

ESSA Constitution 2024

I. Name of the Organization

The Organization shall be known as the Environmental Science Student Association (ESSA), and hereinafter shall be referred to as the Organization.

II. Purpose of the Organization

The Organization shall work towards:

- Building a community of students within the Institute of Environmental Science
- Connecting like-minded students through social and academic events
- Providing students with resources and support (i.e. mentorship programs, career fairs) that allow them to be successful in both their academic and professional careers
- Creating events that are valuable to both students and the environment (ex. garbage clean-ups)
- Providing students with the opportunity to meet and form connections with professors within the Institute of Environmental Science

III. Structure

The General Membership shall be the legislative body of the organization and shall be composed of Students within the Institute of Environmental Science. The Executives shall be the Administrative body of the organization and shall be composed of members elected by the General Membership.

IV. Membership

The Organization's General Membership shall be open to all undergraduate students within the Institute of Environmental Science at Carleton University. Only undergraduate students enrolled at Carleton University may serve on the Executive.

Membership is valid if the student:

- Attends approximately 50% of all meetings held throughout the academic year.
- Attends a minimum of 2 events over the course of the 2024-2025 academic year.

In the event that a member of the organization violates ESSA's Constitution or CUSA's Constitution and disciplinary action is considered, the Executives shall report it to the Clubs and Societies Commissioners.

V. Executive Members

- Co-Presidents (2 positions)

Responsible for:

- Overseeing all ESSA initiatives
- Preparing and leading meetings
- Delegating tasks to other executives
- Ensuring all events run smoothly by overseeing the planning, preparation, facilitation, and take-down of events
- Managing ESSA's email account and overseeing all ESSA media platforms (i.e. Instagram, Facebook, and Discord)
- Supporting the VP Finance in the management of ESSA's banking
- Communicating with Environmental Science students and faculty regarding all ESSA events and initiatives

- Vice President Internal (1 position)

Responsible for:

- Taking the lead in the planning, preparation, and facilitation of all ESSA events that are run ON campus (i.e. movie nights, paint nights, pumpkin carving, etc.)
- Delegating event-related tasks to the Year Representatives and other executives

- Vice President External (1 position)

Responsible for:

- Taking the lead in the planning, preparation, and facilitation of all ESSA events that are run OFF campus (i.e. hikes, recreational nights)
- Delegating event-related tasks to the Year Representatives and other executives
- Organizing the promotions, purchase, and distribution of all ESSA merchandise

- Vice President Finance (1 position)

Responsible for:

- Managing all banking for ESSA including withdrawing and depositing funds and bookkeeping
- Managing ESSA's float during events
- Providing CUSA and other Carleton organizations with necessary financial information (bank statement, end-of-year finances, etc.)

- Filling out funding applications on behalf of ESSA

- VP Communications (1 position)

Responsible for:

- Taking attendance and detailed notes at meetings
- Relaying important information from meetings to any ESSA members who were absent
- Summarizing and posting meeting minutes on all ESSA media platforms (i.e. Facebook, Instagram, and Discord)

- Media Resources Representatives (2 positions)

Responsible for:

- Managing all ESSA media platforms (i.e. Instagram, Facebook, and Discord)
- Promoting all ESSA events and initiatives to environmental science students and the general public through social media and other resources (email, posters, student room whiteboard, etc.)
- Responding to messages and inquiries sent to all ESSA media platforms and relaying essential information to the Co-Presidents

- Year Representatives (1 position per year)

Responsible for:

- Representing the opinions and views of students from their respective years at ESSA meetings
- Relaying upcoming ESSA news and events to students in their year through in-class announcements, class group chats, etc.
- Assisting the VP External and Internal in the organization of ESSA events and initiatives

V. Meetings

Weekly meetings will be held to discuss, organize, and promote ESSA events and initiatives. At the beginning of each semester, the Co-Presidents will choose a meeting time that works best for all students. This time will be announced by email and social media to all students, and weekly meeting reminders will be made through social media. Meetings are open to all students within the Institute of Environmental Science.

Meetings of the General Membership:

- Meetings of the General Membership can be called:
 - At the request of the President, for a meeting to be held not less than one week from the date of publication of the notice;
 - At the request of the Executive, for a meeting to be held not less than one week from the date of publication of the notice; or
 - At the request of any five members of the Organization.
- A minimum of one meeting of the General Membership must occur per year in the spring for the purpose of elections.
- Quorum of the General Membership:
 - The presence of at least five members or the majority of members, whichever is less, shall be necessary to constitute a meeting of General Membership for the exercise of its powers.

