

BYLAWS OF THE GREEN GRADS OF THE UNIVERSITY OF CONNECTICUT

The Bylaws of the Green Grads shall serve as the operational rules of the Green Grads and as a companion document to the Constitution of the Green Grads. Should any conflict exist between the two documents, the Constitution shall prevail.

Bylaw 1: The Executive

1.1 Purpose

1.1.1 The Executive shall:

- a) uphold the Constitution and Bylaws for the Green Grads;
- b) administer the finances of the Green Grads and implement the policies of the Green Grads;
- c) report to each meeting of the Green Grads, and act in accordance with any decisions made at such meetings; and
- d) be responsible for instructing and informing the members of the incoming Executive of their duties.

1.2 Membership

1.2.1 All members of the Executive shall be bondable, ordinary members of the Green Grads

1.2.2 Membership of the Executive shall be defined in the Constitution (Article 4.2).

1.2.3 The Executive of the Green Grads shall be elected in accordance with the procedures specified in Bylaw 4.

1.3 The Green Grads Chairperson

1.3.1 The Green Grads Chairperson shall:

- a) act as signing officer of the Green Grads in all financial transactions jointly with the Treasurer, in accordance with Bylaw 6.1.3;
- b) organize all meetings of the Green Grads in accordance with Bylaw 3
- c) ensure that the minutes and documents of the GREEN GRADS and its committees are recorded and kept available for inspection by the Green Grads's members;
- d) be responsible for the maintenance and distribution of an official, up-to-date list of all Green Grads members;
- e) act as moderator for all meetings of the Green Grads, in accordance with Bylaw 3;
- f) ensure that the Constitution and the Bylaws are kept up-to-date;
- g) provide authoritative interpretation of the Constitution and Bylaws;
- h) chair any committee that reviews and updates the Constitution and/or Bylaws;
- i) ensure that any motions presented to Meetings are worded clearly and appropriately;

j) be responsible for instructing the incoming Green Grads Chairperson as to his/her duties.

1.3.2 In the event that business must proceed in the absence of the Green Grads Chairperson, the function of the Green Grads Chairperson shall be assumed by a member of the Executive in the following order of precedence:

- a) Treasurer
- b) Secretary
- c) Graduate Student Senator

1.3.3 The term of office of the Green Grads Chairperson shall be from September 1st to August 31st.

1.3.4 The records of the Green Grads Chairperson are the definitive records of the Green Grads.

1.4. The Treasurer

1.4.1 The Treasurer shall:

- a) perform any function of the Green Grads Chairperson, in accordance with Bylaw 1.3.2;
- b) supervise all financial transactions of the Green Grads;
- c) act as signing officer of the Green Grads in all financial transactions jointly with the Green Grads Chairperson, in accordance with Bylaw 6.1.3;
- d) present monthly records of all financial transactions at Green Grads meetings; and
- e) be authorized to approve expenditures, as outlined in Bylaw 6.

1.4.2 The term of office for the Treasurer shall be from September 1st to August 31st.

1.5 The Graduate Student Senator

1.5.1 The Graduate Student Senator shall:

- a) perform any function of the Green Grads Chairperson, in accordance with Bylaw 1.3.2;
- b) ensure that the Green Grads is aware of all G. S. S. activities; and
- c) accept the duties associated with the position of Graduate Student Senator for the GREEN GRADS

1.5.2 The term of office of the Graduate Student Senator shall be from September 1st to August 31st.

1.6 The Secretary

1.6.1 The Secretary shall:

- a) perform any function of the Green Grads Chairperson, in accordance with Bylaw 1.3.2; and
- b) be responsible for taking minutes at GREEN GRADS meetings.

1.6.2 The term of office of the Secretary shall be from September 1st to August 31st.

1.7 The OEP Liaison

1.7.1 The OEP Liaison shall:

- a) represent a communication link between the G. G. and the UConn Office of Environmental Policy (OEP).
- b) represent the G. G. at meetings of EPAC (Environmental Policy Advisory Council) and of designated workgroups on campus (i.e. the Recycling Work-Group).

Bylaw 2: Meetings of the Green Grads

2.1 Voting and Speaking Rights

2.1.1 All members of the Green Grads with the exceptions noted below are voting members with one vote.

2.1.2 The Faculty member from the University may speak on behalf of the University, but he/she may not vote.

2.2 General Meetings

2.2.1 The Green Grads Chairperson may call an Green Grads meeting at any time, provided at least forty-eight (48) hours' notice is given to all members.

2.2.2 Any ten (10) members of the Green Grads may at any time have the Green Grads Chairperson call a meeting.

2.2.3 An Green Grads meeting shall be held at least twice during both fall and spring semesters. The regular meeting dates shall be arranged at the first official meeting of each semester.

2.2.4 Quorum shall be ten (10) voting members of the Green Grads.

2.3 Rules for Meetings

2.3.1 The reference source for all rules of order not covered in these Bylaws shall be Robert's Rules of Order.

2.3.2 Unless otherwise amended by a two-thirds (2/3) vote of the Green Grads, the order of business for meetings shall be:

- a) Approval of the Agenda
- b) Green Grads Chairperson's Report
- c) Approval of the Minutes (of the previous meeting)
- d) Business Arising from the Minutes
- e) Treasurer's Report
- f) Committee Reports
- g) G. S. S. Report
- h) Other Committee Reports
- i) Question Period / Complaints
- j) New Business
- k) Adjournment

2.3.3 Any member of the Green Grads wishing to have items placed on the agenda should give written notice to the Green Grads Chairperson at least seven (7) days in advance of the next meeting.

