

**Constitution of the Environmental Management
and Sustainable Development Association
(EMSDA)**

June 20, 2018

PREAMBLE

The Environmental Management and Sustainable Development Association (hereafter EMSDA) is a professional student organization housed in the School of Public and Environmental Affairs (SPEA). EMSDA has been established to:

- Provide a forum for students, faculty, staff, and alumni with varied backgrounds to exchange information, ideas, and experiences.
- Provide an opportunity for students to interact with professionals to enhance career preparation and establish a network for potential positions and internships related to environmental management and/or sustainable development.
- Promote the advancement of interdisciplinary environmental and sustainability education, research planning, assessment, review, and management.
- Promote an awareness of pertinent issues and ideas that affect people and their environment at the local, regional, national, and international levels.
- Encourage students to pursue greater knowledge and appreciation of the complex environmental and sustainability issues facing the University, country, and world through lectures, seminars, and field activities.

ARTICLE I—MEMBERSHIP

Statement of Non-Discrimination: Participation in EMSDA 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.

There will be no limitations placed on membership at the time of this draft, except that all members and officers will be currently enrolled as a full-time student in SPEA at Indiana University. EMSDA will not have a hierarchy of membership. All members shall be of equal standing, given equal rights, with the exception of authority over dues requirements. While EMSDA is an organization with a graduate student focus, any current student may be admitted. EMSDA reserves the right to revoke the membership of any participant who knowingly violates the rules of Indiana University, SPEA, or the bounds of this Constitution. The means of revocation will be a meeting between the offending member, the executive (or executive committee), the staff advisor, and any other relevant or involved party.

ARTICLE II—UNIVERSITY COMPLIANCE

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

ARTICLE III—OFFICERS

Section I: Executive Officers

Executive officers shall fulfill the needs of EMSDA at the time of their appointment. Executive officers must be members in good standing of EMSDA. Only EMSDA members who plan to be in attendance in IU Bloomington for the full coming school year (beginning in the calendar year when elected) and those who have paid membership dues are eligible to seek office.

Each Executive Officer Shall:

- 1) Attend all EMSDA meetings and events, unless at least one other executive officer agrees to waive this requirement for specific events due to extenuating circumstance.
- 2) Coordinate activities with the faculty advisor and keep the faculty advisor informed of all programming for support and expertise.
- 3) Act as the primary representatives of EMSDA in interactions with the Masters Program Office, faculty, and staff.
- 4) Build relationships with community members, faculty, and other professional contacts on EMSDA's behalf;
- 5) Ensure that all EMSDA events are properly advertised to SPEA, IU, or the wider community as appropriate;
- 6) Ensure that all non-executive officers perform their duties to their best abilities and provide support as needed;
- 7) Form and oversee any committees necessary to execute specific projects during the year and appoint committee chairs;
- 8) Train and offer assistance to newly-elected Executive Officers prior to departure from campus; and
- 9) Act in the best interests of the organization when organizational action is required and the constitution is silent.

EMSDA will have six executive officers with the titles and duties described below. Positions may be jointly held:

- 1) **Administrative Chair**

- a. Has primary responsibility for organizing meetings, agendas, and meeting notes; communicating with EMSDA members on behalf of the Executive Council; and ensuring that EMSDA complies with university requirements and policies (such as submitting an annual list of members);
- b. Serves as liaison to external organizations;
- c. Calls for ad hoc committees as needed and monitors their progress;
- d. Designates a website editor;
- e. Organizes time and meeting space for at least one EMSDA meeting per month, offer agenda items prior to each meeting, and inform the organization of the meeting at least 24 hours in advance;
- f. Takes notes at EMSDA meetings and emails them to EMSDA members within one week of each association-wide meeting (This does not apply to committee meetings.);
- g. Maintains the EMSDA email account, listserv, Facebook page, MyInvolvement page, and webpage (these duties may be shared with the webmaster).
- h. Maintains all official records and correspondence;
- i. Is responsible for the performance of the other elected officers, especially their conformance to established organizational policies, and maintain a good working relationship with the sponsors and other Indiana University personnel; and
- j. Performs other duties as necessary.
- k. Term shall be one calendar year beginning April 15 and ending April 14.

2) **Finance Chair**

- a. Has primary responsibility for managing the EMSDA bank account, pursuing funding opportunities, and serving as the official liaison to the SPEA Master's Program Office and the SPEA Student Life Appropriations Committee;
- b. Maintains and administers the policies and procedures for EMSDA officer elections;
- c. Is responsible for the collection and disbursement of all monies;
- d. Maintains appropriate records and accounts, and prepares a financial report for the membership annually and as requested by the Executive Council;
- e. Secures annual Indiana University student activity funding; and
- f. Performs other duties as necessary.

g. Term shall be one calendar year beginning April 15 and ending April 14.

