



**Western Carolina University  
Eco C.A.T.S.  
Constitution and Bi-Laws**



# Western Carolina University

## Eco C.A.T.S.

### Constitution and By-Laws

#### PREAMBLE

Our purpose is to implement a program that will educate students, faculty, and staff about energy consumption and how it affects the economy, environment, and our overall footprint on the Earth. Our goals are to raise awareness about the ecological and economical benefits of conserving energy; teach methods on how to reduce energy consumption on campus; and have a positive impact on long-term energy consumption habits of our university community. Membership in Eco C.A.T.S. will be open to any student regardless of (race, color, national origin, religion, sex, disability, or sexual orientation).

#### ARTICLE I. OUR NAME: **Eco C.A.T.S.**

Section 1. The name of this organization is the Eco C.A.T.S. (Conservation Awareness Team for Sustainability).

#### ARTICLE II. QUALIFICATIONS FOR MEMBERSHIP

Section 1. Active Membership- Membership is open to all students of Western Carolina University, in good academic standing

Section 2. Voting Members- Voting Members are students who have attended at least three meetings during an academic semester, in good academic standing.

Section 3. Honorary (Non-Voting) Memberships- Honorary Membership shall be given to the advisor(s) of Eco C.A.T.S.

## ARTICLE III. OFFICERS

Section 1. The officers of the organization shall be:

- (a) President: The President's duties include the following: To conduct meetings, to set meeting times and locations, to oversee matters concerning club procedures, to assign committees as needed, to maintain club roster, Sign all financial documents of the organization, and be the organization's representative to all necessary coordinating meetings called by the University or Student Government Association.
- (b) Vice President: The Vice President's duties include the following: To assist the President in club management, to conduct meetings in the absence of the President, take care of any major correspondence concerning the organization as a whole, and keep record of all historical documents.
- (c) Treasurer: the Treasurer's duties include the following: To be responsible for maintaining in and balancing all accounts and transactions, sign all financial documents, write checks as appropriate, provide complete financial reports to the president as requested, turn in all financial records for re-issue to the new Treasurer when required, keep record of all financial documents, and submit all financial records to the university and Student Government Association when appropriate.
- (d) Secretary: The Secretary's duties include the following: To take detailed minutes at each meeting, to submit the minutes from each meeting to the Vice President as needed for organizational records.
- (e) Education Coordinator: The Education Coordinator's duties include the following: To organize plan and facilitate programs that will help the organization to complete our purpose (outlined in the Preamble). To give accurate reports on this program
- (f) Member Recruiter: The Member Recruiter's duties include the following: To organize programs and develop strategies that will promote the club throughout our university community, and to maintain and edit the club membership roster.
- (g) Advisor(s): The Advisor's duties include the following: To assist in club management, to help plan functions of the organization, counter-sign all administrative financial forms, and attend all Executive board meetings and regular membership meetings.

Section 2. All voting members of the organization in good academic standing will be eligible to hold office.

Section 3. The term of office for the officers of Eco C.A.T.S. shall be for one academic year.

- Section 4. The officers shall be elected by a secretly written ballot of the voting members at the annual elections which are to be held at the first General Meeting of the academic year.
- Section 5. Vacancies of offices shall be filled by appointments from the executive board.

#### ARTICLE IV. EXECUTIVE BOARD

- Section 1. The Executive Board of the:  
The President, Vice President, Treasurer, Secretary, and Advisor(s).
- Section 2. All Executive Board members shall be entitled to recommend priorities for various projects and to plan activities for the organization.

#### ARTICLE V. IMPEACHMENT & REMOVAL

- Section 1. Officers may be impeached and, if found guilty, removed from office by a  $\frac{3}{4}$  majority vote of active voting members on the basis of not fulfilling their duties as outlined in the Constitution and By-laws.
- Section 2. Members may be impeached and, if found guilty, may be removed from membership by a  $\frac{3}{4}$  majority vote of their team members and President on the basis of not fulfilling the purpose of the organization outlined in the Constitution and By-laws and not fulfilling their obligations to the organization.
- Section 3. Advisors may be impeached and, if found guilty, removed from their position by a  $\frac{3}{4}$  majority vote of the active voting members on the basis of not fulfilling their duties as described in the Constitution.
- 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. Any member of the organization may initiate impeachment proceedings.
- Section 6. Any officer who is impeached and removed from office shall be eligible to continue as a regular member of the organization.
- Section 7. Any member who is impeached and removed from membership shall be eligible to rejoin the organization during the next academic year.

ARTICLE VII. RULES OF PROCEDURE

Section 1. "Robert's Rules of Order (Revised)" shall be the parliamentary authority of this organization. Should Robert's Rules of Order conflict with this Constitution, the Constitution takes priority.

ARTICLE VIII. CONSTITUTIONAL AMENDMENTS/REVISIONS

Section 1. Amendments/Revisions to this Constitution may be proposed either by any member of the Executive Board or by a petition submitted by ½ of the active voting members.

Section 2. ¾ of the voting members shall be necessary to approve amendments to this Constitution.

Section 3. Amendments and/or revisions made to this to this Constitution shall be added upon their approval.

ARTICLE IX. FINANCES

Section 1. Other sources of funding shall include fundraising, Student Government Association, and Energy Conservation Program.

Section 2. Funds will be used for the operation of the organization as directed by the Executive Committee.

Section 3. All finances shall be handled in accordance with the established fiscal procedures in the effect for Western Carolina University.

Section 4. In the event of loss of organization recognition, any funds remaining in the organization's campus account shall be reverted any local Energy, Recycling, or Waste Management charity/organization, at the discretion of the Executive Board and Advisor(s).

ARTICLE X. DUES

Section 1. Club dues will paid by every member to sustain active membership.

Section 2. Dues are \$5 per semester; and \$10 a year.

Section 3. All dues are to be paid to the Treasurer by the end of "Withdraw with a 'W'" period.