

The Constitution of EnviroWestern

PREAMBLE

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

1.00 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

- (1) 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 Facilitators form the Executive.

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.

2.02 Project Teams

- (1) PTs are formed to address environmental issues (e.g., energy use, environmental apathy) 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, which includes, but is not limited to, the Reforestation project, G.R.O.W. (Growing Roots Over Western) 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 2.02 (2).
- (4) Members can belong to as many PTs as they want, or to none.
- (5) 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 voted in as described in Section 2.04 (2).

- (6) PTs will act 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 Facilitators.
- (2) 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 31st. 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 Facilitators elected by the General Membership. Each holds equal decision-making power. The Executive exists for two reasons:
 - i. To frequently communicate and share information between PTs and the USC;
 - ii. To make decisions that affect the entire organization.

2.06 The Facilitators

- (1) The Facilitators are active Executive members who support PTs and the Coordinator in achieving EnviroWestern's mission.
- (2) 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, Facilitators, and the Coordinator, who each hold an equal vote in decisions;
 - ii. Allow the presence of any Member (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;
 - 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. 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. Ensure that minutes are taken during all Executive and General meetings, maintaining records that are publicly accessible;
 - v. Maintain records of all financial transactions of EnviroWestern with the input of the PT Leaders;
 - vi. Organize and have available all past executive reports;
 - vii. Ensure regular updates of the EnviroWestern website;
 - viii. Organize the scheduling and activities during both USC Clubs' Weeks;
 - ix. Choose whether or not to delegate items iv through viii, while retaining responsibility for them, to other Members who are offering assistance;
 - x. 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;
 - xi. Give input on all programs of EnviroWestern, where possible, but not interfere in the PT decision making process;
 - xii. Work in conjunction with the Board of Directors to ensure that the USC is an environmentally-responsible organization;

- xiii. Assign duties to the PT Leaders with the purpose of meeting the USC's reporting and oversight requirements; and
- xiv. Submit a final report by April 1st to the Vice President Campus Issues that:
 - a. Describes the main environmental issues within the UWO community;
 - b. Describes EnviroWestern's activities during the past year and how those issues were addressed;
 - c. Reviews EnviroWestern's performance against the objectives established at the outset of the year; and
 - d. Reviews USC practices and recommends changes to reduce its negative environmental footprint.

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. 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
- v. Submit final reports to the Coordinator no later than March 15th, describing their budget, activities, and performance against the objectives set in Section 3.03 (1) iii.

3.04 Facilitators

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

4.00 ENVIROWESTERN MEMBERSHIP

- (1) 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 SPECIAL NOMINATING COMMITTEE

5.01 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.

6.00 CHANGES TO THIS DOCUMENT

6.01 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.