

## Okkodo High School

### The Lend Earth A Friend Club Constitution

SY: 2018-2019

*“Green today for a Greener tomorrow”*

#### Article 1: Organization Name

**Section 1:** This organization will be known as the Okkodo chapter Lend Earth A Friend (LEAF) Club.

#### Article 2: Purpose and Goals of the Organization

**Section 1:** The LEAF Club is the core organization for encouraging Okkodo High School students and staff to live a green lifestyle.

The mission statement is: WE WILL WORK TO PROMOTE ENVIRONMENTAL AWARENESS, EDUCATE OTHERS ON THE IMPORTANCE OF BEING ENVIRONMENTALLY CONSCIOUS, AND PROVIDE ENVIRONMENTAL SOLUTIONS TO BETTER OUR COMMUNITY, ISLAND, AND MORALE.

The vision statement is: WE HOPE TO MAKE A POSITIVE, GREEN CHANGE IN THE WORLD.

**Section 2:** The main purpose of this organization is to promote and educate Okkodo High School students and staff on the importance of caring for the environment.

The members in the organization will work on activities including but not limited to: preparing for and maintaining new water fountain bottle filling stations, promoting school wide recycling, educating Okkodo students and staff on the positive outcomes of caring for the environment, and providing field trips/service learning activities for the main purpose of the organization.

**Section 3:** This organization hopes to encourage lawmakers to create, pass, and enforce bills that help encourage protection of the environment.

**Section 4:** This organization will work with organizations and clubs to build healthy relationships with students, staffs, and other clubs.

**Section 5:** The organization will host fundraisers to raise funds to help alleviate costs as stated in the SY 18-19 overview. The organization will reserve \$75 for the next school year’s charter fee.

Any remaining funds will be reserved for a continuing project(s) or will be liquidated and donated to a charity picked by the members of the LEAF Club.

**Section 6:** The organization will host campus cleanups throughout the school year.

**Section 7:** The organization will work on creating and maintaining a school garden.

**Section 8:** The organization will implement a recycling program that includes, but is not limited to: collecting aluminum cans from school breakfasts, lunches, and clean ups.

All revenue generated will benefit the LEAF Club.

**Section 9:** The organization will participate in local, international, and/or community events to increase environmental awareness and establish social networks. This includes but is not limited to: competitions, fundraisers, outreach events, etc.

**Section 10:** The organization will use social media to promote events and environmental awareness along with other club-related events. Social media accounts include but are not limited to: Gmail, Weebly, Twitter, and Snapchat.

### **Article 3: Officers and Members of The L.E.A.F. Club**

#### **Section 1: Members**

- All members should pay a monetary membership fee to kickstart the club on fundraising of an amount not exceeding more than \$5.
- They must attend all meetings and assist in any and all activities instituted by the organization.
  - Each member is allowed to miss a maximum of 5 meetings/activities and membership may be revoked.
    - It is stressed that every member provides an excuse for each absence.
    - It is recommended that LEAF members are not officers/members for 3 or more important clubs/organizations/classes that may conflict with service events or meetings, UNLESS member(s) displays otherwise
- Membership participation will be collected either through sign-in/out sheets or recorded via online
  - It is important for LEAF members to keep their personal records
- Members will also abide by the Service-Point system to indicate participation in events.
  - Please see article 4
- Appointed members are be able to attend and report on SBA weekly meetings or emergency meetings for the LEAF Club.
- Members are encouraged to be heads of a committee/activity and is responsible for reporting updates to any officer.
  - These members will obtain

- Members will be required to fill out media consent forms and other required documents, if necessary.
- Members must sign, and carry out the LEAF pledge
- Membership benefits may include: increased environmental stewardship and knowledge, establishing social networks, increase publicity, large outreach capabilities, increased morale, free field trips, service learning hours, Senior sash, etc.