Meetings of the Executive Committee:

1. Meetings of the Executive Committee shall
 - a. Be held at regular intervals and are for the purpose of running the club.
 - b. Votes by the Executive Committee on club business shall be declared by a simple majority.

VI. Leadership Succession

The Environmental Science Student Association will hold elections at the end of the Winter Term to fill the Co-President and executive positions. Elections will be done via the Simply Voting platform, online. The Succession Officer will provide a membership list to the Simply Voting platform, then each member will receive a unique link, within which they will input their unique “Electoral ID” to cast their vote.

Elections

The Organization has chosen to run elections for its Leadership Succession. The following are the steps necessary to be taken to run elections.

1. The Club executives will appoint a Succession Officer to run elections for the Club.
 - a. A Succession Officer may be any one (1) of the following individuals:
 - i. A neutral party to all elections being held within the club.
 - ii. A member of the Clubs Oversight Committee.
 - iii. A member of the CUSA Clubs Office.
 - iv. A club member or an external student non-member.

- b. All efforts should be made for a Succession Officer to be appointed on a consensus basis in the Executive Committee. When that is not possible, a recorded vote in a first past the post majority or plurality vote winner will be appointed Succession Officer.
 - c. The Organization will work with the Succession Officer to set the date of final voting membership purchase, campaign start, campaign end, voting start, and voting end.
 - d. All students within the Institute of Environmental Science will have the opportunity to join the club before the start of voting.
 - e. Every voter has the right to cast their ballot in private.
 - f. During counting, candidates may select an individual who is not a candidate to be present for counting and scrutinizing.
 - g. Appeals, complaints, or conflict may be made to the Clubs Oversight Committee by way of emailing the Student Groups Administrator.
 - h. Timeline:
 - i. Day 1 - Announcement of campaign, voting, and results announcement dates
 - ii. Day 7 - Start of campaign
 - iii. Day 14 - end of campaign
 - iv. Day 15 - start of voting
 - v. Day 16 - end of voting
 - vi. Day 17 - Results announced
2. The Club will run a first past the post-style election to elect the executive positions of Co-Presidents (2), VP Internal, VP External, VP Finance, VP Communications, Media Resource Representatives (2), and Year Representatives (1 for each year standing).
- a. Candidates on the ballot shall be organized alphabetically by last name, with a box to be filled, marked, or checked for a single option/candidate.
 - b. A final “no-confidence” option will be offered at the bottom of the ballot.
 - c. Any ballot with multiple boxes clearly marked will be discarded as “spoiled.”
 - d. Upon counting of the vote, the candidate with the most votes will be considered elected to the position.

VII. Impeachment

Executive Role Impeachment:

Grounds for impeachment of a club member include any violation of the constitution, the governing documents of CUSA, committing an act (or acts) which negatively affects and/or harms the interests of the clubs and its members, failure to fulfill executive duties

and/or refusal to participate in ESSA-related activities. Any member can bring a complaint forward to an ESSA Co-president. The Co-presidents are then obligated to organize a meeting with the executives within 10 days of receiving the complaint. At this meeting, the complaint will be reviewed. The member bringing forward the complaint and the accused executive shall be given time to speak. If a conflict of interest arises from the complaint the Co-presidents will designate another neutral executive to organize and mediate this meeting. During the meeting, the executive or Co-president will call a simple majority vote with the general membership to decide if the accused will be removed from their position. Impeachment of an executive results in their removal from office and as a member of the club.

Membership Impeachment:

Grounds for impeachment of a club member include any violation of the constitution, the governing documents of CUSA, and committing an act (or acts) which negatively affects and/or harms the interests of the clubs and its members. Any member can bring forward a request for impeachment to any executive. Within 10 days of receiving this request, the executive will host a meeting. At this meeting, the complaint will be reviewed. The individual bringing forward the complaint and the person accused shall be given time to speak. To remove a member, our Club will first consult the CUSA Clubs Membership Removal Committee (MRC). The CUSA Clubs Membership Removal Committee (MRC) will advise on the next steps for the club. Should the CUSA Clubs Membership Removal Committee (MRC) advise that the club proceed with membership removal, the following steps will take place: A vote for impeachment within the executives will be conducted. A simple majority of executives will be needed to impeach the member. Impeachment of a member results in their removal as a member of the club.

VIII. Amendments

Any member can propose an amendment to the constitution. This amendment will be presented at the next general meeting. A vote will take place with the general membership to adopt the new amendment. A simple majority will be required to adopt the new amendment.

IX. Dissolution of the Organization

Upon dissolution of the Organization, all assets gained through CUSA shall be returned to CUSA and all other assets shall be given to CUSA.