



ENVIRONMENTAL LEADERS OF FAIRCHILD CLUB (ELF CLUB) 2010-2011

TO: High School Activities Directors at Fairchild Challenge Schools

ELF Club (previously known as Fairchild Challenge Leadership Club) will serve to:

“Promote, provoke, and celebrate young people’s role in the environment”

- Please see ELF Club by-laws below or on the website:
www.fairchildchallenge.org/highschool
- This is our pilot year for the ELF Club; the by-laws may be modified after the first year.
- Our Goals:
 - To create an ELF Club in every Fairchild Challenge High School
 - To encourage civic engagement and environmental stewardship in as many high school students as possible.
 - To maximize the school-wide effort of participation in the Fairchild Challenge through promotion of the FC options
 - To create leadership forums

Please join us in this effort!

Sincerely,

Javier Francisco-Ortega, Sarah Vatland & Nancy Famulari



STANDARD BY-LAWS FOR THE ELF CLUB

ARTICLE I:

Name

Section 1.

The name of this organization shall be the ELF Club
(Environmental Leaders of Fairchild) of _____.
(Name of school)

ARTICLE II:

Mission Statement

Section 1.

The ELF Club is committed to the mission of the Fairchild Challenge (henceforth referred to as FC), as follows:
The FC fosters interest in the environment by encouraging students to appreciate the beauty and value of nature, develop critical-thinking skills, understand the need for biodiversity and conservation, tap community resources, become actively engaged citizens, and recognize that individuals do indeed make a difference.

ARTICLE III:

Objectives and Activities

Section 1.

The objectives of the ELF Club shall be:

- To develop initiative and leadership in young people
- To serve the school and community by modeling environmental stewardship
- To maximize the school-wide effort of participation in Fairchild Challenge by promoting the FC options
- To assist school faculty and administrators with management and oversight of the FC

- To encourage the adoption and application of higher standards in scholarship, community service and social contacts
- Section 2. The activities of the ELF Club shall be in accordance with its Objectives. Activities should include any/all of the following:
- Promotion of FC in classes, clubs and various other events at the school
 - Engagement in the local environment and in environmental issues
 - Formation of enduring relationships between schools and communities to create environmental awareness
 - Assistance of teachers in facilitation of the FC entry options throughout the school.

ARTICLE IV:

Motto

Section 1.

The motto of the ELF Club shall be: “Promote, provoke, and celebrate young people’s role in the environment”

ARTICLE V:

Membership

Section 1.

General Membership shall be limited to high school students as apportioned from the senior, junior, sophomore, and freshmen classes. Members should be interested in leadership, the FC and environmental stewardship.

Section 2.

Academic Standards All students are eligible for membership in the ELF Club, in accordance with the requirements for extracurricular club membership as prescribed by the individual school or district. This includes minimum requirements for academic standards and conduct. Therefore, the ELF Club will follow membership guidelines for their school, under the advice of the club advisor or other school administrator. Exceptions will be made for students with disabilities in accordance with Section 504 Subpart D of the *Rehabilitation Act of 1973* and the *Americans with Disabilities Act Amendments Act of 2008*.

Section 3. **Probation** The ELF Club will follow the membership probation guidelines (for academic standards or conduct) for their school or district, under the advice of the Club advisor, unless able to show the school district's determination that the student has a legitimate disability under Section 504 Subpart D of the *Rehabilitation Act of 1973* and the *Americans with Disabilities Act Amendments Act of 2008*. The student must receive a written warning of probation by the Club advisor. Dismissal of an ELF Club member will also follow the guidelines for their school or district, under the advice of the Club advisor or other school administrator.

ARTICLE VI:

Officers

Section 1. **Officers and Terms** Officers shall be president, vice-president, secretary, treasurer, and historian. At the discretion of ELF Club members, positions may be combined. They shall serve for one year or until their successors are elected and qualify. The officers are permitted to run for office and be re-elected.

Section 2. **Requirements** Each officer shall be a member in good standing, maintain the GPA as determined by their school or district (for officers in an extracurricular club) and, if possible, will have participated in at least one FC option.

Section 3. **Elections** Election of new officers (president, vice-president, secretary, treasurer, and historian) will be discussed on the first meeting of January and voted on during or prior to, the first meeting of March. The newly elected officials will be installed on the last meeting of the school year.

Section 4. **President** The President shall have the following duties:

- Conduct meetings.
- Represent the school at ELF Club Forums at Fairchild.
- Serve as a liaison for the school faculty to promote the FC, and attend faculty meetings as invited or needed.
- Seek appropriate school approval for any/all Club events.

- Coordinate all Club activities and initiatives.
- Designate working committees, as needed.
- Oversee officers' scope of work.

