

The Constitution of Green GW

Preamble

The membership of Environment GW, Green GW, and Keep GW Green:

Affirming the essential need for protecting the Earth and its communities and systems for the wellbeing of present and future generations;

Stressing the urgent necessity for local, regional, and global action to combat climate change and environmental degradation;

Committing to the principles of environmental and social justice;

Recognizing the increasingly vital role of students and universities in environmental education, research, policy formation, and information exchange;

Further recognizing the need for a sustainable George Washington University;

Have agreed to amalgamate as follows and establish this Constitution for Green GW.

Article I: Green GW

Section I The name of this organization shall be Green GW.

Section II The official emblem of Green GW shall be as follows.



Section III All motions to change either the name or emblem of Green GW must follow the constitutional amendment procedures as outlined in Article XVI.

Article II: The Executive Board

Section I The primary decision making power of Green GW shall be vested in an Executive Board consisting of an Executive Director, Director of Events, Director of Policy, Director of Politics, Director of Communications, Secretary, Treasurer, and Webmaster. The Executive Board shall set the goals and direction of Green GW. The Executive Board shall also be responsible for tasks related to the essential functioning and efficiency of the overall organization.

Section II The Executive Board shall be entrusted to make all significant decisions concerning the management of Green GW. The Executive Director shall, at the beginning of each meeting, list all significant decisions made to the members present. Members may contest and raise objections to any decision made.

Article III: The Executive Director

Section I The Executive Director shall be the general manager of Green GW, subject to the advice of the Directors of Events, Policy, Politics, and Communications. The Executive Director shall be responsible for the coordination of the elected officials of Green GW and the direction and overall organization of Green GW to advance the objectives of Green GW.

Section II The Executive Director shall be elected by the general membership of Green GW and shall hold office for a term of one year. The Executive Director may serve multiple terms if reelected by the general membership of Green GW and continues to meet the requirements for candidacy.

Section III In the event that a vacancy occurs in the Executive Board, the Executive Director shall appoint a replacement, conditional on the majority support of the Executive Board.

Section IV The Executive Director shall be removed from office on impeachment for serious violations of his or her duties.

Section V The Executive Director shall convene and chair weekly meetings open to the general membership.

Section VI The Executive Director shall maintain the organization and cohesion of the Executive Board through Executive Board meetings determined by the Executive Director and approved by a majority of the Executive Board.

Section VII In the event that the Executive Director must resign, a written notice of resignation shall be presented to the Executive Board. The Executive Board, including Chairpersons, shall convene an immediate, emergency meeting to appoint a replacement. The general membership shall then be called upon to approve or reject the appointment.

Section VIII The Executive Director shall serve as the Green GW representative on the GW Sustainability Coalition or other similar coalition. If the Executive Director holds an

administrative position in the Coalition, the Director of Policy shall serve in the Executive Director's place as representative for Green GW.

Section IX The Executive Director shall be the primary contact listed for Green GW.

Article IV: Director of Events

Section I The Director of Events is responsible for coordinating campus events to foster awareness and to attract new members.

Section II The Director of Events is obligated to attend the weekly general body meetings.

Section III The Director of Events is responsible for building relationships and working with other student groups, D.C. environmental groups, and university departments and programs to bring Green GW the largest possible audience.

Section IV The Director of Events shall be responsible for appointing individuals as project and campaign Chairpersons.

Section V The Director of Events shall actively provide updates on the status of current projects to the Executive Board. This update should include a summary of meetings, university contacts, achievements, concerns, etc.

Section VI In the event that the Director of Events must resign, a written notice of resignation shall be presented to the Executive Director.

Section VII The Director of Events shall be removed from office on impeachment for serious violations of his or her duties.

Section VIII The Director of Events shall be elected by the general membership of Green GW and shall hold office for a term of one year. The Director of Events may serve multiple terms if reelected by the general membership of Green GW and continues to meet the requirements for candidacy.

Article V: Director of Policy

Section I The Director of Policy shall be responsible for advocating and implementing policies that reduce the university's ecological footprint.

Section II The Director of Policy is responsible for establishing and maintaining constructive relationships with university decision makers and for staying abreast of campus sustainability developments and concepts.

Section III The Director of Policy is obligated to attend the weekly general body meetings.

Section IV The Director of Policy is responsible for appointing individuals as project and campaign Chairpersons.

Section V The Director of Policy shall actively provide updates on the status of current projects to the Executive Board. This update should include a summary of meetings, university contacts, achievements, concerns, etc.

Section VI In the event that the Director of Policy must resign, a written notice of resignation shall be presented to the Executive Director.

Section VII The Director of Policy shall be removed from office on impeachment for serious violations of his or her duties.

Section VIII The Director of Policy shall be elected by the general membership of Green GW and shall hold office for a term of one year. The Director of Policy may serve multiple terms if reelected by the general membership of Green GW and continues to meet the requirements for candidacy.

