

Constitution

of the

**Environment Students' Society**

of the University of Waterloo

Revised January 2023

Approved by the Environment Students' Society Executive Council

## ARTICLE I: IDENTIFICATION

The name of the organization shall be the Environment Students' Society, hereinafter referred to as ESS.

The following upper-case "ESS," encircled with a leaf is the official logo of ESS:



## ARTICLE II: VISION STATEMENT

As the elected representative body of the undergraduate students within the Faculty of Environment at the University of Waterloo, ESS fosters a strong social and academic community. ESS encourages socially responsible, economically feasible, and environmentally justifiable acts within and on behalf of our community. ESS provides opportunities for networking, student leadership, and participation to empower and support our students in their undergraduate careers.

## ARTICLE III: PURPOSES

ESS shall exist for the following purposes:

1. To promote the interests and well-being of all undergraduate Faculty of Environment (“Faculty”) students;
2. To provide a channel of communication between the administration of the Faculty and the undergraduates in the Faculty;
3. To fully represent all Faculty undergraduate students and their interests to other organizations, including the Faculty administration, the Waterloo Undergraduate Student Association, the University of Waterloo administration and the Region of Waterloo community;
4. To assist in the formation and governance of undergraduate student associations, clubs, committees and services within the Faculty;
5. To encourage communication and transparency between undergraduate associations and their respective administrative body within the Faculty;
6. To continuously initiate, encourage, and support academic and social events within the Faculty; and,
7. To manage and dispense student funds on behalf of all undergraduate students.

## ARTICLE IV: MEMBERSHIP

### 4.1 Membership Eligibility

Members of ESS shall consist of:

1. All full-time undergraduate students registered in the Faculty at the University of Waterloo who have paid the \$12.50 ESS fee and have not obtained a refund of the fee in the most recent academic term; and,
2. All full-time undergraduate students in the Faculty who have paid the ESS fee in the previous term and intend to return to studies in the subsequent term.

### 4.2 Membership Privileges

Only a member has the right to:

1. Hold office in the elected administration of ESS;
2. Nominate, second a nomination, or sign a nomination form for a nominee in an election of ESS;
3. Sign a petition to initiate a referendum of ESS;
4. Attend all meetings held by ESS;
5. Cast one vote in general meetings of ESS, in the election of ESS executives, in the election of association executives, and in referenda of ESS; and,
6. Participate in all ESS-funded activities.

#### 4.3 Refunds

All undergraduate environment students are eligible to refund the ESS fee. If a student wishes to refund the ESS fee, they must do so by the deadline set by the Waterloo Undergraduate Student Association on Quest. An option to opt-in is available throughout the term. Any student who has received a refund loses their membership rights as outlined in Article IV.

## ARTICLE V: ADMINISTRATION AND OFFICE

#### 5.1 Membership

The Executive Council shall be responsible for the management of all matters related to ESS. The membership of the Executive Council will be comprised of the Executive Officers, Directors, Association Representatives and Secretary. Positions can be held while on a co-op term if a fee of \$12.50 is paid to ESS.

#### 5.2 Terms of Office

The term of office for the elected members of the society shall be 12 months commencing on May 1<sup>st</sup> and ending on April 30<sup>th</sup>. In the event that the exec is not present for an academic term during their year long tenure, a by-election shall be held and the person elected shall hold the position for the term or terms the original electee is absent. Upon return, the originally elected exec will return for the remainder of their tenure.

#### 5.3 Executive Officers

The following shall be the Executive Officers of ESS. Their individual duties and powers are as follows:

## 1. President

The president of ESS shall:

- a. be the Chief Executive Officer of ESS.
- b. Shall ensure the vision statement is upheld and followed by the Executive Council.
- c. Shall chair all executive and general meetings.
- d. Shall set the agenda for all executive and general meetings.
- e. Shall have the power to call emergency Executive Council meetings, provided that 24 hours notice is given to all members of the Executive Council.
- f. Shall, with the assistance of the Vice-Presidents, be responsible for all Society-Faculty relations, Society-student relations, Society-Waterloo Undergraduate Student Association relations, Society-Community relations and Society-University relations.
- g. Shall attend, or appoint a representative to attend the Waterloo Undergraduate Student Association – Students Council meetings as a voting member.
- h. Shall review the PSA, WEBS, WAGS, ERSSA, KISS, SAID and ES Coffee Shop budgets in collaboration with the Vice-President Finance and Vice-President Internal.
- i. Shall be a signing officer in conjunction with the Vice-President Finance, Vice-President Operations, and Vice-President Internal.
- j. Shall ensure the Executive Officers are carrying out their duties.
- k. Shall attend, or appoint a representative to attend the Faculty Council.
- l. Shall assist the other Executive Officers in carrying out their duties.
- m. be responsible for the delegation of branding.
- n. make available the meeting agenda to all members on a weekly basis.

