Constitution of the Student Sustainability Council

**Preamble**

We the representatives of Indiana University – Bloomington student organizations, in order to promote communication and collaboration among our organizations and others, advise the Indiana University Office of Sustainability from the perspectives of the students, reduce the negative effects of the University on the natural environment, promote social and economic justice, and engage the Indiana University student body in these issues, do hereby establish this Constitution of the Student Sustainability Council.

**Article I: Membership**

*Section 1: Open Participation*

Participation in the proposed organization must be without regard to arbitrary consideration of such characteristics as age, color, disability, ethnicity, gender, marital status, national origin, race, religion, sexual orientation, or veteran status.

*Section 2: Member Organizations*

Members are either existing Indiana University – Bloomington student organizations that are in good standing with the Office of Student Organizations and Leadership Development as defined in the Office’s guidelines, or any recognized student government body. Member organizations need not have a principal focus of sustainability. A member in good standing with the Council will be represented at all scheduled general meetings in the current semester, with at most two absences, and will be represented on at least one committee. Only members in good standing with the Council shall have voting rights, and only representatives of members in good standing shall be allowed to hold Executive Office.

*Section 3: Member Representation*

Members shall choose at their discretion not more than two representatives, who shall be students currently enrolled at Indiana University. Individual representatives may not represent more than one organization at a given meeting.

*Section 4: Approval of New Members*

An organization wishing to gain membership shall contact the Membership Chairperson, and the Membership and Logistics Chairpersons shall schedule an official request for membership to be presented at a general meeting of the active body. A request for membership shall be voted on as the first order of business at the general meeting immediately following the request, and shall be approved by a simple majority vote of the active body present. Upon approval, all rights and privileges of membership shall be conferred on the new member.

*Section 5: Revocation of Membership and Removal of Representatives*

Only members not in good standing with the Council shall be subject to revocation of membership. To revoke membership of another member, a member in good standing shall file a petition of revocation of membership with the Logistics Chairperson. The Logistics Chairperson shall send notification of the petition to the representative(s) and leadership of the member organization petitioned against, and said member may file a rebuttal. The Logistics Chairperson shall then schedule a vote of revocation of membership to be held during one of the next three general meetings. Immediately before the vote, the Logistics Chairperson shall read the petition and rebuttal, if one is submitted, aloud to Council. After the reading, the member petitioned against shall be allowed to have the floor for a period not exceeding five minutes. After this period, the representatives of the member petitioned against shall leave chambers, at which point the Council shall discuss the petition for a period not to exceed thirty minutes. Following discussion the vote shall be held by roll call, with each present member in good standing allowed one vote, and a three-fourths majority shall be sufficient to revoke membership. Organizations whose membership has been revoked may request restored membership, which shall be granted by a three-fourths majority vote.

A representative may file with the Logistics Chairperson a petition of removal against another representative. The Logistics Chairperson shall send notification of the petition to the representative petitioned against and to the leadership of that representative’s member organization, and said representative may file a rebuttal. The Logistics Chairperson shall then schedule a vote of removal to be held during one of the next three general meetings. Immediately before the vote, the Logistics Chairperson shall read the petition and rebuttal, if one is submitted, aloud to Council. After the reading, the representative petitioned against shall be allowed to have the floor for a period not exceeding five minutes. After this period, the representative petitioned against shall leave chambers, at which point the Council shall discuss the petition for a period not exceeding thirty minutes. Following discussion the vote shall be held by secret ballot, with each present representative of a member in good standing allowed one vote, with votes counted in the same manner as outlined in Article II Section 4 for elections of executive officer positions, and a three-fourths majority shall be sufficient to remove the representative. Removed representatives shall not be allowed presence at any future Council meetings, unless a three-fourths majority vote overturns the removal.

*Section 6: Dues*

Membership shall not be contingent on the payment of any dues.

**Article II: Committees and Executive Officers**

*Section 1: Committees and Executive Officer Positions*

The Council shall be supported by five committees: Logistics, Membership, Advisory, Projects, and Finance. The Executive Committee shall comprise the chairpersons of each committee.

*Section 2: Responsibilities of the Executive Officers and Committees*

Committee Chairpersons shall retain all the rights and privileges, including voting rights, of a representative.

A. The Logistics Chairperson shall:

* Call and preside over meetings of the Logistics Committee;
* Coordinate the time and location of each general meeting;
* Set general meeting agendas and schedule all votes;
* Preside over general meetings during voting;
* Handle all complaints against members and representatives;
* Inform each executive officer of his or her constitutional responsibilities;
* Inform the Council on constitutional proceedings;
* Create and fill any appointed positions within the committee to fulfill any of the duties listed below:
	+ Take minutes at each general meeting and maintain a record of these minutes, making this record available to all members;
	+ Ensure the continued good standing of the Council with the Office of Student Organizations and Leadership Development.

