

Constitution of the Student Sustainability Council

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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: Organization

Section 1: Administrative Body and General Assembly

The Student Sustainability Council shall comprise an Administrative Body and a General Assembly. The Administrative Body shall be comprised of Directors elected by the General Assembly. The General Assembly shall comprise the Member Organizations of the Council.

Section 2: Open Participation

Participation in the Student Sustainability Council 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.

Article II: Membership

Section 1: Member Organizations

MEMBERS of the Council 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. Members participate in the General Assembly.

Section 2: Member Representation

Members shall choose at their discretion at the onset of their membership and thenceforth at the beginning of each semester not more than two REPRESENTATIVES, who shall be students currently enrolled at Indiana University Bloomington. Representatives must be approved by the Membership & Publicity Director. Representatives shall serve on the Council for the full duration of the semester, and may be replaced during a given semester only with approval from the Membership & Publicity Director. Individual representatives may not represent more than one organization.

Section 3: Good Standing

A member in GOOD STANDING with the Council will be represented at all scheduled meetings of the General Assembly by at least one approved representative. If no approved representative will be in attendance at a given meeting, the representative(s) should contact the Membership & Publicity Director in advance and arrange with their organization to have a proxy attend. If no

representative of a member is present at a meeting and no proxy is arranged and in attendance, then the Membership & Publicity Director shall have the right to revoke good standing. Good standing is necessary for all voting rights. Good standing may be reinstated at the discretion of the Membership & Publicity Director.

Section 4: 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 Director. The Logistics Director 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 Director shall then schedule a VOTE OF REVOCATION OF MEMBERSHIP to be held during a meeting of the General Assembly. Immediately before the vote, the Logistics Director shall read the petition and rebuttal, if one is submitted, aloud to Council. After the reading, the representative of 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 following the voting rules set forth in Article III Section 6 except that a three-fourths majority shall be required 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 Director a PETITION OF REMOVAL against another representative. The Logistics Director 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 Director shall then schedule a VOTE OF REMOVAL to be held during a meeting of the General Assembly. Immediately before the vote, the Logistics Director 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 voting rights extended to those representatives who would have election voting rights as outlined in Article IV Section 5, and with the votes counted in the same manner as outlined in Article IV Section 4 for elections of executive director positions, and a three-fourths majority shall be required 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 5: Dues

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

Article III: The General Assembly

Section 1: Role of the General Assembly

The GENERAL ASSEMBLY – through passing resolutions, selecting uses of the IU Sustainability Fund, and engaging in other similar actions – shall serve as the collective voice of the constituencies of the member organizations. The Administrative Body, and especially the Advisory and the Membership & Publicity Director, shall work to project this voice to the appropriate recipients within the University and in the broader community.

Section 2: Participation

The General Assembly shall comprise all member organizations of the Council. Representatives of members shall participate in General Assembly meetings.

Section 3: General Meeting Times and Locations

The General Assembly shall hold five GENERAL MEETINGS each year, separated in time by regular intervals. Meeting dates and times shall be set by the Executive Board, and the complete general meeting calendar shall be published and delivered to all members no later than one week prior to the first meeting. The Logistics Director shall be responsible for reserving space for meetings.

Section 4: Structure of General Meetings

General meetings of the General Assembly shall follow the structure outlined below:

- The meeting is called to order by the Logistics Director;
- Attendance is taken by the Membership & Publicity Director;
- Guests may present at any time during the meeting after attendance, at the discretion of the Logistics Director;
- The minutes from the previous meeting are reviewed;
- Items submitted for the agenda are discussed as scheduled by the Logistics Director;
- All votes are taken, with votes on new members taken last;
- The Logistics Director announces upcoming votes and times;
- Not more than five minutes are allowed for announcements of new business.

Section 5: Special Meetings

The Executive Board by majority vote may call SPECIAL MEETINGS of the General Assembly. Special meetings need not follow the structure set forth in Section 4 of this Article, and attendance by representatives at special meetings has no bearing on the good standing of members. Votes may be held during special meetings and shall progress as set forth in Section 6 of this Article.

Section 6: Voting

Votes may be held only during meetings of the General Assembly, as scheduled by the Logistics Director. The parameters for voting to approve Sustainability Fund appropriations are as follows:

- The Finance Director shall give an update of Sustainability Funds available;
- Any representative from a member organization in good standing shall have one vote;
- Each Executive Board Director shall have one vote;
- Voting will take place in two stages; the first vote determines the project's eligibility based on the parameters in the Requests for Proposals using a private yay/nay ballot. To move forward to the funding round, projects must receive a 4/5 majority of yay votes.

- In the funding round, members and Executive Board shall assign to each proposal, using private paper ballot, a numerical rank based on funding preference, assigning a "0" for proposals they do not support funding, and a higher numerical ranking, as defined by the Logistics Director, for proposals they do wish to fund.
- Numerical rankings of projects shall be tallied and presented to the Assembly. Beginning with the highest-ranking proposal, a simple majority roll-call vote will be held for each proposal to determine funding. The voting process shall end when a proposal is rejected.
- Members who have submitted proposals must recuse themselves from voting.

Section 7: 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, including resolutions;
- Council sponsorship of projects and events;
- All uses of the IU Sustainability Fund;
- Recipients of any awards given by the Council.

Article IV: Administrative Body

Section 1: Composition

The ADMINISTRATIVE BODY shall be composed of the following five directors: Logistics, Membership & Publicity, Campus Liaison, Events, and Finance.