3) Sustainability Programming Chair:

- a. Has primary responsibility for organizing events related to sustainability and sustainable development, and helps infuse all of EMSDA with an element of sustainability;
- b. Secures EMSDA members' participation on sustainability initiatives;
- c. Holds meetings and convenes committees as necessary to plan events;
- d. Oversees all event-related logistical matters, including room reservations, correspondence with speakers, coordination with other campus and off-campus organizations, event promotion, etc.;
- e. Advises the Executive Council of desired and scheduled events;
- f. Ensures events' conformance to stated EMSDA objectives;
- g. Oversees the planning, coordination, and execution of Sustain IU Week activities as decided by the Executive Committee, and in coordination with the Environmental Management Programming Chair's similar duties for Earth Week; and
- h. Performs other duties as necessary.
- i. Term shall be one calendar year beginning October 1 and ending September 30, although the term of graduating Chairs will start October 1 and end in May.

4) Environmental Management Programming Chair:

- a. Has primary responsibility for organizing events related to environmental management, and helps infuse all EMSDA with an element of environmentalism;
- b. Secures EMSDA members' participation on environmental initiatives;
- c. Holds meetings and convenes committees as necessary to plan events;
- d. Oversees all event-related logistical matters, including room reservations, correspondence with speakers, coordination with other campus and off-campus organizations, event promotion, etc.;
- e. Advises the Executive Council of desired and scheduled events;
- f. Ensures events' conformance to stated EMSDA objectives;
- g. Coordinates volunteer opportunities for members throughout the year
- h. Oversees the planning, coordination, and execution of Earth Week activities as

decided by the Executive Committee, and in coordination with the Sustainability Programming Chair's similar duties for Sustain IU Week; and

- i. Performs other duties as necessary.
- j. Term shall be one calendar year beginning October 1 and ending September 30, although the term of graduating Chairs will start October 1 and end in May.

5) Professional Development Chair:

- a. Has primary responsibility for organizing events, trainings, panel discussions, and speakers related to professional development, and for connecting EMSDA members to internship opportunities, professional mentors, volunteering and skill-building opportunities;
- b. Manages the Student-Alumni mentor program in cooperation with SPEA's Office of Career Services;
- c. Maintains the EMSDA volunteer calendar run through EMSDA's Gmail account to keep students informed of environmental and sustainable development volunteer opportunities.
- d. Schedules and executes an Internship Panel consisting of second- and third-year students to share internship experiences with the SPEA community;
- e. Builds relationships with community members, faculty, and other professional contacts on EMSDA's behalf;
- f. Invites professionals and other persons of interest to speak to students, conduct workshops, etc.
- g. Secures EMSDA members' participation on professional development initiatives;
- h. Holds meetings and convenes committees as necessary to plan events;
- i. Oversees all event-related logistical matters, including room reservations, correspondence with speakers, coordination with other campus and off-campus organizations, event promotion, etc.;
- j. Advises the Executive Council of desired and scheduled events;
- k. Ensures events' conformance to stated EMSDA objectives;
- l. Is responsible for formally expressing EMSDA's appreciation for all speakers and professionals who assist or participate in EMSDA events, and for obtaining an honorarium for speakers if applicable; and
- m. Performs other duties as necessary.

- n. Term shall be one calendar year beginning October 1 and ending September 30, although the term of graduating Chairs will start October 1 and end in May.

6) Communications/Web Master Chair

- a. Updates social media accounts with relevant information about upcoming EMSDA events and initiatives.
- b. Produces marketing materials for EMSDA events including, flyers, posters, and SPEA TV promotions
- c. Maintains the EMSDA website
- d. Sends out weekly newsletters concerning upcoming EMSDA events, volunteer opportunities, and lectures
- e. Performs other duties as necessary
- f. Term shall be one calendar year beginning October 1 and ending September 30, although the term of graduating Chairs will start October 1 and end in May.

If an officer is unable to complete his/her term of office, the remaining Executive Officers may appoint a replacement with approval from the general membership.

Section II: Executive Council

The Executive Council will consist of the five Executive Officers. Duties of the Executive Council shall include:

- 1) Conducting meetings as necessary to discuss issues of financial disbursement, policy review, member ethics, activity planning, and long-term organizational goals. These meetings will be generally open to all members unless determined otherwise by the Executive Council;
- 2) Maintaining the EMSDA bylaws while adhering to the incorporated guidelines;
- 3) Securing necessary administrative supplies;
- 4) Approving requested financial disbursements in excess of \$50.00;
- 5) Developing, maintaining, and administering the fiscal policies and procedures of the EMSDA;
- 6) Developing and administering all policies and procedures regarding EMSDA officer elections, selection of Faculty/Alumni Sponsors, dispute resolution, and violations of EMSDA ethical codes;

- 7) Developing and maintaining policies and procedures pertaining to the removal of officers who are not performing their assigned responsibilities in accordance with the bylaws or in the best interest of the general membership; and performing other duties as necessary.