Vice President The Vice President shall have the following duties:

- Report to the President.
- Carry out presidential duties if the President is unable to do so.
- Lead the Teacher Assistants Committee in interactions with teachers and assist with the completion of required forms/paperwork..
- Coordinate all Club committees (if applicable), ensuring timely response to program needs.

Secretary The Secretary will have the following duties:

- Report to the President and the Vice-President.
- Take minutes at meetings.
- Keep a record of name, grade, email and any other information the school may require for each club member.
- Record attendance at meetings and events.
- Work with FC teachers to record all students participating in FC, whether a member of the ELF Club or not.
- Assist in the distribution and collection of FC questionnaires, as needed by FC Teachers.
- Compile ELF Club annual deliverables to be submitted to the FC staff by the dates outlined below; these must include: list of officers (by September 1st), list of members (by November 1st), and annual summative report (by June).
- Maintain a record of all environmental projects completed at, or by the students, to be included in the Fairchild Challenge Environmental Action report (option 10).

Treasurer The Treasurer shall have the following duties:

- Report to President and Vice-President.

- Keep a budget for the ELF Club and for the FC as needed by teachers (this might include the school garden, or support for any other FC option).
- Collect club dues and other fees, if applicable, from members.
- Seek appropriate school approval for any/all fundraisers.
- Assume responsibility for fundraising events and monies collected, documenting each transaction with teacher oversight.

Historian The Historian will have the following duties:

- Report to President and Vice-President.
- Head the Recognition and Promotion Committees (if applicable).
- Document or collect documentation of ELF Club meetings and activities and FC events.
- Share club pictures with FC education staff and with fellow officers for public relations purposes.
- Work with Secretary to compile information, statistics and pictures for yearly reports.
- Create scrapbook (paper or electronic) from ELF Club and Fairchild Challenge events/submissions.
- Create a FC school website and/or bulletin board, highlighting ELF Club, FC option entries and events, student participation and awards received (if applicable).

ARTICLE V:

Meetings

Section 1.

The club shall hold regular monthly meetings from September until May, at such time and place as shall be determined by the club with the approval of the club advisor or other school administrator.

Section 2.

The club shall hold extra meetings if necessary for committees, fundraising events, FC events, or any other club related events at

the discretion of the President or committee leader, and principal as needed.

Section 3. The President will lead the meetings. If President is absent, the Vice-President will assume the responsibilities.

Section 4. Minutes are to be taken by the Secretary at every meeting and kept on file. If the Secretary is not present another officer or member may assume this position.

ARTICLE VI: Committees

Section 1. The suggestion is for each ELF Club to have the following standing committees; however, this will vary per school and number of members and is offered as a guideline only:

- a) Teacher Assistants Committee
- b) Service and Advocacy Committee
- c) Finance Committee
- d) Recognition and Promotion Committee

Section 2. The duties of the standing committees might be as follows:

- a) **The Teacher Assistance Committee** might be headed by the Vice President to assist the teachers in organizing the school-wide FC work and with the documentation and delivery of FC option entries. Teacher Assistants will act as a liaison between the teachers participating in the FC options. They will also work closely with the teachers to facilitate review of the FC entries. They will assist in the creation of review panels, as needed by teachers, for the selection of FC entries to submit to Fairchild. The ELF Club faculty advisor will oversee this committee.
- b) **The Service and Advocacy Committee** would report to the President and take action on various environmental issues within their community, school and/or home. The committee might perform service projects, in which many of the members would be encouraged to participate. This committee shall collect information on environmental service projects at school

to be included in the Fairchild Challenge Environmental Action report (option 10).

- c) **The Finance Committee** would report to the Treasurer. Financial resources may be gained through the use of fundraisers, donations, and any other moneymaking projects unanimously approved by the members and as allowed by schools. This committee would help plan events to raise money for FC-related costs and for the various events and causes that the ELF Club will initiate. The committee would work closely with the Treasurer and the club advisor for management of Club funds.
- d) **The Recognition and Promotion Committee** is headed by the Historian. This committee will provide Club information to the residing officers (Historian and Secretary) for use in the required Environmental Action report (option 10). The committee will promote participation in FC by advertising the different Challenge options throughout the school to recruit participants for the Challenge options. The committee will showcase and publish Club information and FC events, entries and results in the school newspaper and/or the school announcements. The committee will submit information about FC events, entries, and results to local newspapers or organizations.

ARTICLE IV:

Amendments

Section 1.

Amendments to these by-laws shall be adopted by two-thirds (2/3) vote of the members present at any regular meeting with a minimum 75% attendance.

Section 2.

The Amendments shall be proposed one meeting in advance in order to qualify for consideration at the next meeting.

These By-laws were adopted and approved on _____, 20_____.
(date)

(Club Sponsor's signature)

(Club Sponsor's name printed)

(Environmental Leaders of Fairchild Club President's signature)

(Environmental Leaders of Fairchild Club President's name printed)