



HENDRIX

COLLEGE
Environmental Concerns
Committee

Environmental Concerns Committee Constitution

Updated: 3-19-15

Article I. Name

The name of this organization is the Hendrix College Environmental Concerns Committee, is abbreviated ECC, and has the above graphic logo and the above left emblem.

Article II. Purpose

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. ECC 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. Membership

Membership in the ECC is considered active when a Hendrix student in good academic and judicial standing is on the ECC e-mail list and attends at least one ECC meeting per academic year. Simply being on the ECC e-mail list is not enough to be considered an ECC member.

Article IV. Meetings

Meetings will be held bi-weekly on Thursdays at 7PM save holiday breaks. All members of the Hendrix community are invited to attend. The ECC Chair has the ability to cancel meetings with one-week notice to all members. The meeting will then take place the week immediately following a canceled meeting. The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern meetings in all cases to which they are applicable and in which they are not inconsistent with this Constitution unless such rules are suspended by acclamation. All individuals identified in Article V receive one vote and are entitled to make motions. Voting on motions shall be made by a show of hands on a majority basis. In the case of tied vote, the ECC Chair shall make the final decision. Meetings will follow the below agenda. Members may submit items to be placed on the agenda to the ECC Chair no later than the Wednesday immediately before a Thursday meeting.

- Call to order by the ECC Chair
- Attendance by the Secretary/Treasurer
- Adoption of last meeting's minutes by the Secretary/Treasurer (only if needed)
- Report by the ECC Chair
- Report by each ECC Vice-Chair
- Housing Representative reports
- Any other business put forward by members/Constituent Concerns
- Dismissal by the ECC Chair



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Article V. Members in Positions of Responsibility

The makeup of ECC members in Positions of Responsibility (PoR) is as follows:

1. ECC Chair
2. Campus Campaigns Chair/ECC First Vice-Chair
3. Programs Chair/ECC Second Vice-Chair
4. Secretary/Treasurer
5. Hardin Hall Representative
6. Martin Hall Representative
7. Couch Hall Representative
8. Galloway Hall Representative
9. Raney Hall Representative
10. Veasey Hall Representative
11. Houses Representative (includes Eco House)
12. Apartments Representative, excluding Market Square
13. Market Square / Off-Campus Representative
14. New Student Representative(s)
15. Campus Sustainability Fund Committee Chair (ex-officio)
16. Social Media Guru (non-voting, as needed)
17. Glass Recycling Student Worker (ex-officio, non-voting)
18. Advisor (non-voting)

ECC Chair, Campus Campaigns Chair/ECC First Vice-Chair, and Programs Chair/ECC Second Vice-Chair are considered the ECC Executive Committee. All Representatives are considered ECC Housing Unit Representatives or ECC Representatives and have equal weight in the organization.

The duties of these individuals are found in Article VI.

Article VI. Duties of ECC Members in Positions of Responsibility

ECC Chair (Executive)

General Information:

Type: Appointed by the members of Student Senate with recommendation by outgoing Chair.

Appointment: Trash to Treasure to Earth Day.

Reports to: Student Senate with consent of Advisor.

Compensation: As set by Student Senate, possible Odyssey credit.

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

Qualifications:



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Experience: At least a previous Representative in good standing or higher.

Leadership: At least leader of another organization or equivalent.

GPA: At least 2.5.

Attendance: 85% at meetings over the previous six months.

Standing: Student in good disciplinary and judicial standing.

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

Specific Leadership Responsibilities:

- Responsible for running or appointing ECC members to run all ECC meetings, events, activities, recruiting participants and any other ECC related programs.
- Handles Constituent Concerns from Student Senate.
- Attends all Student Senate meetings (or provides proxy).
- Attends 85% of all ECC meetings, 50% of ECC events.
- Runs Thursday bi-weekly ECC meetings in accordance with Article IV.
- Responsible for campus advocacy and awareness on environmental issues.
- Ultimate responsibility for budgetary requests.
- Appoints Representatives and Secretary/Treasurer with consent of Vice-Chairs.
- Assigns duties and responsibilities to all ECC leaders.
- Works with other clubs and organizations to plan events (as needed).
- Acts as or appoints Campus Sustainability Fund Committee Chair.
- Sets a good example.
- Upholds Article II of this document and the mission and purpose of the College.
- Enthusiastically represents the ECC.
- Communicates regularly with the ECC.
- Meets with the ECC Executive Committee (ECC Chair and Vice-Chairs) regularly.
- Accounts for ECC members presence on outings.
- Is prepared for all meetings and outings.