Article VI: Director of Politics

Section I The Director of Politics shall be responsible for representing the interests of Green GW and for empowering and enabling member participation in the political process at campus, local, regional, and national levels. The Director of Politics is responsible for following environmental current events and legislation, and keeping the membership informed.

Section II The Director of Politics is obligated to attend the weekly general body meetings.

Section III Green GW, under the leadership of the Director of Politics, shall not endorse political candidates, but shall instead highlight relevant issues in political campaigns.

Section IV The Director of Politics is responsible for developing political strategy, managing campaigns, lobbying relevant decision makers and political institutions on behalf Green GW, and organizing trainings and teach-ins to provide members with the skills necessary to affect the political process.

Section V The Director of Politics is responsible for appointing individuals as project and campaign Chairpersons.

Section VI The Director of Politics shall actively provide updates on the status of current projects to the Executive Board. This update should include a summary of meetings, university contacts, achievements, concerns, etc.

Section VII In the event that the Director of Politics must resign, a written notice of resignation shall be presented to the Executive Director.

Section VIII The Director of Politics shall be removed from office on impeachment for serious violations of his or her duties.

Section IX The Director of Politics shall be elected by the general membership of Green GW and shall hold office for a term of one year. The Director of Policy may serve multiple terms if reelected by the general membership of Green GW and continues to meet the requirements for candidacy.

Article VII: Director of Communications

Section I The Director of Communications shall be responsible for maintaining relationships with campus and non-campus media and working to garner positive media coverage for Green GW events, campaigns, and projects.

Section II The Director of Communications shall work with the Executive Board to establish and ensure that image standards are met in all advertising and materials.

Section III In the event that the Director of Communications must resign, a written notice of resignation shall be presented to the Executive Director.

Section IV The Director of Communications shall be removed from office on impeachment for serious violations of his or her duties.

Section V The Director of Communications is obligated to attend the weekly general body meetings.

Section VI The Director of Communications shall be elected by the general membership of Green GW and shall hold office for a term of one year. The Director of Communications may serve multiple terms if reelected by the general membership of Green GW and continues to meet the requirements for candidacy.

Section VI The Director of Communications is responsible for appointing individuals as project and campaign Chairpersons.

Article VIII: Secretary

Section I The Secretary shall be responsible for taking and posting general body meeting minutes, maintaining the membership roster and listserv, and compiling and sending weekly e-mails to the membership.

Section II The Secretary, working with the Executive Board, shall maintain a power map of university decision makers, departments, offices, and programs to assist Green GW in strategic planning and in building an institutional memory.

Section III The Secretary is obligated to attend the weekly general body meetings.

Section IV In the event that the Secretary must resign, a written notice of resignation shall be presented to the Executive Director. The Secretary shall be removed from office on impeachment for serious violations of his or her duties.

Section V The Secretary, as the principle steward of the Green GW e-mail account, shall forward all relevant e-mail to the appropriate official and will also carbon copy each to the Executive Director.

Section VI The Secretary shall be elected by the general membership of Green GW and shall hold office for a term of one year. The Secretary may serve multiple terms if reelected by the general membership of Green GW and continues to meet the requirements for candidacy.

Article IX: Treasurer

Section I The Treasurer shall be responsible for managing the budget, finances, expenditures, and reimbursements of Green GW. The Treasurer shall coordinate fund raising efforts and assist the Executive Board with grant writing and applying for co-sponsorships.

Section II The Executive Director must approve all expenditures and allocations in writing. Any member of the Executive Board, including Chairpersons, shall submit expenditure requests to the Treasurer. The Treasurer has no more than two weeks to review the request with the Executive Director.

Section III The Treasurer shall, working with the Executive Board, compile and submit an annual budget request to the Student Association. The budget request, to the greatest extent possible, shall detail expected expenditures for the academic year.

Section IV The Treasurer shall maintain detailed financial records for Green GW.

Section V In the event that the Treasurer must resign, a written notice of resignation shall be presented to the Executive Director. The Treasurer shall be removed from office on impeachment for serious violations of his or her duties.

Section VI The Treasurer shall be elected by the general membership of Green GW and shall hold office for a term of one year. The Treasurer may serve multiple terms if reelected by the general membership of Green GW and continues to meet the requirements for candidacy.

Article X: Webmaster

Section I The Webmaster is responsible for building and maintaining the digital presentation of Green GW, principally through the Green GW webpage and other social media avenues.

Section II In the event that the Webmaster must resign, a written notice of resignation shall be presented to the Executive Director. The Webmaster shall be removed from office on impeachment for serious violations of his or her duties.

Section III The Webmaster shall be elected by the general membership of Green GW and shall hold office for a term of one year. The Webmaster may serve multiple terms if reelected by the general membership of Green GW and continues to meet the requirements for candidacy.

