

# CONSTITUTION OF THE GREEN GRADS OF THE UNIVERSITY OF CONNECTICUT



## Article 1: Name

1.1 The name of this organization shall be “Green Grads.”

1.2 The following definitions apply to this Constitution of Green Grads:

- A. “GG” and “The Association” are alternative terms for “Green Grads.”
- B. “GSS” is an alternative term for “The Graduate Student Senate of the University of Connecticut.”
- C. “The University” and “UConn” are alternative terms for “The University of Connecticut”
- D. “Graduate Student” is an alternative term for “ordinary members of the Association” as defined in Article 2.
- E. “Meeting” is an alternative term for “General Meeting.”

## Article 2: Purpose

2.1 The objectives of Green Grads are:

- A. To provide an opportunity for interested UConn graduate students to be involved in environmentally-focused activities on campus and within the wider community.
- B. To help reach the goal of a sustainable, environmentally friendly university campus.
- C. To serve as a medium of communication between members of Green Grads, the GSS, similarly-oriented student groups, and various departments at the University, as well as the whole campus community.
- D. To promote and coordinate the interests of the members of Green Grads.

## Article 3: Membership

3.1 All full- or part-time students registered in the Graduate School of the University of Connecticut are members.

3.2 The rights of ordinary members are:

- A. the right to vote at meetings of the Association and in all Association elections and referendums;
- B. the right to attend meetings of the GG, subject to the rules of procedure as specified by the Constitution;
- C. the right to move or second motions at meetings of the Association;
- D. the right to speak for or against motions at meetings of the Association;

- E. the right to run for positions within the GG, subject to the qualifications specified by Article 4 for each position; and
- F. the right to make use of GG facilities and services.

#### **Article 4: Officers of Green Grads**

4.1 The Officers will be an Association Chairperson, a Treasurer, a Secretary, a Graduate Student Senator, and an OEP Liaison.

4.2 Each officer shall have a term of one year; terms shall end the last day of the spring semester and begin on the following day.

4.3 Officers' duties are as follows:

- A. *Green Grads Chairperson*: will act as signing officer of the Green Grads in all financial transactions jointly with the Treasurer, in accordance with Article 10.3; organize all meetings of the Green Grads in accordance with Article 7; ensure that the minutes and documents of the Green Grads and its committees are recorded and kept available for inspection by the Green Grads' members; be responsible for the maintenance and distribution of an official, up-to-date list of all Green Grads members; act as moderator for all meetings of the Green Grads, in accordance with Article 7; ensure that the Constitution is kept up-to-date; provide authoritative interpretation of the Constitution; chair any committee that reviews and updates the Constitution; ensure that any motions presented to Meetings are worded clearly and appropriately; be responsible for instructing the incoming Green Grads Chairperson as to his/her duties.
- B. *Treasurer*: will perform any function of the Green Grads Chairperson, in accordance with Article 4.4; supervise all financial transactions of the Green Grads; act as signing officer of the Green Grads in all financial transactions jointly with the Green Grads Chairperson, in accordance with Article 10.3; and present monthly records of all financial transactions at Green Grads meetings.
- C. *Secretary*: will perform any function of the Green Grads Chairperson, in accordance with Article 4.4; and be responsible for taking minutes at Green Grads meetings.
- D. *Graduate Student Senator*: will perform any function of the Green Grads Chairperson, in accordance with Article 4.4; ensure that the Green Grads is aware of all GSS activities; and accept the duties associated with the position of Graduate Student Senator for the Green Grads.
- E. *OEP Liaison*: will represent a communication link between the GG and the UConn Office of Environmental Policy (OEP) by representing the GG at meetings of EPAC (Environmental Policy Advisory Council) and of designated workgroups on campus (i.e. the Recycling Work-Group).

4.4 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:

1. Treasurer
2. Secretary
3. Graduate Student Senator

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

4.6 The Association Chairperson will have final authority in the interpretation of the Constitution.

### **Article 5: Committees**

5.1 Green Grads can create committees to develop policy for the Association, consider issues concerning the environment on and around the University campus, or conducting specific tasks, as determined by the Green Grads Chairperson and in accordance with the objectives of Green Grads in Article 1.3 of the Constitution.

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

5.3 A resolution of the Green Grads must specify one member to act as committee chair. Responsibilities of the committee chair include organizing committee meetings and reporting on the actions of the committee at general meetings.

5.4 A Committee shall be dissolved either by a resolution of the Green Grads, or following the presentation of its final report to a Green Grads Meeting.

### **Article 6: External Organizations**

6.1 The GG will not have dealings with any external organization that discriminates by its constitution, bylaws, or equivalent on the grounds of race, color, gender, religion, social status or sexual orientations.

