

Campus Sustainability Fund Committee Bylaws

Updated: 5-21-15

Article I. Name

The name of this organization is the Hendrix College Campus Sustainability Fund Committee, is abbreviated CSFC, and has the above graphic logo and the above left emblem.

Article II. Mission and Purpose

This purpose and mission of this organization is to foster continued environmental awareness on the Hendrix campus by soliciting, evaluating, and funding on-campus projects related to sustainability proposed by members of the Hendrix College community. The CSFC also operates in conjunction with the ECC to promote environmental awareness on the Hendrix College campus and to continue to take steps toward an institutional focus on sustainability.

Our goal is to empower students and the Hendrix community to invest in creating a more sustainable and environmentally responsible campus by funding projects and capital expenditures that help reduce our environmental impact.

Article III. Structure

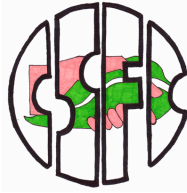
The CSFC is an independent, student run entity reporting ultimately to the Office of the President and the Board of Trustees. The CSFC maintains an affiliation with the Faculty Senate and Student Senate by retaining non-member, permanent select committee status on both Senates.

Article IV. Membership

Membership in the CSFC is considered active when a Hendrix student, faculty, or staff member appears on the below list. Those listed below who wish not to be a part of the CSFC may remove themselves without penalty at any time. The Chair may determine a suitable replacement for the former member in keeping with the spirit of the composition of the Committee. The size and makeup of the Committee may be changed by the Chair if and when it is found that the Committee is not fully upholding its Mission and Purpose. Members appointed by the Committee serve one-year terms that may be renewed indefinitely. Ex-officio members serve at the pleasure of the Chair. Ex-officio members may appoint a proxy with advice and consent of the Chair.

The intent is for the “Committee to be made up of members from the organizations on campus with environmental interest and currently working on sustainable initiatives including these individuals (or designees).” This includes the following members, each of whom receives one vote:

- The Environmental Concerns Committee Chair.
- One additional member of the ECC selected by the ECC Chair.
- The President of the Hendrix Garden Club.



HENDRIX
COLLEGE
Campus Sustainability
Fund Committee

- Three students selected by the Chair with consent of the Committee.
- The Chair of the Environmental Studies Department.
- The Vice President for Business and Director of Facilities Management.
- The Executive Vice President for Student Affairs and Dean of Students.
- The Executive Director of Culinary Services.
- The Executive Vice President and Chief Financial Officer.
- The Chief Sustainability Officer.

The Environmental Concerns Committee Chair shall serve as the Chair of the Campus Sustainability Fund Committee or shall designate a Chair of the Committee from within the Environmental Concerns Committee.

Article V. Committee Member Roles

CSFC Chair

General Information:

Type: The ECC Chair or a member of ECC as defined by the ECC Constitution appointed by the ECC Chair and confirmed by the ECC.

Appointment: June to May.

Description: The CSFC Chair is the head leader of the CSFC and is ultimately responsible for all CSFC operations.

Qualifications:

Experience: At least previous leadership in ECC. Interest and experience in environmental studies and sustainability.

Leadership: At least leader of another organization or equivalent.

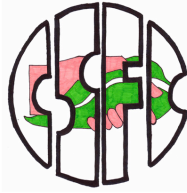
GPA: At least 2.5.

Standing: Student in good disciplinary and judicial standing.

Term Limit: Two school years, re-appointment required.

Specific Leadership Responsibilities:

- Responsible for running or appointing CSFC members to run all CSFC meetings, events, activities, recruiting participants, and any other CSFC related programs.
- Serves as the face of the CSFC in all official capacities.
- Appoints all other leadership positions within the CSFC.
- Presents reports to Student and Faculty Senates.
- Holds open house events about application procedures.
- Writes all CSFC documentation or authorizes others to do so.
- Serves as the Chief Sustainability Officer (if needed).
- Works closely with ECC to identify sustainability issues on campus.



- Reviews all project applications and provides an approval, denial, or deferral recommendation.
- Seeks to increase CSFC funding through alternative sources.
- Researches and works on major Project Applications.