## 2. Vice-President Internal

The Vice-President Internal shall:

- a. in the absence of the President, be the speaker at executive meetings and general meetings.

- b. with the assistance of the President, be responsible for all Society-Faculty relations and Society-student relations.
- c. oversee all Faculty undergraduate associations.
- d. assist in coordinating events and activities between ESS and the Faculty associations.
- e. Shall hold an assembly for the Presidents meeting with the presidents of the Faculty Association at the beginning of term once all presidents have been elected into their role.
- f. be a signing officer in conjunction with the President, Vice-President Finance, and Vice-President Operations.
- g. with the assistance of the Vice-President Operations, have the power to call emergency meetings.
- h. assist the other Executive Officers in carrying out their duties.
- i. in the case of the absence of the President, carry forth the day-to-day duties of the President.
- j. ensure the continuity of the Associations, as determined by the Executive Council.

### 3. Vice-President Operations

The Vice-President Operations shall:

- a. with the assistance of the President, oversee all ESS Directors.
- b. maintain regular contact with all ESS Directors by being available during scheduled office hours, responding to emails, and holding meetings when necessary.
- c. provide the support and resources necessary for Directors to carry out their duties, assist directors in setting objectives for the term and provide guidance when necessary.
- d. with the assistance of the President, liaise with relevant organizations external to the University of Waterloo.
- e. with the assistance of the Vice-President Internal, have the power to call emergency meetings.
- f. assist the other Executive Officers in carrying out their duties.
- g. ensure that the Executive Council set goals for each semester and shall work to help them achieve these goals.
- h. be responsible for the day-to-day operation and conduct of the ESS office.
- i. with the assistance of the ES Coffee Shop manager, be responsible for the hiring of

- incoming managers and assistant managers.
- j. ensure the ES Coffee Shop is being run in a manner fitting to a business.
- k. Be a signing officer of the ES Coffee Shop in conjunction with the managers
- l. ensure the ES Coffee Shop Policy Statement and the Advisory Committee Constitution are followed.
- m. be a signing officer in conjunction with the President, Vice-President Finance and Vice-President Internal

#### 4. Vice-President Finance

The Vice-President Finance shall:

- a. be responsible for all financial matters of ESS.
- b. maintain accurate records of all ESS financial transactions.
- c. deliver a financial update at every executive council meeting.
- d. Shall prepare a budget at the beginning of each term and ensure actual expenditures are compared to the initial budget.
- e. liaise with financial officers from Faculty associations to provide guidance on financial matters related to the association.
- f. review and ensure the accuracy of association budgets in conjunction with the President and Vice-President Internal.
- g. receive actuals and conduct an end of term review of association finances with association financial officers.
- h. coordinate with relevant Executive Council members to ensure budgets are prepared for all activities run by ESS.
- i. assist the other Executive Officers in carrying out their duties.
- j. be a signing officer in conjunction with the President, Vice-President Internal, and Vice-President Operations

#### 5. Vice-President Education

The Vice-President Education shall:

- a. with the assistance of the President, be responsible for all Society-Faculty relations and Society-student relations.
- b. be responsible for addressing the academic concerns of all society members.
- c. be responsible for addressing cooperative education concerns of all relevant society

Members.

- d. provide associations with support and guidance, if requested, when associations are in contact with their Centre, School, or Department.
- e. attend, or appoint a representative to attend, the Undergraduate Studies Committee.
- f. attend, or appoint a representative to attend, the Senate Undergraduate Council.
- g. attend, or appoint a representative to attend the Cooperative Education Council and the Co-op Students' Council.
- h. lobby on behalf of undergraduate teaching assistants.
- i. provide education updates to students on a regular basis.
- j. assist the other Executive Officers in carrying out their duties.
- k. contact Association Representatives and provide contact information at the beginning of each term.

#### 5.4 Directors

The following shall be the Directors of ESS. Their individual duties and powers are as follows:

##### 1. Communications Director

The Communications Director shall:

- a. alert Faculty undergraduate students of ESS activities, events, and services through various means of communication.
- b. maintain the ESS poster boards and whiteboards, and take necessary action to ensure poster boards are maintained properly.
- c. forward relevant emails to the Faculty undergrad mailing list when required.
- d. send relevant information to university displays and the Faculty plasma displays in the Environment buildings.
- e. provide the Web Director with information to be posted on the ESS website.
- f. support the activities of other Directors.

