

## CONSTITUTION & BY-LAWS

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The Environment, Agriculture, Resources, Technology and Society (EARTHs) Group

### **Article I** – Name of Organization

The name of the organization shall be Environment, Agriculture, Resources, Technology, and Society (EARTHs).

### **Article II** – Affiliation

This organization shall be affiliated with the Graduate and Professional Student Association (GPSA) and shall abide by its constitution and by-laws. The constitution and by-laws shall not be in conflict with Washington State University policies and procedures. WSU policies and procedures shall take precedence over the constitution and by-laws of The Graduate and Professional Student Association.

### **Article III** – Purpose

The purpose of EARTHs shall be to promote a stronger community of academic and professional scholars interested in exploring the intersections of Environment, Agriculture, Resources, Technology and Society.

### **Article IV** – Membership

**Section 1:** Regular membership. Voting members of this organization shall consist of regularly enrolled full-time graduate students of Washington State University.

**Section 2:** Associate membership. Non-voting members may consist of WSU employees or non-students [Note: This is a policy of Washington State University, and regardless of its appearance in your group's constitution will need to be upheld. **Only** current students may be voting members of the organization].

**Section 3:** Non-discrimination clause. Consistent with all applicable federal and state laws and University policies, this organization and its subordinate bodies and officers shall not discriminate on the basis of race, color, age, religion, veteran's status, sex, national origin, sexual orientation or disability in its selection of members.

**Section 4:** Dues. Members are not required to pay dues at this point in time.

### **Article V** – Officers

**Section 1:** Officers of the organization shall be as follows: (titles, terms of office, duties).

Graduate Student Co-Chair. This organization will elect four co-chairs annually to run the student organization. Duties of these co-chairs includes organizing the EARTHs meetings, scheduling guest speakers and presentations, managing the organizations budget, as well as coordinating public events.

**Section 2:** Election of officers. Officers will be elected by popular vote. Candidates will be nominated during the last monthly meeting of the Spring semester preceding the year of their term, and the popular vote will be held at that time. The Executive Board of the student organization will be elected between March 15th and April 25th for the following

academic year. In the event that not all officer positions are filled during the Spring semester, a subsequent special election vote will be held during the first Fall semester meeting.

**Section 3:** Officers shall take office on April 30th and shall serve for a period of one full academic year.

**Section 4:** Officers shall not be on academic or University probation at the time of their elections and throughout their term of office. (GPA requirement shall be 2.0 cumulative average or higher.)

**Section 5:** Officers failing to fulfill the given responsibilities and duties may be removed by the active organization.

**Section 6:** The removal of an officer requires a majority vote of two-thirds organization members following notification of the officer in question. Such notification shall be provided in writing no less than seven days prior to the vote.

#### **Article VI – Advisor/co-advisors**

**Section 1:** Advisor/co-advisors for student organizations shall be selected from among the faculty, staff, or administration.

**Section 2:** The advisor(s) must take an active role in assisting the student organization to achieve its mission and purpose.

**Section 3:** The advisor(s) shall coordinate the efforts of graduate students with the affiliate non-student members of the organization. The advisor(s) should also act as a liaison between Campus involvement and the EARTHs group.

**Section 4:** A co-advisor system is also permitted wherein one full-time graduate student (who meets eligibility requirements) and one other faculty or staff member serve as co-advisors.

#### **Article VII – Meetings**

**Section 1:** A regularly scheduled general meeting shall be held at least once every 5 weeks. The officers may call additional meetings when the need arises.

**Section 2:** A quorum shall consist of 6 voting members present at any regular or special meeting to conduct official business. (A quorum is defined as the number of members or percentage of total membership needed to be present at a meeting in order to conduct the official business of the organization.)

**Section 3:** A quorum shall be present in order for any official business to be conducted. Official business shall include election of officers, scheduling of public events, and any other major decisions.

**Section 4:** Parliamentary Authority (Roberts Rules of Order is typically used.)

#### **Article IIIV – Standing Committees**

**Section 1:** The EARTHs group has no standing committees, other than the Graduate Student Co-Chairs. All official business, that does not fall under the administrative

responsibilities of the Graduate Student Co-Chairs, shall be decided by popular consensus.

#### **Article IX – Quorum**

**Section 1:** Quorum is defined as 50% of the organization’s total membership plus one.

**Section 2:** Quorum is necessary for any voting that occurs within the organization.

#### **Article X – Method of Amending Constitution**

**Section 1:** All amendments to this constitution require notice of 2 weeks prior to being voted upon.

**Section 2:** The constitution may be amended by a vote of two-thirds majority membership at any regular or special meeting.

#### By-Laws

##### **Membership**

###### *Requirements*

- To obtain regular membership students must:
  - o Meet constitutional requirements for regular membership (Washington State University full-time regularly enrolled graduate student).
  - o Frequently attend EARTHs meetings and events (as scheduling allows).
- To obtain associate membership individuals must:
  - o Be Washington State University employees, non-students, or non-regularly enrolled graduate students.
- Individuals who do not meet the criteria for membership (i.e. undergraduate students, University of Idaho students, employees, or non-students) will be evaluated for associate membership on a case by case basis by the co-chairs and advisor of EARTHs.
- All regular and associate members shall be added to a membership list.

