

Sample On Campus EcoClub Bylaws

How to Use the Bylaws

These sample bylaws are to serve as a template for the rules and regulations of each On Campus KEC EcoClub. All clubs are free to use these articles as they are listed or add or remove articles as they apply to the specific club. Please contact KEC if you have any questions concerning the bylaws.

Article 1. Club Mission

1. Increase eco-consciousness by learning about green technology
2. Provide a positive forum in which students can be creative, innovative, and develop leadership skills
3. Positively impact peers, families, schools, communities and planet by participating in community service projects
4. Promote school environmental activities and community projects
5. Participate in field trips to increase knowledge about eco related issues
6. Bring noted speakers to campus to inspire and educate peers about sustainability
7. Participate in habitat restoration
8. Increase school-wide energy efficiency
9. Support KEC's Fallen Fruit Project
10. Inspire others by participating and planning Earth Day Events , projects and competitions
11. Participate in legislative policy and changes to protect the planet
12. Establish and support projects which support KEC mission and vision
13. Draft and submit grant proposals to various foundations to raise funds for sustainability projects at your school or within your community
14. Establish and maintain an e-newsletter and/or regular submit articles to KEC for broadcast
15. Adopt a physical location for regular habitat restoration or clean-up
16. Become experts in a particular estuary, wetlands, desert, green technology etc. and be the KEC voice for that site or issue.

Article 2. Code of Ethics

1. All individual members will be responsible for their actions and be respectful of other members.
2. All members will continuously work to improve their knowledge and skills to benefit themselves, their EcoClub and KEC.
3. Members will act as representatives of KEC while in the community and will not engage in activities harmful to the mission or vision of KEC.

4. Members shall abide by the student code of conduct published by your school and/or school district.
5. The club shall operate in accordance with current school policy.

Article 3. Membership

1. Membership is open to any currently enrolled (your school) middle/high school student.
2. Membership is open to any current faculty and staff at (your school) middle/high School.
3. At this time, only enrolled students are allowed to run for club offices.
4. Clubs shall not discriminate based upon race, religion, gender, gender identity or sexual orientation.

Article 3. Officer Positions

1. The officers of this club shall be President, Vice President, Secretary, Treasurer, Historian, Publicity Officer, and Webmaster. Officer positions may be deleted or established by a majority vote of the club.
2. Officers will be elected for one year by a vote of the club at the beginning of each term year.
3. If an officer position opens for any reason, the club will hold elections at the next club meeting.
4. Officers must attend every club meeting (they have one excused absence every quarter).
- 5.

Article 4. Officer Tasks

1. President – is the principal officer and therefore responsible for leading the club in meetings and activities in accordance with guidance established by your school and/or school district and these bylaws.
2. Vice President - will assist the president in club management, will supervise club meetings in the absence of the president, and will carry out other duties assigned by the President.
3. Secretary - will keep minutes of club meetings, maintain the attendance roster for the club, and maintain club membership records with the names and email addresses of all current members.
4. Treasurer – receives and disburses all club funds, maintains a current balance sheet, makes a financial report to the club twice a year or whenever the faculty sponsor or President believes it is necessary.
5. Historian – creates and maintains a book of photos, newsletters, committee notes, programs from community services projects, letters from the community, any written accolades, and anything else of historical significance to the club.
6. Publicity Officer – responsible for reporting and promoting club activities and community events sponsored by the KEC. May assist webmaster in promoting EcoClub events on the website.

7. Webmaster - creates and maintains the website for the EcoClub.

Article 5. Faculty Sponsors

1. Each KEC needs at least one faculty, administrative r or adult sponsor (additional faculty sponsors are allowed).
2. Sponsors may vote in meetings and participate in all club activities.
3. A sponsor must be present at all club meetings.
4. A sponsor will be responsible for organizing elections at the beginning of each school year.
5. A sponsor will work closely with the club officers in business matters of the club, including maintenance of the club website.

Article 6. Meetings

1. General meetings will be held monthly during school months.
2. At least one adult sponsor is required to attend each meeting.
3. Current members may bring up new business during the open forum portion of regularly scheduled meetings.

Article 7. Dues

1. The Club Treasurer will collect the annual membership dues of [suggest: \$5.00 to \$10.00] at the beginning of each school year.
2. The dues will go toward expenses not covered by the funds raised by the club (i.e., food and beverages at meetings).
3. Dues will be deposited into the club's school account and maintained by the Treasurer.

Article 8. Voting

1. All proposed changes to these bylaws must be approved by a ¾ majority vote by members of the club.
2. Each member that has paid dues may vote.
3. Any member may bring up an issue during the open forum portion of the club meeting and ask it to be put to a vote.

Article 9. Club Activities

1. Community Service Projects – the members of the KEC will participate in community service projects to expand their eco-consciousness, help teach people in the community about the mission of their club, and positive impact their community and planet. It is recommended that the club engage in at least two events per year. Examples include habitat restoration, Fallen Fruit Project, environmental clean-up, Earth Day activities, recycling events, speaking engagements etc.
2. Field Trips- a large body of educational research supports that field trips are a key component of school instruction. They are not an add-on, or something that can be eliminated or reduced without serious consequences for student academic achievement.
3. Fundraisers - proceeds from fundraisers will be deposited into the club's school account and be used for expenses not covered by club member dues (e.g., food and beverages at meetings), projects and events.

Article 10. Website (Coming February of 2012)

1. The content of the KEC EcoClub website may include, but is not limited to:
 - a. Discussion
 - b. Q&A
 - c. Links
 - d. Tutorials
 - e. Downloads
 - f. Uploads of pictures, videos, articles and other content
 - g. Articles
 - h. Schedule/Calendar
 - i. Events
 - j. Blogs
 - k. Fundraising goals/status
2. Items and links on the website will adhere to all your school and school district policies.

Article 11. Blog (Coming February of 2012)

1. The webmaster should maintain a blog and/or e-newsletter instead of creating a paper newspaper (to save paper!) that is to be updated weekly or monthly as needed (the web address will be made available to the student body through the school newspaper)
2. The content of the blog may include, but is not limited to; club activities, meeting schedule, green technology articles, articles on youth leadership, upcoming field trips, etc.

Article 12. Changes to Bylaws

1. Articles in this set of bylaws may be deleted or modified by a $\frac{3}{4}$ majority of the club.
2. Changes to the bylaws will be done as amendments.