Campus Campaigns Chair/ ECC First Vice-Chair (Executive)

General Information:

Type: Appointed by the members of Student Senate with recommendation by outgoing ECC Chair and Campus Campaigns Chair.

Appointment: Trash to Treasure to Earth Day.

Reports to: ECC Chair.

Compensation: As set by Student Senate, possible Odyssey credit.

Description: The Campus Campaigns Chair is in charge of all ECC Representatives and the Secretary/Treasurer and manages all recycling efforts on campus.

Qualifications:

Experience: At least a previous Representative in good standing or higher.



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Leadership: At least leader of another organization or equivalent.

GPA: At least 2.5.

Attendance: 75% at meetings over the previous six months.

Standing: Student in good disciplinary and judicial standing.

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

Specific Leadership Responsibilities:

- Responsible for overseeing ECC Representatives, insuring that they complete their job descriptions, and holding them responsible for commitments.
- Trains Representatives in their duties.
- Responsible for overall management of glass and general housing recycling facilities (as dictated by Facilities Management).
- Works with Facilities Management on campus recycling and environmental issues.
- Attends 85% of all ECC meetings, 50% of ECC events.
- Helps appoint Representatives, Secretary/Treasurer, and Social Media Guru.
- Manages Clean-Up Sunday program.
- Insures that Secretary/Treasurer is fulfilling duties.
- Maintains ECC website.
- Develops and is in charge of major campus-wide initiatives.
- Sets a good example.
- Upholds Article II of this document and the mission and purpose of the College.
- Enthusiastically represents the ECC.
- Communicates regularly with the ECC.
- Meets with the ECC Executive Committee (ECC Chair and Vice-Chairs) regularly.
- Is prepared for all meetings and outings.

Programs Chair/ ECC Second Vice-Chair (Executive)

General Information:

Type: Appointed by the members of Student Senate with recommendation by outgoing ECC Chair and Programs Chair.

Appointment: Trash to Treasure to Earth Day.

Reports to: ECC Chair.

Compensation: As set by Student Senate, possible Odyssey credit.

Description: The Programs Chair is in charge of the Free Store, Thursday Plate Scraping, dish program, and planning events.

Qualifications:

Experience: At least a previous Representative in good standing or higher.

Leadership: At least leader of another organization or equivalent.

GPA: At least 2.5.



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Attendance: 75% at meetings over the previous six months.

Standing: Student in good disciplinary and judicial standing.

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

Specific Leadership Responsibilities:

- Responsible for overseeing the Free Store every Tuesday: maintaining the donation box, organizing attic space, and staffing.
- Responsible for Thursday Plate Scraping: insuring that data is recorded and compost is taken out properly and staffing.
- Responsible for Dish Rental Program: managing dish rental requests and charging for missing items.
- Plans Food Week and Earth Week events and runs them as well as other events as needed.
- Attends 85% of all ECC meetings, 50% of ECC events.
- Helps appoint Representatives and Secretary/Treasurer.
- Sets a good example.
- Upholds Article II of this document and the mission and purpose of the College.
- Enthusiastically represents the ECC.
- Communicates regularly with the ECC.
- Meets with the ECC Executive Committee (ECC Chair and Vice-Chairs) regularly.
- Is prepared for all meetings and outings.

Secretary/Treasurer

General Information:

Type: Appointed by the ECC Chair with advice from the Vice-Chairs via application (potential interview).

Appointment: Trash to Treasure to Earth Day.

Reports to: Campus Campaigns Chair/ECC First Vice-Chair.

Compensation: Possible Odyssey credit.

Description: The Secretary/Treasurer is responsible for communication with ECC members and the ECC budget.

Qualifications:

Experience: At least previous involvement with ECC.

Leadership: At least member of several other organizations.

GPA: At least 2.5.

Attendance: 50% at meetings over the previous six months.

Standing: Student in good disciplinary and judicial standing.