### **Article 7: General Meetings**

7.1 The General Meeting is the supreme governing body of the Association. Such meetings shall have the authority to consider any business affecting the interests of the GG or its members.

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

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

7.4 A 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.

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

7.6 The reference source for all rules of order not covered in the Constitution shall be Robert's Rules of Order.

7.7 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) GSS Report
- h) OEP Liaison Report
- i) Other Committee Reports
- j) Question Period/Issues Forum
- k) New Business
- l) Adjournment

7.8 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 three (3) days in advance of the next meeting.

7.9 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.

7.10 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.

7.11 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.

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

7.13 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.

7.14 All policy motions approved by the Green Grads shall be kept by the Green Grads Chairperson in a Green Grads Policy Manual.

## **Article 8: Elections**

8.1 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. Elections will usually take place in the spring semester for terms of the following academic year, unless a position will become vacated at the end of the fall semester due to graduation of an officer.

8.2 Any member of the Green Grads may nominate any member (including himself/herself) for an elected position. A motion to nominate a member must be seconded by another member of the Green Grads.

8.3 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 (Article 8.2).

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

8.5 The voting for the elected positions of the Green Grads shall be by a rising vote or a show of hands, except in the event that a member specifically requests a secret ballot.

8.6 A simple majority is required to elect Green Grads positions. In the event of a secret ballot, 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.

8.7 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.

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

- A. the Green Grads Chairperson shall be assumed in accordance with Article 4.4; and
- B. an Executive Member other than the Green Grads Chairperson shall be divided among the remaining Green Grads Executive members.

### **Article 9: Impeachment of an Executive Member**

9.1 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.

9.2 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.

9.3 Upon receipt of a petition as defined by Article 9.1, the Green Grads Chairperson must call a Special Meeting solely for the consideration of the impeachment at the earliest possible convenience.

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

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

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

9.7 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 Article 8.8.

### **Article 10: Finance**

10.1 Green Grads funds will be acquired as follows:

- A. Funds for events and projects will be acquired through the UConn GSS.
- B. Additional funds may be acquired through external grants.

C. Additional funds may be acquired through fundraising events organized by GG.

10.2 All income shall be deposited into the account(s) of the Green Grads, and all expenses paid from the same.

10.3 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.

10.4 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

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

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

#### **Article 11: Faculty Advisor**

11.1 A full-time faculty or staff member will be appointed by simple majority vote of Green Grads to serve as faculty guidance for the Association.

11.2 The faculty advisor has the right to attend every meeting, and may speak on any issue, though he/she cannot vote.

11.3 The term of a faculty advisor lasts until he/she resigns.

#### **Article 12: Revision of the Constitution**

12.1 Amendments may be proposed by notice given to the Meeting Organizer and submitted as a Motion at a Meeting of the Association.

12.2 The procedure for the proposed amendment will follow the form outlined below:

A. The amendment will then be referred to the Association Chairperson, who will ensure that the proposed amendment:

- 1) conforms to the spirit of the GG Constitution; and
- 2) is worded clearly and unambiguously.

B. After the Association Chairperson has reviewed the amendment, the revised amendment must be placed on the agenda of the next meeting of the Association for first reading as a motion to amend the Constitution, provided that the proper notice as described in Article 12.3 can be given.

12.3 The procedure for reading the revised amendment is as follows:

- A. The first and second readings of a motion amending the Constitution must be at a General Meeting.
- B. First and second reading may not take place within two (2) weeks of each other.
- C. Notice of the proposed amendment must be published in the agenda of the meetings in which they will be considered.

12.4 Changes to the amendment from the floor will be considered only during the first reading of the motion.

12.5 The procedure for passing the proposed amendment is:

- A. A two-thirds (2/3) majority of the voting members present at the meeting is required to pass the motion and any amendments from the floor at first passing.
- B. After the first reading, the amendment cannot be modified by the Association Chairperson according to Article 12.2.A.

### **Article 13: Beneficiary Addendum**

13.1 In the event that Green Grads is dissolved, or is deemed an 'Inactive' organization by the Department of Student Activities, the following beneficiary will receive the balance of the Association's funds:

Ronald Bamford Fund

Contact: Pat Anderson

Room 312A, EEB Department, Torrey Life Sciences

860-486-4323

### **Article 14: Enabling Clause**

14.1 This Constitution shall go into effect on April 5, 2012 upon approval of two-thirds vote in favor by all present voting members. This Constitution shall replace and render null any and all previous constitutions, procedures, practices and precedents for this organization.

Signed:

Hayley Kilroy

Chairperson

Date: 4/5/2012

Kasey Pregler

Treasurer

Date: 4/5/2012

Alyssa Borowske

Secretary

Date: 4/5/2012