

Student Environment Centre Constitution

[Chartered by the Alma Mater Society of the University of British Columbia]

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Name

- i. The Student Environment Centre (hereinafter referred to as “SEC”)

Purpose

- i. Statement of Principles
 - a. We recognize that certain human activities have a tremendous impact on the state of the ecosystem, both locally and globally, and that these activities have largely been perpetuated by capitalism and colonialism. We see it as important for these oppressive systems, along with

many others, to be dismantled in order to reduce negative effects on the natural environment, keeping in spirit with the idea of sustainable development.

b. We recognize that new, alternative systems must be built in order to responsibly dismantle old, oppressive ones.

Objectives

- i. To provide resources to UBC students and the community on ecological and climate issues while recognizing that these issues are largely systemic.
- ii. To coordinate events and activities related to pertinent environmental issues
- iii. To improve the state of sustainability on and off campus, specifically to reduce greenhouse gas emissions and waste.
- iv. To network with groups on and off campus that have complementary mandates and provide their events and campaigns with resources, funding, and promotion.
- v. To be a visible presence on and off campus.

Active Members

- i. Any active member of the AMS may become an active member of SEC.
- ii. An active member shall be defined as an individual who attends a minimum of one (1) meeting every academic year. After attending one meeting, these individuals have the power to vote.
- iii. Meetings that are eligible for the “active member” requirement include Weekly General Meetings and Annual General Meetings.

Elections

- i. Elections shall be held once a year in the spring, or as needed in an Annual General Meeting held for that purpose.
- ii. Any member in good standing of the Alma Mater Society and an active member of SEC is eligible to run for office.
- iii. Candidates shall email their propositions for the position(s) they are interested in prior to the election, and attend and introduce themselves at a Weekly General Meeting. Each candidate shall have no more than five (5) minutes to describe their goals for their prospective position.
- iv. Candidates shall be briefed by the current executives on all aspects related to running SEC and the duties and obligations of each position.
- v. All voting in the executive elections shall be decided via a secret ballot (or eyes closed, hands raised with a non-partial hand counter).
- vi. Candidates must win by a simple majority.
- vii. Voting shall be done through Ranked Choice for positions with a single slot and Single Transferable Vote for positions with multiple slots.

- vii. Elections may not be coordinated by a SEC member who is running for office.
- ix. Where a coordinator has resigned or for any reason there occurs a vacancy in a coordinator position, the following shall apply:
 - a. Should the position be necessary for the continuation of SEC (e.g. Co-Chair, Treasurer, Secretary), a short-term vacancy may occur for a period of maximum one month or when winter classes are not in session, after which an interim coordinator shall be appointed by the coordinators and voted on by present active members.
 - b. Should the vacancy be in a non-essential role, a by-election may be held to fill the vacated position, or the position may remain vacant until the next AGM and election.

General Executive Duties

- i. Coordinate elections.
- ii. Select a facilitator for every meeting.
- iii. Provide orientation for incoming executives.
- iv. Assist in preparing a year-end report that includes, but is not limited to, SEC events, events funded by SEC, financial expenses, and any campaigns or initiatives that SEC supported.
- v. Update and maintain the resources of SEC.
- vi. Publicize Annual General Meetings at least two weeks in advance through campus and social media.
- vii. Encourage membership participation in all aspects of SEC.
- viii. Complete administrative work around the office and maintain its organization and tidiness.
- ix. Attend a consensus building workshop (optional, subject to availability).
- x. Complete a transition report for their incoming executive successor.

Executive Positions

- I. Co-Chairs (2)
 - A. Act as the primary representatives of SEC to the UBC community at large.
 - B. Conduct and facilitate meetings on a regular basis.
 - C. Work to make SEC a visible organization on campus.
 - D. Support project coordinators.
 - E. One co-chair must act as an AMS Bookings Representative for SEC.
 - F. Check the sec.ubc@gmail.com email address regularly.
 - G. Send out regular email newsletters in coordination with the Secretary.
 - H. Prepare agendas for meetings and make them available to other executives prior to the meeting.
 - I. Confirm receipt of funding proposals and follow up with announcement of decision.
 - J. Manage paperwork when necessary.
- II. Treasurer

