

# **UTERN Constitution**

## ***University of Toronto Environmental Resource Network***

### **Article 1: Name**

The official name of the organization shall be “University of Toronto Environmental Resource Network.” The abbreviation of the name shall be UTERN.

### **Article 2: Purpose**

The mandate of UTERN shall be to:

- (a) Establish a network to encourage and improve communication within the environmental community at the University of Toronto
- (b) Involve students, faculty and staff to participate in and promote environmental practice and sustainability on all three University of Toronto campuses
- (c) Encourage partnerships among groups and individuals in the environmental community in their efforts to better the environment on campus
- (d) Provide a means by which groups and individuals on campus interested in environmental issues, can pool their resources to facilitate increased funding, study and involvement in the environmental community

### **Article 3: Membership**

- 1) Individual membership is open to all students, staff, faculty, and alumni of the University of Toronto
  - a) An individual is considered a member in good standing if her/his email address is on the UTERN listserv
- 2) Group membership may include student organizations, University of Toronto academic departments/programs, and facilities located at the University of Toronto. Groups must apply to the Executive to become a recognized group member. Membership is decided by a majority vote of the Executive. Note: Please see attached criteria.
- 3) There is no membership fee.
- 4) No discrimination on the basis of ascribed race, religion, gender, age, disability or sexual orientation will be tolerated within UTERN.

## Article 4: Structure

### *The Fund (Executive)*

President  
Internal Executive Liaison  
External Executive Liaison  
Treasurer  
Secretary  
Public Relations Officer  
Project Manager  
Advertising Coordinator  
Inkjet Program Coordinator  
Volunteer Coordinator  
Environment Week Coordinator  
Webmaster (work study)

### *The Network (Environment Working Group)*

SAC Environment Minister  
Executive Liaison (Member of the Executive)  
ENSU representative  
TUGS representative Secretary (work study)  
GESA representative Public Relations  
VUES representative Project Manager  
UTSC representative  
UTM representative  
1st and 2nd Year representatives  
Etc...  
All students may participate in the network

- 1) All Executive Members must be University of Toronto students.
- 2) Executive Secretary must be a St. George student (must come to all meetings).
- 3) At least one Executive Member of the executive must be from UTSC.
- 4) At least one Executive Member of the executive must be from UTM.
- 5) No less than three Executive Members of the executive must be from satellite campuses.
- 6) Executive Members are committed to dedicate a number of hours to their position every week, as indicated in the Executive Positions section of this document.
- 7) The Executive is responsible for calling all annual general meetings.
- 8) The Executive has full voting power on the spending of the UTERN funds.
- 9) Executive decisions should be reached by using the consensus model.
- 10) The Environment Working Group and Advisors have speaking rights in all meetings but do not vote on funding decisions.
- 11) Executive Members are required to inform all Advisors of all funding decisions at least a day before public release.
- 12) If the conditions of distribution of the executive members of the board (UTSC, UTM) are not met the Board may appoint directors to fill the vacancy
- 13) If any executive member has a conflict of interest resulting from work study or other affiliations that member is required to declare the conflict and refrain from debate and voting

## **Article 5: Executive Positions**

### **President (commitment: 10 hours/week)**

- i) Organize and manage UTERN ensuring that the obligations of its mandate and Constitution are met;
- ii) Preside over meetings of the UTERN executive and along with the Environment minister, over UTERN open meetings;
- iii) Ensure membership in University of Toronto institutions where necessary, including but not limited to Students' Administrative Council (SAC), Student Affairs (SA), Graduate Students' Union (GSU), Association of Part-time Undergraduate Students (APUS), Scarborough Campus Students' Union (SCSU), Erindale Campus Students' Union (ECSU);
- iv) Ensure membership in groups/organizations outside of the University of Toronto where beneficial or necessary;
- v) Set a policy on timely performance duties for all executive members of UTERN, especially those transactions related to room bookings, promotional correspondence, or finance;
- vi) Hold signing authority on the UTERN bank account in conjunction with the treasurer;
- vii) Develop and implement sustainable capital strategies<sup>1</sup> in conjunction with the treasurer;
- viii) Ensure to the best of her/his ability that UTERN has an office and that it is being maintained according to University standards;
- ix) Provide all necessary support and assistance to other executive members;
- x) Encourage UTERN to grow and develop as appropriate in a given year, including but not limited to, promoting special projects, encouraging University of Toronto sponsored national conferences;
- xi) Act, in conjunction with the Public Relations Officer, as first line of contact for internal and external liaisons; Manage the Listserv, along with the Public Relations Officer;
- xii) Maintain constant contact with the SAC Environment Minister and together ensure that both bodies of UTERN are working in synergy;
- xiii) Has one equal vote on the UTERN Executive.
- xiv) If the president has a situation of personal conflict of interest (work study etc.) the president will recuse him or her self and the Internal Executive Liaison, Treasurer, Public Relations Officer, Project Manager, Environment Week Coordinator (in this order) will direct the meeting

