

**SUNY College of Environmental Science and Forestry
Environmental Resources Engineering Club Constitution**

December 12, 1999

Amended: October 23, 2013

Approved:

Article I. Name

The name of this organization is the Environmental Resources Engineering (ERE) Club, in accord with the name of the accredited Bachelor of Science granting program at SUNY-ESF, the Environmental Resources Engineering Department.

Article II. Purpose

The basic goal of the Environmental Resources Engineering Club of the State University of New York College of Environmental Science and Forestry shall be to familiarize members with current developments and events in the field of environmental resource engineering. There is an emphasis on professional development and enhancing student-student and student-faculty relationships among those in the ERE curriculum. The Environmental Resources Engineering Club shall not discriminate, or promote any form of discrimination, on basis of race, gender, religion, national origin, age, handicap, sexual orientation, or marital or veteran's status in any program, activity, or service.

Article III. Membership

Section 1. Any person may be a member of the Environmental Resources Engineering Club, but those persons enrolled in the Environmental Resources Engineering curriculum are encouraged to be active members. Member status is classified as follows:

Section 2. Voting privileges at meetings shall be granted only to active members.

Article IV. Officers

Section 1. The governing body shall be known as the officers of the Environmental Resources Engineering Club.

Section 2. The governing body shall consist of a President, Vice President, Treasurer, Secretary, and Undergraduate Student Association Representative.

Section 3. Qualification of Officer Nominees

- a) Presidential candidates for office must have a cumulative Grade Point Average of at least 2.500 and must not be on academic probation at the end of the semester preceding elections.
- b) All other officers must have a cumulative Grade Point Average of at least a 2.200 and must not be on academic probation at the end of the semester preceding elections.

Article V. Meetings

Section 1. Meetings shall be held at least once per month, with the option for weekly or bi-weekly meetings as deemed necessary. Notice of such shall be given one week in advance by e-mail, verbal, or posted advertisement.

Section 2. Procedure- All club meeting procedures shall follow this order:

- A. Updates from officers
- B. Information about upcoming events
- C. Discussion on problems/elections/budget

Section 3. Quorum- A “quorum” shall consist of a majority of active members.

Article VI. Adoption and Amendments

Section 1. A two-thirds majority vote of at least one half of the total active membership is necessary to approve the ERE Club Constitution.

Section 2. Amendments to this Constitution may be proposed as motions by any active member present during a business meeting. A vote of two-thirds majority of active members present is required for the standing motion to pass and become an official amendment proposal to the quorum.

Section 3. Amendments to this Constitution may be made with three-fourths approval of the quorum subject to the approval of the SUNY-ESF Undergraduate Student Association.

**SUNY College of Environmental Science and Forestry
Environmental Resources Engineering Club By-Laws**

Amended: October 23, 2013

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Article I. Duties and Responsibilities of Officers

- Section 1. All officers:
- a) must remain in good academic and disciplinary standing with the College.
 - b) shall prepare a written report at the end of his/her term outlining specific responsibilities in order to assist future holders of the position.
- Section 2. The President shall:
- a) call and preside at meetings and promote the goals of the Environmental Resources Engineering Club.
 - b) appoint committees and oversee all club operations.
- Section 3. The Vice President shall:
- a) act in the absence of the President and assist the President as needed.
 - b) assume the duties and responsibilities of the Secretary in his/her absence.
- Section 4. The Secretary shall:
- a) keep the minutes of each meeting, and copy and file them in a timely manner.
- Section 5. The Treasurer shall:
- a) keep track of all financial records.
 - b) know of and record all expenditures and assume the responsibility of keeping the Club within the boundaries of the budget (consisting of funds allocated by the Undergraduate Student Association and those raised by the Club via fundraisers).
 - c) get the approval of each officer before paying any expenditure.
- Section 6. The Undergraduate Student Association Representative shall:
- a) attend the required number of USA meetings.
 - b) keep all officers informed about budget hearings, club updates, and other relevant happenings on campus.

Article II. Elections

- Section 1. Election of Officers:

- a) All Officers of the Environmental Resources Engineering Club shall be elected in the Spring Semester by a plurality vote of nominations and majority elections.
- b) All active members of the Environmental Resources Engineering Club may vote for the candidates or motion for the creation of new or modified positions.
- c) No member of the Environmental Resources Engineering Club may hold more than one executive position at a time.

