

University Students' Council of the University of Western Ontario
CONSTITUTION OF ENVIROWESTERN

Effective:

Supersedes:

August 11, 2008

PREAMBLE

EnviroWestern is a USC Student Service ~~supported organization~~ created to address environmental issues at the University of Western Ontario, hereinafter referred to as "UWO". This constitution serves as the Operating Document ~~operating manual~~ of EnviroWestern. EnviroWestern is subject to all policies and procedures of the USC.

Documents relevant to this constitution are:

- USC Student Services: Governance Policy;
- USC Student Services: Statement of Standards of Service;
- USC Student Services: Coordinator & Executive Selection Procedure.

These documents may further define terms in this Operating Document.

1.00 MANDATE ~~MISSION, VISION, AND VALUES~~

1.01 Mission

- (1) EnviroWestern exists to undertake environmental activities while promoting awareness and encouraging the university community to be environmentally-responsible.

1.02 Vision

- (1) EnviroWestern's vision is to work with all members of the community to make UWO the most environmentally-responsible campus in Canada.

1.03 Values

- (1) EnviroWestern's members conduct themselves with integrity and respect for all, acting in the spirit of community and co-operation. EnviroWestern encourages education, action, teamwork, and individual and collective growth. EnviroWestern also offers the opportunity to interact with environmentally-conscious community members.

2.00 GENERAL STRUCTURE

2.01 The General Membership

- (1) The collective of all of EnviroWestern Members make up the General Membership. The General Membership shall meet at least twice per year.
- (2) EnviroWestern's Members are organized in Project Teams (PTs). The EnviroWestern Coordinator plays an administrative role and acts as the

interface between the USC and the PT Leaders. The Coordinator, the PT Leaders, and the Officers ~~Facilitators~~ form the Executive.

- (3) Members can belong to as many PTs as they want, or to none.

2.02 Project Teams

- (1) PTs are formed to address environmental issues (e.g., ~~energy use, environmental apathy~~ climate change, solid waste production) as opposed to functional areas of the organization (e.g., finance, communications). EnviroWestern recognizes that effectively addressing different environmental issues requires customized leadership tactics, including membership recruitment and motivation, communications, and fundraising strategies.
- (2) The PTs are formed at any General Meeting based on the approval of the Executive and four factors:
 - i. The interests of the Membership;
 - ii. The number of available PT Leaders;
 - iii. The needs of ongoing PTs; and,
 - iv. The needs of the community and the extent of the environmental issue in question.
- (3) The Naturalization Project, Project G.R.O.W. (Growing Roots Over Western), which includes, but is not limited to, the Reforestation project, G.R.O.W. community garden, and the wildflower garden, must be maintained as a PT until October, 2015, as agreed upon by EnviroWestern and UWO Physical Plant Department. Continuation of the Naturalization PT after this date will be decided according to items listed in Section 2.03 (2).
- (4) If a PT leader steps down from his/her position, an interim leader shall be appointed from the General Membership by the Executive until a permanent member can be selected in accordance with the selection procedure for the position ~~voted in as described in Section 2.05 (2)~~.
- (5) PTs will act semi-autonomously, under the oversight and direction of the Executive. They may ~~like independent organizations,~~ maintaining their own list of Members, calling their own meeting times, conducting their own ~~fundraising and~~ communications, and making their own decisions (based on the democracy of the PT). Budgeting decisions will be made by the Executive, ~~although PTs have the flexibility to reallocate their funds based on emerging project opportunities.~~

2.03 The EnviroWestern Coordinator

- (1) The EnviroWestern Coordinator is ~~not the top leader of EnviroWestern. She/he is~~ an equal member of the Executive with all the other PT Leaders and Officers Facilitators.
- (2) The Coordinator provides oversight over the Executive, and helps to set a general direction for the growth of EnviroWestern.
- (3) ~~The Coordinator shall be selected based on applications from full time undergraduate students by the Special Nominating Committee as described in Section 5.00.~~

2.04 PT Leaders

- (1) Each EnviroWestern PT Leader has decision making power equal to the rest of the Members of her/his PT. The PT Leaders ensure that the PTs accomplish the objectives set for and by the PTs.
- (2) ~~The PT Leaders should be elected individually by the Membership, each achieving a simple majority at a General Meeting to be held no later than March 3rd. Vacant positions can filled during special elections held at any General Meeting throughout the year.~~

