EPC Student Representative Board of Directors By-Laws

DATE DRAFTED: February 11, 2015
DATE AMENDED: March 30, 2015
DATE ADOPTED: April 1, 2015

Article I. Name

The name of this Board shall be the Student Representative Board of Directors of the Energy Policy and Climate Master’s program of Johns Hopkins University.

Article II. Purpose

The Student Representative Board of Directors (Board), serving the students of Energy Policy and Climate (EPC) Master’s program of Johns Hopkins University, is committed to representing the educational needs and priorities of the student body. The Board accomplishes its mission by acting as a conduit for communication between the EPC student body and the Johns Hopkins University on issues related to the functioning and development of the EPC program that affect student body interests.

Article III. Membership

Members:
The members of this organization shall be currently enrolled students and recent alumni of the EPC program at Johns Hopkins University. On a yearly basis, current students will become members of the Board via open nominations and student-wide elections. The Board shall consist of seven current members, a majority of whom shall be currently enrolled students.

Elections:
Board members shall be elected annually during the Spring or Summer semester by the student body of the EPC program at large. Nominations of candidates shall be opened up to the student body and recent alumni no later than four weeks prior to the election. Recent alumni eligible for nomination shall have graduated not earlier than one year prior to the beginning of the forthcoming term of office. Self-nominations shall not be permitted. A nominee may become an election candidate by confirming their agreement to fulfill the responsibilities of Board membership, if elected. Elections shall be by e-ballot. Candidates receiving the most votes for available open seats will be elected.

Term of Office:
Each elected Board member shall hold office for a two-year term beginning in the fall semester of the election year.
Article IV. Membership Meetings

The meetings of the membership will be held bi-monthly. The Chair of the Board may call an additional meeting at any time. Notification shall be made at least one week prior to said meeting. The Chair will designate a member of the Board to keep minutes on each meeting.

Quorum:
At all meetings of the Board under normal order, a quorum of at least four board members shall be present before any motion to vote is proposed.

Voting:
Any motion shall be brought to a vote by two or more members of the Board and shall be voted on by each current member of the Board. Each member of the Board is entitled to one vote. Absent Board members may vote by proxy through another current board member. A simple majority will pass the motion.

Article V. Officers

Titles:
The Board shall appoint two members to hold office: one Chairperson, and one Vice-Chairperson.

Qualifications:
The Chairperson and Vice-Chairperson shall have been elected to the Board by the Board at large and serve until the expiration of their respective term(s).

Duties of Officers:
The Chairperson shall preside at all meetings. The Chairperson shall be responsible for the continued pursuit of Board objectives and shall perform such other duties as usually required of this office. The Vice-Chairperson shall act in the absence of the Chairperson in all capacities as listed above and shall assist in conducting the business of the organization.

Vacancies and Removal of Officers:
A vacancy in the office of the Chairperson shall be filled by the Vice-Chairperson unless he or she is unable to serve, at which time the vacancy shall be filled by election of the members by a majority of votes cast. A vacancy in the office of the Vice-Chairperson shall be left vacant with the Chairperson nominating a replacement Vice-Chairperson to be elected by a majority of the Board members.

Vacancies and Removal of Board Members:
Any Board member, including the Chairperson or Vice-Chairperson, may be removed from office or suspended from office by a vote of two-thirds of the members at a regular meeting. Removal or suspension may be with or without cause. The person under consideration shall be given an opportunity to be heard at the meeting with sufficient notice of the proposed removal or suspension; the person under consideration shall not be counted in determining the presence of a quorum.

**Operating Under Special Order:**
In the event of a vacancy of a Board member of his or her seat due to resignation, removal, or any other reason, the Board shall operate under special order until the next regular election, unless the number of Board members shall be below five. Under special order, the requirement that a majority of Board members be currently enrolled students is suspended. Under special order, a quorum of at least three Board members shall be present before any motion to vote is proposed. In the event of a three-three voting tie in a Board constituted by six members, the motion shall be tabled and noted in the Board’s minutes.

**Special Elections:**
If the number of current Board members falls below five, the Chairperson shall call a special election to take place within ten weeks. The nomination and election process shall proceed as normal.

The term of a Board member elected during a special election shall commence immediately following confirmation of the vote tally and shall terminate at the end of the concurrent regular term of office.

**Article VI. Amendments**

These bylaws may be amended by a vote of two-thirds of the members of the Board present at any regular meeting or at a special meeting called for that purpose. The Board membership, EPC student body, and EPC Associate Program Director shall be notified promptly of adopted bylaw amendments by the most feasible means.