##### 2. Social Director

The Social Director shall:

- a. organize and facilitate social events for Society members.
- b. with the assistance of the President, liaise with the Waterloo Undergraduate Student Association to plan social events in a timely and organized manner.
- c. develop, in collaboration with the President, Vice-President Finance, and Mental Health and Wellness Director budgets for social events.
- d. assist the Vice-President Internal in coordinating events with undergraduate associations.
- e. act as a support to association social directors for planning association events
- f. support the activities of other Directors.

### 3. Mental Health and Wellness Director

The Mental Health and Wellness Director shall:

- a. Organize and facilitate mental health and wellness events for society members
- b. With the assistance of the President liaise with the Waterloo Undergraduate Student Association to plan mental health and wellness events in a timely and organized manner
- c. Develop in collaboration with the President, Vice-President Finance, and the Social Director, budgets for all events
- d. Liaise with MATES representatives, Counselling Services, and AccessAbility Services
- e. Receive QPR and/ or mental health first aid training
- f. Support the activities of other directors

### 4. Web Director

The Web Director shall:

- a. maintain and update the ESS website.
- b. implement appropriate updates on the ESS computer(s).
- c. initiate contact with the appropriate Faculty staff to solve computer-related issues.
- d. in conjunction with the Secretary and Communications Director, update meeting minutes and announcements on the ESS website.
- e. Support relevant Association contacts with web related activities.
- f. Support the activities of other Directors.

### 5. Environmental Director

The Environmental Director shall:

- a. investigate ways in which ESS can conduct its operations in harmony with the environment.
- b. connect with relevant University of Waterloo environmental organizations.
- c. connect with relevant environmental organizations external to the University of Waterloo.
- d. Maintain, or appoint an individual to maintain, the plants in the ES Lounge and office.
- e. support the activities of other Directors.

## 6. Secretary

The secretary shall:

- a. keep minutes of all the proceedings of ESS meetings and make these available to all members of the Society.
- b. retrieve all mail addressed to ESS and ES Coffee Shop from the environment building mailroom and distribute to appropriate recipient.
- c. maintain records of motions.
- d. ensure the upkeep of ESS documents and records, with the exception of the records of the Vice-President Finance.
- e. make available a current copy of the Society constitution and bylaws when requested.
- f. be responsible for booking meeting rooms if required by the ESS Executive Council.
- g. in conjunction with the Web Director, update meeting minutes and announcements on the ESS website.
- h. assist the other Executive Officers in carrying out their duties.

## 7. First Year Representative

The first year representative will:

- a. Report to first year students on ESS events and activities.
- b. Shall represent the needs and interests of first year students during ESS discussions and decision-making.

- c. Shall act as a support to other ESS officers and directors.
- d. Ensure a positive rapport between ESS and the first year population to increase awareness of ESS from an early stage in student life.
  - i. Elections for the first year representative will occur at the beginning of Fall term.
  - ii. A student is only eligible for the position during their 1A or 1B term.

## 5.5 Association Representatives

1. The following shall be the Association Representatives of ESS:

- a. Environment, Resources, and Sustainability Student Association (ERSSA) Representative
- b. Knowledge Integration Student Society (KISS) Representative
- c. Planning Students Association (PSA) Representative
- d. Student Association of International Development (SAID) Representative
- e. Waterloo Association of Geography Students (WAGS) Representative
- f. Waterloo Environment and Business Students (WEBS) Representative
- g. Aviation Society Representative

2. The Association Representatives' duties and powers are as follows:

- a. Report to their respective bodies on ESS activities.
- b. Bring forward the budget to the Vice-President Finance.
- c. Inform the executive council of ongoing activities and events in their respective association.
- d. Shall represent the needs and interests of students in their respective programs during ESS discussions and decision-making.
- e. Shall participate in helping ESS executives as needed.

## 5.6 Executive Council Duties and Powers

The following are the duties and powers of all members of the Executive Council:

1. attend all ESS Executive Council meetings, unless excused by the chair 24 hours before a scheduled meeting.
2. be available for questions on a regular basis.
3. carry out the will of ESS within the limits of this constitution.
4. complete a transition document at the completion of their term of office.

## 5.7 Committees

ESS recognizes the following committees:

1. Communications Committee
2. Socials Committee
3. Finance Committee

The committees shall consist of undergraduate students of the Faculty of Environment appointed by the ESS President with the submission of a nomination form and a majority vote of confidence from the voting members of ESS. The nature, volume, and frequency of activities will be determined collectively by the ESS executive members at each meeting and under the instruction of the respective director(s). The size of the committees will be determined by the respective director(s) at the beginning of the term. Election procedures can be followed to ensure that the selection of the committees are a fair and organized manner in the case that there are more nominees than available committee positions.