Secretary

General Information:

Type: Any member of the CSFC.

Appointment: June to May.

Description: The CSFC Secretary ensures that CSFC meetings and operations are well documented.

Qualifications:

Experience preferred, but not required.

Specific Leadership Responsibilities:

- Responsible for reserving meeting space, sending meeting reminders, creating the meeting agenda, and scheduling project proposal presentations.
- Writes motions, resolutions, acceptance contracts, and rejection letters.
- Tracks and records Committee votes.
- Organizes and publishes project proposals, data, and statistics.
- Writes and submits reports to Student and Faculty Senates detailing Committee progress and achievement of measures of success.
- Takes notes during meetings and publishes them.
- Maintains the CSFC website, social media, and other online platforms.
- Writes content summarizing CSFC funded projects.
- Assists in completing Project Applications for the CSFC Chair and members.

Treasurer

General Information:

Type: Any member of the CSFC.

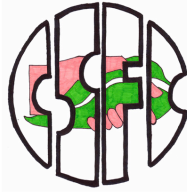
Appointment: June to May.

Description: The CSFC Treasurer ensures that the

Qualifications:

Experience strongly preferred, but not required.

Specific Leadership Responsibilities:



HENDRIX
COLLEGE
Campus Sustainability
Fund Committee

- Keeps accurate and detailed accounts of CSFC transactions. Publishes frequent account statements and balance statements.
- Works with the Business Office to assist CSFC proposal applicants and members in using CSFC funding.
- Helps write and identify opportunities for matched funds, grants, and other ways to increase the CSFC budget.
- Helps document return on investment, energy consumption, and cost savings statistics.
- Receives at least monthly account summaries from the Business Office.
- Processes all Payment Requests, credit card requests, purchase orders, and similar in a timely manner.
- Strives for transparency in the use of CSFC funds.

Advisor

General Information:

Type: A faculty or staff member on the CSFC.

Appointment: June to May.

Description: The CSFC Advisor is an advocate for the CSFC to the Faculty Senate and Board of Trustees and signs CSFC documents.

Qualifications:

Experience preferred, but not required.

Specific Leadership Responsibilities:

- Signs CSFC related documents.
- Presents Committee reports to the Senior Leadership of the College, the Faculty Senate, the Board of Trustees, the Office of the President, and similar groups as requested by the CSFC Chair.

Chief Sustainability Officer

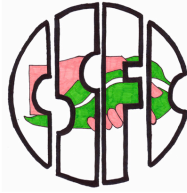
General Information:

Type: A stand-alone non-teaching academic staff position or as part of a teaching academic faculty position*.

Appointment: No set limit.

Description: The Chief Sustainability Officer oversees all sustainability and environmental related efforts on the Hendrix College campus.

Qualifications:



HENDRIX
COLLEGE
Campus Sustainability
Fund Committee

Master's degree or equivalent in environmental or sustainable related fields. Minimum three years of work experience with sustainability preferably in higher education. Experience with LEED and technical proficiency in energy efficiency.

Specific Leadership Responsibilities:

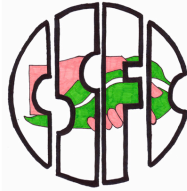
- Initiate new programs to establish and strengthen sustainable practices across campus and to foster collaboration among the areas of teaching, research, campus operations, students, student organizations, and community service related to sustainability.
- Be responsible for grant writing and securing outside funding for the CSFC.
- Advises and assists the CSFC, especially the CSFC Chair.
- Oversees all recycling efforts on campus.
- Serve as the major contact for environmental and sustainable concerns on campus.
- Track and monitor energy use and other indicators of environmental performance on campus as well as monitoring CSFC projects.
- Work to increase the environmental literacy of the student body.
- Maintain and increase public awareness about sustainability issues and environmental programs.
- Lead the development of environmental strategies that ensure a path to further sustainability.
- Plan and institute interdisciplinary projects with faculty and students that heighten college sustainability.
- Conduct training sessions on environmental issues and policies.
- Acts as the College's sustainability and environmental management consultant. Provide advice and recommendations on sustainability best practices in all campus departments.
- Assists in implementing CSFC projects and other environmental projects.
- Foster a culture of sustainability throughout the campus community.
- Encourages independent validation, measurement, and rating of College environmental programs.
- Liaise with environmental and sustainability related organizations and departments on campus.

