

# Sustainable HFC Bylaws

## Article 1: Purpose

**1.1** Sustainable HFC was formed to address environmental, social, educational, and service aspects of sustainability. These aspects are important to the membership of this group as they are pivotal to the future of the college and the world. There is a growing desire by college staff and students for long-lasting cultural change on these issues which Sustainable HFC espouses. This is a group that recommends and supports; it does not dictate or enforce.

The following aspects highlight what this group does as well as things that fall beyond its purpose:

- 1) Support a culture of environmental sustainability at HFC through social, education and service aspects of sustainability.
- 2) Recommend and research ideas, policies, and initiatives for college governance.
- 3) Educate the HFC community on current sustainability movements and successes through college media resources, presentations, workshops and partnerships with other college groups.
- 4) Celebrate individual efforts by members of this group and other entities within the college. It is not the intent or scope to control any initiative, but to help support them and move forward together as a connected HFC community.
- 5) Welcome and encourage representation and insight by all applicable parties when discussing issues within the sustainability social movement. Learn and grow from each other through understanding of different perspectives and experiences.
- 6) Encourage service learning education opportunities and leadership for students, staff, educators, and the surrounding community.

## Article 2: Membership and Voting

**2.1 Membership:** Sustainable HFC is a walk-on committee with executive leadership. All campus constituents are welcome: students, staff, full-time and adjunct faculty, administration, and retirees. General meetings are open and all are encouraged to attend.

**2.2 Voting eligibility:** Anywhere herein that voting shall take place by the general membership, voting eligibility shall be limited to those members who have attended at least 4 of the last 6 regularly scheduled general membership meetings. This shall not include special meetings.

## Article 3: Executive Board

Only currently eligible voting members can serve on the Executive Board. Exceptions will be made if not enough voting members wish to serve. Duties for each officer shall consist of the following:

### 3.1 Chair

- 1) Act as a voice and representative to administration and college groups (e.g. Operations Council). It is important that representation by the chair in the name of the group is reflective of the group, not the individual.

- 2) Delegate representation to outside groups as necessary.
- 3) Coordinate use of the [greenideas@hfcc.edu](mailto:greenideas@hfcc.edu) Sustainable HFC email.
- 4) Manage read/write access and use of the Sustainable HFC G: Drive folder.
- 5) Create a monthly general membership meeting agenda with input from the Projects Coordinator, Secretary, Parliamentarian and membership.

### **3.2 Projects Coordinator**

- 1) Keep a running list and history of projects and initiatives undertaken by Sustainable HFC and its members.
- 2) Creating a list of updates for the agenda and sending these to the Chair to be added to the monthly agenda.
- 3) Assist and ensure that project leads are updating their respective folders within the G: Drive folder. This is important for posterity and completeness.

### **3.3 Secretary**

- 1) Act as both Corresponding and Recording Secretary internally for the group.
- 2) Maintain a running email list for both information, education, and meeting purposes.
- 3) Reserve meeting rooms and times as agreed upon at monthly meetings.
- 4) Send meeting appointment invites to all members on the email list.
- 5) Act as recording secretary, take and type up meeting minutes.

### **3.4 Parliamentarian**

- 1) Keep order during meetings.
- 2) Make sure the meeting proceeds through agenda items as well as other business the membership wishes to discuss both quickly and effectively.
- 3) As these are very passionate issues the group deals with, guide any disputes between members at meetings toward positive supportive collaboration.
- 4) The parliamentarian will help to navigate any conflicts following the process in Article 8. If the issues are regarding the Parliamentarian, the Chair shall ensure the process is followed.

## **Article 4: Meetings**

### **4.1 General Meetings**

- 1) **Frequency:** Meetings will take place monthly from October to April.
- 2) **Spring/Summer Meetings:** A general membership meeting can be called by a consensus of the Executive Board during the Spring/Summer recess if circumstances warrant it. Members will be notified via email at least five business days in advance of the meeting.

### **4.2 Executive Meetings**

- 1) The Executive Board will meet as necessary.

## **Article 5: Communication and Records**

### **5.1 Email:** The group email [greenideas@hfcc.edu](mailto:greenideas@hfcc.edu) will be used for mass group communications.

