

Bylaws of Students Enhancing Environmental Knowledge (S.E.E.K.)

Est. 1/10/08, amended 10/21/10

Mission Statement

SEEK is a student organization whose primary objectives are to increase environmental awareness and spread environmental knowledge among the Lake Superior State University student body and throughout the Sault Ste. Marie community. The club focuses on creating an environmentally sustainable campus in a way that is feasible for Lake Superior State University.

Article I

Section 1.1: Composition

SEEK is comprised of students from different fields of study, all of whom are concerned with promoting conservation and sustainability. The club has a president, secretary, treasurer, and faculty advisor.

Section 1.2: Affiliation

SEEK is a part of the Sierra Club Student Coalition.

Article II

Section 2.1: Membership

Membership is open to any enrolled LSSU student with an interest in environmental issues.

Section 2.2: Officers

The officers of the student organization consist of a president, secretary, and treasurer. Officers will be determined by a vote in the Fall of each academic year.

a) President

The president(s) will preside at all SEEK meetings and obtain input from the membership, faculty advisor, and guests in attendance. The president(s) will be

responsible for the delegation of individual responsibilities throughout the membership. The president will work with individual members to set up feasible timelines for designated tasks, thus ensuring that responsibilities are distributed equitably and that club projects will be implemented efficiently.

b) Secretary

The secretary will be responsible for keeping full minutes of all SEEK meetings. Copies of previous minutes will be provided to all SEEK members and the secretary will give advance notice of all meetings. The secretary will handle any important paperwork that pertains to the club.

c) Treasurer

The treasurer will be responsible for maintaining the finances of SEEK, as well as recording deposits and withdrawals. The treasurer will give a monthly report of the account balance and will track progress toward fundraising goals.

Section 2.3: Other Roles

All remaining duties of the club will be assigned to a club member or a committee composed of club members. SEEK highly recommends collaboration among the membership.

a) Public Relations Representative

The PR representative will be responsible for ensuring that all activities are well advertised, appropriate permission to advertise is granted, flyers are posted, etc. Advertising duties may be distributed among the membership; however, the PR representative will be responsible for ensuring that all such duties are completed.

b) Fundraising Representative

The fundraising representative will be responsible for approving proposed fundraisers, and ensuring that all fundraisers have volunteers to be successful. The fundraising representative will make sure that all fundraisers are well organized and efficiently conducted.

c) Other leadership opportunities may be developed to allow for maximum involvement of the membership in completing club goals.

Article III

Section 3.1: Meetings

Meetings will be held every Thursday in the Student Organization Center at 5:15. Meetings may be subject to change if it is decided that more people are available at a different time.

Section 3.2: Projects

SEEK projects will have budget outlines for anticipated revenue/expense. Possible projects may include hosting educational seminars and workshops, implementing a recycling program around campus, or other environmentally relevant projects.

Article IV

Section 4.1: Funds of the Student Organization

SEEK will maintain an account of all funds obtained by its own activities. Funding will contribute to the cost of future club activities, which may include (but are not limited to) coordinating and implementing projects, attending conferences, and organizing group outings.

Section 4.2: Fundraising

Fundraisers may be set up to reach specified financial goals of SEEK projects. Fundraisers will be presented to the fundraising representative for approval.