

Constitution of Environmental Club of University of Nebraska at Omaha

Also Known As EC UNO

Article I. Name

The name of the organization shall be Environmental Club of University of Nebraska at Omaha, commonly known as EC UNO.

Article II. Purpose

The purpose of the organization shall be to function as a common interest group, involved in policies, events, education and outreach in areas related to environmental issues, including, but not limited to sustainability, energy conservation, pollution, global warming, recycling, green building, ecology and organic living. The purpose shall be realized through those actions which arise from and support the Mission Statement of Environmental Club of University of Nebraska at Omaha.

Article III. Membership

Section 1. Eligibility Requirement

All currently enrolled students in good standing of the University of Nebraska at Omaha and those students in good standing within the University of Nebraska system who pay University Program and Facilities fees at University of Nebraska at Omaha are eligible for membership.

Section 2. Method of Selecting Members

Any individual who is interested in joining EC UNO and who meets the Eligibility Requirement, as set forth in Article III; Section 1 may do so by attending a minimum of three general meetings and by submitting to any officer a completed Request for Membership.

Section 3. Types of Membership

A. General Membership is held by any individual who meets the Eligibility Requirements, as set forth in Article III; Section 1 and who has fulfilled the requirements of membership, as set forth in Article III; Section 2.

- B. Executive Membership is held by those members elected to the Executive Council.

Section 4. Requirements of Membership

Environmental Club of University of Nebraska at Omaha is an action group, and thus requires ongoing participation of Members in Organization activities. As a condition of membership, Members are required to assume a participatory role in the activities, events and meetings of EC UNO. Members are encouraged to attend all General and Committee Meetings. Although attendance at all meetings is not mandatory, Members are expected to engage in Organization with reasonable participation (e.g. attending meetings with minimal absences, completion of assigned duties and tasks.)

Section 5. Method of Membership Revocation

- A. General Members may have membership revoked from the organization by majority vote of the Executive Council.
- B. All decisions for revocation of General Membership must fall within the category of non-participation and/or general misconduct which directly relates to, and impacts Member's participation and/or conduct within the organization.
- C. Those individuals who do not fulfill the Requirements of Membership shall be deemed eligible for membership revocation. Although any Member may request revocation of membership of another Member, the Executive Council shall be the only governing body of EC UNO to review and determine the merit of any and all revocation of memberships, and shall take into consideration all contributing factors when evaluating such action. At all times, the Executive Council shall act in a manner which gives priority to the Mission of EC UNO.

Section 6. Policy of Nondiscrimination

- A. Environmental Club of University of Nebraska at Omaha shall operate as an inclusive organization which recognizes, embraces and exhibits the value of diversity. No individual may be denied membership on the basis of race,

color, age, disability, religion (including religious denomination), gender (including gender identity and gender transition), ethnicity, national origin, marital status, veteran status, political affiliation, sexual orientation, criminal history, for which retribution has been served or any other reason which may generally be interpreted to be unduly discriminatory, unlawful, unethical and/or immoral.

- B. Exception shall be allowed to Section 6A in the election or assignment of an individual to a position which is directly responsible, and whom may have within the scope of their position the opportunity to control organization funds. Such exception may only be applied on the basis of criminal history, and actual convictions thereof.
- C. Any individual who has been convicted of a crime involving any form of theft, or has been found to be involved in unethical behavior within an organization, or has been found to be guilty of misappropriation may not hold a position of Vice President of Finance or be placed on a committee or within a position which allows that individual to have influence over, or contact with organization funds.
- D. No exclusion within this Section shall extend or imply any authority to the Executive Council or any other governing member or Committee within EC UNO to deny a Member the right of participation beyond the aforementioned exclusions within this Section.

Article IV. Organizational Structures

Section 1. Executive Council

The business of EC UNO shall be governed and administered by the Executive Council, which shall include, in order of rank, the President, Senior Vice President, Vice President of Membership, Vice President of Environmental Affairs, Vice President of Public Affairs, Vice President of Finance, and Vice President of Administration. The Executive Council shall meet no fewer than

three times per calendar month during the months of August through May, and no less than two times each calendar month during the months of June and July.

