

## **ECC Committee Constitution**

### **Article I.**

The name of this organization is the Hendrix College Environmental Concerns Committee.

### **Article II.**

The purpose and mission of this organization is to respond to environmental concerns voiced by students, faculty and staff to work towards a more environmentally friendly and sustainable campus, and to foster environmental awareness in the Hendrix College community. It will facilitate a relationship between the environment and students through educational and experiential environmental opportunities. This organization will provide chances for students to engage the larger community on environmental issues. In addition, the organization should oversee and maintain the dish program, work to resolve recycling issues, and develop programs and events that further the expressed goals of the ECC.

### **Article III.**

The makeup of ECC is as follows.

1. Two co-chairs: these persons will be recommended by the outgoing co-chairs to the incoming Student Senate for its approval. If the co-chairs fail to make recommendations, nominations may be made by members of the Senate. Earth Day is the last event planned by the previous chairs and Trash to Treasure is the first event planned by the new chairs. New chairs will be required to attend senate meetings immediately following the appointment with the previous chairs, and after two weeks, the new chairs will attend alone.
2. Members of the Executive Committee will be chosen by co-chairs and advisor through a process of application. Executive members (this term includes all representatives) will be chosen at the beginning of each school year. If the deadline for application has passed, but a position has not been filled, then from that point on the chair will have the option of choosing by a "first come, first serve" basis, as long as the advisor approves it.  
Responsibilities of these positions include: planning and organizing one event each semester, filling out a "One-pager" following that event for historical purposes, and all other duties which pertain to each particular position.
3. Secretary: this person will be appointed by the co-chairs and will be responsible for taking minutes at the ECC meetings and submitting them to the co-chairs for the purpose of record keeping and distributing minutes to all members of the committee. If the secretary cannot attend a meeting, it is their responsibility to find a substitute.
4. Treasurer: this person will be appointed by the co-chairs and will be responsible for monitoring the Committee's account and for writing budget proposals.
5. Historian: this person is responsible for keeping a record of groups activities. This person will amass event contacts, descriptions, and photos in a way that they can be shared with the committee and passed on to future executive committee members.
6. Media Liaison: this person will coordinate all ECC media publications (Hendrix Today, Table Talk, etc), reserve meeting and event spaces through the master calendar, and organize the design and distribution of posters and flyers around campus and the greater community.
7. Advisor: this person may be a faculty or staff member of Hendrix College and will be chosen by the co-chairs. The role of the advisor will be to approve necessary paperwork and to offer suggestions or advice when solicited from the current co-chairs.
8. Overseer of the Glass Program (Spring 1010 only): this person, by oversight of a team of volunteers, will ensure that glass is emptied from the residence halls (~~excluding Martin~~) on a regular basis that guarantees good hygiene in and around the bins.
9. Hall Representatives: these persons will be responsible for the advertisement of events put on by the ECC. They will also be responsible for communicating with their Hall Councils to ensure environmental awareness. These representatives will be chosen by general election in the fall.
10. New Houses Representative: these persons will be responsible for the advertisement of events put on by the ECC. They will also be responsible for communicating with their Hall Councils to

ensure environmental awareness. These representatives will be chosen by general election in the fall.

11. Apartments Representative: these persons will be responsible for the advertisement of events put on by the ECC. They will also be responsible for communicating with their Hall Councils to ensure environmental awareness. These representatives will be chosen by general election in the fall.
12. Off Campus Representative: these persons will be responsible for the advertisement of events put on by the ECC. They will also be responsible for communicating with their Hall Councils to ensure environmental awareness. These representatives will be chosen by general election in the fall.
13. ECC is not a closed committee; membership is not restricted to those filling the positions outlined above. Any persons wishing to participate in the organization are welcome and encouraged to attend.
14. Removal procedures: A person filling an elected or appointed position may resign if they feel they are no longer able to fulfill their duties, but must give two weeks notice so that a replacement can be found. If a person filling an official position does not fulfill their duties, the committee may vote to remove them. If they are absent for more than three meetings in one semester without extenuating circumstances, proceedings for removal may be initiated. Removal proceedings should occur as follows:
  - i. A meeting of all members in official positions will be called.
  - ii. The person in question will be allowed to state their case for why they should not be removed.
  - iii. The other official members will cast a private vote on whether or not to remove the person in question from their position.
  - iv. Removal requires a 2/3 vote.

#### **Article IV.**

If there comes a time when this document is unable to fulfill a needed role for the committee, the following is the procedure for changes to the ECC Committee Document:

1. Any ECC member can suggest a change to the document.
2. The proposed change, and the arguments for and against it, will be reviewed in an open discussion among the appointed elected members.
3. A change requires a 2/3 vote to go forward.
4. If the change passes in ECC, it must then go to Senate for approval.

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