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

Specific Leadership Responsibilities:



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- Responsible for reserving meeting space for Thursday bi-weekly meetings and other events.
- Takes meeting notes at all meetings (arranges proxy when absent) and sends them to the ECC within two days using a standardized minutes form.
- Takes attendance at meetings using a standardized form.
- Advertises meetings and ECC events in Hendrix Today and Table Talk.
- Responsible for working with ECC Chair to manage budget, submit monetary requests, handle reimbursements, and keep monetary records (all in a timely manner).
- Volunteers to help run events during Food Week and Earth Week.
- Completes two leadership goals during appointment.
- Attends 85% of all ECC meetings, 50% of ECC events.
- Participates in three Clean-Up Sundays, two months of Free Store (set-up or manager), and one month of Thursday Plate Scrapings per appointment.
- Sets a good example.
- Upholds Article II of this document and the mission and purpose of the College.
- Enthusiastically represents the ECC.
- Communicates regularly with the ECC.
- Is prepared for all meetings and outings.

Housing Unit Representatives

General Information:

Type: Appointed by the ECC Chair with advice from the Vice-Chairs via application (potential interview).

Appointment: Trash to Treasure to Earth Day.

Reports to: Campus Campaigns Chair/ECC First Vice-Chair.

Compensation: Possible Odyssey credit.

Description: A Housing Unit Representative is responsible for advocacy and awareness about ECC issues in their particular housing location. The Representative completes two leadership goals.

Qualifications:

Experience: At least previous involvement with ECC.

Leadership: At least member of several other organizations.

GPA: At least 2.5.

Attendance: 50% at meetings over the previous six months.

Standing: Student in good disciplinary and judicial standing.

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

Specific Leadership Responsibilities:



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- Responsible for Constituent Concerns and environmental awareness in Housing Unit. Reports concerns to Campus Campaigns Chair/ECC First Vice-Chair.
- Monitors recycling bins and empties as needed.
- Establishes positive relationship with Housekeeping staff in Housing Unit.
- Submits written status report to Housing Unit Senator each month.
- Prepares brief report for each ECC meeting.
- Posts recycling awareness signage in Housing Unit.
- Volunteers to help run events during Food Week and Earth Week.
- Completes two leadership goals during appointment.
- Creates two ads per appointment for publication in Table Talk.
- Attends 75% of all ECC meetings, 50% of ECC events.
- Participates in three Clean-Up Sundays, two months of Free Store (set-up or manager), and one month of Thursday Plate Scrapings per appointment.
- Sets a good example.
- Upholds Article II of this document and the mission and purpose of the College.
- Enthusiastically represents the ECC.
- Communicates regularly with Housing Unit members.
- Is prepared for all meetings and outings.
- The Apartments Representative shall find volunteers to put out glass recycling in Huntington, Hendrix Corner, and Front Street.
- Responds to specific Housing Unit requests and problems as dictated by the Campus Campaigns Chair/ECC First Vice-Chair.

New Student Representative(s)

General Information:

Type: Appointed by the ECC Chair with advice from the Vice-Chairs via application (potential interview).

Appointment: September to Earth Day.

Reports to: ECC Campus Campaigns Chair/ First Vice-Chair.

Compensation: Likely promotion to Representative in following appointment.

Description: A New Student Representative attends ECC meetings and completes two leadership goals.

Qualifications:

Experience: None.

Leadership: Previous leadership background strongly preferred.

GPA: At least 2.5.

Attendance: No requirement.

Standing: Student in good disciplinary and judicial standing.

Term Limit: One school year.



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Specific Leadership Responsibilities:

- Volunteers to help run events during Food Week and Earth Week.
- Completes two leadership goals per appointment.
- Creates two ads per appointment for publication in Table Talk.
- Attends 75% of all ECC meetings, 50% of ECC events.
- Participates in three Clean-Up Sundays, two months of Free Store (set-up or manager), and one month of Thursday Plate Scrapings per appointment.
- Sets a good example.
- Upholds Article II of this document and the mission and purpose of the College.
- Enthusiastically represents the ECC.
- Is prepared for all meetings and outings.

Campus Sustainability Fund Committee Chair

Joint appointment with the Campus Sustainability Fund Committee.

Social Media Guru

General Information:

Type: Appointed by the ECC Chair with advice from the Vice-Chairs via application (potential interview).

Appointment: Trash to Treasure to Earth Day.

Reports to: Campus Campaigns Chair/ECC First Vice-Chair.

Compensation: Possible promotion to Representative in following appointment.

Description: The Social Media Guru is responsible for maintaining the ECC Facebook page, Twitter account, and Instagram account.

Qualifications:

Experience: None.

Leadership: None.

GPA: At least 2.5.

Attendance: No requirement.

Standing: Student in good disciplinary and judicial standing.

