

Environmental Engineering Students' Society Constitution

Last Updated: March 23, 2015

Article 1: Name

- a) The official name of the club shall be the Environmental Engineering Students' Society (hereinafter referred to as ENVESS). No other name will be used in the advertisement and representation of the club.

Article 2: Statement of purpose

The purpose of the ENVESS shall be to

- a) Provide for the academic and social needs of the students in the discipline of Environmental Engineering, and
- b) Provide an official channel between the students in the discipline of Environmental Engineering and the faculty.

Article 3: Membership

Membership of the society shall comprise of Honourary, Regular, and Non-Regular Members.

- a) Honourary Members:
 - i. All faculty members and support staff in the related departments
 - ii. Any alumnus who has graduated from the department
 - iii. Anyone voted in by the members at a general meeting with a 2/3 majority
- b) Regular Members:
 - i. All undergraduate students in the discipline of Environmental Engineering who have paid their fees.
 - ii. All graduate students in the discipline of Environmental Engineering who have paid their fees.
- c) Non-Regular Members:
 - i. Any person outside of the discipline of Environmental Engineering, so long as their membership does not impede the objectives of the ENVESS and they have paid their fees.

Article 4: ENVESS Executive

- a) The positions on the ENVESS Executive shall be:
 - i. President
 - ii. Vice-President

- iii. Secretary
 - iv. Treasurer
 - v. Fundraising Director
 - vi. Social Director
 - vii. Industry Executive
 - viii. Community Outreach
 - ix. Grad Coordinator
 - x. Third Year Representative
 - xi. Second Year Representative
- b) The Executive are capable of making decisions, financial and otherwise for the ENVESS, providing that they are in accordance with the Statement of Purpose, and are deemed necessary for the functioning of the society.
 - c) The Executive must attend Executive meetings.
 - d) The Executive shall decide on membership fees and membership benefits.
 - e) The Executive must be regular members.
 - f) The President, Vice-President, Secretary-Treasurer, Fundraising Director, Social Director, Grad Coordinator, and Third Year Representative shall be elected at the Annual General Meeting.
 - g) The Second Year Representative shall be nominated and elected by the second year class within the first two weeks of the new academic school year.

Article 5: Elections

- a) Elections for the Executive minus the Second Year Representative shall happen immediately after the Annual General meeting, which shall be held within the first two weeks of March.
- b) The election process will be chaired by the Vice President
- c) The elections process shall be run by Robert's Rules of Order.
- d) All Environmental Engineering Undergraduate Students shall be allowed to vote in elections.
- e) Potential Candidates must attend the Annual General meeting in order to be nominated, unless they are on internship, whereby they may run by a proxy arranged through the President.
- f) In the event of only one nominated candidate for a position, those present at elections minus the candidate and the chairperson shall perform a vote of confidence in the candidate by an anonymous show of hands (heads up seven up style).
- g) In the event of more than one nominated candidate for a position, the candidates may choose to either

- i. Run together as part of a joint position whereupon procedure would continue as described in Article 5, part f, or
 - ii. Give a brief speech of no longer than 1 minute as to why they should be nominated for that position. Those attending elections may ask questions of the candidates for a period no longer than 5 minutes. After the question period, those present at elections minus the candidates and the chairperson shall vote for their preferred candidate by an anonymous show of hands (heads up seven up style).
- h) In the event that two candidates run for president, the vice president position may not be filled. Both candidates, if elected, shall be equally responsible for the duties of the President and Vice-President.
 - i) Powers of the elected candidates begin immediately after the transition period between incoming and outgoing Executive.
 - j) Outgoing executive shall hold office no later than April 1st of the given year.

Article 6: Finances

- a) The fiscal year for the ENVESS shall be from March 30 of the current year to March 30 of the next year.
- b) All checks produced by the ENVESS must be signed by both the President and the Secretary-Treasurer.
- c) All deposits must be double counted by the Secretary-Treasurer and another member of the Executive.

Article 7: Impeachment

- a) A motion to “impeach and remove from office” any Executive member shall be automatically tabled at the next Executive meeting. After the approval of the minutes and before the Executive reports, the motion will be brought to the floor. The motion must be approved by two-thirds of the Executive members present at the meeting to be carried.