*In the case that neither of the types are met, the CSFC Chair assumes this job description, the qualifications section is waived, and specific leadership responsibilities should be met as best as possible.

Member

It is expected that all members:

- Attend at least 75% of Committee meetings.
- Review Project Applications and determine allocation of funds.
- Evaluate CSFC operations and assist with preparation of CSFC reports.



- Promote environmental awareness and campus and community outreach in order to engage the Hendrix community in the operation of the Fund.
- Prepare a report regarding activities for the CSFC Chair at each meeting.

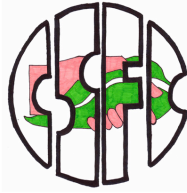
Article VI. Meetings

Meetings will be held at least twice per semester on a day and time chosen by the Chair. The Committee must have a quorum of half the current members in order to review Project Applications. All members of the Hendrix community are invited to attend. The CSFC Chair has the ability to cancel meetings with one-week notice to all members. The meeting will then take place within two weeks of the canceled meeting. The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern meetings in all cases in which they are applicable and in which they are not inconsistent with these Bylaws unless such rules are suspended by acclamation. All individuals identified as members of the Committee receive one vote and are entitled to make motions. Voting on motions shall be made by a show of hands on a majority basis. The Secretary may initiate a roll call, if needed. Voting history is public knowledge. The CSFC shall, at no time, go into executive session for any reason; all statements in CSFC meetings are given on the record. Non-members may be asked to leave a CSFC meeting if a significant conflict of interest is present. Meetings will follow the below agenda. Members may submit items to be placed on the agenda to the CSFC Chair no later than four days prior to a meeting:

- Call to order by the CSFC Chair.
- Attendance by the Secretary.
- Adoption of last meeting's minutes by the Secretary (only if needed).
- Report by the CSFC Chair.
- Report by the Chief Sustainability Officer.
- Report by the Treasurer.
- Review of the status of already funded projects and capital expenditures by project coordinators and applicants.
- Review of all ongoing business including long-term initiatives and grants.
- Review of any appealed applications.
- Review of all project proposals submitted since the last meeting.
- Review of all Constituent Concerns submitted since the last meeting.
- Any other business put forward by members.
- Discussion of action items by the CSFC Chair.
- Dismissal by the CSFC Chair.

A full review of a project proposal includes:

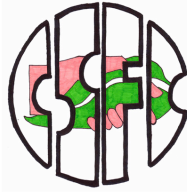
- Pre-Meeting: Each member reviews all applications. The CSFC Chair assigns one member to serve as the coordinator for the application when an application is received. The application coordinator must review the application with extra care, research and develop questions or concerns about the project, and develops a rationale for funding or



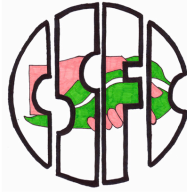
HENDRIX
COLLEGE
Campus Sustainability
Fund Committee

not funding the application. Questions about applications must be forwarded to the application coordinator who will ask the applicant to answer them or attend the meeting to discuss the application.

