

The Constitution of The Harvard Extension Environmental Club

Preamble

We the members of the Harvard Extension Environmental Club dedicate ourselves to promoting environmental concerns, organizing Harvard students and the community in the participation of environmental activities, and raising public consciousness about environmental issues. In our quest to raise environmental awareness, we encourage all members of the student body at Harvard University, as well as all members of the public to join us in pursuit of our mission.

Article 1: Name

The name of this organization is The Harvard Extension Environmental Club; hereafter this organization shall be referred to as the "EC".

Article 2: Purpose

The purpose of the EC is to raise public awareness about environmental concerns by networking with the community at Harvard University, as well as local communities. By encouraging public participation and promotion of environmental events, acting in a supporting role of existing events, and creating a framework for new events we hope to positively affect change in the environment.

Article 3: Membership

Membership in the EC shall be open to all students at Harvard University as well as the general public; those who are environmentally conscious and wish to participate in improving the environment.

Members in good standing are all current members who wish to contribute to the mission of the EC. In the future, if membership requires the paying of dues, all members shall be current in the payment of their dues to be considered in good standing.

Article 4: Duties of the Directors

President:

1. Act as Chief Executive Officer of the EC.
2. Enact policies voted on by the Board of Directors.
3. Provide an agenda for each Board and member meetings.
4. Act as official representative of the EC.
5. Define the goals and objectives of the EC during their term.
6. Preside over all Board and member meetings.
7. Evaluate organization and progress of EC.

Vice President:

1. Assist the Presidents in his or her duties.
2. Act as President in his or her absence.
3. Assume the office of the President upon the removal, resignation, or inability of the President to perform his or her duties.
4. Provide support for existing projects.
5. Take initiative in developing projects for the EC.
6. Act as director of the nominating committee

Secretary:

1. Assume the office of the President upon the removal, resignation, or inability of the President and Vice President to perform their duties.
2. Assume the office of the Vice President upon the removal, resignation, or inability of the Vice President to perform his or her duties.
3. Record the minutes of each Board meeting.
4. Assist the President and the Vice President in their duties.
5. Handle all paperwork required by the University.
6. Act as primary contact for legal and governmental filings
7. Act as the primary repository of historical documentation and club knowledge
8. Maintain the official list of officers, along with contact information for those officers

Treasurer:

1. Act as liaison with the Harvard Extension Student Association to procure funds for organizational needs and activities.
2. Examine and assess validity of funds requests.
3. Develop annual budget.
4. Evaluate alternative sources of financing.
5. Assist President, Vice President, and Secretary in all decision making processes related to the EC.
6. Produce a financial statement at least four (4) times a year, to be presented and reviewed in recognized board meetings

Membership Director:

1. Develop avenues for increasing membership in the EC.
2. Maintain interest from existing members through correspondence.
3. Maintain website for communication with existing members.
4. Create and maintain a system of tracking of existing members. Membership card, e-mail, etc.

Additional Board Members:

1. Support other Directors in the decision making process of the EC.

Article 5: Amendments

The constitution can be amended by a 2/3 majority vote of the Board of Directors and a majority vote of the members.