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

Specific Leadership Responsibilities:

- Attends 50% of ECC meetings and 50% of outings.
- Responsible for taking pictures on outings and uploading them to the ECC Facebook page, Twitter account, or Instagram account.



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- Makes frequent content updates to the page/sites following guidelines set by the ECC Executives.
 - Sets a good example.
 - Upholds Article II of this document and the mission and purpose of the College.
 - Enthusiastically represents the ECC.
 - Communicates regularly with the ECC.
 - Is prepared for all meetings and outings.

Glass Recycling Student Worker

Student worker position as appointed by Facilities Management with advice and consent of the ECC Executives.

Advisor

General Information:

Type: Appointed by mutual agreement between ECC Chair and Vice-Chairs with consent of Student Senate.

Appointment: Trash to Treasure to Earth Day.

Reports to: ECC Chair.

Compensation: None.

Description: The Advisor sponsors ECC activities, signs ECC documents, and supports the mission of the ECC.

Qualifications:

Experience: At least previous involvement with ECC.

Leadership: At least member of several other organizations.

GPA: Not applicable.

Attendance: Not applicable.

Standing: Faculty or staff in good disciplinary and judicial standing.

Term Limit: None, though re-appointment required yearly.

Specific Leadership Responsibilities:

- Signs ECC related documents.
- Is a resource for ECC Chair and members.
- Volunteers to help run events during Food Week and Earth Week.
- Creates one ad per appointment for publication in Table Talk.
- Attends 15% of all ECC meetings, 15% of ECC events.
- Participates in one Clean-Up Sunday, one week of Free Store (set-up or manager), and one Thursday Plate Scraping per appointment.
- Sets a good example.



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- Upholds Article II of this document and the mission and purpose of the College.
- Enthusiastically represents the ECC.
- Is prepared for all meetings and outings.

Article VII. Leadership Goals

The Secretary/Treasurer, Housing Representatives, and New Student Representative(s) are required to complete leadership goals each appointment as dictated below. Preliminary goals are to be submitted for approval no later than one month after appointment. The Campus Campaigns Chair/ECC First Vice-Chair approves all goals. Failure to complete the specified number of leadership goals will result in the invocation of Article IX after consultation with the ECC member.

Guidelines:

- The goals should pertain to your leadership position and not include any statements about personal achievement.
- Goals cannot include any of the leadership position's specific responsibilities as stated in Article VI.
- You should create a goal that is interesting and fun to complete.
- Each goal should be attainable in fewer than six months. Remember, staying in your leadership position depends on making an effort to complete your goals, so do not make them too long or involved.
- You are the one who needs to complete these goals. It does not count if another leader fulfills your goals.

Some General Examples:

- Poor Goals-These goals are not acceptable:
 - Learn about the environment (a personal goal).
 - Attend all ECC meetings (already a requirement).
 - Behave on outings (personal goal ☺).
 - Inspire students to follow your leadership (cannot be achieved).
 - Anything pertaining to your Specific Leadership Requirements.
 - E-mail five people in your Housing Unit once (too easy).
 - Write one hundred environmental articles and distribute them (**way** too hard).
- Acceptable Goals-These goals are good and may apply depending on your leadership position:
 - Teach a certain skill to ECC members (One month to complete).
 - Plan and lead an ECC outing or event (Three months).
 - Create a small ECC sub-committee (Ongoing).
 - Act as an ECC liaison with another club (Six months).
 - Build/design an environmental model to display (Two months).
 - Hold monthly Housing Unit environmental meetings (Ongoing).
 - Begin an environmental resource checkout system (One month).
 - Use recycled paper to create Free Store items with others (Two months).



An “easy” goal should take a few hours to complete; a “hard” goal may take a weekend. Goals that take ten minutes or one week are too small and too big respectively.

Article VIII. Extraneous Documentation

The ECC Chair or Vice-Chairs shall approve forms, applications, and other documentation necessary to enable ECC members in positions of responsibility to complete duties as specified in Article VI or leadership goals as in Article VII before becoming officially sponsored by the ECC.

Article IX. Appointment, Impeachment, and Succession

The ECC Chair and Vice-Chairs are appointed by Student Senate in the spring semester of a given school year to serve during fall and spring semester of the following school year. ECC Representatives and the Secretary/Treasurer apply to the ECC Chair and Vice-Chairs using a standardized application during a selection period in the spring of a given school year. The ECC Chair and Vice-Chairs approve and deny these applications in a timely manner.