- Meeting:
 - The application coordinator provides an overview of the application.
 - The CSFC Chair provides a recommendation for funding or not at the given amount.
 - Member discussion.
 - Applicant interview (if request either by the applicant or the Committee).
 - Motion to close debate (by majority acclamation or declaration by the CSFC Chair that can be overridden by a two-thirds majority of voting members).
 - Motion to either approve, decline, or defer an application. Such motions pass on majority vote.
 - Approve:
 - Should the application be approved, the Committee then identifies points and suggestions to help improve the project to include in the acceptance letter.
 - The application coordinator identifies any potential issues with the application and how they will be resolved.
 - The Secretary works with the application coordinator to complete the acceptance letter.
 - The Treasurer submits a report on how application funding will occur to the Secretary for inclusion in the acceptance letter.
 - The application coordinator contacts the applicant and provides the acceptance letter within one week of the CSFC meeting.
 - The application coordinator schedules a meeting with the applicant and the CSFC Chair (if desired) to review the acceptance letter and determine next steps.
 - The application coordinator continues to receive reports and work with the applicant throughout the life of the project. Should the project have a lifecycle after the applicant graduates, the applicant and the application coordinator shall work out a maintenance and continuing reporting plan.
 - Decline:
 - Should the application be denied, the Committee can choose to pass a motion to partially fund the application. The Committee may also fund a portion of the application and partner with another funding source for the remainder of the funding.
 - The Committee identifies the major issues with the application and how or if they can be resolved.
 - The Secretary works with the application coordinator to complete the rejection letter.



- The Secretary sends the rejection letter within one week of the CSFC meeting.
- The applicant may re-submit a revised application to the Committee. The application coordinator reviews the application to ensure that all suggested changes have been made before taking the application back to the Committee. Should all changes not be made, the application is automatically denied, and it may not be re-submitted.
- **Defer:**
 - The Committee may choose to defer an application to seek more information, because the Committee does not have or does not wish to commit the appropriate level of funding, the Committee wishes to interview the applicant, the Committee needs time to coordinate aspects of the project with others, the Committee feels that it lacks expertise in the subject matter and needs to hire a consultant, the Committee simply wishes to hold the application until a later time, or closely associated reasons.
 - The Committee identifies the major reasons for deferral and how or if they can be resolved including a timeline listing when the application will be reconsidered.
 - The Secretary works with the application coordinator to complete the deferral letter.
 - The Secretary sends the deferral letter within one week of the CSFC meeting.
 - Deferrals requesting an interview or more information from the applicant will be automatically re-considered at the next CSFC meeting. Deferrals that require Committee action will be considered using the timeline set forth in the deferral letter. Deferrals may not be appealed.
- **Appeal:**
 - A denied application may be appealed once. All appeals require an in-person interview with the Committee.
 - The applicant must initiate an appeal by contacting the application coordinator who forwards the appeal to the CSFC Chair.
 - The CSFC Chair re-considers the application and the reasons provided in the deferral letter. The CSFC Chair provides a recommendation on whether to re-consider the application as a Committee.
 - The Committee must pass a motion to re-consider the application by majority vote. The Committee then re-considers the application.
 - Applications denied a second time may not be appealed.
- **Emergency Capital Request:** The CSFC Chair will accept petitions for emergency capital support for CSFC funded projects or otherwise on a



completely discretionary basis. Such requests should be written in as detailed a manner as possible and be directed to the CSFC Chair as soon as possible following the situation for which the emergency capital is required. The CSFC Chair has the authority to call a special meeting on short notice to review emergency capital requests.

- Loan: The CSFC may decide to provide a loan with no interest to any project applicant instead of or in addition to providing funding.

Article VII. Funding

The CSFC is guaranteed the following source of funding:

- Twenty dollars per enrolled student (full or part time) per semester. This money must be deposited in the CSFC account within one week of the start of any given academic year.
- The CSFC may change this amount of funding using the following procedure:
 - Either the CSFC Chair or 2/3 of the Committee may suggest a change in the amount of funding.
 - The CSFC must conduct a representative survey of Hendrix students to determine interest in changing the amount of funding. The survey should find support for the change from more than 2/3 of the students surveyed. The survey must include at least eighteen percent of the student population as recorded by current official College records.
 - Should the above conditions be met, the change is reported to the Board of Trustees during their February tuition approval meeting. It is strongly suggested that the Board of Trustees recognize the results of the survey.

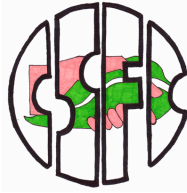
The CSFC will accept funding for the following sources:

- Donations from members of the Hendrix community (including campus departments), and any other organization or individual that does not present a conflict of interest to the mission and purpose of the Committee.
- Grant funding or similar sources of funding that the CSFC applies for. The CSFC is authorized to apply for any and all grants and similar sources of funding including leveraged grants and no interest payback loans. The CSFC retains all
- Paid from savings accounts as detailed below.