Section 2. Terms of Office:

- a) The President, Vice President, Treasurer, Secretary, and Undergraduate Student Association Representative assume responsibility after the Spring Banquet.
- b) Out-going officers shall work closely with the officers-elect to ensure an orderly transition of the government.

Section 3. Elections:

- a) Fall semester elections shall take place between the fourth and sixth week of the semester for any unfilled positions.
- b) Spring semester elections shall take place in the first two weeks of April.

Section 4. Election/Voting Procedures:

- a) Candidates for office shall not be near the polling place except to cast their own ballot in the election.
- b) Campaigning through posters, advertisements, or any other means shall not be allowed.
- c) Voting shall be held by a closed ballot and the winner of the contested Office shall be by majority only. Members shall only be allowed to vote once per Office.

Article III. Impeachment of Officers

Section 1. A petition stating the charges against an officer, and signed by at least one half of the active membership of the Environmental Resources Engineering Club shall be required to bring charges against an Officer of the Club.

Section 2. Charges made against an Officer of the Club and statements made in his/her defense will be brought before the body of the Club.

Section 3. A vote to impeach the officer shall be held in two weeks following the submission of the petition described in Section 1 of this article. A two-thirds vote, with at

least one half of the total active membership voting, shall be required for impeachment of an officer.

Article IV. Enforced Resignation

Section 1. Any Environmental Resources Engineering Club Officer who fails to maintain a 2.200 cumulative or semester grade point average or is placed on academic probation must resign from office.

Article V. Vacancy of Office

Section 1. In the event that an Environmental Resources Engineering Club office becomes vacant, it shall be filled by a candidate who receives majority approval by Officers of the Club.

Section 2. Candidate qualifications for vacant positions are identical to those previously outlined in this document.

Article VI. Committees

Section 1. Each year the Environmental Resources Engineering Club body and executives shall assess the needs of the Club and establish event committees as deemed necessary.

Article VII. Requirements As A Recognized Student Organization

Section 1. The Environmental Resources Engineering Club has received official acknowledgement from the Undergraduate Student Association and is classified as an authorized organization.

Section 2. Requirements of Recognized Organizations:

- a) The Environmental Resources Engineering Club must be recognized annually as an active student organization and abide by the following:
 - 1) Amendments or changes to the Constitution and By-Laws of the Environmental Resources Engineering Club must receive the approval of the Undergraduate Student Association and shall be properly filed and recorded.
 - 2) Financial records shall be accurately maintained and current.
- b) Immediately following the Spring Banquet, the Environmental Resources Engineering Club shall submit to Student Involvement and Leadership, as

well as the Undergraduate Student Association, written officer, fiscal, and activity reports.

- 1) Officer reports shall be completed as in template by Officers of the Club as a personal review of the Club and its Officers over the course of the ending year.
 - 2) Fiscal reports shall include documentation of all current accounts as well as a proposed budget for the upcoming year.
 - 3) Activity reports shall include a review of all events the organization sponsored/participated in throughout the year.
- c) There shall be specific and clear delineation of the management of funds.
- 1) Any funds raised by the Environmental Resources Engineering Club shall be deposited with the Undergraduate Student Association, and these funds may be allocated to the Club upon approval by the Association.
 - 2) Any allocation of funds from Undergraduate Student Association accounts to the Environmental Resources Engineering Club must be submitted one week and voted on the following week.
- d) The Environmental Resources Engineering Club must have Officer representation at the annual “LEAD Training Series” sponsored by the Office of Student Involvement and Leadership.
- e) The Environmental Resources Engineering Club shall annually submit to the Office of Student Involvement and Leadership, as well as the Undergraduate Student Association, the name and contact information of a faculty or staff advisor to the Club.

Article VIII. By-Laws

Section 1. Amendments to these By-Laws shall be made following a majority vote of the active club members present.

Section 2. A hardy copy of the Constitution, By-Laws, and Budget of the Environmental Resources Engineering Club shall be available in the Undergraduate Student Association Office and the Office of Student Involvement and Leadership (14 Bray Hall).