

# GreenChemUBC Constitution

## University of British Columbia (Vancouver)

Enacted on *Tuesday, Aug 16th 2016 in Vancouver, BC* by a vote of GreenChemUBC

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## **Section 1. Preamble**

GreenChemUBC is a student-founded and student-run organization that operates out of the Department of Chemistry at the University of British Columbia (Vancouver). The mission of GreenChemUBC is to raise awareness about green chemistry in order to facilitate sustainable practices within the chemistry community at the University of British Columbia (Vancouver). Through seminars, workshops, and networking, the GreenChemUBC strives to educate scientists and engineers about important green chemistry concepts that are relevant to chemical research and the community at large. GreenChemUBC intends to accomplish this mission by the attainment of the aims listed in Section 4. GreenChemUBC shall endeavour to function in an open and democratic fashion. It shall do so by following, as closely as possible, both the letter and spirit of the current document.

## **Section 2. Name**

The official name of this association shall be the GreenChemUBC.

## **Section 3. Membership**

The GreenChemUBC Committee shall consist of the GreenChemUBC Executive and Member(s)-at-Large.

The GreenChemUBC Executive shall consist of individuals associated with Chemistry at the University of British Columbia (Vancouver), including, but not limited to, graduate students, undergraduate students, post-doctoral fellows, staff, faculty, and alumni, as outlined by the positions listed in Section 5, excluding Sections 5.7-5.8 with responsibilities listed therein. GreenChemUBC Member(s)-at-Large shall consist of individuals associated with Chemistry at the University of British Columbia (Vancouver), including, but not limited to, graduate students, undergraduate students, post-doctoral fellows, staff, faculty, and alumni, as outlined by Section 5.7, generally involved in the internal organization and planning of GreenChemUBC events, activities and initiatives. General membership shall consist of any individuals associated with Chemistry at the University of British Columbia (Vancouver), including, but not limited to, graduate students, undergraduate students, post-doctoral fellows, staff, faculty, and alumni.

Participation in GreenChemUBC events and activities shall be open to any individuals interested in green chemistry.

## **Section 4. Purpose**

The purpose of the GreenChemUBC shall be to raise awareness about green chemistry in order to facilitate sustainable practices within the chemistry community by organizing events such as:

### **4.1. Educational Initiatives, which may include:**

- Green Chemistry Seminar Series
- Green Chemistry Trivia
- Annual Workshop or Symposium

### **4.2. Waste and Energy Reduction Initiatives**

### **4.3. Sharing of Green Chemistry Resources and Tools**

## **Section 5. The GreenChemUBC Voting Members/ GreenChemUBC Committee**

The GreenChemUBC Committee shall consist of the following voting members: Co-Chair(s), Secretary, Treasurer, Media Coordinator(s), Workshop/Symposium Coordinator, Seminar Series Coordinator(s), and Member(s)-at-Large.

### **5.1. Co-Chair(s) (up to 2)**

It shall be the responsibility of the Co-Chair(s) to:

- 5.1.1.** Preside at meetings of the GreenChemUBC Committee
- 5.1.2.** Preside at general meetings of the GreenChemUBC
- 5.1.3.** Coordinate among GreenChemUBC Committee members during and in between meetings
- 5.1.4.** Ensure the GreenChemUBC Committee members are carrying out their duties as outlined in the Constitution
- 5.1.5.** Act as a primary liaison between the GreenChemUBC and its membership
- 5.1.6.** Act as a primary liaison between the GreenChemUBC and the Department of Chemistry
- 5.1.7.** Represent the GreenChemUBC in its official correspondence and communication, including but not limited to, writing articles and news reports;
- 5.1.8.** Prepare the agenda for each GreenChemUBC Committee and general meeting
- 5.1.9.** Prepare an end-of-year report highlighting key points and important events that took place during the course of the year, and have these items ready to present at the annual general meeting
- 5.1.10.** Act as a signing authority, along with the Treasurer, on the GreenChemUBC financial account.