### **Section 2: Eligibility and Maintenance of Membership**

- Members must be an Okkodo High school student
- Members must have a passing grade in all their classes
- Members must maintain E's or S's for citizenship grades in all classes
- Members must sign and fulfill the LEAF pledge
- Members must abide by the Point-System
- Members MUST carry out the LEAF Environmental code
- Members must not be climate-change deniers

### **Section 3: Officers**

The official officers will serve the term for school year 2018-2019. It is the responsibility for officers to attend meetings held by SBA, the administration or leadership conferences. If an officer cannot make it to an event or meeting, s/he must find a replacement to fulfill the duties necessary. Officers must also alert the others if s/he cannot make it to a meeting or event prior to the meeting or event day.

Officers are recommended to not be Executive officers for more than 2 organizations, clubs, or classes. Officers must be ready for on-call situations.

**Section 4:** Officers are required to fulfill certain requirements but are not limited to the ones listed:

#### A. President

- Take charge of the organization
- Make sure all officers are doing their jobs effectively and correctly.
- To take responsibility of the group as a whole.
- To lead the group in an organized way.
- To create meeting agendas along with assistance from the Vice President and Secretary.
- To attend meetings as The L.E.A.F. Club President and Chairperson.
- To communicate effectively with advisors and perform all tasks as requested by advisors.
- In any situation, if the president deems it necessary, he/she may make a decision, in part of the club as a whole.

- To appoint members or officers to be heads of committees/activities.
- To be available on call
  - requested to keep LEAF as a top priority

#### B. Vice President

- To act as a replacement or substitute if the president is not available.
- To take place of any officer who isn't available or present.
- To assist the president in coordinating activities and events including agendas for meetings.
- To attend meetings in place of another officer who is not available.
- To communicate effectively with advisors and perform all tasks as requested by advisors.
- To assist the Treasurer for any related duties pertaining to paperwork and submissions.
- To participate in all activities instituted by the club.
- To attend emergency meetings called by any officer.
- To assist any officer or committee head when requested.
- To be available on call
  - requested to keep LEAF as a top priority

#### C. Secretary

- To record/ take notes for minutes during meetings.
- To keep any important information and records for future references.
- To organize files, records, and paperwork.
- To have a status report ready from prior meetings.
- To assist the Treasurer for any related duties pertaining to paperwork and submissions.
- To communicate effectively with advisors and perform all tasks as requested by advisors.
- To keep track of attendance for meetings and clubs and will be responsible for the LEAF Binder.
- To participate in all activities instituted by the club.
- To attend emergency meetings called by any officer.
- To assist any officer or committee head when requested.
- To be available on call
  - requested to keep LEAF as a top priority

#### D. Treasurer

- To keep track of all monetary funds in a ledger.
- To be responsible for all the records dealing with money.
- To keep track of budgeting and spending requirements.
- To have a status report for meetings on how much money is in the account.
- To match business office's records.
- Attend financial board meetings.

- To communicate effectively with advisors and perform all tasks as requested by advisors.
- To participate in all activities instituted by the club.
- To attend emergency meetings called by any officer.
- To assist any officer or committee head when requested.
- To be available on call
  - requested to keep LEAF as a top priority
- It is recommended that this position is fulfilled by a member who is responsible and trustworthy

#### E. Public Relations Officer or Social Media Influencer

- To make all advertisements and post up information about all upcoming events or activities to the public.
- To be the speaking voice of The L.E.A.F. Club.
- To listen to any suggestions made by other members or students and bring it up in meetings.
- To keep a compilation of all events, meetings and activities held by The L.E.A.F. Club
  - Must work closely with Historian
- To communicate effectively with advisors and perform all tasks as requested by advisors.
- To participate in all activities instituted by the club.
- To attend emergency meetings called by any officer.
- To assist any officer or committee head when requested.
- To be available on call
  - requested to keep LEAF as a top priority
- To maintain all social media outlets
- Must convey positive, environmental stewardship