Section 2. Organization Committees

- A. For the purpose of executing the business of EC UNO, the President and the Executive Council, at their discretion may organize and create committees, which support the business of the organization, and those duties charged to an EC UNO office.
- B. All EC UNO committees shall be overseen, and all business of the committee shall be directed by an officer of the Executive Council.
- C. All business conducted by organization committees shall be an extension of, and responsibility of the respective Executive Council Officer charged with oversight of that committee.
- D. No actual or implied power resembling the power of the Executive Council or Officer shall be extended to any Committee or General Member.

Article V. Officers

Section 1. Selection of Officers

A. Nomination Procedures

- i. Nomination for Executive Council Officer shall be accepted by Executive Council no earlier than two o'clock post meridiem Central Time one calendar month prior to an election, and no later than two o'clock post meridiem Central Time seven days prior to an election. One calendar month shall be defined herein as the numerically equivalent day during the month preceding the election. Seven days shall be defined as the equivalent day during the preceding week of the election. (e.g. One month prior to March 15 shall be February 15; seven days prior to Wednesday shall be Wednesday.)
- ii. Any Member in good standing may nominate herself or himself, as well as any other Member(s) in good standing.

- iii. Those individuals who have not attained membership at the time of nomination deadline shall not be eligible for nomination.

B. Qualification of Officers

- i. With exception to the Office of Vice President of Finance, as stated above in Article III, Sections 6B and 6C, any Member who meets the qualifications of nomination, as set forth in Article IV, Section 1A shall be qualified to hold such office, so long as Member is in good standing.

C. Election Procedure

- i. Organization Officers shall be elected by a majority vote of active members casting ballots in the General Election.
- ii. General Elections shall be held during a Special Meeting of General Election, to be held during the seventh week of the first semester of an academic year.
- iii. All elections shall be overseen and supervised by the Advisory Council.
- iv. Results from the General Election shall be tallied and resolved during the Special Meeting of General Election.
- v. In the event that an election produces an identical result between candidates (i.e. a 'tie'), the existing Executive Council shall, at its discretion by majority vote, either select the winner by majority vote, or defer selection by majority vote to the Advisory Council.
- vi. In the event that an Office becomes vacant during a term, the Executive Council shall have authority to appoint a Member to that Office, except in the case of President, where such vacancy shall be filled by succession of the Senior Vice President. In such event, a vacancy shall be created in the Office of Senior Vice President.

- vii. At its discretion, the Executive Council may opt to hold a Special Election to fill any vacancy on the Executive Council, with exception to the Office of President, as stated above.
- viii. In the event of a Special Election, the rules of General Election shall apply, with exception to the specific date of election, but not excepting the time requirements of nominations.
- ix. An election shall become final and official upon resolution of all election results.
- x. Upon resolution of all election results, EC UNO's Advisory Chair (or Advisory Designate, in the absence of Chair) shall validate the election, at which time all election results shall become valid and a matter of record, and any contest to the election shall officially be deemed as resolved and closed.

D. Terms of Office

- i. There shall be no limit placed on the number of terms held by any Executive Office.
- ii. Elected Officers shall hold office for a term of one year, or in the case of Appointment of Office for which a seat has been vacated, until the next scheduled General Election.
- iii. To facilitate transitions between Executive Councils, upon Official Resolution of General Election, the outgoing and incoming Executive Councils shall convene a Transition Meeting of Executive Councils within one week following the Official Resolution. Such Transition Meeting of Executive Councils shall be closed to the General Members. Upon conclusion of the Transition Meeting of Executive Councils, the newly-elected Executive Council shall be the governing Council of EC UNO.

- iv. A term shall commence and conclude after official resolution of a General Election and upon conclusion of the Transition Meeting of Executive Councils.

Section 2. Duties of Officers

A. President

The President shall perform all duties customarily associated with the office and shall lead in all activities of the organization, and preside over each meeting. The Office of President shall also oversee and keep a schedule of all Organization Executive, General and Committee meetings, activities and projects, as well as coordinate and delegate all functions of Executive Council. The President shall take responsibility of all processes not delegated to Officers and their respective Committees. The President shall also serve as the organizations authoritative Officer in matters of delegation of all organization duties and Offices, as well as those Committees which serve those Offices. Except in those matters resolved by a Vote by Ballot (e.g. General Election), or in those proceedings of Executive Council where a vote has reached a tie, the President shall cast no vote.

