**Greeks Go Green**

# **CONSTITUTION & BYLAWS**

## **Article I: Purpose & Goals**

Section One: Purpose

1. The purpose of this organization is to provide students at Iowa State University with a platform to get involved in sustainable practices and spread awareness within the Ames Community, with an emphasis on Greek Life. Greeks Go Green will focus on sustainable projects for members to pursue initiatives and serve as a network for 'Green Activism' in the surrounding community.

Section Two: Goals

1. Greeks Go Green will serve the community by providing a platform for students to get involved with sustainability initiatives. We will design programs to promote education and awareness in the community. We will organize service opportunities for members of the community to get involved with. We will create outreach into the community through proper programming and networking.

**Article II: Statement of Compliance**

Greeks Go Green abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. Greeks Go Green agrees to annually complete President’s Training, Treasurer’s Training and Adviser Training (if required).

## **Article III: Non-Discrimination Statement**

Iowa State University and Greeks Go Green do not discriminate on the basis of genetic information, pregnancy, physical or mental disability, race, ethnicity, sex, color, religion, national origin, age, marital status, sexual orientation, gender identity, or status as a U.S Veteran

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## **Article IV: Membership**

Section One: Eligibility

1. To be eligible for Greeks Go Green membership you must be in good academic standing with Iowa State University

Section Two: Green Representative

1. Members of Greeks Go Green will be known as Green Representatives
2. Responsibilities of Green Representatives include:
	1. Attending all Greeks Go Green meetings as necessary
	2. Working on a project team to execute Greeks Go Green initiatives

Section Three: Green Greek Representative

1. Members of Greeks Go Green who are affiliated with a Greek Chapter will be known as the Green Greek Representative(s) for their respective chapter
2. Responsibilities of Green Greek Representatives include:
	1. Attending all Greeks Go Green meetings as necessary
	2. Working on a project team to execute Greeks Go Green initiatives
	3. Serve as the liaison for their respective chapter to Greeks Go Green

Section Four: Project Leaders

1. Members of Greeks Go Green may become Project Leaders if they wish to lead and pursue a Greeks Go Green initiative
2. Members that wish to become a Project Leader must fill out the Project Leader application and submit to the Executive Board; which will then be discussed at the following Executive Board meeting
3. Responsibilities of Project Leaders (if application is approved by the Executive Board):
	1. Attend a Project Leader Transition Meeting with the Executive Director(s)
	2. Manage a project team to pursue the Greeks Go Green initiative
	3. Set and execute goals to successfully complete the project
	4. Provide weekly updates to Executive Board to assess

**Article V: Risk Management**

Section One: Duties and Responsibilities

1. The Role of Risk Management is to:
	1. help minimize potential risks for club activities
	2. recommend risk management policies or procedures to Greeks Go Green
	3. submit documentation to ISU’s Risk Management Office
	4. ensure Iowa State University policies are followed at all the organizations events
	5. ensure that proper waivers and background checks are on file with Risk Management for events (if applicable).
2. Executive Director(s) of Greeks Go Green will presume the role of Risk Management

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## **Article VI: Greeks Go Green Executive Board**

