

CONSTITUTION OF S.E.E.D.

We, the organization of Students Expressing Environmental Dedication (S.E.E.D), in order to encourage environmentally sound practices in the residence halls among the staff, residents, and administration and to raise awareness about environmental issues that directly affect the residential life community, do affirm and establish this Constitution.

Article I – Membership

Part I Membership shall consist of regularly enrolled undergraduate and graduate students of the University of Washington. Only those members who are currently registered University of Washington students living in the residence halls shall have voting privileges. A Residential Life Team member will serve as an advisor and will not be a voting member.

Article II – Officers

Part I The Executive Board shall consist of the following officers with the following duties:

A. Director

- a. Facilitate Executive Board meetings.
- b. Delegate tasks and carry out administrative duties as needed.
- c. Meet with the Advisor.
- d. Hold other Executive Board members accountable for their position's duties and offer support.
- e. Facilitate general meetings.
- f. Organize the selecting and training of the following year's spring-elected officers.

B. Associate Director

- a. Assists the director.
- b. Act as director in the event that the director is unable to perform his or her duties.
- c. Research new projects for S.E.E.D.
- d. Develop educational programs for S.E.E.D. members as well as residents.
- e. Maintains contact with other campus groups.
- f. Perform accounting tasks of SEED funds and oversee all financial affairs of SEED

C. Publicity Coordinator

- a. Publicize events and communicate information to students in the residence halls through newsletters, signs, posters, letters, flyers, and surveys.
- b. Assist the Director in the recruiting of new members and Executive Board positions.

D. Historian

- a. Responsible for checking and maintaining the S.E.E.D. e-mail account, updating the website, and all other general membership communication.
- b. Takes minutes at each meeting (general and executive board) and makes them available to members.
- c. Documents activities and logs events for archival purposes.

E. RHSA (Residence Hall Student Association) Representative

- a. Attends RHSA meetings.
- b. Relays information between RHSA and S.E.E.D.
- c. Presents funding proposals to RHSA

Part II Additional officers that are not on the Executive Board are listed below. These positions are filled on an as needed basis (i.e. it is not necessary to have any of these positions filled in order for S.E.E.D. to be considered operational).

A. Hall Recycling Coordinator

- a. Coordinates recycling for their specific hall.
- b. Supports volunteers within their hall.

B. Hall Council Representative

- a. Attends the council meeting of their hall.
- b. Relays information to the council and to the S.E.E.D general meeting about the activities of the other.

C. Webmaster

- a. Creates and maintains S.E.E.D website.
- b. Assists historian in updating the website.

Part III Qualifications for officers are the same as those required for members with voting privileges.

Part IV Terms of office vary with positions. The term of office for the Director and Associate Director will be for one year beginning the last day of spring quarter. The term of the Publicity Coordinator, Historian, and RHSA Representative will begin immediately after elections. All terms will last until the end of the academic year.

Part V Officer Removal

- A. An officer may be removed from office for any of the following actions:
 - a. Failure to attend required meetings and/or perform other duties (varies by officer).
 - b. Violating University of Washington's code of conduct.
 - c. Violating the Residence Hall Contract.

- d. Leaving the Residence Halls during the year.
- B. Officer removal must be approved by a three-fourths majority vote and all members must be notified by email prior to the meeting of the potential removal.

Article III – Elections

- Part I Elections for Director and Associate Director will be held at least two weeks prior to the end of Spring Quarter. Elections for additional officers will be held in the beginning of Fall Quarter. Additional Elections may be held throughout the year to fill vacant positions.
- Part II All officers will be elected by a majority vote at general council meetings.

Article IV – Meetings

- Part I Executive Board meetings shall be held at the discretion of the Director with a minimum of one meeting per month during the school year.
- Part II General Member meetings will be held at the discretion of the Executive Board with a minimum of two per month during the school year.
- Part III A quorum shall consist of the number of Executive Board members present plus one. In other words, if there are four Executive Board members present, there must be five total members present in order for a vote to be taken.

Article V – Constitutional Amendments

- Part I The constitution may be amended by a vote of two-thirds majority at any general meeting.
- Part II Members must be notified by e-mail one week in advance before a vote can be taken.