

UNIVERSITY OF DUBUQUE

# WEB OF LIFE

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## CONSTITUTION

2005 REVISION No. 1

# WOL CONSTITUTION

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## PREAMBLE

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We, the University of Dubuque (UD) Web Of Life (WOL), hereby establish the following constitution. The purpose of this document is to guide the council's actions in providing the UD community with environmental awareness and education, thereby enriching the college experience. Actions of this council shall be in accordance with the conditions and intentions stated below and to the University's policies and mission.

## ARTICLE I: NAME

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The name of this organization shall be Web of Life (WOL).

## ARTICLE II: PURPOSE

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The purpose of WOL shall be to serve as the campus environmental awareness organization. As such, it is responsible for increasing environmental awareness and outdoor education to meet the recreational, intellectual, social, and vocational needs of the student body. In addition, WOL strives to expand campus and community relations with each other and the environment.

## ARTICLE III: POSITION REQUIREMENTS

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- Section I:** Any student at the University of Dubuque is eligible to be a general member.
- Section II:** Students seeking membership in WOL must be registered University of Dubuque students in good academic standing as defined by the Dean of Academic Affairs.
- Section III:** Students seeking Executive Board membership must be registered University of Dubuque students in good academic standing, possessing and maintaining a minimum 3.00 GPA during their membership and at least 12 credit hours.
- Section IV:** The President of WOL must have completed two (2) consecutive semesters of WOL active membership prior to his or her term.

## ARTICLE IV: WOL STRUCTURE

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- Section I:** WOL membership includes the Executive Board and WOL members.
- Section II:** The Executive Council positions shall be appointed in accordance with **Article IX: Election Procedures**.

## ARTICLE V: MEETING STRUCTURE

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- Section I:** WOL meetings will be held on the first and third Wednesday each month in room 380 in the library unless otherwise noted. Meeting times will be decided at the beginning of each semester.

- Section II:** A quorum shall be a minimum of four (4) current WOL members and two (2) current Executive Board officers who must be present in order to transact business.
- Section III:** Meetings shall be presided over by the President of WOL. In the event that the President is absent, the Vice President shall temporarily fulfill the position.
- Section IV:** Voting shall be cast by a show of hands, unless a member requests a ballot vote.
- Section V:** Meetings shall follow the agenda as necessary. Guests will be allowed to speak. The President shall make the call to adjourn the meeting.

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**ARTICLE VI: EXECUTIVE MEETING STRUCTURE**

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- Section I:** The WOL Executive meeting time and place will be decided upon by the Executive Committee at the beginning of the school year. The meetings will be held during the first week of every school month.
- Section II:** Executive Board meetings may be called or cancelled at the President's discretion.
- Section III:** A quorum shall be a minimum of two (2) Executive Members present in order to transact business.
- Section IV:** Meetings shall take place in accordance with **Article V, Sections IV, V, and VI.**
- Section V:** The President will preside over the meeting with the Vice Presidents' assistance. The Secretary will take minutes and present the attendance of the previous months' meetings. The Treasurer will present a financial report. The SGA/Publicity representative will present the SGA (Student Government Association) report.

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**ARTICLE VII: POLICIES**

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**Section I: Attendance**

1. Members are permitted excused absences from regular meetings and committee events. Prior notice must be given in writing or through email to the WOL President or Vice President. The Executive Board must approve the absence.
2. Absences are determined as excused or unexcused by the Executive Board.
3. Members are permitted two (2) unexcused absences from meetings and committee events. On the third occurrence, the member will be asked to leave WOL. The member has the option to appeal this action and must state his or her case with the WOL Executive

Board who will vote on a course of action as described in **Article V, Section IV.**

**Section II: Non-discrimination Statement**

WOL does not discriminate on the basis of age, race, color, sex, religion, national origin, marital status, physical handicap, or sexual orientation.

**Section III: Non-profit Statement**

1. WOL shall be a non-profit organization.

**Section IV: Non-Hazing Statement**

This Organization (WOL) will not conspire to engage in hazing in any shape or form and will not commit any acts that cause or are likely to cause physical harm or personal degradation or disgrace.

