

Bylaws of Rockport Public Schools Green Team

ARTICLE I. Name and Purpose

Chapter 1. Name

The official name of the organization established and governed by these Bylaws is “The Rockport Public Schools Green Team”. The abbreviated name “The Green Team” can also be used in reference to this group.

Chapter 2. Logo

The Green Team Logo, as attached to these Bylaws, will be the official logo of the Rockport Public Schools Green Team. The logo will not be published on any document or other publication without the approval of the Green Team.



Chapter 3. Mission and Vision

The Green Team’s mission is to work in our school and community to raise awareness of environmental issues. We will reduce environmental harm caused by unsustainable development and non-holistic minded use of Earth’s resources in our school and community. We will accomplish this by encouraging sustainable practices and educating ourselves, community members, town leaders, and businesses on environmental issues.

Chapter 4. Purpose

The purpose of these Bylaws is to set a framework for the decisions and actions of the Rockport Public Schools Green Team. These Bylaws shall lay the foundation for the governing of the Green Team and should be viewed as the authority on matters relating to its actions. These Bylaws shall be publically available and can be amended in cases of extreme need, but shall, when possible, be considered fixed.

Chapter 5. Definitions

The phrase “the Team” will be used in these Bylaws to refer collectively to the Members of the Green Team.

“Member” will refer to members of the Green Team following the qualifications in Article II Chapter 1.

“Meeting” will refer to meetings held with Team Members and Officers.

“Standing Rules” or simply “the Rules” will refer to the Standing Rules of the Rockport Public Schools Green Team, unless stated otherwise.

The “Website” will refer to the Green Team page hosted on the Rockport Public Schools’ website.

An “Officer” is any Member of the Team elected to hold an Office as described in Article III.

ARTICLE II. Membership

Chapter 1. Membership Requirements

Any student currently enrolled in Rockport Middle School or Rockport High School may become a Member of the Green Team, given that they meet following requirements:

1. The student must be eligible to participate in extracurricular activities, as described in the handbook of each school, including academic and behavioral requirements.
2. The student must attend at least two (2) Meetings per school quarter, and have been to at least four (4) Meetings before initially becoming a Member.
3. The student must provide contact information to the Secretary of Green Team, and give consent to being contacted at least weekly.

Chapter 2. Suspension of Membership due to Attendance

Members who do not attend at least two (2) Meetings per quarter for two (2) consecutive quarters will be automatically suspended from membership of the Team. They can be automatically re-admitted by attending at least two (2) Meetings in a quarter.

Chapter 3. Suspension of Membership due to Behavior

Members may be suspended from the Green Team by repeated violation of the Bylaws or Rules of Green Team, or by violation of school, state, or federal laws that preclude participation in extracurricular activities. Suspension charges will be brought forward by the Advisor with approval of the majority of Officers. Any Member subject to behavioral suspension has the right to a hearing before the Advisor and the Officers before a decision is made. Members who are suspended from the Green Team may request the decision to be repealed at their discretion. Repeals will be made if approved by the Advisor and the majority of Officers. Any behavioral suspensions will expire at the start of the following school year.

Chapter 4. Anti-Hazing

There will be no initiation ceremonies for Members of Green Team that is harmful to any Member, or any other form of hazing, as pursuant to Rockport Public Schools Anti Hazing policies and M.G.L. CH 269 § 17

Chapter 5. Nondiscrimination

The Green Team's policy of nondiscrimination will extend to students, staff, the general public, and individuals with whom it does business; no person shall be excluded from or discriminated against on account of race, color, sex, gender identity, religion, national origin, sexual orientation, age, homelessness, disability or immigration status.

Chapter 6. Expectations of Members

Members will conduct themselves appropriately, and follow all rules set in these Bylaws and the Standing Rules while participating at any Green Team event. Non-Officer Members will not act on behalf of Green Team without consent of the Team. In order to receive consent, Members shall present their motions before the Team at a regular meeting, and the motions shall be voted upon by the Members present.

Chapter 7. Duties of Members

Members will be expected to assist the Green Team in completing approved projects, and will also suggest new projects to the Team. Members will help others to live sustainably and lead by example. Members will also attempt to promote Green Team in the student body.