### 5.7.1 Communications Committee

The following are the duties and powers of all members of the Communications Committee:

- a. Act under the Communications Director as non-voting members
- b. Support the Communications Director in their duties and responsibilities.
- c. Collaborate to provide communications materials for the ESS Facebook page, Instagram account, and, in conjunction with the ESS Web Director, the ESS website

### 5.7.2 Socials Committee

The following are the duties and powers of all members of the Socials Committee:

- a. Act under the Social Director and the consultation of the Mental Health and Wellness Director as non-voting members
- b. Support the Socials Director in their duties and responsibilities.
- c. Collaborate to plan, organize, and execute in-person and/or online events for students in the Faculty of Environment.

### 5.7.3 Finance Committee

The following are the duties and powers of all members of the Finance Committee:

- a. Act under the Vice-President Finance as non-voting members
- b. Support the Vice-President Finance in their duties and responsibilities.
- c. Collaborate to provide logistical and financial support to ESS and related subsidiaries as needed

### 5.8 Members At Large

The following shall be members at large of the ESS Executive Council:

1. Environment Senator(s)
2. WUSA Environment Board of Directors
3. WESEF Chair
4. Coffee Shop Manager(s)

The following are the privileges of the members at large:

1. Report to the ESS Executive Council prior or after a meeting held by their respective bodies.
2. Attend ESS Executive Council meetings when requested as a non-voting member.

### 5.9 ES Coffee Shop Managers

The individual duties and powers of the ES Coffee Shop Managers are as follows:

ES Coffee Shop Managers The ES Coffee Shop Managers shall:

- a. first and foremost ensure the wellbeing of ES Coffee Shop.
- b. keep council informed of the status of the ES Coffee Shop.
- c. be responsible for all ES Coffee Shop finances and reporting to and working with Waterloo Undergraduate Student Association (“WUSA”) association accountant
- d. keep accurate records of coffee shop finances.
- e. work with WUSA association accountant to ensure vendors are paid in a timely manner.
- f. ensure that strict health standards are followed and adhered to by all those that work or volunteer in the Coffee Shop.
- g. with the assistance of the Vice-President Operations, be responsible for the hiring of incoming Managers.
- h. May attend, or send a representative to attend ESS Meetings as a non-voting member.

#### 5.11 Impeachment Procedure

Any member of the Executive Council may be impeached for negligence in carrying out their duties. A motion must be made by a member of the Executive Council and must receive 2/3 support of the Executive Council.

#### 5.12 ES Coffee Shop Manager(s) Impeachment Procedure

In the case of the ES Coffee Shop Manager(s), he or she may be terminated and replaced, under the confines of all relevant Labour laws, following a successful impeachment and temporarily replaced by an ESS executive member until a new ES Coffee Shop Manager(s) is hired.

## ARTICLE VI: MEETINGS OF ESS

### 6.1 Meeting Times

ESS Executive Council meetings shall be held weekly at the call of the President until such a time when regular dates and times are set by the ESS Executive Council.

### 6.2 Eligible Attendees

All Executive Council meetings shall be open to all full members of the Society.  
Non-members may attend any Executive Council meeting at the discretion of the chair.

### 6.3 General Meetings

General meetings should be held once a term and are open to all members of the Society and all interested parties in the University of Waterloo community.

### 6.4 Agenda

All persons present at an ESS Executive Council meeting may add an item to the agenda.

### 6.5 Quorum

Quorum of the ESS Executive Council is  $\frac{2}{3}$  of the Executive Council members, or in the position of a time-sensitive vote, quorum is  $\frac{4}{5}$  of the Executive Officers.

### 6.6 Motions

Motions can only be voted on if quorum is achieved by the ESS Executive Council and only Executive Council members may cast a vote on motions. A motion may only pass if a simple majority is reached.

### 6.7 Meeting Chair

The chair of the meeting shall be the ESS President, or in the absence of the President, the Vice-President Internal shall be the chair.

### 6.8 Chair Duties

The chair of an ESS meeting shall:

1. Not vote, unless the vote will change the outcome of the motion at hand.
2. Reserve the right to protect ESS from frivolous motions.
3. Maintain a calm and orderly meeting.

If warranted, the chair may:

1. Evoke closure and force an immediate vote on the issue at hand.
2. Eject any member disrupting the order of the meeting.

