

# **University of Waterloo Environment Graduate Student Association Constitution**

This constitution came into force and effect on September 30, 2014.

## **Article 1: Name of Association**

The name of the association is the Environment Graduate Student Association of the University of Waterloo, hereonin referred to as the “EGSA”.

## **Article 2: Membership**

(a) Membership of the EGSA is granted to all Master’s and Ph.D. students currently registered in the following departments in the Faculty of Environment at the University of Waterloo:

- (i) School of Environment, Enterprise, and Development (SEED);
- (ii) Environment and Resource Studies (ERS); and
- (iii) Geography and Environmental Management (GEM).

(a.2) Graduate students registered in the School of Planning are not members of the EGSA. However, the EGSA and the Association of Graduate Planners (AGP) will collaborate on events and issues as needed to strengthen relationships among graduate students throughout the Faculty of the Environment.

(b) There are two types of Members of the EGSA:

- (i) Members at Large; and
  - (ii) Executive Members,
- collectively to be referred to as “Members”.

## **Article III: Objective**

The Executive Members of the EGSA are to represent the Members on all applicable matters, and to promote, direct, and coordinate activities that will benefit the Members.

## **Article IV: Executive**

(a) The affairs of the EGSA are administered by the Executive Members which includes the following Officers:

- (i) President
- (ii) Vice-President
- (iii) Social Chairs (2)
- (iv) Treasurer
- (v) Secretary

## **Article V: Executive Responsibilities**

Members of the ESGA serving as Executive Members have the following responsibilities:

- (a) The President, inter alia,
  - (i) is the official representative of the Association;
  - (ii) presides at Executive and General meetings;
  - (iii) has the deciding vote in the event of a tie at Executive and General meetings;
  - (iv) strikes the committees deemed necessary by the Executive;
  - (v) serves as a representative/sits on any boards as necessary; and
  - (vi) collaborates with the treasurer to distribute cheques from the EGSA bank account as necessary.
  
- (b) The Vice-President, inter alia,
  - (i) takes the place of the President in the absence of the President;
  - (ii) is responsible for elections;
  - (iii) acts as a liaison between the EGSA and other departments or Grad Studies Societies as applicable; and
  - (iv) performs the functions delegated by the President.
  
- (c) The Social Chairs, inter alia,
  - (i) are responsible for the social activities of the EGSA;
  - (ii) ensure that the EGSA hosts at least two social events per academic semester
  - (iii) delegate duties regarding social activities to other Members as necessary;
  - (iv) work with the Treasurer to allocate funds for social events; and
  - (v) perform the functions delegated by the President.
  
- (d) The Treasurer, inter alia,
  - (i) is responsible for the financial affairs of the EGSA;
  - (ii) keeps an accurate account of the assets of the EGSA;
  - (iii) prepares the EGSA's budget, subject to approval by the Executive;
  - (iv) distributes funds as directed by the Executive or by a majority at a General Meeting; and
  - (v) performs the functions delegated by the President.
  
- (e) The Secretary, inter alia,
  - (i) records the minutes of Executive and General Meetings;
  - (ii) posts notices and agenda of General Meetings;
  - (iii) maintains and updates social media accounts and website;
  - (iv) is responsible for communicating events and information to Members; and
  - (v) performs the functions delegated by the President.

## **Article VI: Meetings**

- (a) An "Executive Meeting" shall:
  - (i) be held every two weeks, or as necessary as deemed by the President;

- (ii) be open to all Members, but only Executive Members may move, second, and vote on motions;
- (iii) be empowered to amend this Constitution by a vote of 51% or greater of Executive Members present; and
- (iv) only satisfy quorum requirement if a majority of Executive Members are present.

(b) A General Meeting shall:

- (i) be open to all Members;
- (ii) be empowered to move, second, and vote on all motions, except recall motions. Motions will bind the Executive, provided they are passed by a single majority; and
- (iii) be held:
  - (1) within the fourth to sixth week following the first official day of each semester; or
  - (2) at the call of the President; or
  - (3) within two weeks after the President receives a written notice from at least two Members requesting a General Meeting, who then must be present at the requested General Meeting.

(c) A Closed Meeting shall:

- (i) be open only to Executive Members; and
- (ii) be held as deemed necessary by the President.

## **Article V: Elections**

(a) Prior to an Election, the President shall call a General Meeting informing all Members that positions on the Executive are available. At this General Meeting, the Vice President will request volunteers for each position on the Executive. For each position, the Vice President will,

- (i) if there is a single volunteer for an Officer's position, appoint that volunteer as the relevant Officer; or
- (ii) if there is more than one volunteer for an Officer's position, conduct an election as outlined in paragraphs (b) – (e) of Article V.

(b) Nominations for Executive positions will

- (i) remain open for seven days;
- (ii) be provided to the Vice President via email from Members;
- (iii) be posted in an email to all Members no more than 48 hours after the nomination period has ended.

(c) Elections for Executive positions will

- (i) be conducted via email;

(ii) be held within one week of the day that nominations close.

(d) All Members are eligible to vote for all Executive positions.

(e) General Meetings in regards to Executive positions as outline in paragraph (a) will be held within the first two weeks of each academic semester that at least one Executive position becomes available.

#### **Article VI: Executives' Terms of Office**

(a) Each Executive member will sit from the first Executive Meeting following an appointment or election in the semester in which they were appointed or elected, until the first Executing Meeting of the following semester, subject to paragraphs (b), (c), and (d) of this Article.

(b) By vote of 51% or greater of the Executive Members, an existing Executive Member may remain in Office for up to three consecutive semesters without being subject to an Election.

(c) If an Executive Member will no longer be a Member at the time of the first Executive Meeting of the following semester, they will sit until the last day of the semester.

(d) An Executive Member may be removed as an Officer of the Executive if

- (i) they have been given two weeks notice of the intention to remove them from office and the reasons for doing so;
- (ii) they have been given the chance to defend themselves at a Closed Meeting;
- and
- (iii) be voted out by a 75% majority of Executive Members.