B. Senior Vice President

The Senior Vice President shall perform all duties customarily associated with the office of Vice President, and whose primary function is to assist the President in the performance of presidential duties. In the temporary absence of the President, and upon Temporary Assignment of Power by the President, the Senior Vice President shall function within the capacity of President.

C. Vice President of Membership

The Vice President of Membership shall oversee those matters regarding membership of the Organization, which include recruitment, membership records, record of committees, and elections.

D. Vice President of Environmental Affairs

The Vice President of Environmental Affairs shall oversee those matters which closely resemble environmental issues, such as sustainability, green building, recycling and planning.

E. Vice President of Public Affairs

The Vice President of Public Affairs shall oversee those matters relating to EC UNO's presence in both public and private sectors, including but not limited to community outreach, legislative/legal affairs, events, education and marketing.

F. Vice President of Finance

The Vice President of Finance shall perform all duties customarily associated with the office of Vice President of Finance, and have primary control over, and responsibility of Organization funds (with oversight by the Advisory Chair, or Advisory Designate), and records thereof. The Office shall also oversee all finance-related activities, as well as the Fundraising Committee.

G. Vice President of Administration

The Vice President of Administration shall perform all duties customarily associated with the office of Secretary (e.g. record and maintain Minutes of each meeting, take responsibility for all correspondence of the organization, and maintain records of the organization and its committees.) The Office shall also be the primary keeper of knowledge regarding issues of EC UNO Constitution, as well as Robert's Rules of Order Newly Revised. As directed by EC UNO President and/or Executive Council, the Vice President of Administration shall also oversee designated Committees.

Section 3. Procedure to fill Vacancies

In the event of vacancy, the Executive Council shall hold a special election meeting to fill the vacancy for the remainder of the term, as set forth in Article V, Section 1C §i

Section 4. Impeachment Procedure

A. An officer shall be brought up on Impeachment charges in the event of:

1. Gross dereliction of duties, or
 2. Missing two consecutive meetings without giving prior notice, or
 3. Otherwise failing to uphold the Constitution or duties of the office.
- B. An officer may be removed by a vote of two-thirds vote by the General Membership casting ballots, after Executive Council has determined by majority vote through ballot that said removal is prudent and worthy of vote by General Members.
- C. At Member's request, an absentee ballot shall be issued and included in the Impeachment proceedings.

Article VI. Advisors

- A. The Executive Council of EC UNO, in order to forward its Mission, and to facilitate a cooperative relationship with University of Nebraska at Omaha, shall appoint Organization Advisors, known as the Advisory Council.
- B. EC UNO Advisory Council shall consist of University of Nebraska faculty, staff, and administration, as well as outside parties whose areas of expertise are directly related to the Mission of Environmental Club of University of Nebraska at Omaha.
- C. The Advisory Council may consist of no less than one Advisor, and preferably no less than two. The maximum number of Advisors shall be at the discretion of the Executive Council, although it is suggested that the number be maintained at a level which promotes inclusion and participation in current events of the Organization.
- D. No more than forty percent of the Advisory Council may be comprised of individuals outside the immediate University of Nebraska at Omaha community (i.e. faculty, staff, administration.)
- E. The primary Advisor for EC UNO shall be designated Advisory Chair, and shall convene meetings of the Advisory Council upon agreement, and after such request has been made by EC UNO Executive Council. The primary purpose of the Advisory Council is to consult, and offer wisdom, direction and advice in matters of an Advisor's expertise.

- F. The Advisory Chair shall also act as a the primary Advisor to the Executive Council, whose primary purpose within that role is to consult and offer assistance to the Executive Council in its Mission.
- G. The Advisory Council, through voluntary acceptance of appointment shall hold their respective positions for a period of two years, and there shall be no limitation placed on the number of years in which an Advisor may be selected by the Executive Council to participate.
- H. The dates of each Term held by Advisors shall coincide with the terms of the newly-elected Executive Council assuming leadership of EC UNO, as set forth in Article V, Section 1D §iv.

Article VII Meetings and Procedure

Section 1. Frequency

- A. EC UNO General Meetings shall be held no less than two times each calendar month, during the months of September through April.
- B. At the discretion of the Executive Council, an exception to this rule may be made during times of scheduled academic breaks, or in the event of a natural disaster or civil emergency.
- C. During such events where normal business may be interrupted, such as a natural disaster or civil emergency, and where it may not be possible for EC UNO to convene in a normal manner, the presiding officer of the Executive Council shall possess the authority to cancel any and all meetings during the period of interruption, without a quorum of the Executive Council.

