

EPP Program Bylaws - Draft

I. Statement of Program Purpose and Goals

- a. Environmental Policymakers and Planners (EPP) is a student-coordinated organization.
- b. EPP was established in 2005 by graduate students in the PPPM department.
- c. Mission statement: EPP's mission is to promote awareness, opportunities, and educational experiences concerning environmental policy and planning.
- d. Goals:
 1. Promote academic and social activities related to environmental policy and planning issues
 - a. Sponsor speakers and events (panel discussions, etc.)
 - b. Identify pertinent University resources such as:
 - i. Courses
 - ii. Faculty
 - iii. Internships and jobs
 - iv. Thesis and research ideas/resources
 - v. Community events and organizations
 - c. Field trips
 2. Collaborate
 - a. Inter-programmatic (between Community Regional Planning and Public Policy and Management)
 - b. Intra-departmental (between affiliated organizations/institutes)
 - c. Extra-departmental (with campus and community organizations)
 3. Facilitate clearinghouse of information
 - a. Goals 1a-c
 - b. Goals 2a-c
 - c. Provide guidance to incoming PPPM students

II. Membership

- a. Membership is open to all UO fee-paying students.
 1. **Exec. R 88.1 Membership:** *No individual can be excluded from a program on the basis of political ideology, but every individual in a program must be sincere to the goals of the program.*
 2. **Exec R 83.1 Elections:** *Membership in a program may be defined by the program as long as the membership rules allow an equal opportunity for all students to participate in the program and there is no other violation of the rules of the ASUO, the University of Oregon, or the State of Oregon.*
- b. Equal Opportunity Statement
 1. **Exec. R 82.1 Equal Opportunity:** The ASUO affirms the right of all individuals to equal opportunity in education, employment and access to incidental fee-funded programs and their funded

activities, without regard to race, color, religion, sex, sexual orientation, age, different ability, national origin, marital status, veteran's status, or any other considerations not directly and substantially related to effective participation.

- c. Authority and Responsibility of members:
 - 1. Have to attend a meeting before becoming a member and having voting privileges, takes effect at the next meeting attended after the first one.

III. Officers and their Job Descriptions and Responsibilities

- a. Each position of leadership in the organization and responsibilities:
 - 1. President: Calling, holding and chairing meetings, creating and adhering to agenda, information dispersal, call for and oversee the EPP elections, delegate authority and responsibility as needed. Transition and training of successor.
 - 2. Treasurer: Creates and manage EPP budget, advocate for ASUO funding, manages funds, establish and manage an EPP bank account, fundraising, and other fiduciary responsibilities as needed. Transition and training of successor.
 - 3. Secretary: Record and disseminate accurate minutes of meetings, update membership information, list serve maintenance, and officer contact information with ASUO annually. Update website when one is created. Transition and training of successor.
- b. Duration of position of all officers – from last meeting of Spring term to the last meeting of the following Spring term.

IV. Elections

Programs may elect their directors and other staff provided the following criteria are met. All candidates must be afforded the same opportunity to disseminate information to the electorate. The electoral process must insure that every constituent has an equal opportunity to vote, and that every constituent's vote has equal weight in determining the outcome of the election. Only student members of the program may vote in an election for any position having authority in an ASUO program. Membership in a program may be defined by the program as long as the membership rules allow an equal opportunity for all students to participate in the program and there is no other violation of the rules of the ASUO, the University of Oregon or the State of Oregon. Membership rules must be filled with the ASUO Programs Coordinator prior to any election. The ASUO Programs Coordinator must be notified of any elections, and either the Programs Coordinator or Elections Coordinator must oversee the elections.

- a. Quorum for elections is 50% of active EPP student members, 2/3 majority
- b. How will the Program publicly announce elections: via email to EPP, PPPM, AAA list-serves, also via printed flyer distributed around campus.
- c. When are elections' held: Electoral process will commence no later than the 3rd week of Spring term.
- d. Who is responsible for overseeing elections: Outgoing President will oversee elections in conjunction with ASUO Coordinator.

- e. Attendance requirements to obtain voting rights: Members must attend at least 1 EPP meeting prior to start of electoral process to be eligible to vote in EPP elections. Attendance will be documented at each EPP meeting.
- f. Process to recall officers: Quorum vote (2 officers, 1 member) plus EPP Advisor must agree on terms and conditions that necessitate recalling any officer. Officer must be informed that recall process has been requested and have opportunity to address complaints/concerns before recall takes effect. Members must be informed prior to recall. Mediation is strongly encouraged.
- g. Placement process for resignations: Any officer may resign by submitting a letter to the Advisor, which takes effect upon receipt. Placement process: Quorum vote at next meeting to appoint member to vacant officer position.
- h. Turn in Program By-Laws to the ASUO Elections Coordinator before the election
- i. Notify the Programs Coordinator and Elections Coordinator before the elections

V. Officer Transitioning

- a. Transitioning process after electing new leaders: Outgoing officers will meet with incoming officer to detail duties and current activities, last regular meeting of academic school year, new officers will assume EPP duties and responsibilities. New officers will identify draft objectives for next academic year at the end of Spring term. These objectives will be reviewed and finalized at first meeting of Fall term.
- b. Update new officer contact information with the ASUO
- c. Refer to Programs Administrator with any transitioning questions (applies to both old and new leaders)

VI. Hiring of Staff: No paid staff

VII. Meetings

- a. Frequency: Meetings will be held at least once a month during academic school year, suggest bi-monthly as possible, alternating between morning and afternoon meeting times to accommodate more members.
- b. Decision-making process:
 - 1. Voting or consensus: Voting, **2/3 majority**
 - 2. Quorum requirement: 2 officers and one member minimum
 - 3. Who can vote: Members who attended a meeting prior to vote
 - 4. Who makes decisions in summer: EPP President will make program decisions in consultation with the Faculty Advisor during the summer term. If the EPP President is unavailable, the Faculty Advisor shall make required decisions.

VIII. Grievances

- a. Mediation process for resolving grievances against or between officers, staff, members, etc.
 - 1. Resolve in cooperative transparent way whenever possible

2. Letter(s) to officers notifying grievance between members by parties involved
 3. Letter to advisor notifying grievance between officers by parties involved.
 4. All parties involved must be informed of grievances against them in writing prior to any action.
- b. Who interprets rules and by-laws: Advisor interprets language of bylaws if group is unable to determine meaning by consensus.
 - c. If mediation is unsuccessful, please refer to the Green Tape notebook, Executive Rules 80.1 for more information.

IX. Dissolution of the Program

- a. How will Program dissolution be determined: lack of quorum after 1 year
- b. Any funds or equipment not purchased with incidental fees or state dollars will be equally dispersed to the John Baldwin Memorial Fund and Al Frazier Award Program, when the program is dissolved.
 1. Upon dispensation, Program will submit benefactor(s)' mission statement to Programs Administrator for approval

X. Amending the By-Laws

- a. Process for amendments:
 1. Consensus at meeting to propose amendment
 2. Vote on amendment at next meeting, 2/3 majority to pass
- b. Quorum requirements: 50% of active members
- c. No petitions are used
- d. How will Program notify the membership (required): Via email and printed materials after amendment is proposed and before next meeting
- e. Signify when new amendments will take effect: Amendment takes effect after vote at second meeting
- f. Submit copy to Programs Administrator for approval (by-laws not yet official until approved)