Chapter 8. Rights of Members

Members have the following rights and protections:

1. Members have the right to vote at all Team Meetings
2. Members have the right to review minutes and agendas sent out prior to Meetings, and the right to request previous minutes or agendas
3. Members have the right to make motions at Meetings
4. Members have the right to present in front of the Team given that they request an agenda line by contacting the Secretary at least forty-eight (48) hours prior to the Meeting with a synopsis of what they present
5. Members will never be required to pay dues or be subject to initiation ceremonies, and have the right to appeal suspensions

ARTICLE III. Officers and Advisor

Chapter 1. Officer Positions

Four (4) Officers will be elected by the Green Team to hold responsibility for the functioning and execution of the Green Team and its Mission. Officers will serve one (1) calendar year, and can be reelected indefinitely, as long as they continue to meet the requirements. Seniors may not hold Officer positions after the 1st semester of the school year. The four (4) Officers will consist of a President, Vice President, Secretary, and Media Coordinator, as described in Sections 1-4 below. All Officers are expected to be communicative with each other in order to act as a functional and expedient executive group. All Officers should be familiar with and uphold these Bylaws and the Standing Rules.

Section 1: President: The President of the Green Team will be one of the Officers, to have equal executive decision making power to the other Officers. The President's duties are as follows:

- Oversee all actions of the Green Team
- Act as Chairperson to Green Team Meetings
- Work with the Secretary to produce agendas prior to each Meeting
- Work with the Media Coordinator to ensure the Website and other internet accounts are up to date
- Work with Advisor to track and report the financial status of the Team

Section 2: Vice President: The Vice President of the Green Team will be one of the Officers, to have equal executive decision making power to the other Officers. The Vice President's duties are as follows:

- Assist the President in completing his or her duties
- Take primary responsibility for maintaining long term projects set forth by the Team and the Officers, as directed by the President
- Act as Chairperson to Green Team Meetings in the absence of the President

Section 3: Secretary: The Secretary of the Green Team will be one of the Officers, to have equal executive decision making power to the other Officers. The Secretary's duties are as follows:

- Take minutes at all Green Team Meetings and send such minutes to all Members prior to the following Meeting, at which Members will vote to approve the minutes as sent, or move to amend the minutes
- Take attendance at Meetings
- Take notes on projects that are being completed throughout the Team, in coordination with the President and Vice President
- Work with the other Officers to distribute information as needed
- Inform the Team of any updates and send agendas to the Team prior to each Meeting

- Work with the President to ensure that the Website and other internet accounts are up to date
- Collect Votes of Members not present at a Meeting in which a motion requiring a ballot or requiring a vote from all Members is made
- Act as Chairperson to Green Team Meetings in the absence of the President and the Vice President

Section 4: The Media Coordinator of the Green Team will be one of the Officers, to have equal executive decision making power to the other Officers. The Media Coordinator's duties are as follows:

- Create media related to the Green Team's work and distribute with the assistance of the other Officers
- Take primary responsibility for community outreach
- Work with the President to ensure that the Website and other internet accounts are up to date
- Act as Chairperson to Green Team Meetings in the absence of the President, Vice President, and Secretary

Chapter 2. Eligibility of Officers

Only active Green Team Members, as described in Article II, are eligible to run for Officer positions.

Chapter 3. Election of Officers

The election of Officers shall be held each year in December, and Officers enter the office on the first Green Team Meeting of the following year. The elections shall be held as follows:

1. The Secretary at the time of elections will inform the Green Team of the date on which elections will be held, and will announce the date at least two (2) weeks prior to the date.
2. On the date of elections, candidates will present brief speeches (less than 5 minutes) as to why they would be best for the position. Speeches will be moderated by the Advisor.
3. At the conclusion of speeches, all Members will have the opportunity to vote for one candidate for each position described in Article III Chapter 1, by ballot, and the Advisor will count the votes and announce the winners.
4. In the event of a tie, candidates for that position will readdress their points and another vote will be taken. Votes will be repeated until the tie is broken.

Chapter 4. Vacancies in Officer Positions

In the event that a vacancy exists in the position of an Officer, the Advisor and the Officers will choose a date during which there is a regularly scheduled Team Meeting to hold elections for the vacant position. During the vacancy, the other Officers and the Advisor will complete the duties of the missing Officer, as needed. This date will not be more than five (5) weeks after the vacancy opens. Current Officers are permitted to run for the vacant position. If a current Officer wins this election, this process will be repeated to fill the newly vacant position.

