

SANTA CLARITA ENVIRONMENTAL EDUCATION CONSORTIUM (SCEEC)
GENERAL BYLAWS OF THE CONSORTIUM
May 2018

PREAMBLE

The Santa Clarita Environmental Education Consortium (SCEEC) is dedicated to improving the environmental literacy of our community by providing resource support to K-14 teachers and students in the SCV.

Vision Statement

Improving environmental literacy in the Santa Clarita Valley

MISSION STATEMENT

The mission of SCEEC is to provide educational resources to promote environmental literacy in the Santa Clarita Valley. SCEEC establishes environmental resources for educators and students; provides and supports exemplary curriculum, and develops K-14 students' awareness of environmental topics, with collaboration between private, public, and community sectors. It also serves as a resource for community stakeholders to engage in STEAM-related education as well as to invest in, promote, and expand our community's sustainability practices.

CONSORTIUM BOARD

- Board Officers: See Addendum A for Officer Responsibilities (listed in order of hierarchy)
 - Chair
 - Vice-Chair
 - Secretary
 - Event and Public Relations Officer
 - Treasurer

- Term: SCEEC Board Officers serve a two-year term. (Self-) Nomination and Election are to take place at March meeting in odd years (2015, 2017, 2019, etc.).

- The Chair or the Vice Chair of the Board can propose the removal of an Officer with the approval of more than 50% of the Board membership. Upon removal or resignation of an Officer, the Chair or Vice Chair of the Board may appoint a replacement Officer to serve until the next election. The Chair or the Vice Chair of the Board can propose the removal of a Board member with the approval of more than 50% of the Board membership.

- Any member of the Board can propose additional members to the Board with the approval of more than 50% of the existing Board membership.

- The Board membership shall not be larger than 12 and no less than 5 members.

- Board members shall not directly receive or benefit from SCEEC funding or resources. If a board member has requested SCEEC resources or funding for a project, they shall recuse themselves from voting on the request.

BOARD MEMBERSHIP

Board members shall approve by vote SCEEC agenda items. Voting can take place via Email. For a valid electronic vote, all SCEEC Advisory members must be included in the process. The Secretary shall send an email with all members listed in the To: field and “SCEEC VOTING ISSUE” listed in the subject line. An online quorum is established with 75% of Board participation. Voting is considered complete when the Secretary declares the vote complete or 5 business days from the beginning of the vote, whichever is longer. Results of the vote will be reported via email and in the meeting minutes.

BOARD ATTENDANCE

All Board members shall attend all meetings unless the Chair or the Vice Chair is notified in advance. If a Board member cannot attend the Board meeting, the member should notify the Chair and the Vice-Chair of a designee. After 3 consecutive missed meetings without a designee, the member’s voting rights are rescinded and quorum requirements appropriately adjusted. An email to all participants stating the desire to remain on the Advisory Board is required to be accepted by a majority vote (more than 50%) of the members in order to regain voting rights. This Board will follow Robert’s Rules of Order.

GENERAL MEMBERSHIP (non-voting, advisory SCEEC members)

- General Membership shall be from the following groups as much as possible:
 - General community representative
 - Environmental professional representatives
 - Pre-K -14 faculty representatives
 - Pre-K -14 Administration representatives
 - COC representatives
 - Business community representatives
- There is no term or quantity limits for General Members

MEETINGS

- Board meetings are to take place once a month, with a minimum of 8 meetings a year.
 - Meeting rules and quorum:
 - Meetings shall be set by the Chair and Vice-Chair in consultation with Board Membership.
 - At least one Officer and two Board Members qualifies as a quorum for non-fiscal decisions. An additional Officer is required for fiscal decisions. A quorum is not required for reporting.
- General Member meetings should ideally take place twice a year, ideally at a local school campus: Spring and Fall semesters.

FISCAL MATTERS

- SCEEC activities and expenses are to be funded primarily through contributions through the College of the Canyons Foundation.
- SCEEC sponsorship does not earn Board participation (see SCEEC Sponsor Policy for additional information).

BYLAW CHANGES

- Bylaw changes may be proposed by any Board members and shall thus be adopted through more than 50% of the Officers. Changes are to take effect immediately.

Addendum A: Officer Responsibilities:

Chair: Leads SCEEC meetings; acts as representative to the Santa Clarita Community College District and the general public; leads fundraising endeavors

Vice Chair: Sets meeting agenda; keeps the roster of Board and General membership; acts as Chair in the absence of Chair; reminds members of upcoming due dates for projects/tasks

Secretary: Keeps consortium records, including attendance, meeting minutes, meeting decisions, results of consortium votes

Event and Public Relations: Manages the Consortium’s annual signature event, including preparation for the event, day of the event management, and prepare event reports; leads the volunteer core of SCEEC to establish the Consortium presence at community events; coordinates outreach efforts, including e-newsletter and social media.

Treasurer: Monitors and reports on consortium financial activities; keeps detailed financial records accounting of SCEEC expenses with general ledger coding; submits an annual financial report to Chair for certification

These bylaws are adopted by SCEEC Advisory Board Officers as indicated by their signature below:

Chair

Vice Chair

Secretary

Treasurer

Event and Public Relations