Section One: Duties of Elected Officers

1. All officers must:
	1. Be present at all Greeks Go Green meetings, Executive Board meetings, any special meetings, or any major event held by Greeks Go Green
	2. Work collectively for the continuous growth and development of Greeks Go Green
	3. Uphold all regulations set by Iowa State
	4. Be responsible for conducting appropriate officer transition with newly elected officer of their position at the conclusion of term
	5. Be responsible for creating and maintaining a position manual to document actions undergone during term
	6. Meet with Greeks Go Green Adviser as needed
2. Terms of Office
	1. All officer positions will be elected upon no later than the second to last meeting of the Fall semester
	2. Office terms run January 1st until December 31st
	3. All officer installations will occur in conjunction with The Office of Greek Affairs
3. Executive Director(s):
	1. Attend all Greeks Go Green meeting and preside as the chair(s) over meetings
	2. Serve as a liaison to the Office of Greek Affairs
	3. Meet with Greeks Go Green adviser weekly
	4. Be responsible for registering Greeks Go Green as a student organization with the Student Activities Center annually and ensure compliance that Greeks Go Green Bylaws and Constitution meet university standards and requirements
	5. Be responsible for attending annual President’s Training held by the Student Activities Center
	6. Be responsible for attending the Greek Leadership Retreat conducted by The Office of Greek Affairs
	7. Be responsible, in conjunction with the Adviser, for continual evaluation, formation of goals, and direction of Greeks Go Green
	8. Be responsible for all officer and project leader transitions
	9. Hold officers and project leaders to standards set by bylaws
	10. Be responsible for the accountability of Greeks Go Green Executive Board and Project Leaders
	11. Presumed role of Risk Management (refer to Article V)
4. Director of Operations:
	1. Be responsible for keeping thorough and accurate records of all finances and transactions of Greeks Go Green
	2. Be responsible for knowing all Campus Organizational Accounting information related to Greeks Go Green including maintaining accountability of P-Card
	3. Be responsible for the planning, managing, and execution of all fundraising efforts
	4. Be responsible for attending annual Treasurer’s Training held by the Student Activities Center
	5. Be responsible for developing and maintaining a budget for that covers all aspects of Greeks Go Green
	6. Be responsible writing agendas, keeping minutes, room scheduling, and taking attendance for all Greeks Go Green meetings
	7. Be responsible for chairing Greeks Go Green meetings in the absence of the Executive Director(s)
	8. Be responsible for conducting and collecting evaluations of all Greeks Go Green events, including but not limited to, roundtables, programming, and workshops
5. Director of Public and Media Relations:
	1. Be responsible for Public Relations of Greeks Go Green and all projects, events, and fundraisers the organization pursues
	2. Be responsible for assisting other Greeks Go Green officers and Project Leaders with marketing as needed
	3. Be responsible for keeping all Greeks Go Green social media up to date
	4. Be responsible, in coordination with the Director of Operations, for developing and maintaining the marketing budget
	5. Be responsible for tracking and monitoring the effectiveness of all Greeks Go Green marketing materials
	6. Be responsible for finding and partnering with sponsors as needed
6. Director of Events and Outreach
	1. Serve as a lead in efforts to provide outreach into the community for increased membership and project tasks
	2. Be responsible for the planning, organizing, and execution of all tabling events, including but not limited to, Clubfest, National Campus Sustainability Day, Earth Week, and Sustainapalooza
	3. Be responsible for the planning, organizing, and execution of Greeks Go Green sponsored events in the community

Section Two: Vacancies

1. If any Greeks Go Green officer fails to adequately meet their obligations, they may be asked to resign from the Executive Director(s) or Adviser
2. Resignation of any Greeks Go Green officer will be submitted to the Executive Board and Adviser
3. An election process will follow onto the next Greeks Go Green general meeting to elect a new officer to take on the vacant position for the remainder of the term

Section Three: Impeachment and Removal

1. Elected officers are subject to any impeachment charges during their elected term
2. Impeachment procedures will begin with a petition of no less than 40 percent of the Executive Board
3. Impeached officer will plead their case to the Executive Board and Adviser
4. If any Greeks Go Green officer is found to have committed malfeasance of duty by ⅔ majority vote of the Executive Board, they will be removed from their position immediately

**Article VII: Officer Election**

Section One: Qualifications

1. Members of Greeks Go Green must meet the following requirements in order to run for an officer position:
	1. Be in good standing with the university
	2. Enrolled at least half time (six or more credit hours), if an undergraduate student (unless fewer credits are required to graduate in the Spring and Fall semesters) during the term of office, and at least half time (four or more credits, if a graduate level student (unless fewer credits are required in the final stages of the degree as defined by the Continuous Registration Requirement) during their term of office
	3. Attained a minimum cumulative 2.0 GPA, as well as attained a minimum 2.0 GPA in the semester immediately prior to the election, the semester of election, and the following semesters during the term
	4. Be ineligible to hold an officer position should the member fail to maintain the requirements as prescribed in (a) through (c)

Section Two: Election Process

1. Greeks Go Green officer elections will be held no later than the second to last meeting of the Fall semester
2. Members that are interested in running for an officer position will complete an application for their desired officer position prior to the election meeting
3. Members running for an officer position will give a 2 minute speech on the individual officer position they are running for followed by a 5 minute time period for questions at the election meeting
4. Simple ⅔ majority vote during a secret ballot process will decide the new Greeks Go Green Executive Board
5. Executive Director position may have one or two members assume the role provided that there is a ⅔ majority hand vote by members

**Article VIII: Adviser**

Section One: Duties

1. Meet with Executive Director(s) weekly to discuss organization progress
2. Be responsible, in conjunction with the Executive Director(s), for the continual evaluation, formation of goals, and direction of Greeks Go Green
3. Assist any Greeks Go Green officer as needed

Section Two: Selection of Adviser

1. Adviser of Greeks Go Green will be appointed by The Office of Greek Affairs

## **Article IX: Finances**

All finances will be controlled by the Director of Operations. All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the Campus Organizations AccountingS Office and/or approved institution/office (must receive authorization via Campus Organizations Accounting Office). All funds must be deposited within 48 hours or two business days after collection. The Adviser to this organization must approve and sign each expenditure before payment. There will be no dues for this organization

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## **Article X: Amendment & Ratifications**

This constitution may be amended at any time with approval from the elected officers along with 2/3 vote from all members. Amendments will be announced and then voted on in the next meeting. Ratified amendments to this Constitution must be submitted to the Student Activities Center within (10) days.

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