The CSFC is prohibited from accepting funding from the following sources:

- Donations that will present a conflict of interest.
- Investments or similar.

CSFC funding is accessible only by the CSFC Chair or authorized members of the CSFC, notably the CSFC Treasurer. At no time and under no circumstances may any funds in the CSFC account be moved, removed, reallocated, or used for any purpose other than those expressly authorized by the CSFC Chair and consistent with this document.



Article VIII. Paid from Savings Account

Each project that the CSFC provides funding for must discuss cost savings and payback periods associated with the project in the project application. The applicant must track financial expenses avoided as a result of the project and report them to the Committee. The CSFC reserves five percent of the total demonstrated cost savings to be allocated back into the CSFC account during the life of each project. The CSFC may then spend this money on future expenses.

Article IX. Contracts

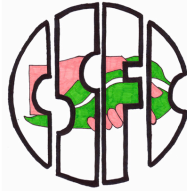
The CSFC is permitted to enter into negotiated Energy Savings Performance Contracts with outside companies. Upon entering into such a contract, the CSFC is guaranteed a percentage of savings resulting from energy improvements to be not less than five percent for the life of the project.

The CSFC is also permitted to negotiate other contracts to provide services for the CSFC. The CSFC is also permitted to negotiate Memorandums of Understanding between campus departments and organizations.

Article X. Funding Scope

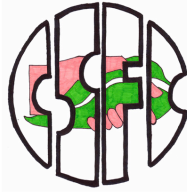
The establishment of the Committee does not mean that current funding for sustainable projects may be reduced or that they should be directed to the Committee for funding. The Committee shall fund projects that:

- Follow application procedures and other guidelines set forth by the Committee.
- Are initiated by students, faculty, or staff. In the latter two cases, students must be involved in planning or implementation of the project.
- Are related to sustainability, resource recovery (recycling), energy conservation, local food, emissions and waste reduction, renewable resource development, upcycling, environmental awareness and education, soil and water conservation, wildlife management, air and water pollution control, hazardous material disposal and management, invasive species control, forestry and range management, sustainable transportation, and closely associated topics.
- Are not currently being funded through the budgets of Facilities Management, Dining Services, Student Senate, or other College offices or departments. Since funding through the Committee is neither guaranteed nor stable, applicants that submit projects that will require long term funding that are approved by the Committee shall seek to integrate these projects into the budgets of College departments as the opportunity arises. The Committee may decide to fund part of a project contingent on another office or department funding the rest or taking the rest out of regular operating costs.
- Benefit the Hendrix community directly and substantially. Projects may be focused on one particular area of campus (say a Residence Hall), but such projects should lend themselves to broader implementation in the future. Projects may not solely benefit the Conway community, as noble a cause as that may be. Projects may not benefit only one individual or a small subset of individuals.



