

Constitution of *NATURE*

Article I—Organization Name

The organization has been declared as the Pace's Environmental Club and shall be known as N.A.T.U.R.E. (Natural Activists Teaching an Understanding and Respect for the Environment).

Article II—Mission and Goals

Section 1: Mission

The purpose of N.A.T.U.R.E. shall be (1) To bring forth to the Pace community, an awareness of environmental issues and environmental justice through education and action; (2) To promote individual abilities and creativity; (3) To apply our knowledge and understanding towards alleviating environmentally related problems;

(4) To participate in special field activities that promote the coexistence of man and nature. N.A.T.U.R.E. shall abide by those policies and regulations set forth by the SA and the Office of Student Life.

Section 2: Goals

Provide knowledge on environmental issues along with furthering the campus life around environmentally friendly policies, and sustainability.

Section 3: Governing Authority

All activities and functions of the organization must be legal under University, local, state, and federal laws. The most recent version of the Guiding Principles of Conduct and Student Discipline will supersede all requirements set forth during the creation and revision of this constitution. In addition, the most recent version of Robert's Rules of Order shall be the authority over those questions which have not been specified by university regulations or this constitution. Within this constitution, a majority shall be defined as "more than 50%." The organization must also follow the Center for Student Engagement's Student Org Handbook, as they will also be held to those policies and procedures.

Article III—Membership

Section 1: Membership Statement

Membership in this organization is limited to any student who is paying Student Activity Fees and is currently and/or continuously enrolled at Pace University. No discrimination shall be made on the basis of sex, race, age, religion, disability, national origin, sexual orientation, marital or parental status, or veteran's status. Hazing will not be allowed as a condition of membership in this organization.

Section 2: Recruitment & Voting Rights

Recruitment shall take place throughout the year and membership is open at all times.
Only active student members are eligible to vote.

Section 3: Revocation of Membership

Membership will be revoked if members do not attend 50% of the clubs, events and meetings for the month. And this will be voted on by the board.

Section 4: Reinstatement of Membership

Did members return to attend events and meetings they will be voted on by the current board for reinstatement.

Article IV—Officers

Section 1: Titles and Duties of Executive Board

The officers of this organization shall include a President, Vice President, Treasurer, and Secretary. No officer will be permitted to hold more than one officer position at a time, unless appointed to an interim position for no more than three weeks.

The President shall:

- Preside over all meetings and call all meetings to order.
- Maintain communication with the Student Government Association and the Center for Student Engagement and ensure that all paperwork is current.
- Ensure that all officers are familiar with this Constitution, via a review to happen within one month of officer installation.
- Ensure that all officers are performing their duties as defined in this Constitution.
- Keep advisor informed of activities and functions of the organization.
- Provide all documents, records, and overall training pertaining to their responsibilities to their successor as president.
- *Org can decide to add additional responsibilities into this section of constitution/bylaws if they see fit.*

The Vice President shall:

- Assist the President in their duties.
- Assume the President's responsibilities in their absence.
- Provide all documents, records, and overall training pertaining to their responsibilities to their successor as vice president.
- Assist in special projects as assigned by the President.
- *Org can decide to add additional responsibilities into this section of constitution/bylaws if they see fit.*

The Treasurer shall:

- Keep an accurate account of all funds received and expended.
- *Be responsible for collecting dues and notifying members who are delinquent in their payments.*
- Be responsible for creating a budget at the beginning of each fall and spring semester, in conjunction with the Executive Board.
 - This includes submitting requests and forms pertaining to finance on SetterSync.
- Provide all documents, records, and overall training pertaining to their responsibilities to their successor as treasurer.
- *Org can decide to add additional responsibilities into this section of constitution/bylaws if they see fit.*

The Secretary shall:

- Notify members of meetings via e-mail, telephone, or other platform at least 72 hours in advance.
- Maintain accurate list of members and their contact information.
- Prepare the organization's Roster to submit to SGA and Center for Student Engagement at the beginning of each semester, and when there are changes in organizational information over the course of the semester.
- Take attendance at all meetings and maintain an attendance record.

- This includes any events hosted by the organization. The Secretary must oversee that attendance is always being taken at each meeting/event.
- Provide all documents, records, and overall training pertaining to their responsibilities to their successor as secretary.
- *Org can decide to add additional responsibilities into this section of constitution/bylaws if they see fit.*

The Social Media Coordinator shall:

- Help to create and maintain the social and online presence of N.A.T.U.R.E
- Actively engage in the online community.
- Develop and manage N.A.T.U.R.E.'s social pages.
- Oversee the club's online social media account(s).
- Networking with other student organizations, the Pace community and those further afield to promote club activities and events to educate, increase membership and encourage engagement.

