

# James S. Rickards High School Generation Green (JSRHSGG) By-Laws

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Amended N/A

## **James S. Rickards High School Generation Green Club By-Laws**

### **Article I - Purpose**

Generation Green is a club meant to make James S. Rickards High School's campus more sustainable. To accomplish this the club will strive to create a garden and find eco-friendly substitutions for our campus. We want to grow crops and flowers to give to our community and school. The club has a goal to replace parts of James S. Rickards High School's campus with more sustainable alternatives. The club's mission is also to promote eco-friendly alternatives that students can do themselves.

### **Article II – Name**

A. The name of this organization will be the James S. Rickards High School Generation Green (hereafter referred to as JSRHSGG).

### **Article III-Membership**

A. Membership is open to all James S. Rickards High School students who wish to join and are chosen to represent the school.

B. Memberships in JSRHSGG are not transferable.

C. Membership will be secured once the student has turned in his/her form with the dues.

### **Article IV - Membership Fees**

A. All fees associated with JSRHSGG will be determined and assessed as outlined by the JSRHSGG fee schedule. (see Appendix A)

### **Article V-Termination and Resignation**

A. Any member may resign membership by formally communicating to any officer of JSRHSGG or the JSRHGG sponsor, however dues will not be refunded.

B. Gross violation of JSRHSGG rules may result in a membership being terminated by actions of the JSRHSGG Advisors in accordance with the procedures set forth by the JSRHSGG Advisors.

C. Lack of attendance in meetings and misconduct during gardening activities can result in termination of membership.

### **Article VI - Elections**

- A. All members in good standing shall have voting rights at each meeting. These voting rights shall pertain to election of the Officers and any proposed change to the bylaws and any other business as presented by the JSRHSGG Club or Advisors to the membership for a vote.
- B. To be eligible to run for officer positions, the candidate must attend club meetings actively.
- C. To be eligible to run for officer positions, the candidate must have attended approximately half of the after-school gardening/environmental sessions or meetings or have provided proof that they were working consistently the entire year.
- D. The candidates will be selected through a Interview and Nomination process and may only run after having received approval. The Nomination process will occur as follows: Members may nominate themselves or other members as candidates for office. Nominees will be evaluated by both the current Officers and the Club Advisor or Sponsor. Approval will be based on meeting attendance, sponsor's evaluation of the members potential, dedication, and behavior in club. This is needed to reduce the field to 2 or 3 members per position.
- E. Candidates' names will not be disclosed prior to the Election (unless by candidates themselves). To respect the privacy of each candidate, and to protect them from their opponents and moderate the election process to be a civilized selection based on a member's qualities, as opposed to their ability to demean others. It is the decision of the candidate to disclose the information of their running.
- F. Elections will be held as early as possible in the year.
- G. The Sponsor has the authority to terminate a campaign speech consisting of inappropriate remarks, mudslinging and slander towards the club or a specific individual. The severity of the misconduct may result in the removal of the candidate from the elections.

## **Article VII - Officers**

- A. The officers of this JSRHSGG shall be the Co-Sponsors of the club as well as the Co-Presidents, and Co-Vice Presidents, Secretary, Treasurer, Historian and any others deemed necessary who shall be elected annually. The officers are in charge of creating the gardening/fundraising plans and dealing with all emails/texts messages to the team, and general meeting details and help with fundraising activities.
- B. The Co-Presidents shall serve as the Executive Officer of the JSRHSGG, preside at all meetings of the membership and the Officers, exercise general supervision over affairs of the Club, and perform such other duties as are ordinarily incumbent upon a President. They shall represent the Club in all relations. In case of absence, the Co-Vice President of their section shall provide for his or her representation.

C. The Co-Vice President shall perform such duties as are ordinarily incumbent of the Vice Presidents and as described or assigned by the Presidents.

D. The Secretary shall keep and maintain all records of membership, attendance, minutes of all meetings, in the form and manner prescribed by the JSRHS GG Advisors and shall conduct such correspondence as may be required by the President and the JSRHS GG Advisors. They shall also make, and file all reports and generally perform such duties as are ordinarily incumbent of the Secretary.

E. The Treasurer shall keep and maintain all records of fees, and monies collected and disbursed in the form and manner prescribed by the JSRHS GG Advisors. He or she shall submit regular financial statements in the form, manner and frequency prescribed by the Advisors, prepare an annual statement for the annual meeting of the Club and generally perform such duties as are ordinarily incumbent of the Treasurer.

F. The Historian shall keep visual records as well as aid the Secretary in maintaining records of the meetings, fundraisers, and any other event run by JSRHS GG. He or she will be responsible of updating and managing the JSRHS GG website and calendar as well as perform such duties as are ordinarily incumbent of the Historian.

