

April 19, 2011

Earth Stewardship Ministry By-laws

OFFICERS

Officers will be nominated and elected yearly.

Chair

Will develop meeting agendas in consultation with the ESM and preside over all meetings of the ESM, represent ESM at Church Council, write and submit the Annual Report, and organize Earth Sunday and other activities in close consultation with the other members of the ESM.

Energy Coordinator

Will oversee energy use in church buildings, maintain contacts with Buildings and Grounds, contribute to the Annual Report, and assume the duties of Chair in the absence of the Chair.

Secretary/Publicity

Will take notes during ESM meetings and distribute prior to next meeting, write publicity for community publications, TV, radio stations, reserve rooms/spaces for meetings and events, and be the primary contact/liason for the COG and other submissions and publications.

Treasurer

The Treasurer shall receive all monies of the ESM, shall give receipts as appropriate, shall keep a permanent and accurate record of receipts and expenditures, shall pay out funds only as authorized by the voting members of the ESM by majority vote. The Treasurer shall also present a full statement of account to date at the end of the fiscal year, provide reports of expenditures at each meeting unless there are none, submit requests for funding to, and seek appropriate approval for expenditure from the Budget and Finance Committee.

MEETINGS

Meetings will generally be held on the third Tuesday of the month; however, this may be changed by majority vote of the active ESM members.

The date and time of upcoming meetings will generally be published in the church bulletin and the COG.

PARTICIPATION WITH OTHER ORGANIZATIONS

The ESM may act cooperatively with other groups on environmental and related projects. ESM participation in such cooperative projects must be approved by a majority of active ESM members and Church Council.

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PUBLIC COMMUNICATIONS

All published communications (in community newspapers, the Sunday bulletin, the COG, etc.) concerning ESM events, activities, or cooperative activities will be subject to approval by a majority of the active members prior to submission for publication.

In the case of cooperative activities, a good faith effort will be made to also obtain approval from the other cooperating groups for publications dealing with such cooperative activities (according to their own procedures).

RULES OF ORDER

The rules contained in “Robert’s Rules of Order Revised” in all cases in which they are applicable and where they are not inconsistent with these guidelines. This means that in general decisions of the ESM will be made by motion and voting at the monthly meetings. Votes will only be taken if a quorum of active members is present, with a quorum being defined as $2/3^{\text{rds}}$ of the active members.

AMENDMENTS

Amendments to these guidelines may be proposed at any regularly scheduled or special meeting of the ESM, but must be approved by at least $2/3^{\text{rds}}$ of the active ESM membership before being adopted.

Amended April 19, 2011

- Eliminated position of Education Coordinator
- Organization of Earth Sunday Fair transferred to Chair
- More flexibility regarding meeting date written into the By-laws
- Defined a voting quorum as $2/3^{\text{rds}}$ of the active members
- Amendments must be approved by $2/3^{\text{rds}}$ rather than $3/4^{\text{ters}}$ of the active members
- Change the name of this governance document from Earth Stewardship Ministry Guidelines to Earth Stewardship Ministry By-laws