- 1) Full email list communications shall be sent by either by the secretary or special updates by the chair as needed.

- 2) Full list emails should contain general, cumulative updates. Full discussion should be saved for general meetings or smaller project group emails.

**5.2 G: Drive folder:** maintained with information regarding projects, agendas, minutes, and other documents related to the group. This is important so that as time goes on, and members shift, the group stays strong and does not move backward.

- 1) Drive access will be managed by the chair, and updates ensured by those undertaking projects and the Projects Coordinator.
- 2) As this is a shared access folder and through common courtesy, no one else with drive access should be modifying a folder they are not tied to as outlined above.

## **Article 6: Elections**

**6.1 Election Day:** Elections shall take place in person by secret ballot at the April General Membership meeting.

**6.2 Term Length and Limits:** Terms will last for 1 year with no term limits. Terms will last from May 1<sup>st</sup> to April 30<sup>th</sup> of the following year.

**6.3 Early Vacated Positions:** In the event a leadership position is vacated, an election shall be held at the next general membership meeting to be held for the remainder of the term. During the interim, the other officers will coordinate the vacant position's duties.

## **Article 7 Bylaw Addendums**

**7.1 Addendum Submissions:** All addendum suggestions to these bylaws will be made during the "other business" portion of the meeting.

- 1) **Discussion:** Discussion may ensue. At the end of discussion, a vote may be taken whether to vote on this item at the next general membership meeting.
- 2) **Voting:** All items that are suggested and voted to proceed must be sent via email to the entire Sustainable HFC email list at least one week prior to the next scheduled meeting.

## **Article 8 Decorum and Civility**

**8.1** Although this group is a walk-on committee, it is important that there be guidelines in place to make sure that the agreed upon purpose and methods of operation within these bylaws be upheld. As this group is purely voluntary it is the hope that no member or officer ever be expelled or recalled, but as with all groups, this article is necessary for the rare instance that a member is repeatedly violating the group's bylaws, charge or operating guidelines through his or her actions. The following steps should be taken to address the aforementioned:

- 1) Discuss with the person to resolve the issue without it being escalated further. If it cannot be resolved or handled at the individual level, discuss the issue with the Executive Board. The Executive Board would then address the individual.
- 2) If the conflicts cannot be resolved, follow the guidelines in 8.2-8.4 for expulsion or recall.

**8.2** All officers shall be subject to recall.

**8.3** Any member shall be subject to expulsion for:

**8.3** Any member shall be subject to expulsion for:


- 1) Violation of the Sustainable HFC principles and policies as set forth in the bylaws, charge, and standing rules of Robert's Rules of order.
- 2) For active participation with or in any group or effort whose purpose shall be the defeat of policies or decisions made by vote of membership at a general membership meeting.


**8.4** The procedure for recall or expulsion shall be as follows:

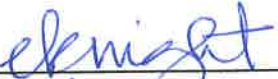
- 1) Charges against the accused will be signed in duplicate by at least 5 members in good standing; one copy must be given to the accused and one to the Executive Board.
- 2) The accused person shall have a hearing before the Executive Board within thirty (30) days of presentation of the charges, and the Executive Board shall make recommendations to the membership at the next regularly scheduled meeting.
- 3) A two thirds vote of eligible voting members at that general membership meeting shall be necessary for recall or expulsion. Voting shall be cast by secret ballot.
- 4) An expelled member may apply for reinstatement after a period of three months. The expelled member shall be granted a hearing by the Executive Board, and at its recommendation and by majority vote of eligible voting members at the next general membership meeting the member shall be reinstated. Voting shall be by secret ballot.

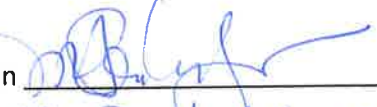
**Article 9 Ratification**

We hereby affirm and acknowledge these bylaws as voted on by the membership of Sustainable HFC.

Chair  Date 2-20-19  
Printed Zac Polzin

Project Coordinator  Date 2-20-19  
Printed Emily A. Nietering

Secretary  Date 2-20-19  
Printed Elizabeth Hall-Knight

Parliamentarian  Date 2-20-19  
Printed Marija R. Andrijones