

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

Effective: March 15 2017

Supersedes: August 11, 2008

PREAMBLE

EnviroWestern is a USC Student Service created to address environmental issues at the Western University, hereinafter referred to as "UWO". This constitution serves as the Operating Document 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

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

- 1.03 EnviroWestern's vision is to work with all members of the community to create an environmentally-responsible student body.

1.04 Values

- (1) EnviroWestern strives to maintain open communication with its executive team, members, and partners. Creating transparency within the organization allows individuals to be as involved as they want to be within EnviroWestern.
- (2) EnviroWestern seeks to promote environmental education in a positive manner to the Western community. Increasing awareness of sustainability issues will combat any stigma centered on them.
- (3) EnviroWestern encourages a community of environmentally conscious individuals that grow together as a collective and develop a sense of responsibility towards the Earth we originate from.

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 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., water and reusability) 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 via an application process based on the approval of the Executive anytime during the school year 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) 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 as described in Section 2.04 (2).
- (4) PTs will act semi-autonomously, under the oversight and direction of the PT leader. They may maintain their own list of Members, call their own meeting times, conduct their own communications, and make their own decisions (based on the democracy of the PT). The Executive will make budgeting decisions.
- (5) Project teams include, but are not limited to:
 - i. Waste
 - ii. Water
 - iii. Food

- iv. Reusability
- v. Green Tours
- vi. Residence Outreach
- vii. Gardening

2.03 The EnviroWestern Executive

- (1) The EnviroWestern Executive is composed of the Coordinator, the PT Leaders, and the Officers.

2.04 The EnviroWestern Coordinator

- (1) The EnviroWestern Coordinator is an equal member of the Executive with all the other PT Leaders and Officers.
- (2) The Coordinator shall be selected based by the USC as described in the document “USC Student Services: Coordinator & Executive Selection Procedure”.

2.05 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 shall be selected by the Coordinator via an application and interview process during two recruitment periods in the summer and fall.

2.06 The Officers

- (1) The Officers are active Executive members who support PTs and the Coordinator in achieving EnviroWestern’s mission.
- (2) The Officers include:
 - i. **Human Resource 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 dinners, movie nights, speakers, and socially-themed environmental activities. They are also responsible for gathering feedback from members, partners, and the general public regarding EnviroWestern events and initiatives.
 - ii. **Graphics Officer:** this Officer is responsible for developing graphics for EnviroWestern events and enhancing graphics 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, campaigns, and events through advertising, and community outreach via social media outlets (i.e. Instagram, and Facebook page and group).
 - iv. **Secretary:** the Secretary is responsible for writing and maintaining organized meeting minutes at all EnviroWestern executive meetings and fulfilling other administrative support tasks such as the drafting communications, and assistance in the organization of EnviroWestern activities.
- (3) (3) Any additional officer positions may be created during the school year if the Executive deems that it is necessary for the growth of EnviroWestern.

2.07 Liaisons

- (1) To encourage collaboration with affiliate colleges and other environmental organizations on campus, liaisons are selected for the following:
- i. **Brescia University College:** The Brescia liaison is determined to be their Students' Council Environmental Commissioner.
 - ii. **Kings University College:** The Kings liaison is determined to be their Students' Council Environmental Commissioner.
 - iii. **Masters of Environmental Sustainability:** The MES liaison is elected by the students in the program.
 - iv. **Undergraduate Engineering Society:** The UES liaison is determined to be their UES Council's Environmental Commissioner.
- (2) Liaisons are not considered to be part of the executive team and thus are not required to abide by the same rules.

3.00 ROLES AND RESPONSIBILITIES

3.01 EnviroWestern Executive

- (1) The EnviroWestern Executive shall:
- i. Be composed of PT Leaders, Officers, 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 every two weeks during the school year (September to March) to report about their activities, and make

important decisions that affect EnviroWestern as a whole (ex. budgeting, long-term planning);

- iv. Make decisions as a whole and communicate these decisions to the Associate Programming and Student Programming Officer through the Coordinator;
- v. 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 Associate Programming and Student Programming Officer through the Coordinator; and,
- vi. Seek and encourage active membership in EnviroWestern.

3.02 EnviroWestern Coordinator

(1) The EnviroWestern Coordinator shall:

- i. Ensure EnviroWestern, and all EnviroWestern Executives adhere to all relevant 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 two weeks, or more frequently if the Executive deems necessary;
- iv. Call and chair General Meetings of EnviroWestern, at least once per semester;
- v. Act as a liaison between the different PTs as well as the Associate Programming and Student Programming Officer, and help set a general direction for the growth of EnviroWestern;
- vi. Provide support to all PT's, without interfering in their 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.
- vii. Work in conjunction with the Board of Directors to ensure that the USC is an environmentally-responsible organization;
- viii. Lead the organization of an Environmental Awareness Week in late September or early October, with the support of executives and members;
- ix. Assign duties to the PT Leaders with the purpose of meeting the USC's reporting and oversight requirements; and

- x. Submit a final report by March 31st to the Associate Programming and Student Programming Officer that, at minimum:
 - a. Describes an account of EnviroWestern's activities during the past year and how environmental issues were addressed;
 - b. Reviews USC practices and recommends changes to reduce its negative environmental footprint;
 - c. Reviews EnviroWestern's performance against the objectives established at the outset of the year; and,
 - d. 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 member recruitment periods.
- (3) The Coordinator shall sit on the following committees as undergraduate USC representative:
- i. Presidential Advisory Committee of Environmental Sustainability (PACES)
 - ii. Sustainability Committee
 - iii. City of London Advisory Committee on the Environment

3.03 PT Leaders

- (1) Each PT Leader shall:

- i. Act as liaison between the Executive and the PT to share information and ensure the PTs are aligned to EnviroWestern's mission;
- ii. Assist the Coordinator with her/his responsibilities when needed;
- iii. Compose a document outlining their objectives for the school year and submit it to the Coordinator by a mutually agreed deadline. 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. Submit the names and contact information of interested future PT leaders to the Coordinator by March 15th; and,
- vii. Submit final reports to the Coordinator no later than March 15th, describing their budget, activities, position feedback and tips, and improvement recommendations.
- viii. Ask for assistance when needed

3.04 Officers

- (1) Each Officer shall:
 - i. Act as 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. Assist the Coordinator and PT Leaders with their responsibilities when needed;
 - iv. Assist in the coordination of special events (e.g. speakers, social events), and tasks in consultation with the Executive.

3.05 Liaisons

- (1) Each Liaison shall:
 - i. Attend any relevant executive meetings to report on any events or initiatives that he/she is organizing for his/her constituency;

- ii. Suggest collaborations and seek assistance with EnviroWestern when appropriate.
- iii. Report and promote to his/her constituency with any relevant EnviroWestern events

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 COORDINATOR AND EXECUTIVE SELECTION

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

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

- (1) PT Leaders work directly with the membership, and must be accountable to them.

5.03 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 are accountable to the Coordinator. Interview selection enables the Executives to appropriately influence the candidate selected.

5.04 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

6.00 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;
 - (vi) conduct a sustainability audit of USC operations at least once every two years;
 - (vii) ensure that all USC events adhere to its Environmental Sustainability Policy; and,
 - (viii) actively work to ensure that all events conducted by EnviroWestern are environmentally sustainable.