Section III: Non-Executive Officers

Non-executive officers shall:

- 1) Be students who will remain at SPEA throughout the academic year during which they will serve as non-executive officer;
- 2) Attend all EMSDA meetings, offering agenda items prior to each meeting where appropriate;
- 3) Attend a majority of EMSDA events;
- 4) In cases where organizational action is required and the bylaws are silent, officers are empowered to act in the best interests of the organization.

EMSDA shall select one member to represent the organization at the Indiana University Student Sustainability Council (SSC). The SSC Representative shall:

- a. Attend bi-weekly SSC meetings to represent EMSDA and facilitate collaboration with other IU student organizations related to sustainability;
- b. Provide the Executive Council with notes or a summary after each SSC for distribution to EMSDA members;
- c. Encourage EMSDA members to participate in SSC activities;
- d. Provide organizational memory and continuity by running for an officer position in their second year of membership; and
- e. Perform other duties as necessary.
- f. Term shall be one academic year beginning October 1 and ending May 15.

ARTICLE IV—COMMITTEES

The Executive Council may call for ad hoc committees to address special issues or conduct necessary projects. Officers will determine the necessity of such committees, call upon EMSDA members to join committees, specify committee goals, and monitor committee progress. The size of the committees will not be limited except to promote expediency and efficiency in completion of the assigned tasks. A single individual may serve as a committee when only one person is required to complete a task. Ad hoc committee meetings will be open to the general membership unless otherwise decided by the Executive Council.

ARTICLE VII—FACULTY ADVISOR

EMSDA's Faculty Advisor must be a member of the Indiana University faculty. An exceptional professor in emeritus status may be considered to fill the position of Faculty Advisor. The Co-Chairs are required to seek suggestions from the general membership when selecting or replacing a Faculty Sponsor. Selection of the Faculty Advisor is the responsibility of the Administrative Co-Chair and the Financial Co-Chair.

The Faculty Advisor shall be the liaison between EMSDA and university administration and faculty. The Advisor shall review all chapter business requiring significant funding or expenditure of other resources. The sponsor will advise the chapter in its pursuit of defined organizational goals, as well as its responsibilities to Indiana University and the School of Public and Environmental Affairs. The Faculty Advisor shall attend committee and membership meetings as needed, and provide programmatic, curricular, and professional development support. The advisor shall serve in a non-voting role.

ARTICLE VIII—MEETINGS

All meetings, general and otherwise, conducted by the EMSDA shall be open to any Indiana University student, faculty, or staff members, and their guests, except when the Executive Officers deem it necessary to restrict attendance. There shall be no fewer than three general membership meetings per semester. When appropriate, the Executive Council may call special meetings. The Executive Council should provide as much advanced notice as possible for such meetings.

ARTICLE IX—ELECTIONS

It is the intent of the EMSDA to facilitate the fair and efficient annual elections of EMSDA officers. These policies are to be developed and administered by the Executive Council. Elections shall be held for all Executive Officers to fulfill the duties outlined elsewhere in this constitution.

Section I: Terms and Election Schedules

Per the terms assigned to the elected officers under Article III, elections for Executive Officers will be held between April 1 and April 31. The Executive Council will determine and make public the election date. Newly elected Co-Chairs will assume their duties on May 1 and hold their positions until April 31 of the following academic year.

Non-elected officers will be selected between September 1 and September 30. The Executive Council will determine and make public the selection date. Selected persons will assume their duties on October 1 and hold their positions throughout the academic year.

Section II: Eligibility

Only EMSDA members who plan to be in attendance at IU Bloomington for the full school year beginning in the calendar year when elected and those who have paid membership dues are eligible to seek office.

Section III: Nominations

Any member of the EMSDA may nominate any active member, including himself/herself, for any of the elective offices. Nominations are due in writing by 5:00 PM at least 24 hours prior to the election day as designated by the Executive Council. Nominations may be made by email to the Financial Co-Chair, ensuring receipt confirmation, or on an officer nomination form deposited in a secure location designated by the Financial Co-Chair. All nominations must include the following: name of the nominee, office to which he/she is being nominated and name of the nominator. Nominations will be considered official only if the nominee accepts the nomination. If the nominee cannot be reached by the time the nominations are to be posted, the nomination will not be considered. Nominations made by nominators for himself/herself will automatically be considered official. After nominations have been confirmed, they will be emailed to the general membership by 5:00 PM prior to the election date.