Article 8: Meetings

- a) The Annual General Meeting shall be held within the first two weeks of March
 - i. The Executive must give two weeks’ notice of the general meeting.
 - ii. Amendments to the constitution shall be put forth at this meeting.
 - iii. All proposed amendments must be emailed to the President three days before the General Meeting.
 - iv. All proposed amendments must be emailed by the President to the entire discipline two days before the General Meeting.

- v. A budget summary for the year will be presented by the Secretary-Treasurer
 - vi. Additional General meetings will be held at the discretion of the Executive
 - vii. Only Regular members may propose amendments and vote at General Meetings.
- b) Executive meetings shall be held at least once per month during the school year.
 - c) All meetings must adhere to Robert's Rules

Environmental Engineering Students' Society By-Laws

Article 1: Description of Executive Position

- a) The President's duties shall:
 - i. Uphold the constitution and by-laws of the ENVESS
 - ii. Chair and call all Executive meetings
 - iii. Be the official spokesperson of the ENVESS
 - iv. Be responsible for all activities of the ENVESS
 - v. Learn Robert's Rules
 - vi. Be the Board of Discipline Presidents Representative for the Environmental Engineering Discipline and follow the constitution of the Engineering Students' Association.
- b) The Vice-President's duties shall:
 - i. Take on all duties of the president in absence of the president
 - ii. Chair all general meetings
 - iii. Learn Robert's Rules
 - iv. Represent the discipline to Spectrum as the Environmental Engineering student representative and report back to the Executive, during Spectrum years only.
 - v. Assist other Executive as necessary.
- c) The Secretary-Treasurer's duties shall:
 - i. Be responsible for the finances of the society
 - ii. Prepare a budget to be approved by the Executive
 - iii. Take minutes at all meetings
 - iv. In the absence of the Secretary-Treasurer the President shall delegate another member of the Executive to take minutes
 - v. Prepare a financial statement to be delivered at the AGM.
- d) The Social Director's duties shall:
 - i. Plan all social events of the ENVESS
 - ii. Prepare potential and final budgets for each event for the approval of the rest of the ENVESS Executive
- e) The Fundraising Director's duties shall:

- i. Plan fundraising initiatives for the benefit of ENVESS. This shall include fundraising for general operating expenses.
 - ii. Coordinate fundraising initiatives with the Grad Coordinator for all grad related activities.
- f) The Grad Coordinator's duties shall:
 - i. Coordinate fundraising initiatives with the Fundraising Director for Grad related activities.
 - ii. Plan the grad ceremony.
 - iii. Communicate with the Environmental Engineering Undergraduate students who are planning to graduate in the current academic year as to details of the ceremony.
- g) The Third Year Representative's duties shall:
 - i. Represent the third year class of Environmental Engineering to the Executive.
 - ii. Report back to the second year class the activities of the ENVESS.
 - iii. Be in their academic third year (includes 3rd year of four year degree or 3rd or 4th (plus) year of 5 (plus) year program)
- h) The Second Year Representative's duties shall:
 - i. Represent the second year class of Environmental Engineering to the Executive
 - ii. Report back to the second year class the activities of the ENVESS
 - iii. Be in their academic second year
- i) Other positions, such as Industry Representative or Community Outreach Director, may be proposed at the AGM. Expectation and duties for these non-mandatory positions shall be discussed with the executive then.

Article 2: Vacancies

- a) An Executive position shall be declared vacant by a meeting of the Executive when:
 - i) The qualifications for the position are no longer met.
 - ii) A written resignation is received by the President from said member.
 - iii) An impeachment removes the member.
- b) A vacancy in any Executive position occurring before January 15 must result in an election.
- c) A vacancy occurring after January 15 may result in:
 - i) The Executive appointing a member to fill that position.
 - ii) An election, if the vacant position requires succession.

Article 3: Superseding Clause

- a) The current version of the constitution and bylaws will supersede and repeal any all previous versions of the Constitution and Bylaws of the ENVESS.