### **Internal Executive Liaison (commitment: 5 hours/week)**

- i) Preside, along with the SAC Environment Minister, over the Environment Working Group meetings;
- ii) Must attend all Environment Working Group meetings, and report to the Executive members at each Executive meeting;
- iii) Ensure to the best of her/his ability that the Environment Working Group positions of UTM, UTSC, first and second year representatives are filled;
- iv) Ensure that all decisions and other information is transferred accurately and in a timely manner between
- v) Maintain individual contact with all members of the Environment Working Group who represent other student groups at the University of Toronto
- vi) Has one equal vote on the UTERN Executive.

**Treasurer (commitment: 4 hours a week)**

- i) Manage all UTERN financial accounts;
- ii) Keep an accurate and completely up-to-date ledger of all financial transactions of UTERN;
- iii) Ensure that all financial transactions required by UTERN are carried out in a timely manner as set out by the UTERN President and agreed upon by the Executive as a whole;
- iv) Ensure the security of UTERN funds and accounts with reference to keys, combination locks, signatory authority, passwords, or any other security procedure that may be necessary;
- v) Holds signing authority on UTERN bank account in conjunction with UTERN president;
- vi) Solicit funds for the administrative needs of UTERN including office supplies, website maintenance, telephone charges, and any other administrative supply needs;
- vii) Report any unusual or suspicious activity related to UTERN finances, whether related to UTERN itself or external organizations immediately to the UTERN President;
- viii) Has one equal vote on the UTERN Executive.

**Public Relations Officer (commitment: 5 hours/week)**

- i) Maintain contact with key members of the University's administration and staff. Lobby the administration to promote the students' and UTERN's interests;
- ii) Create or maintain contact with representatives of all publications on campus (student newspapers, newsletters, university websites, radios), and to the best of her/his ability with representatives of other publications in the city, in order to promote UTERN and facilitate the diffusion of UTERN notices. Lobby representatives to obtain long term preferential rates for advertising space;
- iii) Ensure that all UTERN ads and notices are posted in a timely manner as set by the UTERN Executive, manner, at set by the UTERN Executive;
- iv) Seek sponsorship from appropriate governmental, environmental, and other organizations;
- v) Has one equal vote on the UTERN Executive.
- vi) Maintain communications with residence councils to ensure appropriate media for disseminating information regarding funding opportunities, projects and events (e.g. Residence/college newsletters, residence posting boards, posters, Don briefing, etc.)

**Projects Manager (commitment: 5 hours/week)**

- i) Responsible for overseeing all UTERN funded projects;
- ii) Liaise with group members on campus who have initiated projects through UTERN;
- iii) Assist groups in applying for funds and in some cases, finding partners for projects;
- iv) Review and report all potential projects to UTERN Executive;
- v) Meet directly with groups to award funds in instalments (Note: the second and third instalments are subject to the UTERN group member providing receipts to the Treasurer and Project Coordinator);
- vi) Responsible for ensuring UTERN member groups who have received funding submit and/or present a detailed interim and final report to the Executive;
- vii) Has one equal vote on the UTERN Executive.

**Environment Week Coordinator (commitment: 3 hours/week +  
all week during environment week)**

- i) Oversee the organization of environment week. Must begin organizing early in the year;
- ii) Create and maintain contact with as many student, environmental, and government organizations as possible and motivate them to organize events so that environment week is a success at all three campuses;
- iii) Ensure that available funding for environment week is widely advertised, well in advance of the event;
- iv) Preside over environment week subcommittee meetings;
- v) Act as a mediator for all environment week events, so that the schedule is well organized;
- vi) Maintain contact with the UTERN Volunteer Coordinator to ensure that sufficient number of volunteers are involved with environment week, at all three campuses;
- vii) Has one equal vote on the UTERN Executive.