2.05 The EnviroWestern Executive

- (1) The EnviroWestern Executive is composed of the Coordinator, the PT Leaders, and ~~other the Officers Facilitators elected by the General Membership. Each holds equal decision-making power.~~
- (2) The Executive exists ~~for two reasons:~~ to function as a cohesive leadership unit of EnviroWestern, holding monthly meetings to work on campaigns, communicating regularly about their activities, supporting one another, and making important decisions that affect EnviroWestern (e.g. budgeting, long-term planning).
 - i. ~~To frequently communicate and share information between amongst PTs and the USC;~~
 - ii. ~~To make decisions that affect the entire organization.~~

2.06 The Officers Facilitators

- (1) The Officers Facilitators are active Executive members who support PTs and the Coordinator in achieving EnviroWestern's mission.
- (2) The Officers include:
 - i. Social Events Officer: this Officer is responsible for organizing social events for the EnviroWestern membership and executive that may be extended towards the greater UWO and London community,

including fundraising events, dinners, movie nights, speakers, and socially-themed environmental activities.

- ii. **Web and Graphics Officer:** this Officer is responsible for maintaining and regularly updating the EnviroWestern webpage and developing and enhancing graphics produced by EnviroWestern such as updating the EnviroWestern logo.
- iii. **Promotions Officer:** this Officer is responsible for assisting the executive and the Coordinator with the promotion of EnviroWestern projects, campaigns, and events through advertising, promotional material design, and community outreach.
- iv. **Secretary:** the Secretary is responsible for writing the meeting minutes at all EnviroWestern meetings and fulfilling other administrative support tasks such as the drafting of written documents and communications, and assistance in the organization of EnviroWestern activities.

- (3) ~~The Facilitator(s) should be elected individually by the Membership, each achieving a simple majority at a General Meeting to be held no later than March 31st. Vacant positions can be filled during special elections held at any General Meeting throughout the year.~~

3.00 ROLES AND RESPONSIBILITIES

3.01 EnviroWestern Executive

- (1) The EnviroWestern Executive shall:
 - i. Be composed of as many members as there are PT Leaders and Officers Facilitators, and the Coordinator, who each hold an equal vote in decisions;
 - ii. Allow the presence of any member of the University community (non-voting) at their meetings;
 - iii. Meet at least once a month during the school year (September to March);
 - iv. ~~Call at least two General Meetings during the school year (September to March);~~
 - v. Make decisions as a whole and communicate these decisions to the Vice-President Campus Issues through the Coordinator;
 - vi. Establish a list of objectives, quantified if possible, and related indicators for the year based on the input from the Members, and

communicate that list to the Vice President Campus Issues through the Coordinator; and,

- vii. Seek and encourage active membership in EnviroWestern; ~~and~~
- viii. ~~Recruit Members to execute EnviroWestern social events.~~

3.02 EnviroWestern Coordinator

(1) The EnviroWestern Coordinator shall:

- i. Ensure EnviroWestern, and all EnviroWestern Executives adhere to all relevant, ~~adhere to the roles and responsibilities outlined in the~~ Policies and Procedures of the USC;
- ii. Be a full-time undergraduate student;
- iii. Call and chair meetings of the EnviroWestern Executive at least every month, or more frequently if the Executive deems necessary;
- iv. Call and chair meetings of the Campus Sustainability Coalition at least once per semester;
- v. Call and chair General Meetings of EnviroWestern, at least once per semester;
- vi. Determine a monthly schedule for office hours and use, coordinate programming, and discuss joint communications, acting as a liaison between the different PTs as well as the Vice President Campus Issues;
- vii. Provide support to all PT's, without interfering in their decision making process; ~~Give input on all programs of EnviroWestern, where possible, but not interfere in the PT decision making process;~~
 - a. Notwithstanding the above, the Coordinator may intervene in the decision making process of a PT where it is necessary in order to ensure adherence to USC Policies and Procedures.
- viii. Work in conjunction with the Board of Directors to ensure that the USC is an environmentally-responsible organization;
- ix. Lead the organization of an Environmental Awareness Week, with the support of executives and members;
- x. Assign duties to the PT Leaders with the purpose of meeting the USC's reporting and oversight requirements; and
- xi. Submit a final report by ~~April 1~~ March 31st to the Vice President Campus Issues that, at minimum:

- a. ~~Describes the main environmental issues within the UWO community;~~
 - b. An account of EnviroWestern's activities during the past year and how environmental issues were addressed;
 - c. Reviews USC practices and recommends changes to reduce its negative environmental footprint;
 - d. Reviews EnviroWestern's performance against the objectives established at the outset of the year; and,
 - e. Includes any other subjects and recommendations that would be useful to future EnviroWestern Coordinators.
- (2) The EnviroWestern Coordinator shall also hold the following responsibilities, which may be fulfilled either independently, or through delegation to an Officer position:
- i. Ensure that minutes are taken during all Executive and General meetings, maintaining records that are publicly accessible;
 - ii. Maintain records of all financial transactions of EnviroWestern with the input of the PT Leaders;
 - iii. Monitor the activities of the EnviroWestern executive and ensure they are being sufficiently supported and held accountable for fulfillment of their responsibilities;
 - iv. Organize and have available all past executive reports;
 - v. Ensure regular updates of the EnviroWestern website; and,
 - vi. Organize the scheduling and activities during both USC Clubs' Weeks.
 - vii. ~~Choose whether or not to delegate items iv through viii, while retaining responsibility for them, to other Members who are offering assistance.~~

3.03 PT Leaders

- (1) Each PT Leader shall:
- i. Frequently interact with the Executive to share information and ensure the PTs are aligned to EnviroWestern's mission;
 - ii. Attempt at all times to assist the Coordinator with her/his responsibilities, honouring the tradition of teamwork upon which EnviroWestern was founded;

- iii. Compose a document outlining their objectives for the school year and submit it to the Coordinator no later than October 15th. PT Leaders shall attempt to quantify all objectives where possible;
- iv. Be responsible for recruiting a membership team and ensuring members of their teams are engaged and involved in their project and given responsibilities and activities to complete to further the goals of their project;
- v. Identify and provide leadership and personal growth opportunities wherever possible.
- vi. Begin recruiting future PT Leaders in January and submit the names and contact information of interested future leaders to the Coordinator by March 1st; and,
- vii. Submit final reports to the Coordinator no later than March 15th, describing their budget, and activities., ~~and performance against the objectives set in Section 3.03 (1) iii.~~
- viii. Ask for assistance when needed

3.04 Officers ~~Facilitators~~

- (1) Each Officer ~~Facilitator~~ shall:
 - i. Act as a special advisor and support staff for the Coordinator and PT Leaders;
 - ii. Frequently interact with Executive to share information and assist the Coordinator and the PT Leaders in achieving EnviroWestern's mission;
 - iii. Attempt at all times to assist the Coordinator and PT Leaders with their responsibilities, honouring the tradition of teamwork upon which EnviroWestern was founded;
 - iv. Assist in the coordination of special events (e.g. speakers, social events), and tasks in consultation with the Executive.

4.00 ENVIROWESTERN MEMBERSHIP

4.01 The EnviroWestern Membership requires no membership fee and shall consist of undergraduate students, graduate students, faculty, staff, and community members who attend at least one General Meeting.