B. The Membership Chairperson shall:

* Call and preside over meetings of the Membership Committee;
* Maintain an accurate record of all Council member organizations and their representatives, past and present;
* Maintain an accurate record of all roll call votes;
* Inform the Logistics Chairperson of groups petitioning for membership;
* Create and fill any appointed positions within the committee to fulfill any of the duties listed below:
	+ Maintain an accurate record of attendance at all meetings;
	+ Notify the Council of upcoming meetings;
	+ Coordinate all recruitment and outreach efforts.

C. The Advisory Chairperson shall:

* Call and preside over meetings of the Advisory Committee;
* Meet with the Director of the Indiana University Office of Sustainability (IUOS) no fewer than two times each semester;
* Meet with the Campus Sustainability Advisory Board (CSAB) or its co-chairs as the Council deems necessary;
* Notify the Council of future meetings with the IUOS Director or the CSAB to establish agendas for said meetings and determine Council positions on issues;
* Create and fill any appointed positions within the committee to fulfill any of the duties listed below:
	+ Lead discussions on issues to be addressed at meetings with campus leadership;
	+ At each general meeting update the Council on recent activity by IUOS and CSAB.

D. The Projects Chairperson shall:

* Call and preside over meetings of the Projects Committee;
* Create and fill any appointed positions within the committee to fulfill any of the duties listed below:
	+ Coordinate campus-wide events in the spring semester called SustainIU to increase awareness of the various aspects of sustainability;
	+ Coordinate proposals for uses of funds raised by any optional student fee under the direction of the Council;
	+ Plan and coordinate any other events and projects sponsored by the Council.

E. The Finance Chairperson shall:

* Call and preside over meetings of the Finance Committee;
* Maintain any Student Organization Account registered by the Council;
* Maintain all funds raised by any optional student fee under the direction of the Council;
* Pay all bills incurred by the Council, and make all other authorized payments with Council funds;
* Prepare budgets for Council activities;
* Make regular financial reports to the Council;
* Create and fill any appointed positions within the committee to fulfill any of the duties listed below:
	+ Make all financial information accessible to the Council and to the general public;
	+ Advertise any optional student fee under the direction of the Council;
	+ Coordinate fundraising activities.

*Section 3: Eligibility Requirements and Terms of Executive Officers*

Any representative of a member in good standing with the Council is eligible to hold any Executive Office. A representative may hold only one Executive Office at a time, and each Office shall be held by only one person. The term of each Executive Office shall begin immediately after election results are announced, and shall end at the announcement of new election results, or after passage of a vote of removal from office, with the rules for elections outlined in Section 4 of this article. There shall be no limits on the number of terms held by a given representative.

*Section 4: Elections of Executive Officers and Vacancies*

All Executive Offices shall be elected positions. At the second-to-last general meeting of each semester, elections shall be held to fill each Office by secret ballot. Any representative wishing to run for Office shall register such intention with the Logistics Chairperson before voting has commenced for the desired office. The Logistics Chairperson shall be elected in the first vote, followed by the Membership, Advisory, Projects, and Finance Chairpersons, in order. Prior to each vote, all candidates for the Office to be filled shall remove themselves from Council Chambers. In a randomly assigned order, each candidate shall have the floor for not more than two minutes, while the other candidates remain outside. Following these two minutes, there shall be two minutes reserved for questioning of the candidate by the Council, after which period the candidate shall leave Chambers. When every candidate has had such opportunity, the Council shall have a period of not more than five minutes of discussion, in the absence of the candidates. Following this period, the candidates shall be allowed back in Chambers, and the vote shall be held, with each representative allowed one vote per office. All votes shall be tallied only by the Council Advisor and at least one other person not officially affiliated with the Council who has been approved by simple majority vote prior to the election. If the Advisor is not available at the time of an election, the counting duties of the Advisor may be fulfilled by another person fitting the description above. Elections shall be determined by a plurality vote.

If there is only one candidate for a given office, a representative may motion to vote in the candidate by acclamation, and, if the motion is seconded, a vote by acclamation shall be held for that office.

In the event of a vacancy of an Executive Office, a special election shall be held no later than the general meeting subsequent to the vacation of the Office. Voting procedure shall commence and progress as above.

*Section 5: Removal from Office*

The procedure for removing a representative from an Executive Office shall be the same as removing a representative from the Council outlined in Article I Section 5, except that a representative must file a petition of removal from office, the Logistics Chairperson shall schedule a vote of removal from office, and a representative removed from office shall retain all the rights and privileges of a representative. A representative removed from office may be elected to office again under the election rules outlined in Section 4 of this Article.

**Article III: Advisor**

The Council shall have as its advisor either the Indiana University Director of Sustainability or a member of the Indiana University Sustainability Advisory Board. The Advisor shall, at the request of the Council, offer guidance to the Council in any of its activities. The Advisor shall tally votes in secret ballot elections.