**Secretary (commitment: 7 hours a week)**

- i) May apply for UTERN work study position, as this position requires steady, year-round commitment;
- ii) Manage the UTERN internet mailbox [utern.admin@utoronto.ca](mailto:utern.admin@utoronto.ca) – ensure that all received emails are replied to or forwarded as necessary in a timely manner;
- iii) Take minutes at all Board of Directors meetings, and other UTERN meetings as necessary, including general meetings;
- iv) Draft UTERN documents and press releases upon request from the President;
- v) Make all room booking appointments as necessary in a timely manner as set out by the UTERN President;
- vi) Maintain a detailed list of all contacts established by all members of the Executive throughout the year;
- vii) Ensure that the UTERN office is properly equipped with all necessary office supplies, and that all UTERN documents and property is held securely;
- viii) Ensure that all UTERN documents and property are transferred safely at the end of the year to the new executive;
- ix) Manage the Listserv, and ensure that all UTERN ads and notices are sent out on the Listserv in a timely fashion
- x) Has one equal vote on the UTERN Executive.

**External Executive Liaison (commitment: 5 hours/week)**

- i) Establish and maintain relationships with external organizations concerned with sustainability
- ii) Inform Board of all opportunities of interest regarding these organizations (conferences, workshops lectures events)
- iii) Maintain a calendar of upcoming events being put on by these organizations.
- iv) Preside over and schedule subcommittee meetings to facilitate the involvement of UTERN members in these events (e.g. Selection committees)
- v) Has one equal vote on the UTERN Executive

**Advertising Coordinator (commitment: 5 hours/week)**

- i) Preside over and schedule meetings for the UTERN advertising subcommittee as often as necessary, ensuring UTERN is equipped with materials and ideas for advertising campaigns.
- ii) Ensure that all UTERN advertising campaigns are carried out in a timely manner as set by the Executive;
- iii) Ensure that all UTERN advertising material is consistent with the constitution and the university policy on publications;
- iv) Maintain contact with the UTERN Volunteer Coordinator to ensure that sufficient number of volunteers are involved with outreach events such as, but not limited to, poster and tabling
- v) Has one equal vote on the UTERN Executive.

**Inkjet Program Coordinator (commitment: 5 hours/week)**

- i) Preside over the UTERN cartridges collection subcommittee, ensure that meetings are held as often as necessary;
- ii) Maintain an accurate list of the positions of all cartridges collection boxes at all three campuses, and the volunteers responsible for them;
- iii) Ensure that cartridges are picked up from full boxes in a timely manner and that they are held in a safe location;
- iv) Maintain contact with the recycling company and ensure that cartridges are picked up from storage on a regular basis;
- v) Maintain contact with the UTERN Volunteer Coordinator to ensure that sufficient number of volunteers are involved with the program, at all three campuses;
- vi) Has one equal vote on the UTERN Executive.

**Volunteer Coordinator (commitment: 5 hours/week)**

- i) Develop early in the year a volunteering plan to establish clear tasks that can be undertaken by volunteers for each subcommittee and for UTERN as a whole;
- ii) Maintain contact with both the volunteers and with the subcommittee coordinators, to ensure that all tasks get accomplished in a timely manner, and that no conflicts arise;
- iii) Respond in a timely manner to all emails regarding volunteering forwarded by the secretary;
- iv) Has one equal vote on the UTERN Executive.
- v) Liaise with the advertising coordinator regarding obtaining sufficient volunteers for events such as, but not limited to, poster and tabling

**Webmaster (commitment 7 hours/week)**

- ii) May apply for UTERN work study position, as this position requires steady, year-round commitment;
- iii) Ensure that the UTERN website is constantly updated, in particular with regards to meeting schedules and minutes, news, events, and projects
- iv) Must be constantly striving to improve the quality of the content of the UTERN website, and to add relevant content as described by the UTERN Executive
- v) May be asked to help develop or update websites for other environmental groups and projects at U of T, but for a total of no more than 12 hours/week.
- vi) Has one equal vote on the UTERN Executive

## **Article 6: Advisors**

- 1) Advisors are staff and/or faculty at the University of Toronto appointed by the Executive and are non-voting members with speaking rights.
- 2) At a minimum there should be five Advisors involved with UTERN for a minimum two-year term.
- 3) It is crucial for UTERN to take steps to ensure that Advisors represent all three campuses. Therefore, at least one Advisor must represent UTSC and at least one must represent UTM.
- 4) The primary function of an Advisor is to provide guidance to the students on the Executive. This may include contributing meaningfully to discussion about proposals, administrative decisions and finances.
- 5) The advisors have the right to intervene if an executive decision is clearly unconstitutional and hence could jeopardize the future of the organization. Advisors must reach a consensus before appealing a decision of the Executive. If the advisors choose to appeal an executive decision, they are responsible for setting up a meeting with the Executive to discuss the issue. The goal of the meeting should be to reach a consensus between the Advisors and the Executive. However, if no consensus can be reached, and the decision is clearly unconstitutional, it must be immediately revoked.
- 6) For the purpose of annual elections, three Advisors representing each University campus should assume the role of Chief Returning Officers.

