

**Constitution of the
Students for Environmental Action**

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Article I: Name and Purpose

Section 1:

This organization will be known as:
Students for Environmental Action (S.E.A.)

Section 2:

Statement and Purpose:

Students for Environmental Action are committed to ensuring a healthy natural environment and conserving the ecological community at Kansas State University, the City of Manhattan, and surrounding areas.

Section 3:

SEA will:

- Educate about local and global environmental issues
- Inspire an environmentally friendly ethic and world – view
- Promote grassroots activism to find solutions to protect our planet

Article II: Membership

Section 1:

Membership will be open to any and all Kansas State University students. Members may vote on any issue brought to a vote by the organization and may participate in and assist in planning for any and all events or campaigns that the organization conducts. All members have equal voting rights.

Section 2:

Other members of the community that desire to help the organization with our above stated purpose, and who show interest in membership in the organization will be declared associate members. Associate members may attend general and special meetings, assist in planning S.E.A. events, and participate in organization events, but are not voting members.

Section 3:

Eligibility for membership (regular or associate) in this organization requires that a candidate supports the purpose of the group and is willing to contribute to that purpose in a constructive manner.

Article III: Officers

Section 1:

The officers of this organization will be:

- President
- Vice President
- Treasurer
- Secretary
- Public Relations Coordinator
- Web Master
- Historian
- Fundraiser
- Medicine Man/Woman

Section 2:

The officers will be selected by a general election, which will be held at a general meeting, and will be open to all current members of the organization. The written election will be conducted by the current President, and tallied by the current Advisor. The President will vote at the time of all other voters, with a marked ballot, and will only be tallied by the Advisor in the event of a tie. If the Advisor is not present at the elections, then the Medicine Man/Woman will be a proxy for the Advisor. Elections of officers will occur at the first meeting in April, with nominations to commence and end at the discretion of the current President. Nomination and election information will be made known to all members. After the elections, there will be a transition and training period which will conclude at the inauguration of the new officers at the last meeting of April.

Section 3:

All officers will perform their duties in accordance with this Constitution. They will attend all meetings of the organization where possible. If they are unable to attend a meeting, they will contact another officer or member to perform their function at the meeting in their stead.

Section 4:

President – The President will run all general meetings and is responsible for making sure those meetings are run in an efficient and timely manner. The President is responsible for compiling ideas and setting an appropriate agenda for each general meeting (if possible, the agenda will be made available to all members before the meeting). The President will preside over other officers and will take care that those officers are performing their set forth duties. The President will also take care that all provisions of this stated Constitution are upheld.

Vice President – The Vice President will support the President in all above duties, and will act on his or her behalf if the President is unable to do so. The Vice President will act as a monitoring and supporting body of the other officers or set committees, and will provide assistance if need be.

Treasurer – The Treasurer will receive all money in the name of the organization, and will keep accurate records of these funds, and will report status of account as requested by the organization. The Treasurer will take care of all paperwork pertaining to the fund. The Treasurer will be responsible for seeking out fundraising activities, and will act as chair of these endeavors, responsible for organizing “t – shirt” orders and S.E.A. purchases.

Secretary – The Secretary will be present, or designate a proxy, at all general meetings to record a detailed account of the proceedings. The Secretary will type minutes and send them to the organization list serve within 48 hours of the general meeting, and will provide a hard copy to any member who requests it. The Secretary will work with the Web Master to post the minutes on the organization web site.

Public Relations Coordinator – The Public Relations (P.R.) Coordinator will present announcements to the University newspaper, organize press releases regarding the organization’s events, and will organize all other publicity endeavors. The Public Relations Coordinator will seek out and make attempts to promote and recruit for the organization. Due to the event of a campus – wide radio show broadcasting over the radio, the P.R. Coordinator will make public information, and discussion regarding the Students for Environmental Action.

Web Master – The Web Master will monitor, maintain, and update the organization web site, in addition to assisting the Secretary in posting minutes, and will maintain the organization list serve in accordance with the President. Due to the event of personal attack on any individual’s rights, religion or personal belief on the list serve, the Web Master along with the President will preside over the jurisdiction to personally remove any list serve member who they deem worthy.

Historian – The Historian will document the evolution of the Students for Environmental Action. The Historian will attend, or designate a proxy to attend, all the events in which we host guest speakers, along with social and community events. Photographs will be kept via a hard copy scrapbook which is due at inauguration day, as well as on the website with an online collected photo archive. The Historian will work with the Web Master to post these pictures on the organization website. The Historian always has the opportunity to check out any type of photo media through the iTAC office located on the third floor of Hale Library. This type of media is free to the student and will need to be returned at the requested day it is due. Any type of hard copy media will be purchased by the Historian and reimbursed by S.E.A. via the Treasurer.

Fundraiser – The Fundraiser chair will coordinate fundraising activities and research new and creative recycled fundraising merchandise to sell at any of the social functions or Union tabling. The Fundraiser chair must create one new fundraising craft for the group each school year. The Fundraiser will coordinate an all day Craft Party each semester.

Medicine Man/Woman - The Medicine Man/Woman's role is to guide the group in a constructive fashion using his/her own infinite wisdom and mysterious powers. The Medicine Man/Woman must be an active member of S.E.A. for at least 2 years.

Section 5:

If any officer fails to up hold their above stated duties, any other officer or member may call for an impeachment trial. A 2/3rd vote at a general or special meeting (in which a quorum has been made) will be required in order to move forward with the impeachment. After the vote, the Advisor will appoint a committee to investigate. A 3/4th vote will be required at a general meeting to remove the officer under investigation from office.

Section 6:

The Advisor, while not an officer, is a necessary part of the organization. The Advisor is to be chosen by the organization in accordance with the guidelines for student organizations provided by the Office of Student Activities and Services (O.S.A.S.). The Advisor will perform the functions outlined in those guidelines and in this Constitution.

Article V: Meetings

Section 1:

The organization's President will establish general meeting times at the beginning of each semester considering the needs and desires of the other members. In order for official organization business to take place and votes to be cast, there must be a quorum of a majority of the officers (5 of 8).

Section 2:

Special meetings may be called at the request of any officer or member, and with the permission of the President. Information about time and location of all special meetings will be made known to all members, and also requires quorum for an official vote.

Section 3:

When a decision cannot be clearly made, a member or officer will call for a vote. The President will then explain the positions of the voting floor until all members present understand the vote. The decision will be determined by a simple majority of all members present.

Article VI: Committees

Committees may be established by a simple majority vote at a general or special meeting in which quorum has been reached. The specific responsibilities and the duration of this committee will be declared at the time of its establishment, and approved by a vote. A committee must have a chair and at least two other members declared in order to be formed.

Article VII: Events

All S.E.A. social and community events are open to all members and their acquaintances. S.E.A. events are encouraged to be catered by the Little Apple Brewery in order to maintain the commitment "to ensuring a healthy a natural environment and conserving the ecological community at Kansas State University, the City of Manhattan, and surrounding area."

Article VIII: Amendments to the Constitution

Amendments to the Constitution may be proposed by any member and may only be proposed at a general meeting. The proposed amendment information, including date and time of meeting to hold the vote, must be made well known to all members. The vote will take place at the general meeting immediately following its proposal, and will require a $2/3^{\text{rd}}$ vote in order to be ratified.