



PALM BEACH STATE
COLLEGE

Community Earth Club

CONSTITUTION AND BYLAWS

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ARTICLE I - NAME

Community Earth Club

ARTICLE II – PURPOSE

The purpose of the Community Earth Club shall be to unify the student body, to coordinate student activities, to encourage cooperation between the students and administration, to promote an intelligent interest in all phases of college life, and to increase the sense of the individual responsibility.

ARTICLE III – MEMBERSHIP

All currently enrolled Palm Beach State students shall be eligible for membership in the Community Earth Club. Membership shall be open to any student regardless of race, color, religion, sex, national origin, age, sexual orientation, marital status, veteran status or disability.

Voting members shall be designated as those persons who have attended 80% meetings in an academic semester.

ARTICLE IV – OFFICERS

The officers of the club/organization shall be a President, Vice President, Secretary, and a Treasurer.

All currently enrolled students, whether or not they have previously been voting members of the club/organization, shall be eligible to hold office provided they are in

good academic standing, a minimum 2.0 GPA, at the time of election and throughout the term in office.

The term of office for the officers shall be from May of the regular academic year to the April of the following year.

The officers shall be elected by a majority at the annual elections held on the last meeting in the month of April.

Vacancies of offices shall be (appointed, elected) by members of the club.

All officers shall retain voting rights; however, the President shall only vote in the case of a tie, with the exception of officer elections.

ARTICLE V – MEETINGS

SECTION 1. The regular meetings of the voting membership shall be held every month.

SECTION 2. Special meetings of the club/organization may be called by the President, or upon the requests of at least five of the members of the club/organization.

SECTION 3. A quorum for the conduct of official business shall be defined as mandatory meeting of the voting membership.

ARTICLE VI – RULES OF PROCEDURE

Robert's Rules of Order (revised) shall be the parliamentary authority of this club/organization. Should Robert's Rules of Order conflict with this Constitution, this Constitution takes priority.

In order to maintain active status, the club/organization agrees to abide by those rules and procedures, including financial regulations of Palm Beach State College, which pertain to all student clubs/organizations.

ARTICLE VII – AMENDMENTS

Amendments to this Constitution may be proposed by either the officers or voting members of this club/organization.

Consent by two-thirds (2/3) of the voting members shall be necessary to approve amendments to this Constitution.

Created: Last revision April 1999

Revised: June 2011

BYLAWS

ARTICLE I – DUTIES OF OFFICERS

The duties of the President shall be to:

- a. Preside over all regular membership meetings.
- b. Call for special meetings when necessary
- c. Sign all financial documents of the club/organization
- d. Serve as the organizational representative.

The duties of the Vice-President shall be to:

- a. Succeed the President should he or she for any reason be unable to carry out the Presidential duties.
- b. Assist the President in administering the business of the club/organization.

The duties of the Secretary shall be to:

- a. Take brief minutes of each meeting and take care of any major correspondence concerning the organization as a whole.

The duties of the Treasurer shall be to:

- a. Keep a record of all financial and historical documents and submit all financial records to the Student Government Association and/or the Financial Affairs Office as required.
- b. Sign all financial documents.
- c. Turn in all financial records for re-issue to the new Treasurer when required or appropriate.

ARTICLE II – SELECTION OF OFFICERS

The nomination of officers shall occur each academic year at the membership meeting held in March. The highest-ranking officer not running for office shall facilitate the nomination and election process at this meeting. If this is not possible, the facilitator will be selected by a majority vote of active student members.

Any active student member present may nominate someone or him/herself for office by verbally nominating the individual during this procedure. However, the nominee must be considered eligible for an officer position (as defined in Article IV, Sections 1 and 2 in the constitution).

Absentee/proxy ballots are not permitted in the nomination process.

ARTICLE III – DUTIES OF ADVISOR

A faculty advisor shall be selected by majority of the voting members.

The duties of the advisor shall be to:

- a) Attend the regular meetings of the club/organization

- b) Sign documents on behalf of the club/organization as appropriate, including room reservation forms, recognition forms, travel forms, etc.
- c) Act as a consultant for the club/organization and any projects and special committees in the club/organization.
- d) Act as a liaison between the College and the club/organization, representing the interests of each.

The advisor shall (shall not) have voting privileges in the club/organization.

ARTICLE IV – COMMITTEES

SECTION 1. Ad-hoc committees.

- a. Shall be formed by the President, as deemed necessary, to investigate matters of immediate concern.
- b. The Chairperson and members of the ad-hoc committee will be appointed by the President, to be approved by a majority of the voting members of the organization.