#### F. Historian

- To record names of officers and committee members by creating sign in sheets for The L.E.A.F. Club meetings, activities, and events.
- To be responsible for keeping a record of all student council activities and will be responsible for the LEAF Binder, in conjunction with the secretary.
- To record descriptions of events, along with both positive and negative comments, in order to make a record of these events and to evaluate their effectiveness.
- To be responsible for taking photos and keeping a collection of archives that includes newspaper clippings, printed programs, tickets and other items. This may be done in electronic and virtual format to prevent loss.
- To communicate effectively with advisors and perform all tasks as requested by advisors.
- To be available on call
  - requested to keep LEAF as a top priority

- To maintain social media outlets

#### G. Sergeant at Arms

- To maintain order and decorum during meetings by announcing “Order” during meetings and anytime meeting attendees become disruptive and loud.
- To make sure that meetings and events start on time.
- To ensure Robert’s Rules of Order is enforced.
- To remind speakers at meetings to use appropriate language.
- To ensure that activities and events run smoothly.
- To communicate effectively with advisors and perform all tasks as requested by advisors.
- To be available on call
  - requested to keep LEAF as a top priority
- It is recommended this position is fulfilled by an underclassmyn
- To ensure all materials are collected and distributed correctly
- To provide assistance when necessary
- To start every meeting with the LEAF Pledge

#### H. All Officers

- To effectively fulfill the requirements as stated in this section
- To have access to the Official Twitter account and email
- To make green, responsible decisions
- To be effective role models

### **Section 5: Eligibility of Officers**

In order to be an officer for The L.E.A.F. Club, one must be a student of Okkodo High School. Officers obtain their position by being elected through votes or write-ins by members of The L.E.A.F. Club.

Vacant offices may be filled by appointment from Advisors based on recommendations from current L.E.A.F. Club Officers.

Officers must maintain good academic standing with a cumulative grade point average above 65%. Officers who fall below this cumulative grade point average will be on academic probation for one quarter. If an Officer does not improve academic standing by the probation period, the Advisors will determine next course of action which may include replacement.

Officers must also display good behavior and maintain an E for Excellence or S for Satisfactory in citizenship grade for all classes. Officers who fall below this expectation will be on probation for one

quarter. If an Officer does not improve by the probation period, the Advisors will determine next course of action which may include replacement.

#### **Article 4: Pledge, Environmental Code, and Point-Service System**

##### **Section 1: LEAF PLEDGE**

I, state name, pledge to protect and improve the environment by: Conserving, Recycling, and Promoting Environmental Awareness. I, me, Us, we, are important and so is the environment.

The pledge will be recited to establish club unity and pride.

The pledge will be the official initiation step for all members by reciting and signing the pledge card.

##### **Section 2: Environmental Code**

Every member is expected to follow the Environmental Code in and out of school. The Environmental code is a set of guidelines for LEAF members to abide by. If caught breaking these codes, this allows for demerits, or in serious cases, immediate disqualification of membership.

1. Uphold the LEAF Pledge and carry out Mission and Vision Statement effectively
2. Do recycle and dispose trash properly, Never litter.
3. Promote positive environmental stewardship with family and others.
4. Use less to create less waste
  - a. Use scratch paper wisely
  - b. Conserve resources
5. Reduce dependence on Plastic
  - a. Lessen plastic bottles, utensils, and bags usage

##### **Section 3: Point-Service System**

- The service-point system was implemented by the LEAF Club on 30 November 2017. Attendance, efforts, and participation are counted as points earned. Members earn points based on their validation of participation in those events.
- Points per event will follow the following criteria, but are subject to change at the discretion of the advisor or an officer.
- A minimum of 8 points are required per quarter to remain a member of the LEAF Club.
- You must attend at least 2 meetings, 1 can/plastics sorting and 1 garden day per month, and Campus Beautification Projects. A minimum of 35 total points accumulated throughout the school year is needed for the end of the year status.

- The service-point system is non-binding. The system can be altered at any time. Cumulative Points roll over for next school year

## **Article 4: Elections**

### **Section 1: The Process**

**Prospective Candidate:** The members of the organization will appoint potential candidates. Election processes determined the year prior will be valid for the following year.