#### 6.9 Meeting Conduct

Meetings may be conducted however the chair sees fit, however, any person in attendance may demand that the chair follow official procedure outlined in Roberts Rules Newly Revised.

#### 6.10 Proxy Voting

Proxy votes are allowed if the chair receives a letter stating the way the member wishes to vote and reasons why that member is absent within 24 hours of the scheduled meeting.

#### 6.11 Excused Absences

To be excused from a meeting, a member of the ESS Executive Council must contact the chair at least 24 hours in advance of the meeting with a reasonable explanation. The reasons will remain confidential. The chair may excuse that member for that meeting. Three unexcused absences by any member of the Executive Council will result in an automatic motion to remove the member.

## ARTICLE VII: ELECTIONS

#### 7.1 Format

All Executive Council elections and by-elections shall be conducted by online ballot. At the end of winter semester (March/April), elections shall be held for the following year's executive council (Spring/Fall/Winter). In the event that the exec is not present for an academic term during their year long tenure, a by-election shall be held and the person elected shall hold the position for the term or terms the original electee is absent. Upon return, the originally elected exec will return for the remainder of their tenure.

#### 7.2 Supervision

The elections will be supervised by a Chief Returning Officer (CRO) to be appointed by the Executive Council prior to the start of election proceedings. The CRO may not run as a candidate in the election.

### 7.3 Chief Returning Officer (CRO) Duties

The CRO's duties are as follows:

- a. To announce the election at least ten school days before voting day.
- b. To provide information to candidates about the election procedures.
- c. To prepare nomination forms and make them easily accessible to all members of the Society.
- d. To prepare ballots online.
- e. To set up and run accessible ballot if required.
- f. To certify the votes are accurately counted and each voter is a Faculty undergraduate student, or in the case of WESEF a Faculty graduate student.
- g. To declare the outcome of the election.
- h. To arbitrate any disputes before, during or after the election.
- i. To communicate the rules and regulations for the campaigning period to all candidates.
- j. To allow proxy voting from undergraduates on co-op.

### 7.4 Nomination for Election

1. To be nominated to a position on the ESS Executive Council an applicant must:
  - a. Be a registered undergraduate student in the Faculty, who has paid the ESS fee.
  - b. Be nominated by ten other full members of ESS.
  - c. Have been an executive member of ESS or a Faculty association for at least four months, in the case of the President position.
  - d. WESEF representative must be the age of majority (18)
2. Completed nominations forms require:

- a. Ten nominators.
- b. The nominators' identification including the printed name, uwaterloo email and student ID number.
- c. An indication of the nominated position.

### 7.5 Nomination Period

Nominations must be open for at least five school days. There must be at least five school days between the closing of nominations and Election Days for campaigning purposes.

### 7.6 Polling Period

Election polls must be open for at least three school days.

### 7.7 Rules and Failure to Comply

Failure to comply with the following rules will result in either a reduction in their reimbursement or removal from the election, to be decided by the CRO.

1. No misrepresentation of another candidate's statements.
2. No active campaigning during the polling period. Anything previously (online or posters) posted can remain. All posters must be fully removed within 24 hours of the end of the polling period.
3. No speaking to a class without the permission of its instructor.
4. Ten posters can be put up in the ENV Buildings per team or individual.
5. Maximum amount that can be spent on campaign is \$50, not reimbursable by ESS.  
You may be asked to submit receipts.
6. Candidates cannot sway voters with gifts or free material.

7. Social Media accounts of recognized University of Waterloo affiliated student groups (including, but not limited to, ESS, WESEF, and program associations) must only be used to promote election events. Candidates may only be featured in a neutral way where all candidates are given the same affordances (time posted, audience, etc.)
8. Candidates may post in Facebook groups provided they have express permission granted by the moderators of said group.
9. All complaints and inquiries regarding the elections process shall be brought to the attention of the ESS Elections Committee.

#### 7.8 ESS Elections Committee

Prior to each election, council will decide on an Elections Committee composed of three (3) members of the ESS executive team free of perceived conflicts of interest (ie. an election candidate, close affiliation with an election candidate, etc). The CRO is not obligated to occupy a committee seat, but may in the circumstance that they meet all eligibility conditions. The committee holds the responsibility of receiving, processing, and responding to all complaints and inquiries made regarding the election, in a timely manner. In the event that there are insufficient eligible members of council to comprise the committee, the CRO can appoint at-large students free of perceived conflicts of interest to fill any vacancies.

#### 7.9 Vacancies

Vacancies will be filled by by-election, or temporarily by appointment by the President, with a vote of confidence. In the event of an unexpected vacancy, ESS may choose to appoint a person to that position with quorum.