ARTICLE IV – IMPEACHMENT

SECTION 1. Officers and/or members may be impeached on the basis of not fulfilling the purposes and policies of the club/organization as outlined in the Constitution and Bylaws or for violation of College and/or financial procedures.

SECTION 2. Any member of the club/organization may initiate impeachment proceedings by giving written notice to the President. If it is the President who is being impeached, notice should be given to the Vice-President.

SECTION 3. Upon formal notification, it is the responsibility of the President (or Vice-President) to convene an ad-hoc committee of inquiry to consider the filed allegations.

SECTION 4. Any individual who is impeached shall be given full notice of the allegations against him/her and shall have an opportunity to respond to them.

SECTION 5. The ad-hoc committee of inquiry will investigate the allegations, determine the validity of the charges, and make recommendations regarding sanctioning to the full body for its consideration.

SECTION 6. Recommendations for sanctioning made by the ad-hoc committee of inquiry must be approved by two-thirds (2/3) of the members present and voting, in order to be implemented.

SECTION 7. Possible sanctions include, but are not limited to, reprimand, censure, and/or removal.

SECTION 8. An individual may appeal his/her sanction by submitting an appeal request to the advisor of the organization within ten (10) calendar days of his/her notification of the sanction. If it is the advisor who has been sanctioned, appeals should be directed to the President.

SECTION 9. An appeal may be requested only on the basis of one of the following two claims:

- a. That there was procedural error in the conduct of the Impeachment proceedings.
- b. That there is significant new evidence which was previously not available.

SECTION 10. The advisor shall determine whether there are grounds for appeal and may choose to affirm the sanction or remand the case for a rehearing by a new ad-hoc committee of inquiry.

SECTION 11. If an appeal hearing is granted based upon one of the conditions in Section 9, it will be conducted in accordance with the provisions of Sections 5-7, and with new evidence submitted or procedural error removed.

ARTICLE V – ELECTIONS

SECTION 1. Elections shall be held during the last meeting of April of The Spring semester of each academic year.

SECTION 2. Candidates for offices shall be eligible provided they have met the requirements for that office as stated in Article IV of the Constitution.

SECTION 3. Violations of election procedures shall be heard by the Executive Board and the advisor.

ARTICLE VI – FINANCES

SECTION 1. All finances shall be handled in accordance with the established Cash Collection & Deposit Guidelines for Student Activities fiscal procedures.

SECTION 2. Membership dues shall be (0) dollars per year or (0) dollars per semester. Only the advisor shall be exempt from paying membership dues. Once payment has been processed, no refunds will be granted.

SECTION 3 The Treasurer (in conjunction with the President and Advisor) shall propose a budget for the entire year.

SECTION 4. Club/organizational funds may be spent on items such as office supplies, events and activities, publicity, travel expenses, and conference

fees, but will not be used for anything illegal under College, local, state, and federal laws. All funds must be deposited within 24 business hours after collection.

SECTION 4. It is the outgoing Treasurer's responsibility to compile and present all documents and information about the previous and current budget to the new Treasurer.

SECTION 5. In the event that the club/organization ceases to exist, any funds remaining in the club/organization's account shall be deposited into the Campus Student Activities Office general account.

ARTICLE VII—PUBLICATIONS AND ADVERTISEMENT

SECTION 1. All publications of the club/organization must comply with the Palm Beach State College Relations and Marketing department's branding guidelines and graphic standards.

SECTION 2. The Secretary, President, and Advisor must unanimously approve all publications, shirts, flyers, and other forms of advertising/marketing prior to duplication and distribution. All flyers to be posted must be submitted and approved by the Campus Student Activities Office.

ARTICLE VIII– External Affiliations (if applicable)

SECTION 1. Mention the name of any affiliation with a national, regional, or local governing body/parent/corporate organization. Discuss how the

organization relates to the external affiliates, including any requirements (fees, membership, governance, etc.) of that relationship.

ARTICLE IX – INITIATION

SECTION 1. The Community Earth Club does not engage in any initiation procedures which would be considered illegal under Florida Statute 1006.63 and/or applicable federal law.

SECTION 2. Each year, every member, will be provided with a copy of Palm Beach State College’s Board policy 6Hx-18-3.41, Hazing: Suspension of a student; Suspension of a Student Organization.

ARTICLE X – AMENDMENTS

History of Constitution

Created: Last revision April 1999

Revised: June 2011