## **Article 7: Meetings**

- 1) The Environment Working Group meets at least once a month, and more if necessary. Everyone is welcome to the meetings
- 2) The Executive meets at least once every two weeks, and more if necessary. Meetings are private. Guests may participate only with prior authorization from the Executive.
- 3) All the Coordinators are to host Subcommittee Meetings which must take place at least once every two weeks, and more if necessary.
- 4) Open Meetings must be held once a month. Members of the Executive, of the Environment Working Group and Advisors are required to participate, and may not miss more than two consecutive Open Meetings. The Executive President and the SAC Environment Minister preside over the meeting. Any University of Toronto student, staff member, faculty member, or administration representative may attend the Open Meetings and may request speaking rights.
- 5) Regrets must be sent to the Executive secretary prior to any meeting missed
- 6) Quorum will consist of 50% +1 of the Executive members

## **Article 8: Nominations**

- 1) Nominations for all UTERN Executive positions shall be kept open for a two-week period or longer.
- 2) Nomination forms shall be available on the UTERN website and from the Chief Returning Officer (s). They must be returned to the Chief Returning Officer(s).
- 3) Nomination forms shall require the signature of the candidate, which campus and/or environmental organization s/he represents, plus five signatures of other UTERN members.
- 4) All nomination forms must be submitted before the nominations close.
- 5) Dates when nominations shall be accepted and descriptions of the role the Executive shall be prominently advertised on all three campuses.
- 6) Nominees shall prepare a brief statement to accompany their nomination form.
- 7) These statements shall be prominently posted by the Chief Returning Officer(s) in print and online, for informational purposes at the time of election.

## **Article 9: Elections**

- 1) Elections for the UTERN Executive should be held annually no later than April 15 of each academic year.
- 2) A candidate requires a plurality of votes to be elected by secret single transferable ballot. Candidates shall give a 2-minute speech. Voting may occur in a consecutive two-day period via internet or paper ballot.
- 3) Bi-elections to fill empty positions can be held at any time at the discretion of the executive.
- 4) At least 7 days notice by e-mail of an election must be given to all individual and group members, and Executive members.

## **Article 10: Constitutional Amendments**

- 1) Amending the Constitution or any parts therein shall be considered if petitioned for by 15 members or 10% of the total membership, whichever is lower.
- 2) The petitioners must submit a written copy of the proposed amendment(s) to the Executive. The Executive shall, within 14 days, inform the general membership that a vote on the proposed amendment(s) shall take place at the following general meeting.
- 3) Amendment of the Constitution shall necessitate a two-thirds majority of those voting either Yea or Nay. This vote may be held by way of a secret ballot.

## **Article 11: Impeachment**

- 1) Motions of impeachment shall be entertained if petitioned for by a minimum of 15 members or 10% of the total membership, whichever number is lower.
- 2) The petition may be presented at either a general meeting or an Executive meeting. Consequently, the Executive shall, within 14 days, inform the membership that a vote on the impeachment motion shall take place at an emergency general meeting to be held within 14 days of the emergency general meeting announcement.
- 3) Impeachment of an Executive member shall necessitate a two-thirds majority of those voting either Yea or Nay. This vote may be held by way of a secret ballot.



## **Article 12: Approach to Decision Making**

The rules contained in the current edition of The Guide to Consensus Building (by Lawrence Susskind) shall govern the University of Toronto Environmental Resource Network in all cases to which they are applicable and in which they are not inconsistent with this constitution and any special rules of order UTERN may adopt.

## **Article 13: Calisto-Tavares Award**

- 1) Kristle Calisto-Tavares is the founder of UTERN. She graduated from the University of Toronto in 2003, the very year the UTERN levy was voted in by the students, and consequently never had a chance to experience the functioning of UTERN as the funding body that she envisioned, and created along with other student leaders. The present and future members of the UTERN executive express through this award their gratitude to Kristle for her vision and her dedication to environmental affairs;
- 2) The Calisto-Tavares Award is a symbolic award which will be granted every year during the Annual General Meeting to the organizers of the most successful UTERN-funded project of the last year;
- 3) Only completed projects can be nominated for the award;
- 4) The award-winning project must be selected by the UTERN executive as a whole, according to one or more of the following criteria:
  - Increased environmental awareness in the UofT community
  - Decreased the environmental footprint of the UofT community
  - Provided useful knowledge about successful environmental initiatives to the UofT community