###### *Resignations*

- If at any time a regular or associate member wishes to resign from EARTHs they may do so by informing one of the co-chairs of their intent. Said co-chair will remove them from the membership list.

###### *Expulsions*

- If a regular or associate member severely violates the EARTHs constitution or creates a disruptive, discriminatory or other atmosphere that is not conducive to a supportive environment, the co-chairs and advisor have the right to expel said member from the organization and ban them from future meetings and events.
- The co-chairs and advisor shall meet privately to vote on the expulsion. Said member shall be informed of their intent to evaluate expulsion no less than seven days before said meeting. The member will be given the opportunity to explain their actions before the co-chairs and advisor. The co-chairs and advisor will then vote after the member has left the room and the majority decision shall be upheld. Said member will be informed of their decision by the advisor within a period of 24 hours.
- If a member is expelled from the group, they shall be removed from the membership list.

###### *Rights*

- Voting: Regular members have the right to vote in all elections and decisions that are put to a vote. They do not have the right to vote in expulsion cases or for case-by-case membership.
- All members have the right to recommend topics for discussion, potential speakers, etc.

#### *Duties*

- Regular members have the duty to vote when applicable.
- All members have the duty to attend meetings and events and to actively participate and engage in said gatherings.

#### *Dues*

- Members are not required to pay dues at this time.

### **Budget**

#### *Procedure for Approving*

- At the start of the academic year, the co-chairs and advisor/co-advisors must meet to discuss the budget for the semester and for the academic year. A general budget proposal shall be presented to members. This budget proposal shall include estimates for expenses throughout the semester and academic year and proposals for raising funds as needed. A popular vote shall be used to approve the budget.

#### *Amendments to the Budget*

- As the semester and academic year progress, changes may need to be made to the budget. If such a need arises, the co-chairs and advisor/co-advisors shall discuss the proposed changes. Members shall be notified of the potential changes either at a meeting or through other means of contact (i.e. email). If the change is needed prior to the next meeting, email approval shall be permitted. If no regular member has objections to the changes in the budget, said changes will be made. However, if there are objections, a meeting will need to be held to approve the changes. During the meeting, the budget changes shall be stated, objections addressed, and popular consensus shall be used to determine changes.

### **Duties of Officers**

#### *Responsibilities*

- The responsibilities of co-chair include:
  - o Organizing the EARTHs meetings
  - o Maintaining communication to EARTHs members
  - o Maintaining a membership list (regular and associate members)
  - o Scheduling guest speakers and presentations
  - o Managing the organization's budget
  - o Coordinating public events
- These responsibilities shall be divided among the co-chairs in accordance to their wishes, with each co-chair having equal levels of responsibility.
- Each co-chair is required to uphold their assigned responsibilities for the duration of their term.

### *Filling Unexpired Terms of Officers*

- If a co-chair position is unfilled at any point, regular members shall be informed of the opening. At the next regular meeting, any interested members may state their case for being elected. If there are multiple interested parties, a popular vote shall decide.

### *Removal from Office*

- Any co-chair who is found to not be fulfilling their duties may be removed from office. A private meeting of all the co-chairs and the advisor/co-advisors shall be held and the issue discussed. At this point, the co-chair can willingly resign or have a one month grace period to address the issues brought by the other co-chairs and/or advisor/co-advisors. At the end of this one month grace period, another private meeting shall be held. At this point, the co-chairs and advisor/co-advisors shall discuss the outcome of said co-chair. If the co-chair is to be removed, they shall be informed within 24 hours of the decision.

## **Committees**

### *Standings Committees*

- At this time there are no standing committees.

### *Formation of Committees*

- As needed, committees shall be formed by members of EARTHs.
- Each committee formed shall have a minimum of two and a maximum of four members. Each committee shall have at least one co-chair on the committee. Both regular and associate members are allowed to be committee members.
- Intent to form a committee must be declared at a general meeting. A popular consensus must be reached for the committee to be formed.
- A committee shall be recognized for the remainder of the academic year. At the start of the next academic year, the committee must reform.
- Committees must fulfill their original intent and all decisions that would impact the EARTHs organization must be brought before the co-chairs prior to implementation.

## **Order of Business**

### *Standard Agenda for Conducting Meetings*

- At every meeting, attendance shall be taken and recorded.
- Announcements and any old matters that need to be addressed shall be brought before the group. As necessary, popular consensus or popular vote shall be used to decide matters.
- Content of meeting (presentation, guest lecture, etc.) shall proceed as scheduled.

## **Parliamentary Authority**

Robert's Rules of Order will be observed.

## **Amendment Procedures**

### *Reviewing Constitution and By-Laws*

- At the beginning of each academic year, the constitution and by-laws shall be evaluated by the co-chairs, advisor/co-advisors, and regular members. All updates, additions, or other changes shall be listed, presented and put to a vote. All approved changes shall then be made by a co-chair within three days. An updated constitution and by-laws shall then be sent to every member.

*Changes throughout Academic Year*

- As needed, throughout the academic year, changes may be proposed to the constitution or by-laws by the co-chairs, advisor/co-advisors, regular members, or associate members. Changes shall follow the same procedure as at the beginning of each academic year.

*Requirements*

- All changes must be aired prior to the vote and a quorum (as stated in the constitution) is required to approve any changes.