**Section V: Compliance Statement**

WOL shall comply with all college policies and regulations as well as local, state, and federal laws.

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**ARTICLE VIII: MEMBER SELECTION & ELECTION TERMS**

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**Section I:** Members of WOL shall be recruited at any time of the year and shall maintain their membership throughout the year as desired by the individual member.

**Section II:** Members of the Executive Board shall serve in their capacities for the full academic year.

**Section III:** Executive Board elections will be held every year in the fall for positions starting for the current academic year.

**Section IV:** The Advisor shall interview candidates for the position of WOL President. If approved, the candidate may then be elected in the mannerisms as described in **Article IX: Election Procedures.**

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**ARTICLE IX: ELECTION PROCEDURES**

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**Section I:** Notice shall be given of an open position the meeting prior to an election procedure.

**Section II:** All applicants shall state before the WOL Council the position they are applying for and shall give a brief speech on their qualifications.

**Section III:** Ballots shall be prepared for the election procedure, which will be held on the date specified by the President.

**Section IV:** The Advisor shall make a count of the ballots.

**Section V:** Results of the election will be announced immediately. In the event of a tie, the Advisor shall make the deciding vote.

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**ARTICLE X: VACATION AND REMOVAL OF OFFICE**

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**Section I: Vacated Positions**

2. In the event that the WOL President is unable to fulfill his or her responsibilities, the WOL Executive Board shall appoint a replacement.
3. The selection of a replacement for WOL President shall follow the procedures outlined in **Article IX: Election Procedures**.
4. In the event that any other Executive Board position becomes vacant, the WOL President shall call for a replacement in consultation with the Advisor.
5. Vacancies on committees shall be filled at the discretion of the Executive Board in consultation with the Advisor.

**Section II: Removal**

1. Any WOL Member shall be removed from their position for conditions inconsistent with the expectation and responsibilities stated in this constitution.
2. A majority vote of the WOL members is necessary for the removal of an Executive Board member. Secret ballots shall be used.

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**ARTICLE XI: COMMITTEE MEMBER DUTIES**

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**Section I:** WOL Members shall attend all WOL events unless excused by the executive board as described in **Article VII, Section I**.

**Section II:** Members shall attend meetings as described in **Article V, Section I**.

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**ARTICLE XII: EXECUTIVE BOARD MEMBER DUTIES**

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**Section I:** All Executive Board members will attend all meetings, executive meetings, and events. At each Executive meeting, the next months' activities will be discussed.

**Section II:** The Presidential duties will include setting up and reserving a meeting room, running meetings, planning events, reservations, and getting information for events. The President will run executive meetings.

- Section III:** The Vice Presidential duties will include publicity and articles, fundraisers, and will help plan events with the President, and run meetings in the absence of the President.
- Section IV:** The Secretarial duties will include taking detailed notes/minutes at every meeting, emailing minutes to every member, and to help the VP with articles. The Secretary will take minutes of the Executive meeting, and present minutes, and attendance (for scholarship reasons) of the previous month's meetings.
- Section V:** The Treasurer duties will include keeping track of financial status, collecting fundraising money, and filling out check requisition forms. The Treasurer will present a financial report at each Executive meeting.
- Section VI:** The SGA/Publicity representative's duties will include attending SGA (Student Government Association) meetings and share with SGA WOL's upcoming events and to help the VP with publicity. The SGA/Publicity representative will give an SGA report at each Executive meeting.

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**ARTICLE XIII: ADVISING**

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- Section I:** A Science Department faculty shall serve as the Advisor to WOL.
- Section II:** The Advisor will have absolutely no voting privilege, except in the event of a tie.
- Section III:** Prior to each election, the Advisor shall check the GPA of all the potential and standing Executive Board members to determine eligibility for the coming term.

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**ARTICLE XIV: CONSTITUTIONAL RATIFICATION**

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- Section I:** Copies of the Constitution shall be available upon request.
- Section II:** Ratification or added amendments shall be made by a majority of votes cast by Executive Board members with the approval of the Advisor.
- Section III:** A general assembly vote for ratification or changes to the Constitution is at the discretion of the Executive Board, as they deem necessary.