HENDRIX
COLLEGE
Campus Sustainability
Fund Committee

- Projects must be achievable and attainable given that the applicant will be chiefly responsible for seeing projects through to their completion. The Committee will use their power of issuing directives and memorandums of understanding to help the applicant in this process.
- The Committee shall not fund:
 - Attendance at conferences without direct learning impact on the entire Hendrix community.
 - Speakers, speaking fees, room and board.
 - Projects that should be funded through other offices or departments.
 - Projects of a political nature, campaign support, protest efforts, or any monetary contributions to non-profit groups or otherwise.
 - Subscriptions or memberships to organizations.
 - Efforts unnecessarily duplicated by existing projects.
 - Salary or overhead.
 - Investments.
 - Clubs, organizations, the functioning of offices or departments (specifically the Committee cannot fund ECC, Garden Club, or provide money toward the general operating budget of Facilities Management or Dining Services).
 - Similar items to the above that clearly violate the criteria and which the Committee then sets as precedent.
- Projects that meet these criteria and would be candidates for funding:
 - Purchasing an industrial waste digester (large capital purchase, whole school impact, one time delegating maintenance responsibility).
 - Expanding the Dining Services garden (small capital purchase, whole school impact, one time for developing land or new plants, but responsibility for future expansion not accepted).
 - Purchasing JACE software and submeters for campus buildings (large capital purchase, test case and then whole school impact, may have some ongoing funding responsibility, would need to delegate upkeep costs to Facilities Management).
 - Adding insulation and weather-stripping Eco House (small capital purchase, one residence, but expansion anticipated, one time purchase).
 - Partially funding purchase of outdoor recycling bins (large capital purchase, make up some costs associated with higher bin prices, but expect contribution from Facilities Management, one time purchase).
 - Funding an energy audit or STARS report (small capital purchase, whole school impact, ongoing funding).
- Projects that fail to meet these criteria:
 - Printing sustainability awareness signs (too small an impact).
 - Purchasing dishes for the ECC (should be funded through Student Senate).
 - Purchasing solar panels for all of campus (too big a project for applicant to take on).
 - Going to a conference to learn about sustainable practices (too small an impact).



- Replacing existing recycling bins (should be funded through Facilities Management).
- LEED certification costs (should be funded through other sources).
- Buying glass recycling bins (duplicating existing efforts).

Article XI. Project Application

All members of the Hendrix community (students, faculty, staff, alumni, community members) may submit a Project Application. Project applications must follow CSFC policies or they will be automatically rejected.

The CSFC Chair may propose a project idea without completing the Project Application. CSFC members may propose project ideas by more briefly completing the Project Application or by fulfilling the intent of the questions in the Project Application. The Secretary is responsible for fleshing out a Project Application for projects submitted by the CSFC Chair or members.

Applications are required to abide by CSFC policies and procedures found on Hendrix.edu/CSFC. There is no minimum or maximum funding amount for projects nor an expected duration or scope. The applicant and his or her project team commit to working with the CSFC in order to ensure that the project is completed as well as providing at least one status update about ongoing projects each semester.

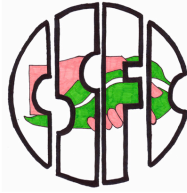
Projects with total costs under \$2500 are reviewed on a rolling basis during the academic year. Project Applications with higher total costs are due at 11:59PM on October 1st, February 1st, or April 1st of a given year (or the next business day if this date falls on a weekend). This document (in .doc format) must be submitted in a single e-mail along with any attachments with “CSFC Project Application” and your name as the subject and document file to CSFC@Hendrix.edu.

Article XII. Responsibility of the Applicant

The applicant waives the CSFC liability for any injury, unplanned expense, or similar harm that occurs during planning, execution, or monitoring of the project. The applicant must follow College procedures and ensure that others assisting with the project, including non-Hendrix community members, do the same.

Upon allocating the funds to a particular project, the applicant for the funds will be provided with the ability to either submit a Payment Request form to the Committee for reimbursement or use a credit card issued to the Committee. Many of these purchases will be major and may require contracts or other items. The applicant shall work with the Treasurer and any other concerned parties that may not be on the Committee to ensure that such requirements are taken care of.

During the project, the applicant shall submit a Project Status Report to the Committee detailing the status of the project at least once per semester if the project extends beyond a semester. The applicant must respond to requests for status updates from the application coordinator.



When the project is completed, the applicant shall report to the Committee using the Project Completion Report a detailed report of the funds spent and the impact of the project. All unused funds on a particular project will be returned to the Committee. Any additional funding needed to complete the project can be resubmitted to the Committee for consideration.

Article XIII. Measures of Success

The Secretary of the Committee shall, at least once per semester, make publically available on the Committee website, the following data and statistics that are indicators of the success the Committee is having in fulfilling its mission to support sustainable projects on campus.

- Financial expenses avoided (in dollars saved) by funding project.
- Number of students directly impacted by projects (likely an average of all project impacts).
- Funding allocated (in dollars) to projects.
- Energy and resources conserved (actual numbers preferred, estimates otherwise). For example, in a food waste project, measure pounds of waste diverted or pounds composted. In an energy efficiency project, measure kWh, BTUH, or similar.