5.00 ENVIROWESTERN CAMPUS SUSTAINABILITY COALITION

- 5.01** The CSC exists to facilitate communication and collaboration between Western's residence, faculty, and affiliate councils, for the purpose of implementing effective and wide-spread environmental initiatives.
- 5.02** CSC meetings will be open to all members of the Western community
- (1) Meetings will be held twice per semester
 - (2) Dates will be established and publicly announced by the EnviroWestern ~~Executive~~ Coordinator within the first two weeks of the semester.
 - (3) Minutes for each meeting will be recorded, and made publicly available
- 5.03** The CSC is chaired by the EnviroWestern Coordinator
- 5.04** The CSC contains one liaison from each residence, faculty, and affiliate council
- (1) Selection of a liaison will be administered independently by each council, through a mechanism they may also determine independently, with the EnviroWestern Coordinator available for consultation.
 - (2) The core responsibilities of a CSC liaison are to:
 - i. regularly attend meetings of respective council;
 - ii. regularly attend CSC meetings;
 - iii. if unable to attend a CSC meeting, seek a surrogate to speak on their respective council's behalf; ~~and,~~
 - iv. facilitate collaboration between EnviroWestern and respective council on environmental programming and initiatives, especially as they pertain to EnviroWeek and Western's Earth Day; ~~and,~~
 - v. communicate a summary of the environmental initiatives executed in their constituency to the EnviroWestern Coordinator prior to the end of the academic year, so that it may be included in the Coordinator's final report.
 - (3) CSC liaisons are encouraged to execute environmental initiatives and programs to improve sustainability in their respective constituencies. The EnviroWestern Coordinator will hold a training session once per semester to help CSC liaisons acquire the skills and resources necessary to carry out successful environmental efforts in their constituencies.
 - (4) Under special circumstances, in which a faculty/residence/affiliate council is not being represented on the CSC for any reason, an interim appointment can be made with the approval of the EnviroWestern Executive, through a simple majority vote.

- i. Interim appointments will be expected to fulfill the responsibilities described in section 5.04 (2).
- ii. Candidates for interim appointments can be recommended by their respective council's president.

6.00 COORDINATOR AND EXECUTIVE SELECTION

6.01 The EnviroWestern Coordinator shall be selected in accordance with the Coordinator Selection provisions of USC Student Services: Coordinator and Executive Selection Procedure.

6.02 All PT Leaders shall be selected in accordance with the GM Election provisions of USC Student Services: Coordinator and Executive Selection Procedure.

- (1) PT Leaders work directly with the membership, and must be accountable to them. Election by the membership helps confer this accountability.

6.03 All Officers shall be selected in accordance with the Interview Selection provisions of USC Student Services: Coordinator and Executive Selection Procedure.

- (1) Officers assist the Coordinator in the fulfillment of their responsibilities, and must work well with the Coordinator, and be accountable to the Coordinator. Interview selection enables the Coordinator to appropriately influence the candidate selected.

6.04 If any PT Leader or Officer fails to fulfill their responsibilities to the satisfaction of the Executive, the Executive may remove them from their position by way of a two-thirds (2/3) majority vote.

- (1) Prior to such a vote, an effort must be made by the Coordinator to investigate the reasons the Executive is struggling to fulfill their responsibilities, and an attempt made to resolve the issue.
- (2) Should a vote to remove an Executive be successful, the position shall then be considered vacant, and selection of a replacement may occur in accordance with the position's selection procedures

7.00 STANDARDS OF SERVICE

EnviroWestern is to be run as a productive, committed and dedicated environmental organization designed to address environmental issues that impact the quality of life of UWO students. The following are fundamental standards of service that will be upheld. These supplement the standards listed in USC Student Services: Standards of Service, which are applicable to all Services.

- (1) EnviroWestern shall:

- (i) conduct at least one general campaign in each semester to improve sustainability and create positive environmental change on campus that influences as many diverse members of the UWO community as possible;
- (ii) organize EnviroWeek (UWO's environmental awareness week) and Western's Earth Day during the academic year;
- (iii) actively seek and support the involvement of student environmental groups and clubs in EnviroWestern events and programming;
- (iv) actively seek to build and maintain relationships with prominent environmental groups in the London community;
- (v) continuously evaluate long-term sustainability initiatives that can be undertaken in partnership with the University administration; and,
- (vi) conduct a sustainability audit of USC operations at least once every two years.

~~6.00—SPECIAL NOMINATING COMMITTEE~~

~~6.01—A Special Nominating Committee will be formed to select the EnviroWestern Coordinator. The Committee will follow normal practice of the USC Nominating Committee and will consist of the following voting members:~~

- ~~(1)—The Vice President Campus Issues as Chair;~~
- ~~(2)—Two (2) members of the USC Nominating Committee;~~
- ~~(3)—Two (2) members of the EnviroWestern Executive; and~~
- ~~(4)—The outgoing EnviroWestern Coordinator.~~

~~7.00—CHANGES TO THIS DOCUMENT~~

~~7.01—Changes to this document may be recommended by the EnviroWestern Coordinator, with the majority vote for of the EnviroWestern Executive, to the Vice President Campus Issues for presentation to and approval by the Board of Directors. Material changes must be voted on by all EnviroWestern Members.~~