Chapter 5. Mentorship of Officers by Previous Officers

During the last semester of the school year, it is recommended that previous Officers assist the new Officers with their duties and help them better understand their positions, in an effort to ease the transition and to better complete the goals of Green Team. These Bylaws recommend that Officers accept the assistance of previous Officers, but ex-Officers will not hold any special privilege beyond that of a Member.

Chapter 6. Restrictions of Officers

Officers will not make decisions on behalf of the Green Team without consulting at least two other Officers and getting the approval of a majority of Officers. Decisions will be made by Officers on behalf of Green Team without consulting the Team only in events where action is needed before the matter can be brought before the Team. If such a decision is made, the Officers will report at the next possible regular Team Meeting, or may call a special Meeting if it is deemed necessary by the Officers.

Chapter 7. Impeachment of Officers

Officers may be impeached. Members may initiate the impeachment process by bringing the request for impeachment to the Advisor. The Advisor may also initiate the process. The Advisor will then decide whether such charges warrant impeachment, and if so, set and announce a date at least two (2) weeks in the future, during a regular Meeting, during which the Officer will be tried. During the trial, the Officer will be presented with the reasons for impeachment, and given the opportunity to respond. The Advisor will moderate all trials. The decision will be put to the Team after debate and the Officer will be removed from office with a two-thirds ($\frac{2}{3}$) vote of all Members of the Team, and votes shall be by ballot. All Members not present at the Meeting will be contacted by the Secretary who will attempt to obtain their votes. Once a Member is contacted in order to receive their vote, they have one (1) week to reply. After that time period, their vote will be discluded.

Chapter 8. Advisor

The purpose of the Advisor is to act as a guide for the operation of Green Team, and to ensure legal compliance of the Green Team.

Section 1: Duties: The Advisor's shall:

- Attend most Meetings and other Green Team events in order to retain awareness of the functioning of the Green Team
- Ensure that the Green Team is operating within the bounds of these Bylaws, the Standing Rules, and all other applicable policies (such as School Policy and State Law)
- Work to ensure the safety of the Team within the Advisor's power
- Work with the Officers in the operation and functioning of Meetings
- Moderate trials
- Count votes, when ballots are used
- Track financial status of the Team
- Create ballots

Section 2: Restrictions on Advisor:

- The Advisor shall not violate these Bylaws, The Standing Rules, or The Rules of Order unless obligated to do so by his or her contract, School Policy, or Town, State, or Federal Law
- The Advisor shall not have the power to vote during Team Meetings

Section 3: Electing a new Advisor:

A new Advisor can be elected by the Green Team in the event of a retirement or other departure of the Advisor, or in the event of a prolonged inability of the current Advisor to complete his or her duties to the Green Team. The Green Team holds the authority to initiate the search for a new Advisor. This may be done as soon as the Team becomes aware that a new Advisor will be needed, and should be done at least two (2) months before the departure of the current Advisor. If the imminent departure of the Advisor is known, and the motion has not been brought up by the Team, it is the responsibility of the Officers to bring the motion to the Team. In the case that a new Advisor is needed, the Green Team must vote to approve that the Officers proceed in a search for a new Advisor. If such a measure is taken by the Team, the election of a new Advisor shall proceed as follows:

1. At the Meeting where it is decided to allow the search for a new Advisor, the President must explain the procedure given in Article III Chapter 8, Section 3 of these Bylaws.
2. Upon the decision that a new Advisor is needed, it is the sole responsibility of the Officers to find an appropriate Advisor. No other Members of the Team may involve themselves in such a search except with the written permission of at least

three (3) Officers. The Officers must meet independently of the Team as soon as possible following the initiation of a search by the Team.