## ARTICLE VIII: REFERENDA

#### 8.1 Authorization

A referendum shall be held upon:

- a. Approval of the Executive Council or;
- b. The receipt of a petition bearing the specific text of the referendum and the signatures of no less than 10% of the undergraduate members of the on-term Faculty students.

## 8.2 Conditions

A referendum shall be a binding decision on which every full member may vote. A referendum shall pose a question requiring a simple yes or no answer.

## 8.3 Format

All votes shall be conducted by secret ballot.

## 8.4 Supervision

The referendum will be supervised by a CRO to be appointed by the Executive Council prior to the start of referendum proceedings.

## 8.5 CRO Duties

The CRO's duties are as follows:

### Chief Returning Officer (CRO)

- a. To announce the referendum question(s) at least two weeks before the voting date.
- b. To announce the voting date of the referendum and advertise the referendum to all Society members.
- c. To prepare the voters list.
- d. To prepare ballots online
- e. To set up and run at least one polling station if requested for accessibility needs.
- f. To certify the votes are accurately counted and each voter is a Faculty undergraduate student.
- g. To declare the outcome of the referendum.

- h. To arbitrate any disputes before, during or after the referendum.
- i. To allow proxy voting from all full members.

#### 8.6 Referendum Committee

The petition may call for the Waterloo Undergraduate Student Association to act as the CRO and provide a referendum committee.

#### 8.7 Binding Conditions

The outcome of the referendum is binding on ESS if more than 10% of the Faculty undergraduate students vote in the referendum. If the turnout is less than 10%, then 80% of those that did vote must have voted for the winning side for the referendum to pass and be binding.

8.8 Duplication  
No referenda on the same issue will take place within the same six-month period.

#### 8.9 Funding

The maximum that may be spent per side on a referendum campaign is \$100, including taxes. Candidates may not sway voters with gifts or free material, except for web-based material. All receipts for campaign related material must be submitted to the CRO or designate before voting ends.

#### 8.10 Rules and Failure to Comply

Failure to comply with the following rules will result in either a reduction in the spending limit or removal from the election, to be decided by the CRO.

1. No misleading language.
2. No misrepresentation of another side's statements.
3. No active campaigning during the polling period. Approved posters and web materials may remain up during the polling period however no modifications may be made to them. All materials must be fully removed within 24 hours of the end of the polling period.
4. No speaking to a class without the permission of its instructor.

5. Representatives from both sides must attend all compulsory meetings, unless excused by the CRO.
6. Further rules may be added by the CRO for a given referendum provided the new rules are explained to the candidates, accepted by the candidates and do not contravene this constitution.

## ARTICLE IX: ASSOCIATIONS

### 9.1 Recognition

An association under ESS is a student organization recognized by ESS. Each association shall represent at least one program within the Faculty and there shall be no more than one recognized association per program.

### 9.2 Responsibilities to ESS

Each association is responsible for:

1. Sending a representative to all ESS meetings, department, Faculty meetings at which the Faculty has a seat.
2. Ensuring all Association events are approved by ESS and WUSA, via the ESS event form submitted no later than two weeks prior to an event date.
3. Holding at least one event per term open to association members.
4. Assemble an estimated budget, and submitting it to ESS by the third regular ESS meeting of the term for approval.
5. Submitting all requested information to the VP Internal by the date specified.
6. Completing a transition document at the end of the term
7. Creating a constitution which must state that:
  - i. All bank accounts are to have at least three (3) signing officers, with two required to sign (dual sign).
  - ii. There will be at least one general meeting per semester.
  - iii. The association must have at least two executives, and a representative to ESS.
  - iv. All executive positions must be open for nominations at least once per year.
  - v. In the event two people are nominated for the same position, there must be an

election and defined election procedures.

vi. Any appeals regarding association decisions, including elections, may be made to ESS.

### 9.3 ESS Responsibilities

ESS is responsible for:

1. Taking any concerns from associations forward to the Faculty and University administration or Waterloo Undergraduate Student Association on behalf of the association.
2. Providing \$4 per student per semester to each association, assuming all responsibilities (outlined in Section 2) have been met. This money will only be provided once ESS has received funding from the Waterloo Undergraduate Student Association.
3. Assisting the associations in conducting their affairs, through collaboration and funding, when possible.
4. Consulting with the associations regarding any changes to this constitution or other major changes in ESS.
5. Enforcing the ESS approved constitutions of the respective Associations.
6. Listening to all appeals from the Associations and making appropriate final decisions.

