



This page contains the up-to-date version of the Southwest Environmental Education Cooperative (SWEEC) Constitution and Bylaws.

Article I. The name of the organization is The Southwest Environmental Education Cooperative (SWEEC).

Article II. The SWEEC represents a constellation of stakeholders supporting environmental citizenship through the promotion of ecological literacy across communities (local, regional, and international) by establishing an open source multi modal digital hub for K-16 Southwest public education programs for community members and students. The SWEEC seeks to generate an educated, engaged, and literate citizenry to restore and revision of our shared environments.

Article III. The SWEEC cultivates an educational movement to constitute, curate, document, represent, initiate, invigorate and archive the collective journey toward regenerative processes of restoration and reconsideration of our natural and built environments by sponsoring conferences; colloquia; workshops; curriculum development; environmental writers-in-residence programs; new environmental literacies programs; eco-public art installations; community-based research; environmental diversity education and community garden support.

A. To accomplish the vision and mission of the SWEEC, the SWEEC Executive Board (EB) is constituted by the SWEEC Program Chair, Treasurer, Secretary, and project chairs.

Article IV: The SWEEC Executive Board must be comprised of at least five members and at most nine members who must serve for two-year terms. The members must include the Program Chair, Treasurer, Secretary, and Project Chairs.

A. The SWEEC Executive Board must have at least two project chairs and at most five project chairs.

B. The SWEEC Executive Board meetings will occur once a year. Recurring date to be determined during the first EB meeting on February 7th, 2021.

C. The SWEEC Executive Board members are responsible for approving/disapproving the initiation of projects presented by the Advisory Board.

D. The SWEEC Approval/disapproval verdict will be reached by the majority rules voting system.

- E. All Executive Board members have equal voting rights.
- F. The SWEEC Executive Board Members are recruited by SWEEC program chair.
- G. SWEEC Executive Board Secretary,
SWEEC Executive Board Secretary duties and responsibilities include:
1. Communication:
 - Between Executive Board and Advisory Board
 - Apprise Executive Board Members of amendment changes to state corporate laws
 - Distribute meeting minutes and agendas
 2. Record meeting minutes
 3. Maintain corporate records:
 - Maintain accurate documentation
 - Ensure organization is meeting legal requirements (fulfillment of annual filing deadlines as state governmental agencies require)
 - Review and update documents as necessary
 - Ensure exemption application a is available public inspection
- H. SWEEC Executive Board Treasurer,
SWEEC Executive Board Treasurer duties and responsibilities include:
1. Financial management and/or oversight:
 - Knowledgeable about who has access to funds including outstanding bills and debts owed
 - Reconciling bank statements
 - Managing cash flow
 - Create, maintain, and oversee organizations financial policies
 2. Budgets:
 - Prepare and facilitate annual budget to be reviewed by Executive Board
 3. Reports:
 - Fulfillment of financial reporting forms
 - Maintain Executive Board apprised of organizations fiscal health
 4. Financial Liaison:
 - Translate financial concepts and language to Executive Board
- I. SWEEC Program Chair, Michelle Hall Kells <mkells@unm.edu>
SWEEC Program Chair duties and responsibilities include:
1. Recruitment of SWEEC Executive Board Members.
 2. Delegate duties and responsibilities of volunteer Advisory Board Members.
 3. Chair project/initiatives presented by Advisory Board.
 4. Assist Advisory Board Secretary with maintenance of Resource Website.
- J. To support the SWEEC EB in the execution of the mission and vision the SWEEC Advisory Board (AB) is constituted of community members that initiate and spear head projects under the fiduciary oversight of Executive Board Members.

Article IV. The SWEEC Advisory Board consists of University of New Mexico (UNM) faculty, community members, UNM graduate and undergraduate students. Advisory Board members are volunteers individually in charge of specific duties as they may arise.

- A. The SWEEC Advisory Board must be comprised of at least five members and at most seven members.
- B. The SWEEC Advisory Board members are volunteers and therefore may serve terms at their and the program chair's discretion.
- C. The SWEEC Advisory Board shall be equal in duties and responsibilities delegated by the Program Chair.
- D. The SWEEC Advisory Board must have a secretary; titled Advisory Board Secretary or ABS.
The SWEEC Advisory Board Secretary duties and responsibilities include:
 - 1. Assist program chair with any duties/responsibilities that may arise.
 - 2. Record monthly meeting minutes.
 - 3. Keep record of affiliated projects proposed by Advisory Board.
- E. SWEEC supports and publishes the SWEEC Resource website designed and maintained by the SWEEC Advisory Board Secretary (ABS) and Program Chair to report on SWEEC events, curriculum, and projects:

SWEEC Resource Website:

SWEEC Advisory Board Secretary,

SWEEC Program Chair, Michelle Hall Kells <mkells@unm.edu>

- F. All SWEEC projects and events are organized by the SWEEC Advisory Board, chaired by SWEEC Program Chair, and then presented to SWEEC Executive Board.
- G. Advisory board members will act as representatives of their project/event committee to the Executive Board and will therefore report and present opinions and decisions from their committee as accurately and objectively as possible.

Article V. Projects initiated by SWEEC members that fall under the SWEEC umbrella but do not arise from SWEEC Executive Board meetings will be recognized as affiliated but autonomous project committees. The chairs of these committees will be regarded as the project managers and project initiators, indefinitely.

- A. These project managers may attend monthly Advisory Board meetings and will have full voting rights.

B. If members of these affiliated project committees determine that the chair (project initiator) is not acting according to SWEEC governing principles or in the best interest of the project committee or the SWEEC membership, these concerns should be brought before the SWEEC Executive Advisory Board for deliberation and resolution.

Article VI. These SWEEC Bylaws shall govern the general and administrative operations of the organization. In all other matters, common fairness shall govern with an emphasis on the community rather than the individual.

Article VII. The SWEEC Bylaws will be revised and updated as necessary on an annual basis; revisions will be submitted to the SWEEC Program Chair and SWEEC Advisory Board and approved by the SWEEC Executive Advisory Board.

A. Any proposed amendments to the Constitution and Bylaws shall be submitted in writing to the SWEEC Program Chair and Advisory Board. The proposed amendments shall be discussed at the next Advisory Board meeting (or at a special meeting called for the purpose), and a vote shall take place at the meeting (or over email).