3. The Officers shall, within two (2) school weeks of the initiation described above, make a list of School employees who they believe could be capable Advisors. They will present this list to the Team at a date not more than four (4) school weeks after the initiation of the search, and the Secretary will announce that the list will be presented not less than one (1) week before the Meeting.
4. At the Meeting at which such a list will be presented, the Advisor will not be allowed to be in attendance. The list will be read and displayed to the Team, and discussion will ensue, moderated by the President, over the merits of each person on the list. The only motions made during this time will be motions to remove a person from consideration. After hearing the opinions of the Team, a short recess will occur, of a length and time determined at the discretion of the President, during which the Officers will make a preliminary ranking of the people on the list, with the highest ranked to be the people most desired to be the new Advisor. When the Meeting is called back to order after the time allotted by the recess, the ranked list will be presented to the Team. The only motions made during this time will be motions to change the order of the list and motions to suggest co-Advisors. Once discussion has proceeded sufficiently, the President, at his or her discretion, shall put the question, "Does the Green Team accept the list, as amended, as the order of possible Advisors?" making sure to emphasize that they will be contacted in order and that any person on the list could become the new Advisor. If no one rises to continue debate, a vote will be taken, and the list approved with a two-thirds ($\frac{2}{3}$) vote of the Members present (provided it is at least a quorum).
5. Following this Meeting, the Officers will contact the people on the list in the order decided, informing them of their invitation to be the Green Team Advisor and the date on which they would be admitted. Thus, the person ranked first shall be contacted first, and no other persons on the list will be contacted until the first person has responded. If the first person accepts, they become the new Advisor. If they decline, the next person on the list is contacted, and so forth. The first person on the list to accept becomes the Advisor after approval by the Principal and the signing of the documents required by the Rockport Public Schools, including the "Stipended Positions" Form. The Secretary will announce the acceptance of the Advisor to the Team as soon as it is confirmed.
6. If two or more co-Advisors are ranked, both must be contacted simultaneously and informed that if they accept, they would be co-Advisors. If one declines, but the other accepts, the Secretary shall announce the situation to the Green Team and at the next scheduled Meeting, the following question shall be put to the

Team by the President: “Shall we accept [the name of the person who accepted] as the sole, singular Advisor of Green Team?”. Upon a majority vote, provided a quorum, the Advisor will be accepted, and contacted to inform them that they may be the only Advisor, as the co-Advisor declined. If they accept to be the sole Advisor, they become the Advisor without further vote.

7. In the event that the Officers believe no employee of the school to be fit to serve as Advisor, or in the event that no person on the list of employees accepts the invitation to be Advisor, the Officers will be allowed to make a list of community members which they believe to be suited to the role of Advisor, and the steps in Article III Chapter 8, Section 3 shall be executed with that list.
8. After the Green Team has been informed that a person has accepted the role of Advisor, the Advisor will be contacted one final time to inform them of the date on which they will take over as Advisor. This shall be at least one (1) month prior to the departure of the previous Advisor, or as soon as possible in the event of the sudden departure of the Advisor. If a period exists where there is no Advisor, the Officers will fulfill the role of Advisor until a new Advisor is chosen.

ARTICLE IV. Decision Making and Governing Structure

Chapter 1. Standing Rules.

The Standing Rules shall be reviewed and adopted in entirety during the last Meeting of the calendar year. These Rules may be modified as given by Article VII Chapter 2. These Rules act as Laws to the operation of Green Team in its daily functioning. They will not violate these Bylaws, and are subject to the Bylaws. The Standing Rules will not describe the governing, limitations, or mission of Green Team, or otherwise make laws that fall into the realm of the Bylaws.

Chapter 2. Decisions of Officers

Officers may make decisions without consent of the Team when expediency is required. The Officers will make decisions that they believe best represent the wishes of the Team and will make decisions only after discussion with and approval of a majority of Officers. Any decisions made by Officers without consent of the Team shall be brought before the Team at the next possible regular Meeting.

Chapter 3. Decisions of the Team

When possible, all decisions and actions of the Green Team will be brought before the Team at a Meeting for debate and approval.

Chapter 4. Authority of the Principal

The Principals of the Rockport Middle School and Rockport High School will have the authority to overrule the decisions or actions of the Green Team if such Principals believe that such decisions or actions are in violation of Law.

ARTICLE V. Green Team Meetings

Chapter 1. Purpose of Meetings

Section 1: Meetings will be held in order to ensure Member involvement in the operation of Green Team. Non Members may attend any Meeting. Specific purposes addressed in Meetings will include, but are not limited to the following:

- Educating Members of the Green Team as well as non Members on environmental matters
- Involvement of the Members in the democratic decision-making process of the organization
- Taking action steps towards the goals of the Green Team

Chapter 2. Frequency and Rules of Meetings

Section 1: Regular Meetings will be held as given by the Standing Rules, to be at least once a month during the school year.

Section 2: Meetings will follow *Robert's Rules of Order Revised*, except where in conflict with the rules established by these Bylaws.

