

**Constitution and By-Laws of
Columbia Gorge Community College**

Delta Energy

Ratified/Revised on October 26th, 2008

Mission Statement

Delta Energy aims to provide learning and growth opportunities in the field of Renewable Energies. We help to build our members dreams and change their lives through education, industry relations, and community service.

Article I. Name of Student Organization

The name of the club shall be *Columbia Gorge Community College- Delta Energy*, herein after referred to as Delta Energy.

Article II. Purpose

Section 1. The purpose of Delta Energy is to provide a representative forum for students of the Renewable Energy Technology Program, herein referred to as RET, and to seek and allocate funds to carry out the objectives of Delta Energy.

Section 2. The objectives of Delta Energy shall be to:

1. Promote an on-going dialogue between faculty and students within the RET Program.
2. Stimulate interest and cooperation among the students and faculty at CGCC and within the RET Program.
3. Increase public knowledge and understanding of the status, achievements, and goals of the RET Program.
4. Provide for the interests of all recognized organizations at CGCC.
5. Recognize individual achievements of students and faculty within the RET Program.
6. Provide educational opportunities for students within the RET Program.

Delta Energy will adhere to the rules set forth in the Student Rights and Responsibilities Guide and the other laws, rules, and regulations governing Columbia Gorge Community College and its students.

Article III. Quorum

For regularly scheduled meetings the quorum shall be the number of members present. For special meetings, the quorum shall be five (5) members.

Article IV. Membership

Section 1. Eligibility

Delta Energy shall be composed of elected voting and non-voting members. Voting members shall include officers, representatives, and active members currently admitted to the RET Program. Non-voting members shall include students who have shown an interest in Renewable Energies and the faculty advisor.

1. All members shall be students of Columbia Gorge Community College, with the exception of the faculty member.
2. All members will take at least four (4) credit hours per quarter, excluding the term in which they are not scheduled for courses.
3. At least two (2) voting positions will be held by second year students in the RET Program.
4. In order to provide annual continuity within Delta Energy, three (3) voting positions will be held by students who will be enrolled for at least three more quarters at the time of their appointment.
5. All remaining positions will be open to students within the RET Program.
6. All members of Delta Energy must meet the criteria listed in the Student Rights and Responsibilities Guide for participation in campus activities by students.
7. The Faculty Advisor shall be a current faculty member of the CGCC, and will be nominated by a simple majority at the initial meeting of the school year.
8. Members will not be discriminated against because of race, sex, color, age, creed, disability, sexual orientation, or national origin.

Section 2. Active Membership

1. Active members will attend at least two (2) meetings per quarter.
2. Active members will maintain a minimum cumulative 2.5 G.P.A. and adhere to the school conduct code. Grades for courses completed at other institutions will not be considered when determining membership eligibility. When a member's cumulative G.P.A. falls below 2.5, he or she has one quarter in which to bring the average to 2.5. If he or she fails to raise the cumulative G.P.A. to 2.5 after one quarter, the member shall have his or her name stricken from Delta Energy's active membership list.

Section 3. Privileges

1. Members who have been active for at least one (1) quarter have the right to participate in educational opportunities offered by Delta Energy. Any activities that limit the space available will be handled by Article IX, Section 4.

Article V. Officers

Section 1. Duties of Office

1. President

The duties of the Delta Energy President shall be:

- a. To be the head of the Executive Board.
 1. To attend all Executive Board Meetings.
 2. To co-ordinate, provide, and oversee all necessary resources for Executive Board Meetings.
 3. To prepare agendas for Executive Board Meetings.
 4. To make sure all Executive Board decisions do not violate the Constitution.
- b. To preside over the business of Delta Energy.
 1. To conduct meetings under parliamentary procedure.
 2. To call for an out loud or roll call vote when necessary.
 3. To vote on any matter in which Delta Energy is equally divided.
 4. To make sure that all Delta Energy decisions do not violate the Constitution.
 5. To appoint students to vacant offices upon the consultation and approval of the Delta Energy membership.
- c. To represent Delta Energy at events/meetings locally, statewide and nationally that are pertinent to the affairs of the group.

2. Vice- President

The duties of the Delta Energy Vice President shall be:

- a. To assume the role of President when necessary
- b. To handle all Delta Energy business which concerns:
 1. Attendance of Delta Energy members.
 2. Monitoring of Delta Energy members grade point average with the administration.
- c. To organize and run Conference Committee Meetings.
- d. Be responsible for new students coming into the RET Program
 1. Create an information packet, informing them of policies, clubs, activities and general school regulations.
- e. To attend all Delta Energy meetings.
- f. To attend all Executive Board meetings

3. Treasurer

The duties of the Delta Energy Treasurer shall be:

- a. To advise Delta Energy and the Executive Board regarding the division of funds.
- b. To keep a detailed account of Delta Energy funds, with the assistance of the Secretary, and give a monthly report on them to:
 1. Delta Energy
 2. Executive Board
- c. To co-sign all Delta Energy Authorization for Payment slips with the President
- d. To be a member of Delta Energy and attend all meetings.
- e. To be a member of the Executive Board and attend all meetings.