- A. Acts as the sole signing officer of SEC.
 - B. Prepares the annual budget in consultation with other members.
 - C. Maintains comprehensive records of all financial transactions.
 - D. Provides an orientation for the incoming treasurer.
 - E. Checks the SEC folder provided by the AMS at the Financial Office.
 - F. Ensures that the SEC budget is met.
 - G. Follows the guidelines for the treasurer role as set out by the AMS.
 - H. Maintain and continually update a list of pre-approved clubs that can apply for semester-based funding.
 - I. Publish an annual report of SEC finances.
- III. Secretary
- A. Takes minutes of all SEC meetings and publicly archives them on the website in coordination with the Co-Chairs.
 - B. Appoints a substitute to take minutes if they are unable to attend a meeting.
 - C. Takes care of office paperwork (paying bills, renewing magazine subscriptions if applicable, etc.) in coordination with the Co-Chairs.
 - D. Sends out regular email newsletters in coordination with the Co-Chairs.
 - E. Register new members of SEC after weekly general meetings.
- IV. Events Coordinator
- A. Ensures that events and activities are run on a regular basis (e.g. speaker series, movie nights, etc.).
 - B. Supports initiatives by recruiting volunteers, scheduling shifts, and liaising with organizers.
 - C. Organizes socials for active SEC members to foster a sense of community (e.g. potluck dinners).
 - D. Plans activities for all members to increase environmental awareness (e.g. field trips).
 - E. Coordinates planning and promotion of said events with the Outreach Coordinator.
- V. Outreach Coordinator
- A. Communicates with other environmental groups on campus (e.g. Common Energy, Sprouts, Climate Justice UBC, Roots on the Roof, Center for Climate Justice).
 - B. Consults with other environmental groups in the city, province, etc. (e.g. Greenpeace, Forest Ethics, Dogwood Initiative).
 - C. Liaises with campus media outlets, including CiTR, the Ubyyssey, and others.
 - D. Provides support in advertising SEC events, events that SEC has funded, and events for other environmental groups both on and off campus.
 - E. Ensures that SEC has a visible presence on campus through social media (e.g. Instagram, twitter, and Facebook) and promotional products (stickers, buttons, etc.).

1. Promotional products should not be created in excess.
 - F. Ensure that SEC indicates that public statements do not reflect the view of the AMS.
- VI. Free Store Coordinator
- A. Maintain organization and operation of the UBC Free Store.
 - B. Coordinate donations and drop offs of items.
 - C. Hires, trains, and schedules volunteers to maintain the free store, with the help of fellow SEC members.
 - D. Leads free store volunteer training events and clothing swaps.
 - E. Create content and promote the free store via the free store Instagram account and respond to DMs.
 - F. Communicates with the NEST maintenance staff to ensure accessibility and functioning to the store.
- VII. Website Coordinator
- A. Ensure that the SEC website (secubc.com) contains up-to-date information.
 - B. Ensure that the SEC constitution and previous SEC meeting minutes are public and accessible.
 - C. Promotes upcoming and past SEC events in coordination with the Event Coordinator.
 - D. Includes information about events that SEC has funded.
 - E. Includes the SEC year-end reports.

Terms of Office

- i. The term of office for the coordinators shall begin immediately following the meeting in which they are elected and be for one full academic year.

Executive Meetings

- i. Executive meetings shall be held once a week at a set day of the week.
- ii. Quorum for executive meetings shall consist of at least three (3) executives.
- iii. Executive meetings shall be open to any member who wishes to attend.

Weekly General Meetings

- i. The business of SEC shall be conducted at weekly meetings during the winter session of classes. Summer meetings can occur when and if they are needed, depending on executive and active member availability.
- ii. Quorum shall consist of at least two executives and at least two active members, or at least three executives.
- iii. Business shall be conducted according to the following structure:
 - a. A facilitator shall be chosen on a rotating basis.

- b. The facilitator shall be responsible for:
 - 1. Listing agenda items before the start of the meeting.
 - 2. Establishing proposed guidelines for the agenda items.
 - 3. Introducing the purpose of the group and the focus of the meeting for new members.
 - 4. Ensuring all members have an equal voice.
 - 5. Maintaining a speakers list.
 - 6. Keeping the discussion focused and on time.
 - 7. Ensuring that all members know the structure and format of the meeting.
- c. In the event that a consensus decision cannot be reached after a reasonable amount of time, decisions may be made by majority vote.
- d. Meetings shall be run in an inclusive manner.
- e. Priority shall be given for first-time speakers.
- f. One co-chair will make available a draft of the agenda to the executive list prior to the meeting, and shall send the agenda to a place accessible by all active SEC members.
- g. The agenda shall contain:
 - 1. A round of checking in.
 - 2. Outline of what SEC is and what is currently going on (if necessary).
 - 3. New business.
 - 4. Wrap-up and evaluation of the meeting
 - 6. Proposed agenda items for the following meeting.