Subsection A: The chairperson may suspend these Rules of Order if they are deemed unnecessary for the order of the Meeting. Upon request of any Member or the Advisor, the suspension of the Rules will be overturned, without debate, and the Meeting will continue under observance of Robert's Rules of Order, as described in Article V Chapter 2, Section 2 of these Bylaws.

Section 3: A Member will be considered present at a Meeting if such person is present for at least thirty (30) minutes of the Meeting.

Section 4: Members may vote on motions during Meetings. In the event where a vote from all Members is needed, it is the responsibility of the Secretary to attempt to obtain votes from Members not present at the Meeting, either in writing or through digital communication.

Section 5: Special Meetings can be called by the Officers or the Advisor when deemed necessary, and are subject to all rules of Meetings.

Chapter 3. Quorum of Meetings

Section 1: The quorum of the Meetings of Green Team is set at a majority of the Members of the Green Team at that time.

Section 2: Meetings may be held with less than the quorum present, but at such a Meeting with fewer attendees than the quorum, no motions requiring a vote shall be raised, and no votes taken, unless such a motion was presented and recorded in the minutes of a previous Meeting.

Section 3: No motions requiring a vote shall be raised at Meetings without at least one (1) Officer present.

ARTICLE VI. Partnerships and Actions in the Community

Chapter 1. Adoption of Partnerships

The Green Team can form partnerships with other organizations in order to better serve the mission and vision statement of Article I Chapter 2, and will be recorded in the Standing Rules. Partnerships will be reviewed, at a minimum, during the last Meeting of the calendar year, as part of the review of the Standing Rules, but may be reviewed upon formal request to the Secretary to add an item to the agenda for a Meeting. Partnerships are subject to all rules of the Rockport Public Schools, the State of Massachusetts, and the United States.

Chapter 2. Actions in the Community

The Green Team can congregate in and/or disperse through the community to increase public awareness of environmental issues. Green Team will not congregate without prior approval of and planning by the Team at a regularly scheduled Meeting. No Member shall be forced to participate in any Green Team supported event in the community, and it is the responsibility of each Member to choose whether they are willing to participate. All Members accept the full responsibility of their actions when involved in community events, and are subject to these Bylaws and the Standing Rules, as well as all rules of the Rockport Public Schools, the State of Massachusetts, and the United States when participating in any event on behalf of Green Team.

ARTICLE VII. Amendment and Adoption

Chapter 1. Amendment of Bylaws

Section 1: Proposed amendments to the Bylaws must be presented in writing, either physical or digital to, and received by, the Secretary and the President at least two (2) weeks before the motion is presented to the Green Team. It is the responsibility of the Secretary to send the proposed amendment to all Members at least one (1) week prior to the Meeting at which a vote will be taken on the motion.

Section 2: Following the procedure described in Article VII Chapter 1, Section 1, these Bylaws may be amended by a two-thirds ($\frac{2}{3}$) vote of all Members and provided the amendments to the Bylaws do not conflict with higher governing policies (such as School Policy or State Law). Votes will be by ballot, and may be collected in writing, physical or digital, for Members unable to attend the Meeting. Once a Member is contacted in order to receive their vote, they have one (1) week to reply. After that time period, their vote will be discluded.

Chapter 2. Amendment of Standing Rules

Section 1: Standing Rules can be amended with a majority vote of the Members present, provided a quorum is present and that the proposed amendments were presented at a regular Meeting of Green Team at least one (1) week, and no greater than four (4) weeks prior to the Meeting at which the motion to amend the Standing Rules is presented.

Section 2: If a proposed amendment to the Standing Rules is not presented in the manner described in Article VII Chapter 2, Section 1 above, the amendment requires a two-thirds ($\frac{2}{3}$) vote of the Members present, provided that at least a quorum is present.

Section 3: Any amendments to the Standing Rules are out of order and null and void if they violate the Bylaws or any higher governing law.

Chapter 3. Adoption

These Bylaws will be hereby ratified and adopted with a vote of two-thirds ($\frac{2}{3}$) of the Members present at the Meeting at which these Bylaws are presented and approved.

Signatures

Approved on November 30th, 2018

The signed below certify that the Bylaws attached were approved by the Members of the Green Team on the date above.

Nathaniel Kirby, President

Catherine Rania, Vice President

Amanda Verga, Secretary

Jillian Tierney, Media Coordinator

Bob Allia, Advisor