4. Secretary

The duties of the Delta Energy Secretary shall be:

- a. To attend all Delta Energy meetings, record the minutes of those meetings and keep minutes for future reference.
- b. To attend all Executive Board meetings, record the minutes of those meetings and keep minutes for future reference.
- c. To be in charge of all correspondence concerning Delta Energy Affairs with outside sources.
- d. To record all roll call votes.
- e. To be in charge of a master activities calendar to be distributed to all Delta Energy members monthly.
- f. To take attendance at all Delta Energy activities and give an attendance list to the Vice President.

5. Representatives

The duties of a Delta Energy Representative shall be:

- a. To be a member of Delta Energy and attend all meetings.
- b. To be a member of the Executive Board and attend all meetings.
- c. To assist Delta Energy in fulfilling its purpose and objects; including but not limited to, chairing committees, reporting to the membership

and Executive Board on committee progress, and attending Delta Energy activities.

Section 2. Eligibility

1. The elected Delta Energy officers and representatives shall be from the Renewable Energy Technology Program.
2. All officers will maintain a minimum cumulative 3.0 G.P.A. for each quarter of office and adhere to the school conduct code. Grades for courses completed at other institutions will not be considered when determining officers' eligibility. When an officers' cumulative G.P.A. falls below 3.0, he or she has one quarter in which to bring the average to 3.0. If he or she fails to raise the cumulative G.P.A. to 3.0 after one quarter, the officer shall be removed from office and replaced per Section 3, part f.

Section 3. Elections

- a. All candidates for office must be members of Delta Energy, in good standing.
- b. Elections must be held at the fourth general meeting during the *spring* quarter of each year.
- c. Officers shall hold office from the time of their election to the time of the next election.
- d. Nominations from the floor can be made at the same meeting as the election.
- e. A simple majority vote shall elect any officer.
- f. In any case when an officer must resign his/her office, an election shall be held to elect a new officer. Nominations shall be made from the floor and will be made at the first meeting following the resignation of the officer. The election will be held at the first meeting following the nominations. A simple majority vote shall elect the new officer. The president shall have the power to make a temporary appointment at his/her discretion until a meeting can be held. With regard to the temporary appointment of the president, this shall be made by the remaining officers based on plurality of votes, until a general meeting can be held.

Article VI. Committees

Delta Energy will have the following committees:

1. AWEA Committee- To handle all items concerning sending active members to the American Wind Energy Association Conference held annually, to be chaired by the President.
2. Conference Committee- To handle all items concerning identifying and sending active members to events, conferences, and seminars, to be chaired by the Vice-President.
3. Community Outreach Committee- To handle all items pertaining to activities conducted by Delta Energy in the community including, but not limited to, Community Education, Advertisements, High School/Middle School Presentations, and volunteer work.
4. Fundraising Committee- To handle identifying potential fundraising opportunities and presenting them to the Executive Board and General Membership.

Article VII. Meetings

Section 1. All business meetings will follow the general agenda:

1. Order of Business
 - a. Call to order
 - b. Reading of the minutes
 - c. Treasurer's report
 - d. Committee reports
 - e. Old business
 - f. New business
 - g. Announcements
 - h. Adjournment
2. All meetings shall be governed by an adaptation of Robert's Rules of Order.

Section 2. Executive Board

1. Executive Board meetings, attended by all elected officers, shall be held on the first Wednesday of each month that school is in session, at 1:00 pm.

Section 3. General Meetings

1. General meetings will be held the second and fourth Wednesdays of each month that school is in session, at 1:00 pm.

Section 4. Special Meetings

1. Special meetings may be called by any elected or appointed member of the Executive Board.
2. A diligent effort must be made to notify the active membership as soon as possible by e-mail, phone, or both.
3. At least five (5) members must be present, three (3) of which will be from the Executive Board.

Article VIII. Affiliations

Delta Energy is affiliated with the following:

1. Columbia Gorge Community College (CGCC)
2. CGCC Foundation

Article IX. Club Funds

Section 1. Dues

1. No dues shall be collected.

Section 2. Fundraising

1. Funds shall be raised to fulfill the purpose of Delta Energy by donations, gifts, and sponsorships.

Section 4. Expenditures

1. All events will be attended by at least one elected officer, to be nominated by the Executive Board and approved by the General Membership.

2. In the case of the AWEA Conference, ALL elected and appointed officers, along with AWEA committee members, will have the opportunity to have a seat prior to a random drawing amongst the voting membership.
3. Any educational opportunities that limit the number of seats available to members, i.e. events/conferences/seminars requiring substantial funds, will have those seats chosen by random drawing of the voting membership at a General Meeting.
4. Interested members will submit their statement of interest to the President, no later than one (1) week prior to the General Meeting at which the drawing will occur.

Article X. Amendments

The constitution and by-laws may be amended by a super majority of the members present at any regular meeting, provided that the proposed amendment has been presented at a previous meeting.