Section 2. Notification of Meetings

- A. The first order of business of the Executive Council each semester shall be to establish a common meeting time and place for each successive General Meeting of the academic semester.
- B. Upon establishment of General Meeting times, all Members shall be notified of time and location of these meetings, both by official University of Nebraska email, and by announcement at each successive three General Meetings. Further,

these announcements will also include names and contact information of each Executive Council Officer.

- C. In the event that a meeting must be rescheduled or relocated, the Executive Council shall give no less than seventy-two hours notice to all Members, via electronic mail.
- D. Although EC UNO will include electronic mail addresses outside the university system for member contact, the University of Nebraska electronic mail address for each Member shall be the primary and official form of notification by EC UNO.

Section 3. Policy for Absences

In the event an Officer plans to be absent from a meeting, prior notice shall be given when possible. Members are encouraged to attend all meetings. In order to remain a Member in good standing, Members must attend no less than one meeting per calendar month.

Section 3. Quorum

- A. For the purpose of General Election and those resolutions requiring a vote of the General Members, and where no explicit exception has been made within this Constitution, a quorum shall consist of fifty-one percent of the active, collective Members in good standing who participate in a vote.
- B. For the purpose of conducting business by the Executive Council, a quorum shall consist of five members of the Executive Council.
- C. For the purpose of conducting a General Meeting, where the General Members have been given seventy-two hours notice of such meeting, there shall exist no requirement of quorum of General Membership in order to conduct either the business or a vote of the Organization.

Section 4. Parliamentary Procedure

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Organization in all cases to which they are applicable and in which they are not inconsistent with this Constitution and any special rules of order EC UNO may adopt.

Section 5. Code of Conduct

EC UNO does not support the serving of alcohol to minors or use of drugs at any organization sponsored event or meeting. At any event or meeting where alcohol is present, this organization will make available non-alcoholic beverages in addition to snacks for those present. The Organization will implement reasonable procedures to ensure that alcohol served at such events is being served only to those individuals who have presented legally-recognized, valid state-issued photo identification which shows the individual to be of legal age for alcoholic consumption. A valid passport shall also serve as acceptable identification.

Article VIII. Finance

Section 2. Distribution of Funds

A. Regular Distribution

The Vice President of Finance, with oversight by audit of the Advisory Chair (or appointed Advisor, in Advisory Chair's absence) shall take responsibility for distribution of funds.

B. Dissolution Procedure

In the event of Organization dissolution, the assets if any will be donated to either another student organization at University of Nebraska at Omaha, or to an Omaha-area charitable organization. Such decision will be determined by majority vote, made by the Organization's final Executive Council, or in the absence of same, the Organization's final acting President.

Article IX. Amendments

Section 1. Proposal of Amendments

Amendments to this constitution shall be proposed and presented in writing to any Executive Member at a meeting. The Executive Council will review the proposal,

to ensure such proposal does not violate either the spirit of the organization, or the rules and regulations of University of Nebraska at Omaha, or the laws of any entity by which the Organization is governed, or to which it owes allegiance.

Section 2. Voting Procedure

Any proposed Amendment which passes review and is deemed to be a valid proposal by the Executive Council shall be placed on the agenda of the Executive Council for discussion and vote. Amendments shall move beyond the Executive Council, so long as they receive an affirmative vote (either with or without ballot) of two-thirds of all Members of the Executive Council, including the President. In the event of passage, the Amendment will be presented to the General Membership for a vote, and in such case shall also require an affirmative vote of two-thirds of the General Members participating in the vote by ballot. As in General Elections, the Executive Members shall be extended an equal vote of General Members during a vote on Constitutional Amendments. At a Member's request an absentee ballot shall be issued and included in Amendment proceedings.

Article X. Changes to the Constitution

Passage of any Amendment by the Organization's Membership shall require the approval of University of Nebraska at Omaha Student Government. Upon official notification of Student Government approval, the Executive Council shall acknowledge such change at its next scheduled meeting and by manner of formal recording within its Minutes, adopt the amended Constitution.