Section 2: Responsibilities of Directors

A. Logistics Director

The Logistics Director is responsible for organizational oversight of the Council, ensured continued success of general Council operations, and intermural coordination. Specifically, the Logistics Director shall do the following:

- Coordinate the locations of all meetings of the General Assembly and of the Executive Board;
- Set agendas for general meetings of the General Assembly and of the Executive Board and schedule votes;
- Moderate General Assembly during voting;
- Schedule and lead Executive Board meetings;
- Handle all complaints against members and representatives (except against themselves);
- Inform each executive director of his or her Constitutional responsibilities;
- Attend BeInvolved meetings;
- Inform the Council on Constitutional proceedings.

B. Membership & Publicity Director

The Membership & Publicity Director is responsible for advancing publicity and outreach, and fostering inter-member communication. Specifically, the Membership & Publicity Director shall do the following:

- Maintain an accurate record of all Council member organizations and their representatives, past and present;
- Maintain an accurate record of all votes by the General Assembly and by the Executive Board;
- Maintain the IUB SSC website, Facebook page, and email account, ensuring timely responses to all inquiries;
- Maintain the Council's event calendar;
- Advertise the IU Sustainability Fund and all Council-sponsored events and projects;
- Maintain an accurate record of attendance at all General Assembly meetings, both of members and of their representatives;
- Publish and distribute the Council listserv email correspondence.

C. Campus Liaison Director

The Campus Liaison Director is responsible for representing the Council to the University and broader community, writing Council resolutions to go up for vote before the General Assembly, and ensuring that all resolutions passed by the General Assembly are received and understood by their target audiences. The Campus Liaison Director shall do the following:

- Meet with the SSC staff or faculty mentor no less than once a semester;
- Attend Campus Sustainability Advisory Board meetings or send a proxy;
- Notify the Council of future meetings with IUOS or CSAB to establish agendas for said meetings and determine Council positions on issues;
- Represent the Council on various University administrative boards to which the Council is offered a seat;
- Attend Student Involvement Fairs to recruit General Assembly members from student organizations;
- Draft language of Council resolutions and amendments to the Constitution.

D. Projects & Events Director

The Projects & Events Director is responsible for planning and executing all Council-sponsored projects and events and helping create advertising materials. The Projects & Events Director shall oversee all planning and execution of programs, which may include chairing event planning committees. Events to be considered could include: fall student organization recruitment, Earth day events, and/ or October Campus Sustainability Month.

E. Finance Director

The Finance Director is responsible for maintaining all financial accounts of the Council, fundraising, and overseeing the IU Sustainability Fund. Specifically, the Finance Director shall do the following:

- Maintain any Student Organization Account registered by the Council;
- Oversee all funds raised by any student fees under the direction of the Council;
- Pay all bills incurred by the Council, and make all other authorized payments with Council funds;
- Make regular financial reports to the Council;
- Make purchases for the Council, including hospitality when needed;

- Draft and send fund award letters to applicants and maintain a record of Sustainability Fund Project expenditures;
- Organize fundraisers held by Council;
- Maintain digital records of income and expenditures;
- Update and submit Sustainability Fund Request for Proposals.

Section 3: Eligibility Requirements and Terms of Executive Directors

Any enrolled Indiana University Bloomington student is eligible to hold any executive office. A person 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 be for the period of two academic years. Election will take place at the end of each academic year and terms will begin immediately after election results are announced, 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 person.

Section 4: Elections of Executive Directors and Vacancies

All executive offices shall be elected positions. At the last general meeting of the General Assembly of the spring semester, ELECTIONS shall be held to fill each office by secret ballot. Anyone intending to run for a position shall register such intention with the Logistics Director at least one week prior to voting for the desired office. The Logistics Director shall be elected in the first vote, followed by the Membership & Publicity, Campus Liaison, Projects & Events, and Finance Directors, 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 ten 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 election voting rights explained in Section 5 of this Article. All votes shall be tallied only by two people who have been approved by those with election voting rights by simple majority vote prior to the elections. Elections shall be determined by a plurality vote. If there is only one candidate for a given office, a voice vote may be held only if there is no objection.

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: Voting Rights in Elections

All duly selected and approved representatives of Council members in good standing, as well as Executive Board Members, shall have voting rights in elections. Each person with voting rights shall be allowed to cast one vote for each executive office.

Section 6: Removal from Office

The procedure for removing a Director from office shall be the same as removing a representative from the Council outlined in Article II Section 4, except that a person with

election voting rights must file a PETITION OF REMOVAL FROM OFFICE, the Logistics Director shall schedule a VOTE OF REMOVAL FROM OFFICE (UNLESS AGAINST THE LOGISTICS DIRECTOR, IN WHICH CASE THE MEMBERSHIP AND PUBLICITY DIRECTOR SHALL SCHEDULE SUCH VOTE) all those with election voting rights as outlined in Section 5 of this Article shall have voting rights in the removal, and a Director removed from office shall retain all the rights and privileges of a representative. A Director removed from office may be elected to office again under the election rules outlined in Section 4 of this Article.

Article V: 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.

Article VI: Awards

As a voice for a broad cross-section of students at Indiana University Bloomington on issues of sustainability, the Student Sustainability Council may encourage and recognize substantial contributions to the sustainability of the campus and the broader community through the presentation of awards. Rules for awards shall be determined by the General Assembly.

Article VII: 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 VIII: Personal Gain Clause

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.

Article IX: University Compliance

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

Article X: Amendments

Amendments to this Constitution shall be proposed and voted on per the procedure outlined in Article III Section 6. 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 Director.

Article XI: Ratification

This Constitution must be ratified by a three-fourths majority of Student Sustainability Council members and is effective immediately upon ratification.