### 9.4 Breach of Responsibilities

ESS may withhold funds to an Association if it fails to fulfill its responsibilities or violates its own constitution. ESS may also choose, with a quorum to overturn any decision made by an association. In the event of a major breach of an association's responsibilities or if the association fails repeatedly to fulfill its constitution, ESS may, with a unanimous vote of Executive Officers and 2/3 of the remaining Executive Council, remove one or all of an association executive and the representative. Any decision to withhold funding or remove an association's executive(s) may be appealed to the Waterloo Undergraduate Student Association.

### 9.5 Recognized Associations

ESS recognizes the following associations:

1. Environment Resources and Sustainability Student Association (ERSSA)

2. Knowledge Integration Student Society (KISS)
3. Planning Students Association (PSA)
4. Student Association of International Development (SAID)
5. Waterloo Association of Geography Students (WAGS)
6. Waterloo Environment and Business Students (WEBS)

## 9.6 New Organizations

ESS may create new associations, clubs, businesses, and services as it sees fit. Creating a new association, club, business, or service requires quorum.

## 9.7 Associations Under Special Status

9.7.1 The Aviation Society is a club under the Waterloo Undergraduate Student Association that will receive term-by-term funding through ESS based on the number of Geography and Aviation Students each term. This funding will come out of the WAGS budget. Special Status is in terms of a Memorandum of Understanding between ESS and the Aviation Society available in a separate document.

# ARTICLE X: FINANCES

## 10.1 Approval of Expenses

Any ESS expenditure over \$50 must be approved by the Executive Council. Receipts for expenditures of any amount are to be submitted to the Vice-President Finance for processing. The Vice-President Finance must approve all expenses not covered by a motion from the Executive Council.

## 10.2 Sponsorship

Sponsorship for events is permitted by ESS, provided it meets University ethics standards and does not sponsor individuals or individual projects. The Council will vote upon funding and a simple majority will be required to pass the motion for funding. ESS cannot allocate funding to the purchase of alcohol.

## 10.3 Signing Officers

None of the signing officers on ESS accounts may transfer funds to themselves by cheque, cash, or other methods, for whatever reasons for goods or services purchased, nor without adequate approvals, as outlined in Section 1.

#### 10.4 Required Signatures

The ESS account requires four signing authorities: President, Vice-President Internal, Vice-President Operations and Vice-President Finance. Cheques require two signatures from signing authorities.

#### 10.5 Supervision of Accounts

The accounts of ESS and any other holdings, cash or otherwise, shall be monitored and maintained by the Vice-President Finance, under the supervision of the President and Vice-President Internal.

#### 10.6 Coffee Shop Finances

Beginning Spring 2021, ES Coffee Shop finances shall be merged within the ESS bank account to reflect the legal and financial responsibility shouldered by ESS in regards to the ES Coffee Shop. ES Coffee Shop funds shall not be withdrawn by, or for the use of, ESS or any of its executive members.

## ARTICLE XI: CONSTITUTIONAL AMENDMENTS

### 11.1 Approval

Amendments to this constitution shall be submitted to the ESS Executive Council as a formal motion, at the meeting prior to the one at which the voting will take place. The amendment shall be decided upon by a 2/3 majority of the ESS Executive Council.

### 11.2 Notice

Those parties deemed relevant by ESS shall be informed of the constitution amendments prior to the vote of the ESS Executive Council on the amendments. After the amendments have been passed, the undergraduates in the Faculty shall be informed.

## ARTICLE XII: WATERLOO ENVIRONMENT STUDENTS ENDOWMENT FUND (WESEF)

### 12.1 ESS Assistance

ESS will assist WESEF in any way feasible, at the request of the WESEF chair and will ensure that associations provide a representative to WESEF Meetings.

### 12.2 Coercion

ESS may not under any circumstances force or coerce the WESEF chair to disperse funds.

### 12.3 Independence

WESEF is and will remain an independent body from ESS. WESEF and its chair are ultimately responsible to and governed by the WESEF constitution and the University of Waterloo Board of Governors.

### 12.4 Proposals

ESS may make proposals to WESEF, though they will not receive any special consideration.

### 12.5 Elections

ESS shall, upon request of WESEF, be responsible for the election of the WESEF chair. All other positions will be filled according to the WESEF constitution.

## ARTICLE XIII: ES COFFEE SHOP

### 13.1 Mission

The ES Coffee Shop is to preserve the environmental values that the Faculty holds, as well as those outlined in the ES Coffee Shop Policy Statement, while maintaining social responsibility

as a student-run organization and selling goods at a reasonable cost.