G. The Officers may amend or expand these duties as needed, as long as they are within the guidelines of JSRHS GG bylaws.

### **Article VIII - Attendance**

A. Attendance at scheduled meetings will be optional but highly advised.

B. A member shall be regarded as in good standing if he or she does not have more than 5 unexcused absences from meetings, planned events, gardening sessions or fundraisers.

### **Article IX - Meetings**

A. Regular meetings of the JSRHS GG teams shall be held at such time and place as may be determined by the Officers (Mainly Zoom calls on every Wednesday).

B. Special/Emergency meetings may be called by the both the Co-Presidents.

C. One-third (1/3) of the members in good standing shall constitute a quorum at a regular, special or annual meetings of the Club.

D. Typical Meeting

- i. Topics of discussion
- ii. New updates on gardening progress

- iii. Events
- iv. Fundraising - gather ideas, possibly make final decisions; everyone must participate.
- v. Outside Meetings: kick-off parties, “fun” events, etc.
- vi. Take roll at every meeting to determine active members.
- vii. Learn more about each other at meetings to avoid subconsciously creating a border between new members and veterans.
- viii. Always have assigned time for meetings (when they start and end) to avoid conflicts.
- ix. Plan out what the topic of discussion at every meeting is going to be before the actual meeting.
- x. If a member is absent, she/he must have a valid excuse, and thus a leader must contact her/him up to date before the next meeting to avoid confusion.
- xi. Forum: Leaders are required to update calendar and announcement sections if it hasn’t already been updated.

#### **Article X - Finances**

- A. JSRHSGG funding shall not be co-mingled with a member’s personal account.
- B. JSRHSGG financial practices shall not create the appearance of a personal gain by any individual or business.
- C. All funds of the JSRHSGG shall be deposited from time to time to the James S. Rickards High School bookkeeper.

#### **Article XI - Amendments**

- A. Any amendment to these bylaws, may be adopted after the approval of the amendment by the JSRHSGG Sponsor or two-thirds (2/3) vote of the JSRHSGG members present at any meeting, provided written notice of the proposed amendment and date of such meeting shall have been given to the members prior to the voting day.
- B. Suggestions for amendments may originate from the JSRHSGG Advisors or submitted by any member of JSRHSGG team. The bylaws may contain any provisions for the regulation and management of the affairs of the JSRHSGG team not inconsistent with the law or James S. Rickards High School or Leon County Schools District.

## **Article XII – Damaged property**

- A. Any issues or damages to plants, garden, or any materials belonging to JSRHS GG should immediately be reported to sponsor.
- B. Emergency meetings will be scheduling the Monday, Wednesday, or Friday after the damage is found. The emergency meeting will discuss ways to recover and prevent future or further damage.
- C. Emergency meetings are mandatory for officers.

## **Article XIII -- Garden Assignments**

- A. Garden assignments will be determined after plants are chosen.
- B. Member or volunteers will be responsible for collectively maintaining a specific part of the garden.
- C. Garden assignments can be adjustments must be made official through discussion with the sponsor and/or the Officers.
- D. In case of major plant death, plant organization can be changed to revive the gardens health.

## **Article XIV- Produce**

- A. The majority of food produced by JSRHS GG will be all be donated.
- B. The remaining food can go to students of JSRHS.
- C. Any flowers grown in the JSRHS GG garden can be given to sold by the club or given to students and teachers.

## **Article XV-- Impeachment & Removal**

- A. An officer may be considered for Impeachment for the following reasons:
  - i. The officer in question has not fulfilled his or her duties and has failed to do so after sufficient notification.
  - ii. Major negligence of the policies set in place by the Constitution and Bylaws.
  - iii. Failure to be a model member, through behavioral issues, academic dishonesty, and unwillingness to work with others.

iv. Destruction of garden or club materials with intent to damage.

B. The Impeachment and Removal process will be as follows:

i. The officer in question will be notified of their consideration for impeachment, after having been warned of the possibility at the outset.

ii. All other officers must unanimously agree to the impeachment of the officer in question, based on consideration of all infractions as well as all contributions.

iii. The Club Advisor must also approve of the impeachment and removal of the officer, and has the final say regardless of the agreement of the other officers.

Appendix A

### **JSRHS Generation Green Fee Schedule**

The James S. Rickards High School Generation Green initial fees are determined and assessed based on the following:

- Cost of snacks
- Cost of Gardening/Fundraising supplies
- Cost of t-shirts

*The total cost is then divided and paid by each member of JSRHS Generation Green*

**Incidentals, entertainment and food cost are the sole responsibility of each individual member.**

*The total cost is then divided and paid by each member of JSRHS Generation Green*

**No Refund Policy** – **If a member of the JSRHS Generation Green has paid fees and resigns or no longer participates in JSRHS Generation Green, the fees will not be returned.**