicist: responsible for the distribution of publicity and press releases related to SFE activities
- iii. Special events coordinator: responsible for the organization of specific SFE-sponsored events
- iv. Community coordinator: responsible for organizing events in the Newark community

- v. Historian: responsible for recording all SFE-related events and maintaining a scrapbook
- vi. Bulletin board coordinator: responsible for the timely upkeep of the SFE bulletin board

2. Executive Board

- a. The executive board shall be comprised of not less than five (5) members of SFE in good standing, including officers.
- b. The executive board shall be responsible for the planning and oversight of all SFE activities; for the approval of all said activities and for activities for which SFE is a listed sponsor or promoter; and for the recruitment of new membership.
- c. The executive board shall meet at least once per month during Fall and Spring semesters. During all school sessions, additional executive board meetings may be called at any time.
- d. Any executive board member may call an executive board meeting.

3. Delegation of Responsibilities

Officers may choose to assign some of their responsibilities to other active members of SFE for efficiency purposes. However, the delegating officer shall be held responsible for all actions performed by members under her or his instruction.

Article 5: Financial Requirements

1. Budget

The treasurer, in collaboration with the executive board, shall submit a budget request once per calendar year as required by UD policy.

2. Expenditures

- a. All expenditures related to SFE sponsored events must be approved by the president and treasurer.
- b. All events that require the investment of more than \$25 on the part of SFE must be approved by a majority of the executive board.
- c. These regulations apply to internal account charges, reimbursement of members, payment of outside agencies, and all occasions wherein SFE is required to expend financial resources.

3. Management of Resources

The treasurer shall be responsible for all financial resources. The treasurer shall meet with the executive board at least once per semester to keep the executive board up-to-date on the status of SFE's resources.

Article 6: Amendments

This constitution shall be available for viewing to any member of SFE upon request. This constitution shall be reviewed once per calendar year, or as often as is necessary to keep it up-to-date. Amendments to this constitution must be approved by a two-thirds majority of the active membership.

Article 7: Ratification

This Constitution is hereby ratified by the following members of the executive board of SFE. In the event that any amendments are added to this constitution, this ratification documentation must be renewed.

Date: 3 May 2000

Name	Position	Signature
Leigh K Johnson	treasurer-elect	Leigh K Johnson
Laura Dvorak	vice president-elect	Laura Dvorak
Katherine Porter	treasure -	Katherine Porter
Kurt Goetz	secretary	Kurt Goetz
Kitty Heitz	member	Kitty Heitz
Brian Killen	President	Brian S. Killen