Section IV: Campaign Rules

Candidate statement: All nominees may submit a short (less than 250 words) statement summarizing their qualifications, interests in seeking the office, and platform via email to the Financial Co-Chair. Statements of all candidates submitted by 5:00 PM 1 day prior to the election date will be forwarded via email to the general membership by 12:00 PM on election day. Statements in excess of 250 words will be shortened to conclude after the 250th word.

Candidate "tickets:" Candidates must run independent campaigns and may not campaign as part of a "ticket" or "party." Candidates' names may not appear together on promotional material, and current officers or candidates may not endorse other candidates.

Speech: Each candidate will be given the opportunity to address the audience and answer questions for up to 5 minutes at the Election Meeting.

Violation of campaign rules: Any active member who believes that a candidate has violated any campaign rules may make a complaint to the Financial Chair. A candidate against whom a complaint has been filed will be given the opportunity to rebut the charges. If two or more Executive Officers determine that a violation has occurred, they may levy sanctions commensurate with the violation including but not limited to: requiring the candidate to immediately comply with the rules, sending notice of the violation to all EMSDA members by email, announcing the violation at the Election Meeting, or revoking the candidate's eligibility for office. Any candidate against whom a sanction has been applied may appeal the Executive Officers' sanction to the full Executive Council within 24 hours of the decision.

Voting Eligibility: Only members who have paid their dues are eligible to vote in EMSDA elections. All others must remain outside of the Election Meeting during balloting.

Balloting: Eligible voters may cast their vote by ballot at the Election Meeting. If an eligible voter is unable to attend, he/she may email his/her vote to the Financial Chair no later than 2 hours prior to the posted start time of the Election Meeting. Voting by proxy is not allowed. Voting may by secret ballot at the discretion of the Executive Council.

Section V: Election Results

Results: Ballots will be counted at the Election Meeting. The candidate receiving a simple majority (half the votes plus one) of the votes cast for an office wins that office. In the event that no candidate receives a simple majority, the three candidates with the most votes will enter into a run-off election, as detailed below. In the event of a tie, the two candidates will enter into a run-off election.

Announcement: The Executive Council will post the results in an email message to the general membership.

ARTICLE X—LIMITED SERVICE

No person shall concurrently hold more than one position in EMSDA.

ARTICLE XI—SUCCESSION

Should any office become vacant, EMSDA must hold elections for a new officer within four weeks.

ARTICLE XII—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 XIII—MEMBERSHIP DUES

The EMSDA will assess a nominal fee for members in good standing. The current rate for dues will be established by the Financial Co-Chair in a published policy/procedure and approved by the general membership. The EMSDA shall not appropriate funds from membership dues except to fund events and activities that directly benefit the general membership.

Disbursement of the membership dues collected is subject to review by any member in good standing.

ARTICLE XIV—FINANCES

The Financial Chair is in charge of financial affairs. She/he shall follow all rules and regulations of the University and as outlined in this Constitution, which includes the Student Activities Office rules for handling monies.

EMSDA has full and complete control over all funds received by the organization. Collection and disbursement of funds is subject to the fiscal policies established by the Executive Council.

ARTICLE XV—PERSONAL GAIN CLAUSE

This organization, if raising funds, shall ethically raise and distribute profits from organizational functions to either the organization or to members who provide a service that directly benefits the organization. Individual members may not receive compensation directly from for-profit companies if acting as a representative of a student organization.

ARTICLE XVI—POLICIES AND PROCEDURES

The Executive Council shall develop, maintain, and administer policies and procedures as required and per any guidelines set forth in this constitution. All policies are subject to general membership review and comment. At least two weeks shall be allowed for member comment prior to Executive Council approval and implementation. Policies and procedures will not be subject to a vote of the general membership unless deemed necessary by the Executive Council.

ARTICLE XVII—AMENDMENTS

Proposals to amend this document must originate from the EMSDA members, and require a majority vote to be considered. Once the vote to consider an amendment to the Constitution is obtained, the proposal shall be distributed to all members for a two-week discussion period. At the conclusion of the discussion period, the Executive Officer shall facilitate a vote to determine whether to ratify the Amendment. Ratification of the changes will require approval by two-thirds of all voting members present in person or by proxy at the vote. Ratified Amendments take effect immediately upon passage.

ARTICLE XVIII—ENACTMENTS

This Constitution shall have full force following passage by majority vote of the members of EMSDA in attendance at the meeting where the vote is on the agenda. To vote on the Constitution in a timely manner, a special meeting outside of regularly meeting times may be held so long as said meeting is properly advertised to all EMSDA members. This Constitution shall supersede and replace previous EMSDA Constitutions.