**Article IV: Meetings**

*Section 1: General Meeting Times*

The Logistics Chairperson shall schedule a first meeting to be held during the first week of the semester. At this meeting, the Council shall discuss and vote on a day and time to hold General Meetings, which shall be held bi-weekly thereafter.

*Section 2: General Meeting Locations and Leadership*

Hosting of general meetings shall rotate among the member organizations, as scheduled by the Logistics Chairperson. A representative of the host member shall, following the agenda set forth by the Logistics Chairperson, preside over the meeting, except during voting, when the Logistics Chairperson shall preside.

*Section 3: Structure of General Meetings*

General meetings shall follow the structure outlined below:

* The meeting is called to order by the host;
* Attendance is taken by the Membership Committee;
* Requests for membership are voted on;
* Each committee is afforded five minutes to update the Council on recent progress and obstacles;
* Items submitted to the Logistics Chairperson are discussed as scheduled by the Logistics Chairperson;
* All other votes are taken;
* The Logistics Chairperson announces upcoming votes and times;
* Not more than five minutes are allowed for announcements of new business.

*Section 4: Special Meetings*

Special Meetings may be called by any Committee Chairperson. Attendance at special meetings is not mandatory, and no votes shall be taken. The agenda for a special meeting shall be set by the Chairperson who calls the meeting, who is also responsible for making available to the Council detailed minutes of the meeting.

**Article V: Voting – Non-Elections**

Voting procedures for Executive Offices shall be found in Article II, Section 4. Votes related to membership and individual representatives shall be found in Article I. Article V outlines procedures for all other voting.

*Section 1: Scheduling and Notification of Votes*

All votes shall be scheduled by the Logistics Chairperson. *(The Council must be informed by the Logistics Chairperson of any upcoming vote no later than at the general meeting prior to the general meeting in which the vote is to be held.)* **(The preceding words in parentheses were superseded by the 1st Amendment.)** Members wishing to include an item for vote at a general meeting shall submit such a request to the Logistics Chairperson.

*Section 2: Voting Procedure*

Immediately prior to each vote, the Logistics Chairperson shall read to the Council the measure to be voted on, and voting shall commence thereafter. Questions shall be determined by roll call vote, with each member allowed one vote on each question. The Logistics Chairperson shall ask each member its vote, and the Membership Chairperson shall record the vote. *(A majority of members present shall be sufficient to pass the measure.)* **(The preceding words in parentheses were superseded by the 1st Amendment.)**

*Section 3: Items Requiring a Vote*

Items that require a vote include the following:

* All budgets involving money managed by the Council;
* All official stances of the Council;
* Council sponsorship of projects and events;
* The day and time of general meetings, as described in Article IV Section 1.

**Article VI: Non-Hazing**

Hazing is strictly prohibited. Hazing shall be defined as any conduct which subjects another person, whether physically, mentally, emotionally, or psychologically, to anything that may endanger, abuse, degrade, or intimidate the person as a condition of association with a group or organization, regardless of the person's consent or lack of consent.

**Article VII: University Compliance**

This organization shall comply with all Indiana University regulations, and local, state, and federal laws.

**Article VIII: Amendments**

Amendments to this Constitution shall be proposed and voted on according to the procedure outlined in Article V. However, prior to voting, the measure shall be identified as a Constitutional Amendment, and a three-fourths majority shall be required to adopt the amendment. Approved amendments shall be submitted to the Office of Student Organizations and Leadership Development by the Logistics Chairperson.

**Article IX: Ratification**

This Constitution must be ratified by a simple majority of student group representatives of the proposed Student Sustainability Council and is effective immediately upon ratification.

**Amendment 1 – Expedited Voting. Ratified 1/28/2010.**

Any vote that does not amend the Constitution may be held without advance notification to the Council. In the event of an expedited vote, support from a majority of all member organizations shall be required to pass the measure.

**Amendment 2 – Personal Gain Clause. Ratified 3/11/2010.**

This organization shall ethically raise and distribute profits from organizational functions to the organization, not individual members. Individual students may not receive money from a student organization event for personal gain.

**Appendix: Member Organizations**

Alpha Phi Omega

Coal Free IU

Environmental Law Society

Environmental Management Association

Global Brigades

Graduate and Professional Student Organization

Greeks Go Green

IU Student Association

Net Impact: The Sustainable Business Club, Graduate Chapter

Net Impact: The Sustainable Business Club, Undergraduate Chapter

Residence Hall Association

Rethinking Incarceration

Revitalizing Animal Well-Being

Slow Food on Campus

Students in Free Enterprise

Students Producing Organics Under the Sun

Sustainable Development Association

Volunteers in Sustainability