**Voting:** Members will raise their hands to place their vote for office positions

**Acceptance:** The officers will choose to either accept or decline their office position. If a candidate declines, the process will restart for the vacant position.

## **Article 5: Meetings**

**Section 1:** Meetings will be held in accordance with the SBA expectations for meeting times and frequency. Advisors in consultation with officers may also call meetings as the need arise.

**Section 2:** All Officers are required to attend the meetings, unless he/she notified the advisor or had a valid reason why he/she was absent from the meeting. Unexcused absences may warrant replacement should Advisors in consultation with other officers determine this need.

**Section 3:** Emergency meetings may be called as long as Advisors, the President or Vice President feels the need to congregate. Members and officers will all be alerted if there is ever an emergency meeting.

**Section 4:** Executive meetings can be called for by any officer or advisor and is usually held during lunch.

**Section 5:** Each meeting will begin with the LEAF pledge, unless time constraints.

## **Article 6: Advisors**

### **Section 1: Selection of Advisors**

All advisors must be selected from the Okkodo High School faculty and staff. Advisors must be approved by Okkodo High School administration if he/she is not a faculty member of Okkodo High School. A temporarily appointed advisor can be used in substitute for official advisors for any event so long as the Student Body Association Advisors have been notified.

### **Section 2: Duties and Roles of Advisors**



Advisors will act as the moderators for meetings, activities, and any other event that are sanctioned as a L.E.A.F. Club activity.

Advisors will provide guidance to the officers and members in the decision making process regarding the welfare of The L.E.A.F. Club, Okkodo High School, and community activities that The L.E.A.F. Club may be participating in.

Advisors will ensure the safety of any and all The L.E.A.F. Club Officers, members, and volunteers at any on-campus and off-campus activity.

Advisors will ensure that all people participating in The L.E.A.F. Club activities are under supervision during the set-up, duration, and wrap-up for activities and events.

## **Article 7: Probation and Impeachment**

**Section 1:** Any of The L.E.A.F. Club Officers may be put on probation or impeached from his/her position if:

S/he violates any school rules/policies or Guam laws.

S/he does not maintain a cumulative grade point average of 65% or higher.

S/he does not maintain good behavior and citizenship grade of E or S in all classes.

S/he is not attending meetings or activities.

S/he fails to do their duties set forth by the Constitution.

### **Section 2: Probation**

An officer will be put on a probation period by a majority vote of the officers in good standing and advisors.

Any officer will have one week to argue his/her defense with officers in good standing and advisors in a general meeting or a private meeting.

Officers in good standing and advisors will deliberate to accept or reject the defense and a final decision will be made by a majority vote of officers in good standing and advisors.

The Officers in good standing and advisors may also encourage a voluntarily resignation. If an officer does not agree to resign and refuses to be on probation, he/she will then go through the impeachment process.

### **Section 3: Impeachment**

A. An executive meeting will be held between at least one advisor and officers in good standing.

B. An officer of The L.E.A.F. Club may be impeached only by officers in good standing and advisors under reasonable circumstances.

C. The presiding officer or advisor will present information that brought the said officer to the point of impeachment. All details of the incident will be disclosed. After



X \_\_\_\_\_  
Secretary

X \_\_\_\_\_  
Treasurer

X \_\_\_\_\_  
PRO

X \_\_\_\_\_  
Historian

X \_\_\_\_\_  
Sergeant at Arms

X \_\_\_\_\_  
Advisor (Ms. Zaira Araos)

X \_\_\_\_\_  
Co-Advisor (Mrs. Jessica Kadiusang)

X \_\_\_\_\_  
Co-Advisor (Sinot Gregorio Sablan)

X \_\_\_\_\_  
Co-Advisor (Mr. Jerome Manibusan)

X \_\_\_\_\_  
SBA Advisor (Ms. Andrina Palomo)

X \_\_\_\_\_  
Administration

X \_\_\_\_\_  
Activities Coordinator (Mr. Gene Dydasco)