



**SWAT**

**(Sustainable Women for the  
Advancement of Treehugging)**

Member Handbook

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# **SWAT (Sustainable Women for the Advancement of Treehugging)**

## **Program Descriptions**

### The Environmental Resident Program

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The *Environmental Residents* (ERs) are a group of students who have been selected to manage the waste diversion efforts and environmental programming in Agnes Scott's resident halls. They offer suggestions and support to Residence Life staff on waste diversion issues and are the contact for students to ask questions about sustainability efforts on campus. They attend larger group meetings to host campus programs to promote sustainability as a lifestyle. There is an Executive Chair (or "ER Chair") who acts as the President of the ERs, and heads an executive board with a secretary, treasurer, Publicity Chair(s), Community Volunteer Chair(s), and Campus Events Chair(s). Active ERs receive priority housing for the following year.

### The Friends of Environmental Residents Program

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The *Friends of Environmental Residents* (FERs) are a group of students on campus who are interested in environmental and sustainability issues but do not have a commitment to their residence halls. They maintain an interest in volunteering, waste diversion projects, and campus sustainability through participation in events and programs with the Environmental Residents. Underclass FERs in good standing are highly encouraged to apply to be an ER for the following year.

# Environmental Resident Bylaws

## **Section 1: Membership**

### **A. Composition of Environmental Residents**

1. Co-Chairs, Secretary, Treasurer, Publicity Chair(s) (1-2), Campus Events Chair(s) (1-2), Community Volunteer Chair(s) (1-2)

### **B. Qualifications**

1. Environmental Residents
  - i. As seen qualified by the current Sustainability Fellows and the Co-Chairs to have the most potential in this leadership role through their answers to the application and then in the interview.
  - ii. Must have interest in helping spread environmental awareness on the Agnes Scott campus through different mediums.
  - iii. If the applicant is re-applying, they must be in good standing and have met the program's Attendance Policy.
  - iv. Priority will be given to Friends of Environmental Residents in good standing.
2. Executive Board
  - i. Co-Chair has at least one semester of experience as an Environmental Resident at Agnes Scott College.
  - ii. Secretary and Treasurer must each have one semester of Environmental Resident experience at Agnes Scott College.
  - iii. The Publicity, Community Volunteer, and Campus Events Chairs must be an Environmental Resident.

## **Section II: Meetings and Attendance Policy**

### **A. Meetings**

1. At the first meeting of the academic year, the group will agree on a monthly, one-hour meeting time.

### **B. Attendance**

1. Environmental Residents are allowed a total of six (6) absences during the semester.
  - i. Only a maximum of four (4) meetings can be missed per academic year.
  - ii. Only a maximum of two (2) events can be missed per academic year.
  - iii. Environmental Residents are required to complete eight (8) community service hours per academic year, as approved by the Sustainability Fellows.

2. At the second absence, the secretary will give a verbal and written warning.
3. After the second absence, if there is a failure to complete any projects or attend any meetings, the ER will be removed from the group and will not receive priority housing or status as an ER for the following year. The student can rejoin as a FER for the following year.
4. For special circumstances (i.e. severe sickness, death of a family member), Executive Board members can make allowances on a case-by-case basis. Disputed policies can be appealed to the group.

### **Section III: Duties and Responsibilities**

#### **A. Projects and Events**

1. Participation is required in all but two events for the academic year.

#### **B. General Responsibilities**

1. Hallway Duties: Engage and answer any questions that arise in the residence halls.
2. RA Communication: Work with RAs/SRAs of the dorm to further engage the students and create an environment in which everyone can learn and express opinions.
3. Support Campus Events and Volunteer Opportunities: Attend campus events and off-campus opportunities sponsored by the Office of Sustainability and SWAT.

### **Section IV: Executive Board**

#### **A. Co-Chair**

1. At least one (1) ER will be the Chair.
2. The job of the Co-Chair is to engage the ER body, so that they, as a group, will engage the Agnes Scott campus in sustainability issues that impact the college lifestyle.
  - i. The Chairs will create the meeting itinerary and will conduct meetings.
  - ii. The Chairs will meet with the Fellows to create the ER Retreat in the fall and they will work with the connection between SWAT and Office of Sustainability.
  - iii. The Chairs will communicate with the Fellows about any issues that arise with the ERs, FERs, or Executive Board and will collaborate on a solution to resolve these issues.

