Constitution for Climate Cardinals: *School name* Chapter

I. MEMBERSHIP
   A. Membership of this organization is open to all students who are a member of the _______ community, regardless of their knowledge of climate change or prior experience with climate change education.

   B. Members should be passionate about or interested in furthering their interest in climate change education and accessibility.

   C. Members are expected to attend at least ___ meetings per year/semester.

   D. Any member may have their membership terminated if:
      1. Their behavior contradicts with what this constitution outlines

      2. They miss three consecutive meetings without a reason deemed relevant by the President
II. OFFICERS

A. The positions will be President, Vice President, Treasurer, Secretary, and other positions deemed necessary by the existing board of officers. Every officer on this board must be knowledgeable on climate change and passionate about climate change education, which can be shown through officer applications and/or consistent involvement in this club as a member.

B. Officer Duties:

1. The President
   a) This position has the most responsibility within the group. They are the Climate Cardinals representative at ___school___, and therefore should be extremely familiar with the mission and vision of Climate Cardinals. The President is responsible for the following tasks: calling meetings; cancelling meetings; overseeing the board of officers and providing mentorship to members; organizing and overseeing all events; making sure all events and meetings of the ___school___ chapter are in accordance with Climate Cardinals; creating flyers and promotional materials for all events; working with other clubs and organizations; and delineating tasks to other officers and chapter members. If officers are not fulfilling their duties, the President has the right to remove that officer from the board and hold an election to appoint a new one.

2. The Vice President
   a) will run meetings in the absence of the President. They are responsible for advertising the organization and recruiting members. In addition, they will assist the president with the above-mentioned tasks and duties.

3. The Treasurer
   a) will keep record of all club money and receipts. They are responsible for all fundraising and collecting membership dues (if applicable). If the school has policies and procedures for fundraising on or off campus, the Treasurer must make sure the club stays within those guidelines. When leaving this position it is required that you mentor the next treasurer during the last event in which you
Partake.

4. The Secretary
   a) is responsible for taking minutes at all meetings, logging members, sending informational emails, registering rooms, helping with events (sitting at tables, set-up, handing out flyers, etc.), and keeping record of all important files, such as this constitution and the club roster, and relays information to members who were absent from meetings.

5. The Public Relations Coordinator
   a) is responsible for maintaining the chapter’s public presence on campus by filling out appropriate forms to alert student activities about upcoming events; assisting with designing flyers and promotional materials; running the chapter’s social media presence.

III. EXPECTATIONS

A. Below are expectations for chapters:

1. Understand the goals and vision of Climate Cardinals,

2. Be an ambassador to Climate Cardinals on campus and on a local level:
   a) Promote Climate Cardinals actively on campus,
   b) Utilize campus resources and networks in expanding Climate Cardinals’ outreach,
   c) Connecting Climate Cardinals with local organizers and organizations that are working on or would be interested in the Climate Cardinals mission; or hubs of translation,

3. Contribute to the Climate Cardinals mission of making climate change education accessible to all by:
   a) Promoting Climate Cardinals’ work by:
      (1) Sharing it with interested faculty and departments,
      (2) Sharing it with interested student and local groups,
   b) Recruiting student translators,
   c) Contributing to translation as a chapter by:
(1) Having volunteer translation and sourcing sessions,
(2) Identifying documents and sources for the database of Climate Cardinals,
(3) Sourcing and translating local climate change information that is specific to the region of the chapter.

4. Engage in open and meaningful dialogue and discussion amongst members and the board of officers,

5. Be in touch with the Department of Education in terms of semester summaries, potential action items, networking and further inquiries.
6. Register your new chapter with the mother organization by contacting the Department of Education of Climate Cardinals International.

7. Have fun and get the best out of this experience!

IV. RULES

A. Chapter members are expected to:

1. Abide by the rules of the school,

2. Abide by the Climate Cardinals pillars as provided on the website,

3. Maintain a respectful and inclusive environment at chapter events and meetings by showing regard towards different identities and experiences of chapter members, and not tolerating hateful speech and actions,

4. Coordinate efficiently with the Climate Cardinals main office through the Education Department.