Annual General Meetings

- i. Annual General Meetings (AGMs) shall be held twice during every school year. One shall be held in the fall, one in the spring. The spring meeting will include a “wrap up” discussion.
- ii. At least two (2) weeks notice shall be given prior to the holding of an AGM.
- iii. The Fall meeting will welcome new members by explaining the current state of SEC and its history and elect any needed executive positions.
- iv. The Spring meeting shall be held for the purpose of reviewing the financial statements, reviewing the budget, electing any needed executives, and wrapping up the year.
- v. AGMs cannot be held outside of the fall and winter sessions.

Special General Meetings

- i. Special General Meetings (SGMs) shall be called for the purpose of amending the constitution or to conduct by-elections for the coordinators.
- ii. At least two (2) weeks notice shall be given prior to the holding of an SGM.
- iii. SGMs shall be called in the following manner:
 - a. By the coordinators for the purpose of conducting a by-election.

- b. By successful resolution at a regular meeting.

Staff

- i. Due to the mandate, structure and activities of SEC, it is hoped that its projects and upkeep will be carried out without the need for formal staff.
- ii. In the event that the group, at an AGM, decides to hire staff for the everyday workings of SEC, the process will include:
 - a. Consultation with the active members for at least two (2) weekly general meetings.
 - b. The election of a hiring Sub-Committee to:
 - 1. Advertise the available position(s).
 - 2. Interview prospective candidates.
 - 3. Make a collective hiring decision.
 - 4. Provide an orientation for the new staff member.
 - c. Payment of staff will be coordinated by the Treasurer.
 - d. Co-Chairs, or another individual as elected by the hiring Sub-Committee and ratified at a weekly general meeting, will supervise the activities of hired staff.
- iii. Hired staff must not be active SEC members or have been SEC members in the last six (6) months.

Honouraria

- i. When SEC has funds allocated in its annual budget for honouraria, they shall be dispensed in the following manner:
 - a. An honourarium is available to any active member who will or has dedicated significant time and energy to a specific SEC project during the course of the year.
 - b. Honouraria must comply with AMS and Resource Group Allocation Committee (RGAC) guidelines, meaning coordinators are unable to receive honouraria.
 - c. Honouraria may be applied for before an initiative is started or after it has been completed, with proper documentation of the work to be done or that has been done.
 - 1. Documentation should be a record of hours worked on the initiative and should include a summary of accomplishments for that time period.
 - 2. To apply for an honourarium, an individual must present a written proposal and presentation detailing a timeline, objectives/accomplishments and budget of the initiative to the members of SEC at a weekly meeting.
 - 3. The applicant will be asked to leave the meeting after their presentation and the remaining members will discuss the proposal and achieve consensus on whether or not to award the honorarium, and the amount.
- ii. All applications for honouraria must be seconded by one active member of SEC.
- iii. Honouraria shall be approved by a two-thirds (2/3) resolution at a weekly general meeting.

- iv. Amounts allocated for each honourarium may vary depending on the initiative, the SEC budget and by a decision made at a weekly meeting.
- v. Honouraria will be dispensed after the project has been completed and appropriate documentation has been submitted to the Treasurer and the AMS.

Grants

- i. SEC shall provide grants for funding opportunities for initiatives concerned with sustainability or the environment.
 - a. Initiatives include but are not limited to long-term campaigns, projects, or events.
 - b. Initiatives that focus on challenging systems that perpetuate the climate crisis or building alternative systems shall be prioritized among other requests.
- ii. Initiatives funded by SEC must be open to all UBC students, within reason
- iii. Organizations or individuals receiving SEC funding for an initiative must remain in contact with SEC through the planning process, during implementation, and after the initiative has been completed.
- iv. SEC funding shall not be used to pay for travel costs, especially airfare.
- v. A summary of how SEC funding was used shall be provided to SEC after an initiative has concluded or at the end of the semester.
- vi. Funding recipients must maintain clear financial documentation of initiatives and provide all requested proof-of-purchases within 2 weeks of purchase in order to receive reimbursements.
- vii. Funding recipients must sincerely strive towards zero waste or minimal waste, educate the community on socio-environmental topics, and exemplify forward thinking sustainable practices.
- viii. For initiatives that align with the objectives of SEC but are too large for SEC to fully fund, SEC shall direct organizations and individuals to sources of additional funding.
- ix. Organizations seeking funding for long-term projects or campaigns must first be approved in a separate preliminary process, demonstrating trust towards the organization.
 - a. Long-term project or campaign funding may be given on a semester basis only after approval has taken place.

Amendments

- i. The Constitution of SEC may be amended by a two-thirds (2/3) resolution of the members of a general meeting held for that purpose.

Interpretation

- i. Nothing in the Constitution of SEC shall be interpreted in a manner repugnant to the Constitution, Bylaws, or Code of Procedure of the AMS.
- ii. Nothing in the Constitution of SEC shall be interpreted in a manner repugnant to the BC Societies Act or University Act.