#### **B. Secretary**

1. The job of the secretary is to keep meeting minutes along with attendance at all meetings.
  - i. The secretary is in charge of the verbal and written warning at the second absence.
  - ii. The secretary will also need to send reminder emails for meetings two days in advance and the day of the meeting.
  - iii. The secretary will keep the meeting minutes and make them available to SWAT members upon request.

**C. Treasurer**

1. The job of the treasurer is to maintain the budget for the ERs and to update all members on the money spent and how much is left.
  - i. The treasurer will help decide whether a proposal is beneficial to the ERs and how much should be awarded.
  - ii. The treasurer will work with the ER and Fellows in the spring to create a budget proposal for the following academic year.

**D. Publicity Chairs**

1. There should be at least one (1) but no more than two (2) Publicity Chair(s).
2. The job of the Publicity Chair is to inform the Agnes Scott campus as well as other campuses when an ER event or opportunity is scheduled.
  - i. The engagement of the community includes but is not limited to banners, posting in Facebook groups, posters, flyers, emails, etc.
  - ii. Publicity Chairs will begin advertising for an event no later than two (2) weeks prior to an event.
  - iii. Publicity Chairs must confirm with the secretary that an event has been advertised.

**E. Community Volunteer Chairs**

1. There should be at least one (1) but no more than two (2) Community Volunteer Chairs.
2. The job of the Community Volunteer Chair is to gather participants in volunteer service events and work with the Publicity Chair to advertise these opportunities.
  - i. The Community Volunteer Chairs will be in contact with the Fellow about attendance updates for an event.
  - ii. The Community Volunteer Chairs are responsible for attending the event and taking ER/FER attendance at the event.
  - iii. The Community Volunteer Chairs will submit advertising ideas to the Publicity Chair at least two and a half weeks before the event date.

- iv. The Community Volunteer Chairs will look out for opportunities in the Decatur area for the ERs/FERs/campus members to participate in.

**F. Campus Events Chair**

1. There should be at least one (1) but no more than two (2) Campus Events Chairs.
2. The job of the Campus Events Chair is to coordinate all events and programs inclusive of the student body, collaborate with other organizations, and work with the Publicity Chair to advertise these events.
  - i. The Campus Events Chairs will come up with ideas for campus events, such as parties, movie and speaking events, Campus Sustainability Day, and Recyclemania.
  - ii. The Campus Events Chairs will collaborate with other organizations on events and will maintain communication with other organizations in planning an event.
  - iii. The Campus Events Chairs will attend IOC (Inter-organizational Council) meetings.
  - iv. The Campus Events Chairs will submit advertising ideas to the Publicity Chair at least two and a half weeks prior to the event date.
  - v. The Campus Events Chairs will submit an EMS form for the event no later than two weeks prior to an event.
  - vi. The Campus Events Chairs are responsible for attending the event and will take SWAT attendance at the event.

**Section V: Voting**

**A. Definition of Voting Terms**

1. Majority: The majority of a voting body is defined as more than fifty percent (50%) of the voters.
2. Super Majority: The super majority of a voting body is defined as at least seventy-five percent (75%) of the voters.
3. Quorum: The quorum of a voting body is defined as at least three-fourths (3/4) of the voting members.
4. Voting Body: Only active ERs qualify as voting members.

**B. Voting Procedure**

1. There will be one vote at the end of spring semester.
2. For each position, Co-Chair, Secretary, Treasurer, Publicity Chair(s), Community Volunteer Chair(s), and Campus Events Chair(s), there will be one vote per SWAT member.

- i. All positions will be labeled and announced via email. Nominations will be due by email or at the meeting one month prior to elections.
- ii. The secretary/treasurer (whomever is not running for a position) will create a SurveyMonkey ballot to submit to SWAT. The Fellow will count the votes and submit the results to the Co-Chair/secretary to be announced to the group.
- iii. Up to two (2) candidates may be elected for the Publicity, Community Volunteer, or Campus Events Chair positions.
- iv. The candidates with the highest percentage (%) of votes will become a new Co-Chair or Board member.
- v. In case of a tie, the SWAT members will vote to have an extra position made or if there is no conclusion, the previous Co-Chairs will vote.