2.3.4 If a motion is not submitted in time to be included in the agenda, or if Notice of Motion has not been given at a previous meeting, a motion may be submitted immediately prior to or during a meeting, but only if the matter is of sufficient urgency that it must be dealt with immediately. The motion shall proceed only with the consent of two-thirds (2/3) of the voting members present.

2.3.5 The agenda for a forthcoming Green Grads meeting shall be distributed in time to reach each member of the Green Grads at least twenty-four (24) hours before the meeting, and the agenda shall be made available at the same time to the public.

2.3.6 No meeting of the Green Grads shall exceed two (2) hours in length except by a simple majority vote. If the meeting is extended, it shall be extended in half-hour increments.

2.3.7 The Green Grads Chairperson may direct anyone who persists in irrelevance or repetition to discontinue speaking.

2.3.8 Prior to the consideration of any motion concerning an organization external to the Green Grads, voting members must declare to the Green Grads Chairperson any conflict of interest.

2.3.9 All policy motions approved by the Green Grads shall be kept by the Green Grads Chairperson in a Green Grads Policy Manual, which shall be appended to the Bylaws.

Bylaw 3: Elections

3.1 Nominations

3.1.1 At the second to last meeting in the semester, the Green Grads Chairperson announces which positions are open for nominations and that he/she is accepting

nominations for said positions.

3.1.2. Nominees for elected positions within the Green Grads must be bondable, ordinary members of the Green Grads.

3.1.3 Any member of the Green Grads may nominate himself/herself for an elected position, provided another member of the Green Grads is willing to second the motion. A motion to nominate a member must be seconded by another member of the Green Grads.

3.1.4 At the last meeting in the semester, the Green Grads Chairperson asks if there are further nominations. Such additional nominations must adhere to the guidelines above (Bylaw 3.1.3).

3.1.5 Any member of the Green Grads may be nominated for more than one elected position.

3.2 Elections in General

3.2.1 The voting for the elected positions of the Green Grads shall be by voice vote except in the event that a member specifically requests a secret ballot.

3.2.2 Ballots with names of the nominees and the corresponding position shall be distributed at the last meeting of the semester.

3.2.3 Ballots shall be collected and counted before adjournment of the last meeting. The newly elected members of the Executive will then be ratified by the Green Grads.

3.3 Vacancy of Office

3.3.1 If the office of a Green Grads Executive Member is vacated or will be vacated due to resignation, impeachment, end of term, or death, an election shall be held for the said office at the earliest possible convenience.

3.3.2 Until an election is held for a vacated office, the duties of:

- a) the Green Grads Chairperson shall be assumed in accordance with Bylaw 1.3.2; and
- b) an Executive Member other than the Green Grads Chairperson shall be divided among the remaining Green Grads Executive members.

3.4 Impeachment of an Executive Member

3.4.1 Impeachment proceedings against an elected officer of the Green Grads shall be undertaken only after the receipt by the Green Grads Chairperson of a petition requesting impeachment and bearing the signature of at least two-thirds (2/3) of the ordinary members of the Green Grads.

3.4.2 If the impeachment proceedings are against the Green Grads Chairperson, or if

he/she is deemed to be in conflict of interest with regards to the impeachment, then the petition requesting impeachment should be delivered to the Treasurer.

3.4.3 Upon receipt of a petition as defined by Bylaw 3.4.1, the Green Grads Chairperson must call a Special Meeting solely for the consideration of the impeachment at the earliest possible convenience.

3.4.4 The motion for impeachment to be considered at the meeting must read: "Shall ... (name of Executive member) ... continue to serve as ... (office held) ... ?"

3.4.5 The incumbent Executive member shall be removed from office by a simple majority vote.

3.4.6 At least five (5) days' notice must be given of any meeting that will consider the impeachment of an officer of the Green Grads.

3.4.7 Once a petition requesting impeachment has been received, the person affected by the petition must take a leave of absence from his/her duties until the impeachment process is completed. The execution of those duties will be performed in accordance with Bylaw 3.3.2.

Bylaw 4: Green Grads Committee Regulations

4.1 General

4.1.1 Committees are established for the purpose of examining specific questions, as determined by the Green Grads Chairperson.

4.1.2 Membership:

- a) Green Grads Committee members must be ordinary members of the Green Grads.
- b) The particular members and the maximum number of members on the Committee will be determined by a resolution of the Green Grads.

4.1.3 A Committee shall be dissolved either:

- a) by a resolution of the Green Grads; or
- b) following the presentation of its final report to an Green Grads Meeting.

Bylaw 5: Financial Affairs

5.1 General

5.1.1 The financial year of the Green Grads shall be from September 1 to August 31.

5.1.2 All income shall be deposited into the account(s) of the Green Grads, and all

expenses paid from the same.

5.1.3 The signing officers for the Green Grads account(s) shall be the Green Grads Chairperson and the Treasurer. Checks issued to one of the signing officers must be signed by the other.

5.1.4 The Treasurer of the Green Grads shall be directly responsible for the administration of all Green Grads account(s) and shall keep adequate records of all transactions

5.2 Accounts

5.2.1 There shall be a general account, which shall be used to carry out the normal business of the Green Grads.

5.3 Expenditures

5.3.1 Expenditures shall be approved at Green Grads meetings, by a simple majority vote.

5.4 Financial Records

5.4.1 All expenditures for Green Grads account(s) shall be documented by appropriate receipts, invoices, check stubs, or other satisfactory evidence.