Constitution for Student Action for the Earth (SAFE)

Article I
Name
This organization shall be called SAFE (Student Action for the Earth).

Article II
Purpose
The purpose of this organization shall be to foster and maintain a campus awareness of the importance of our environmental heritage. Environmental protection and upkeep shall be stressed in all the organization’s activities.

Article III
Membership
Membership in this organization shall be granted to any currently enrolled Lebanon Valley College student possessing an interest in the environment and in the organization. Membership shall be granted in a nondiscriminatory basis.

Article IV
Meetings
Meetings shall be set on a basis that suits the majority of members and shall be an informal medium for discussion of organizational goals and activities.
All members as well as the advisor are expected, although now required, to attend all meetings. Those unable to attend should obtain an electronic transcript of the meeting he/she missed from the secretary.
Special meetings may be called by any officer at his/her request or at the request of any member or advisor.

Article V
Officers and Elections
The elected officers shall consist of:
1. President
2. Vice-president
3. Secretary
4. Treasurer
The president shall preside over all meetings and will be responsible for maintaining the order of the meeting. He/she shall answer to the Dean of Students office upon request. The president shall also be responsible for seeing
to the execution of all official organizational business outside the group and shall serve as a second signature on all checks.

The vice-president shall aid the president in all his/her duties as requested by the president. In the absence of the president, the vice-president shall see to the execution of presidential duties.

The secretary shall be responsible for keeping records of each meeting and activity and shall see to the production of a manuscript. This manuscript is to be sent electronically to all officers, members and the advisor. The secretary shall see to all organizational mailings, postal and intercampus. The secretary shall also supervise all organizational advertising.

The treasurer shall see to the proper management of all organizational funds which shall be maintained in a checking account within a respectable financial institution. Possession of the checkbook shall be with the treasurer, who will also serve as the primary signature on each check. No check shall be written without consent of the organization. In the event of an emergency check issuance, the group must be notified as soon as possible.

Election of officers shall take place every May, during the first meeting of that month. Nominations shall be opened during the second week in April, at which time candidates for the offices shall be designated by and nomination and a “second.” Nominations shall remain open until the election. Elections shall take place by secret ballot, to be tallied by the acting secretary and advisor. All officers shall hold their offices for one year. Three-quarters of all voting members need to be present for an election to be held. Throughout the year, should any office be vacated for any reason, an emergency election shall be called to fill the office for the remainder of that year.

Article VI

Advisor

The advisor shall be an interested faculty member willing to serve as a medium of input and guidance as needed by the organization. He/she shall be a formal line of contact when dealing with the administration of the college. He/she may also add any input regarding organizational matters as he/she sees fit.

Article VII

Finance

There will be dues required of each member: $2.00 by semester or $3.00 yearly. Additional funds shall be obtained through fundraising. Donations shall be accepted.
Article VIII

Amendments to the Constitution

Amendments to the constitution may be processed by any member and need to be ratified by three-quarters of all voting members. All proposed amendments shall be presented to the group in written form and shall be opened to floor discussion. If an amendment is to be ratified, it shall be signed into effect by the president and the proposer.