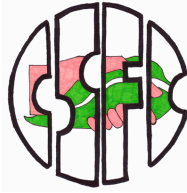
Article XIV. Transparency

The CSFC is a completely transparent organization and is open to audits from outside organizations. The CSFC never operates in executive session. Meeting notes, funding requests, project proposals, measurements of success, progress reports, financial statements, and all other pertinent information about the Committee will be posted online within one month of publication. Every effort to comply with requests for information will be made. The CSFC commits to holding open house sessions to inform the public about CSFC projects and procedures.

Article XV. Associations

The CSFC may affiliate itself and partner with outside groups in pursuit of its mission and goals. The CSFC shall expressly make efforts to affiliate with:

- Opportunities provided by Hendrix graduates.
- The U.S. Green Building Council, Leadership in Energy and Environmental Design, LEED Lab, and other certification systems.
- The Association for the Advancement of Sustainability in Higher Education; Sustainability Tracking, Assessment, and Rating System, and other sustainability consortiums.
- The Sierra Club of Arkansas, the Sierra Club Student Coalition, the Nature Conservancy of Arkansas, Ecological Conservation Organization, and similar groups.
- The American Society of Heating, Refrigerating, and Air-Conditioning Engineers; and similar industry standard groups.
- The Arkansas Advanced Energy Association, the American Council for an Energy-Efficient Economy, and similar advanced energy groups.



- The Arkansas Native Plant Society, the Audubon Society of Central Arkansas, and similar nature groups.
- The Arkansas Recycling Coalition and similar consortiums.

The Committee has the power to seek expert opinions on the benefits and financial costs of implementing the items proposed in funding applications. The Committee also has the power to issue directives to offices or departments on campus to establish mutual understanding so that the project can be successfully completed.

Article XVI. Extraneous Documentation

The CSFC Chair shall approve forms, applications, and other documentation necessary to enable CSFC members to complete duties as specified throughout this document. The CSFC Chair may authorize the Treasurer, Secretary, or other members to self-authorize certain documents on behalf of the CSFC.

Article XVII. Appointment, Impeachment, and Succession

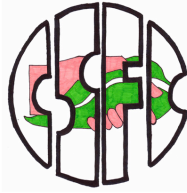
The CSFC Chair is the ECC Chair, who is appointed by Student Senate, or is appointed by the ECC Chair to serve from June to May of the immediately following year. The CSFC Chair appoints all other positions within the Committee, and they serve at the pleasure of the CSFC Chair. The CSFC Chair may choose to institute an application system for selecting these positions if desired.

Any member of the CSFC in an appointed position (Chair, Secretary, Treasurer, Advisor) may resign if she feels unable to fulfill her duties, but should give two weeks notice so that a replacement can be found. There will be no other penalty for resigning. The CSFC Chair shall then appoint another member of the CSFC to this position.

Any member of the CSFC may resign from membership in the CSFC if he feels unable to fulfill his duties as a member, but should give two weeks notice so that a replacement can be found. There will be no other penalty for resigning. The CSFC Chair shall then solicit applications from the Hendrix community to select a replacement member.

These removal proceedings may be initiated by any CSFC member to remove any other CSFC member either from a position within the CSFC or from the CSFC itself:

1. A meeting of all CSFC members will be called.
2. The person in question will be allowed to state his or her case for why they should not be removed.
3. The other CSFC members will cast a private vote on whether or not to remove the person in question from their position or from the CSFC.
4. Removal requires a 2/3 vote.



Article XVIII. Amendments

If there comes a time when this document is unable to fulfill a needed role for the Committee, the following is the procedure for making changes to the CSFC Bylaws:

1. Any CSFC member may 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 CSFC members.
3. A change requires a 2/3 vote by CSFC members to move forward.

Article XIX. Ratification

These Bylaws will be considered ratified after completion of Article XVIII. At that point, all changes will take effect immediately.