The Senator shall:

- Attend all SA meetings and report back to the club on information retained at the meetings.

Section 2: Voting Rights

All officers shall retain voting rights; however, the President shall only vote in the case of a tie, with the exception of officer elections.

Section 3: Term of Office

The length of term of office shall be no longer than one academic year.

Article V—Selection of Officers

Section 1: Announcement of Elections

elections will take place two weeks prior to the final meeting of the current semester. Results will be announced at that meeting.

Section 2: Nomination Process

Members will self nominate via form on Settersync that will be posted two weeks prior to the final meeting.

Section 3: Election Process

The order of elections shall be: President, Vice President, Treasurer, Secretary social media manager, and senator.

Organization must ensure that the election process will follow the constitution/bylaws of the organization, university policies, and the Student Org Handbook.

President will vote as a tiebreaker.

Section 4: Installation of Officers

Newly elected officers shall take office before the election deadline given by the Center for Student Engagement. Current officers should assist in the transition and training of the officers-elect, from elections until installation. A change in officer information should be reported to the Student Government Association and the Center for Student Engagement, via Setter Sync and email, within 10 school days of installation. If a roster of the new e-board is not

provided to Student Engagement staff within the 10 school days, the organization can face the possibility of becoming inactive for the following semester.

Article VI—Officer Vacancies

Section 1: Removal of Officers

if officers do not follow membership guidelines and their set duties, they will be removed by vote of the remaining board.

A change in officer information should be reported to the Student Government Association and the Center for Student Engagement, via Setter Sync and email, within 10 school days of installation.

Section 2: Resignation

members who resign must give 24 hours notice and will not be eligible for self nomination or future elections.

A change in officer information should be reported to the Student Government Association and the Center for Student Engagement, via Setter Sync and email, within 10 school days of installation.

Section 3: Filling Vacant Officer Positions

if there's a vacant position the board will vote on a replacement for the same procedure as current elections .

A change in officer information should be reported to the Student Government Association and the Center for Student Engagement, via Setter Sync and email, within 10 school days of installation.

Article VII—Meetings

Section 1: Membership Meetings

Organizations can create this policy, which must follow university standards.

Section 2: Officer Meetings

Organizations can create this policy, which must follow university standards.

Section 3: Meeting Procedure

Organizations can create this policy, which must follow university standards.

Article VIII—Advisor

Section 1: Selection

The advisor shall be selected by the officers. A faculty/staff advisor is a Pace Pleasantville faculty or staff member chosen by a student organization to provide knowledge, resources, commitment, and support to the organization.

Section 2: Removal and Replacement of Advisor

advisor will be changed by vote of the club

A change in advisor information should be immediately reported to the Center for Student Engagement.

Article IX—Finances

Section 1: Membership Dues

Organizations can create this policy, which must follow university standards.

Section 2: Budget Approval

The Treasurer (in conjunction with the E-Board) shall create a budget for the fall and spring semesters. All funding and budgets must follow the policies and procedures located in the Student Org Handbook.

Section 5: Dissolution of Organization

In the event that the organization ceases to exist, any funds remaining in the organization's account shall be donated to:

ESS department in Pace

Article X – External Affiliations (if applicable)

Mention the name of any affiliation with a national, regional, or local governing body/parent/corporate organization. Discuss how the organization relates to the external affiliates, including any requirements (fees, membership, governance, etc.) of that relationship. These organizations will also need to submit a letter of support and copy of constitution/bylaws.

The rules and regulations of the external affiliate shall be followed when not inconsistent with the rules and regulations of this Constitution and Pace University.

Article XI—Ratification and Empowerment

Section 1: Ratification

2/3 vote of the club is required

Section 2: Empowerment

This constitution will take effect only after it is approved by the Student Government Association and Center for Student Engagement.

Article XIV—Amendments

Amendments to the constitution must be proposed in writing to the President. The amendment must then be presented to the organization during a membership meeting and should include a full explanation and/or rationale for the amendment. The amendment must be voted on at the following membership meeting and approved by a 2/3 affirmative vote of active student members. All amended constitutions must be submitted to the Student Government Association within two school weeks. The amendment shall not take effect until approved by the Student Government Association.

History of Constitution

Created: *05/04/2024*

Revised: *Date of revision, AFTER initial constitution approval*