The Coffee Shop strives to provide customers with an inviting social atmosphere and high quality products at a reasonable price, while also being a role model of social and environmental responsibility on the University of Waterloo campus. We endeavour to be the Environmental Studies “community” coffee shop where positive social relationships are built , and where customers can purchase organic and Fair Trade products. The Coffee Shop will work towards being a successful business model that is financially self-sustaining and involve customers in the decision-making process while growing to meet their changing needs

#### ES Coffee Shop Policy Statement (as of March 2016)

**Social Sustainability Policy** The Coffee Shop has a social responsibility to customers, volunteers and to the global social network in general. Therefore, the Coffee Shop plays the following social responsibility roles:

1. Provide an inviting and relaxed environment for all Coffee Shop patrons
2. Encourage customers to get involved with issues affecting the Coffee Shop. This is made possible through an open management structure that allows students to offer opinions and have them heard at ESS meetings
3. Provide Coffee Shop volunteers with the opportunity to gain valuable work experience, network with their peers and take on a role of responsibility
4. Provide volunteer opportunities where students research and advise management on alternative practices that are socially responsible and reflect the culture of sustainability our customers expect. These volunteer advisory positions will allow students to take on responsibility for proposing changes in the following areas:
  - a. Sustainable Purchasing
  - b. Education & Marketing
  - c. Social Community
  - d. Waste Management

**Environmental Sustainability Policy** As the Environmental Studies Coffee Shop, we will strive to be an outstanding example of environmental sustainability on the University of Waterloo campus and beyond. The environmental responsibilities of the Coffee Shop include:

1. Examine waste management performance and research waste diversion and reduction practices
2. Educate and encourage customers through examples of waste reduction and alternatives
3. Make purchasing decisions that minimize waste and environmental impacts where feasible.

Financial Sustainability Policy Financial success, while important for future operations at the Coffee Shop, is not the core of our financial sustainability policy. Our financial responsibilities include:

1. The Coffee Shop should make sufficient profit in order to run independently of the Environmental Studies Society (ESS) and improve its services overtime.
2. Any outstanding profit made by the coffee shop will be given to ESS for the purpose of improving student life in the Environmental Studies Faculty

### 13.2 Control of Operations

The ES Coffee Shop operations on a day to day basis are run by the ES Coffee Shop Manager/Managers , who will be paid out of the funds of the ES Coffee Shop for each week the coffee shop is in operation.

### 13.3 Budgeting

Each term the ES Coffee Shop must make a budget for the current term at the beginning of the term and will be assessed throughout the term . The existing ES Coffee Shop Manager shall ensure that any and all outstanding business or unpaid accounts are addressed before their term as ES Coffee Shop Manager is complete.

### 13.4 Hiring and Manager Responsibilities

The ES Coffee Shop Manager/Managers shall be hired by ESS (Job of Vice-President Operations) at the end of each term for the subsequent term.

## ARTICLE XIV: MISCELLANEOUS

#### 14.1 Display Material

- a) Posters to be posted within Faculty buildings must be approved by ESS with an original ESS stamp on each poster. Any posters without approval will be removed. The number of posters is limited to ten per Faculty building.
  
- b) Any display material must be approved by ESS.

#### 14.2 Bylaws

ESS may choose to create bylaws that are binding for all associations, services, and ESS itself. These bylaws may cover any area over which ESS has jurisdiction. A bylaw may not override any section of this constitution. Bylaws may not cover any aspect of WESEF or the ES Coffee Shop. The enactment of a bylaw requires quorum at a council meeting. To overturn a bylaw, council must reach quorum in favour of repealing or amending the bylaw.

#### 14.3 Third Party Organizations

Third party organizations shall refer to any off-campus organization.

The ES Coffee Shop will not sell any fundraising material or tickets not related to ESS, its associations, WESEF, or the Waterloo Undergraduate Student Association, ESS and the ES Coffee Shop Manager may make exceptions on a case-by-case basis.

#### 14.4 Sunset Clause

Should the organization fall into mismanagement or dissolve for any reason, the Student Services Assistant in conjunction with the President of the Waterloo Undergraduate Student Association shall form a committee to assess the reasons for dissolution and develop a strategy for the reformation of the organization. In the event it is deemed impossible to reform the organization, all funds will be collected by the Federation of Students and held in trust until such a time that a new organization is formed. Upon reformation of the society, all previously collected student fees will be released by WUSA as per the submission of a termly budget. Reformation of the Society will occur at such a time when students are prepared to take the mantle of ESS Exec and operate within the ESS Constitution, ESS By-Laws, and the Federation of Students Societies' Memorandum of Understanding.