An ECC member in a position of responsibility may resign if he feels unable to fulfill his duties, but should give two weeks notice so that a replacement can be found. There will be no other penalty for resigning.

The Campus Campaigns Chair/ECC First Vice-Chair, at the end of each semester, will determine those ECC members in positions of responsibility who are not fulfilling their duties as dictated in Article VI. These individuals may be removed from their positions after a meeting with the member and ECC Chair and Vice-Chairs.

These removal proceedings may be initiated by any ECC member in a position of responsibility to remove any other ECC member in a position of responsibility:

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

In either case of impeachment, the names of those removed from their positions of responsibility will be announced at the Student Senate immediately following impeachment.

The ECC Chair and Vice-Chairs may then begin the selection process for finding a replacement. The New Student Representative(s) may be promoted to fill a Representative or the Secretary/Treasurer position through motion and unanimous vote. Otherwise, the ECC Chair and Vice-Chairs may fill vacated positions as needed via an application and appointment process that may be abbreviated from the standard process.



Article X. Odyssey Credit

The ECC Chair, ECC Vice-Chairs, Representatives, and Secretary/Treasurer have the opportunity to earn Odyssey credit for being an ECC member in a position of responsibility.

After being appointed, the ECC member in a position of responsibility must contact the Odyssey office and submit a Statement of Intent. The Statement of Intent should include “ECC Representative (or Secretary/Treasurer, Chair, Vice-Chair, as appropriate)” as the “Activity.” The “Hendrix Supervisor” will be the ECC Advisor. Anticipated hours of work is your estimate, but must exceed thirty. Anticipated completion date depends on below. The Odyssey category is Special Projects.

The ECC Chair and Vice-Chairs may earn Odyssey credit in one appointment. At the end of the appointment, the ECC Chair and Vice-Chairs should obtain approval from the ECC Advisor that they have successfully completed their job duties. Then, the ECC Chair or Vice-Chair shall complete the below dictated reflection component. Upon completing the reflection component, the ECC Advisor shall sign the Odyssey Project Completion form. The ECC Chair or Vice-Chair is responsible for completing the project description portion of the form.

ECC Representatives and the Secretary/Treasurer require two successful appointments to earn Odyssey credit. At the end of each appointment, the ECC Chair and Vice-Chairs shall indicate whether or not a Representative or the Secretary/Treasurer has completed his job duties. If the duties have been completed successfully for two appointments, the Representative or the Secretary/Treasurer shall complete the below dictated reflection component. Upon completing the reflection component, the ECC Advisor shall sign the Odyssey Project Completion form. The Representatives or the Secretary/Treasurer are responsible for completing the project description portion of the form.

Hours Log: Must be kept and must exceed thirty hours of work. The “Supervisor” signature will be completed by the ECC Advisor.

Directed Reflection Paper (minimum four double spaced pages):

- What type of leadership style was most effective in leading a group?
- How was leadership potential in others fostered because of your leadership?
- Compare and contrast leading ECC with other organizations you have led.
- What is the role of ECC within the Hendrix and greater Conway community?
- What was the most challenging or least successful aspect of your leadership? How did you overcome the challenge(s)?
- How will your experience as an ECC leader influence your leadership style in the future?

Reflection should occur regularly, culminating in the directed reflection paper at the end of the experience. Brief reflective meetings with the ECC Advisor and other participants are encouraged.



Article XI. Dish Program

If any organization borrowing the ECC dishes fails to return all dishes to the SLTC kitchen, the organization will be charged the following:

- \$2.00 per plate
- \$1.00 per cup
- \$0.50 per utensil item
- \$5.00 improper use fee (late return, dirty dishes, or lack of communication)

The borrowing organization will be responsible for counting the dishes upon return and truthfully reporting their results to the Programs Chair/ECC Second Vice-Chair. The Vice-Chair will report any determined fines to the ECC Secretary/Treasurer, who will transfer the money from the borrowing organization's budget to the ECC's budget.

Article XII. 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 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 ECC members in positions of responsibility.
3. A change requires a 2/3 vote by the ECC members in positions of responsibility to go forward.
4. If the change passes in ECC, it must then go to Senate for approval (inaction constitutes de facto approval).

Article XIII. Ratification

This Constitution will be considered ratified after completion of Article XII. At that point, all changes will take effect immediately.

Amendment I. The two-appointment term limit for Campus Campaigns Chair/ECC First Vice-Chair shall be suspended for the 2015-2016 academic year.