Article XI: Chairpersons

Section I Chairpersons shall be appointed by the Executive Director and Directors of Events, Policy, Politics, and Communications to coordinate specific campaigns and projects under each Director on behalf of Green GW. Chairpersons must be reliable and committed. Chairpersons must report weekly to the appropriate Director.

Section II Individual chairperson positions are temporary positions, subject to the needs of Green GW and the relevant Director. Chairpersons may be removed from their position with the consent of the Executive Director at any time.

Section III Chairpersons may resign at any time by submitting a written notice of resignation to the appropriate Director.

Article XII: Membership

Section I All registered undergraduate students at the George Washington University shall be eligible for membership. Membership dues shall be \$5 for each academic year and will be collected throughout the academic year. The Secretary shall keep a list of members.

Section II Green GW does not discriminate on the basis of race, color, sexual orientation, gender identity, national or ethnic origin, sex, disability, veteran status or age in the administration of any of its programs or operations.

Section III Members may, at any time and for any reason, withdraw their membership by contacting the Secretary to be removed from the membership roster.

Article XIII: General Body Meetings

Section I General body meetings shall be held on a weekly basis at a standard time determined by the Executive Board.

Section II The Executive Director shall chair each general body meeting. All Directors and the Secretary shall be required to attend all meetings. All general body meetings are open to the membership of Green GW and the student body and community at large. Agenda items for general body meetings shall be submitted to the Executive Director.

Article XIV: Elections/Voting

Section I Elected officers shall serve terms of one year, from May to May of the following year.

Section II All members of Green GW are eligible to run for office. Candidates are expected to stay on campus for both spring and fall semesters to fulfill their term. No position is subject to term limits.

Section III A member of the Executive Board will be appointed near the end of the academic year to organize and manage the election process. This Executive Board shall temporarily forfeit their right to run for office and vote in the Executive Board elections.

Section IV Elections shall be held near the final general body meeting of the spring semester. Candidate statements, consisting of the candidate's name and a brief paragraph describing qualifications, shall be collected and sent to the membership one week prior to the election meeting. At the elections meeting, candidates shall be provided a set limit of time to address the voters present. Members shall vote by secret ballot, placing one vote for each office. Members who wish to vote, but are unable to attend the election meeting will be able to cast a vote via e-mail for a 24-hour period prior to the election meeting. The candidate with the greatest number of votes shall win each position. In the event that candidates for the same position receive an equal number of votes, a run-off election will be held at the general body meeting following the elections meeting. The run-off election will be guided by the same rules as the first election meeting.

Article XV: Impeachment

Section I All elected officials, if their conduct is in violation of their duties, may be removed from office.

Section II Any official or general member may bring impeachment charges against an elected official. Unless the official in question is the Executive Director, all impeachment charges shall be submitted to the Executive Director. The Executive Director shall call an emergency meeting of the Executive Board to discuss the impeachment charge and hear the defense of the official in question. The Executive Board, excluding the official in question, shall vote on whether to remove the official from office. The general membership shall be given a 48-hour period following the impeachment meeting to approve the decision of the Executive Board.

Section III If the Executive Director is called into question, the Secretary shall convene an emergency meeting of the Executive Board to discuss impeachment and follow the procedure outlined in Section II.

Section IV Regardless of whether the Executive Board votes to remove an officer from office, a vote of ninety percent of the general membership is required to certify the decision of the Executive Board. If less than ninety percent of the general membership approves the decision of the Executive Board, the impeachment question shall be decided by a general membership vote organized by the Executive Director or Secretary.

Article XVI: Ratification and Amendment Procedures

Section I The Constitution of Green GW shall be ratified and implemented with no less than two thirds support from the general membership. Members who wish to vote, but are unable to attend the ratification meeting will be able to cast a vote via e-mail for a 24-hour period following the ratification meeting.

Section II Any individual member or elected official, whenever they shall deem it necessary, shall propose amendments to this Constitution. Amendments shall be submitted in writing to the Executive Director no less than three days prior to the next general body meeting where, if seconded, the amendment will be discussed and voted upon. The final amendment will then be emailed to the general body, which will have 24 hours to submit their vote during office hours. Members, who wish to vote, but are unable to vote in person will be able to cast a vote via an email sent to greengw@gwu.edu. At least two-thirds of the votes must support the amendment for passage.

Article XVII: Institutional Memory

All elected and appointed officials of Green GW are obligated to compile a detailed review of their efforts to pass on to successors.

Article XVIII: Laws of Governance

Section I Green GW shall abide by policies established by the George Washington University and District/Federal laws.

Section II The use of the official Green GW listserv shall be consistent with the desires of the membership. Other communication channels shall be utilized to maximize communication with the membership without over reliance on email. Content for the weekly e-mail shall be submitted to the Secretary.

Section III Only registered GW students are considered members of Green GW; all others (friends, family, faculty, staff, etc.) are considered guests. Guests are welcome to attend events, however they cannot hold officer positions, vote in elections, or handle money on behalf of the organization.