**C. Voting Privileges**

1. The Co-Chair shall not have voting privileges.
2. All SWAT members shall have voting privileges.
3. The Co-Chair shall vote in the case of a tie.



## Executive Board Member Position Descriptions

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- I. CO-CHAIR**
  - The Co-Chairs act as the “Presidents” of SWAT. (S)he hosts and plans monthly meetings for the group and is the head of the Executive Board.
  - (S)he acts as the liaison between the Office of Sustainability and the F/ERs.
  - (S)he fields questions and helps find solutions for problems with waste diversion problems in residence halls across campus.
- II. SECRETARY**
  - The Secretary takes meeting minutes and keeps them for SWAT members to view as they choose.
  - The Secretary takes attendance at monthly meetings.
  - The Secretary sends reminder emails about meetings and events to SWAT in the days prior to an event.
- III. TREASURER**
  - The Treasurer manages the SWAT budget; determining how much money to allocate for an event.
  - The Treasurer works with the Co-Chairs to submit a budget proposal for the following year.
- IV. PUBLICITY CHAIR(S)**
  - The Publicity Chair(s) are responsible for advertising all events and volunteer opportunities hosted by SWAT, via Facebook, banner, or email.
- V. COMMUNITY VOLUNTEER CHAIR(S)**
  - The Community Volunteer Chair(s) will plan and coordinate all volunteer projects for SWAT, the student body, or campus community. They work with the Publicity Chair(s) to advertise the event.
- VI. CAMPUS EVENTS CHAIR(S)**
  - The Campus Events Chair(s) will coordinate all on-campus events for students and will work with the Publicity Chair(s) to gather enthusiasm for these programs.
  - They will collaborate with other campus organizations to throw events for a wider campus audience and increase visibility to the student body.

## **Attendance and Duties**

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### **Attendance Policy**

- A.** Environmental Residents are allowed a total of six (6) absences during the semester.
  - i. Only a maximum of four (4) meetings can be missed per academic year.
  - ii. Only a maximum of two (2) campus events can be missed per academic year.
  - iii. Environmental Residents are required to complete eight (8) community service hours per academic year, as approved by the Sustainability Fellows.
- B.** At the second absence, the secretary will give a verbal and written warning.
- C.** After the second absence, if there is a failure to complete any projects or attend any meetings, the ER will be removed from the group and will not receive priority housing or status as an ER for the following year. The student can rejoin as a FER for the following year.
- D.** For special circumstances (i.e. severe sickness, death of a family member), Executive Board members can make allowances on a case-by-case basis. Disputed policies can be appealed to the group.

### **Duties and Responsibilities**

- A.** Projects and Events
  - Participation is required in all but two events for the academic year.
- B.** General Responsibilities
  - Hallway Duties: Engage and answer any questions that arise in the residence halls.
  - RA Communication: Work with RAs/SRAs of the dorm to further engage the students and create an environment in which everyone can learn and express opinions.
  - Support Campus Events and Volunteer Opportunities: Attend campus events and off-campus opportunities sponsored by the Office of Sustainability and SWAT.

## ER Contract (2013-2014)

Full Name:		Class Year:
Years Active in SWAT:	Assigned Building & Room #:	
Years Active as ER:		
OBLIGATIONS		
<p><i>I, _____, an Environmental Resident for the 2013-2014 academic year agree to commit to all of the duties and responsibilities that are required of Environmental Residents in order to receive priority housing and early move-in privileges. I also agree to abide by the attendance policy and understand that if I miss more than the required events that I may be asked to leave the program. I understand that I am required to attend the fall Environmental Resident retreat prior to the start of the academic year and assist with Orientation move-in day, unless an Office of Sustainability staff member has been previously notified. I have read and promise to abide by these and all of the rules listed in the SWAT handbook.</i></p>		
ER Signature:		
Print Name:		
Staff Member Signature:		
REQUIRED ATTENDANCE DATES		
Environmental Resident Move-In:	Wednesday, August 21, 2013	
Environmental Resident Retreat:	Thursday, August 22, 2013 (10 AM-7PM)	
Orientation Move-In Day:	Friday, August 23, 2013 (Help with move-in and Sort compost/recycling at Community Dinner)	
First SWAT Meeting:	TBA	

## **Office of Sustainability Staff Directory**

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