### **5.2. Secretary**

It shall be the responsibility of the Secretary to:

- 5.2.1.** Schedule a time and location for each GreenChemUBC Committee and general meeting
- 5.2.2.** Record and maintain the minutes of GreenChemUBC Committee and general meetings
- 5.2.3.** Present minutes of previous meetings to GreenChemUBC Committee members via email within three days of a meeting
- 5.2.4.** Maintain the list of GreenChem UBC Committee members on both the website and email list
- 5.2.5.** Organize, maintain, and regularly update the contents of the GreenChemUBC Dropbox folders, and backup the files monthly to a safe, secure location
- 5.2.6.** Ensure that the GreenChemUBC Committee is kept informed of all GreenChemUBC actions and decisions
- 5.2.7.** Ensure that the membership are kept informed of all GreenChemUBC activities and relevant information
- 5.2.8.** Provide the general membership with at least one week's notice of general meetings, outlining items to be discussed.

### **5.3. Treasurer**

It shall be the responsibility of the Treasurer to:

- 5.3.1.** Maintain sound financial records
- 5.3.2.** Ensure the GreenChemUBC Committee members are kept informed of the financial situation at every GreenChemUBC Committee meeting, as well as making available current financial records via Dropbox
- 5.3.3.** When necessary, prepare a financial report for presentation at a GreenChemUBC general meeting
- 5.3.4.** Prepare an annual statement of income and expenditures (i.e. the budget) for the current and incoming GreenChemUBC Committee
- 5.3.5.** Actively seek out and apply for or request funding from internal and external organizations
- 5.3.6.** Act as a signing authority on the GreenChemUBC financial account(s)
- 5.3.7.** Coordinate with GreenChemUBC Committee members involved in organizing events or activities which incur costs to the GreenChemUBC to ensure there is adequate funding available.

### **5.4. Media Coordinator(s) (up to 2)**

It shall be the responsibility of the Media Coordinator(s) to:

- 5.4.1.** Maintain the GreenChemUBC website, and keep its content current
- 5.4.2.** Maintain social media outlets (such as the GreenChemUBC Facebook page, Twitter account, LinkedIn account) to promote GreenChemUBC activities, initiatives, and resources
- 5.4.3.** Maintain and update the GreenChemUBC Blog, including scheduling, coordinating, and publishing member posts.

### **5.5. Workshop/Symposium Coordinator**

It shall be the responsibility of the Workshop/Symposium Coordinator to:

- 5.5.1.** Oversee all aspects of organizing the annual GreenChemUBC workshop or symposium, the scope and theme of which is up to the discretion of the current GreenChemUBC Committee
- 5.5.2.** Assemble a team of GreenChemUBC Committee Members to assist in the planning, organization and execution of the annual workshop or symposium
- 5.5.3.** Ensure that the workshop or symposium is sufficiently promoted, funded, and organized
- 5.5.4.** Coordinate with the Treasurer to ensure funding is properly maintained and utilized.

### **5.6. Seminar Series Coordinator**

It shall be the responsibility of the Seminar Series Coordinator to:

- 5.6.1.** Ensure that there are at least six green chemistry seminars per academic year (September –August)
- 5.6.2.** Recruit speakers of varying backgrounds and expertise well in advance to ensure a balanced schedule
- 5.6.3.** Arrange travel, accommodations, and meals for visiting speakers as necessary
- 5.6.4.** Arrange logistics for each seminar, including room reservations and promotional emails and posters

**5.6.5.** Arrange a meeting schedule with University of British Columbia faculty and staff as appropriate.

### **5.7. Member(s)-at-Large**

It shall be the responsibility of the Member(s)-at-Large to:

**5.7.1.** Aid the members of the GreenChemUBC Executive as necessary in performing their appointed duties

**5.7.2.** Partake in the organization and implementation of events and initiatives as set out by the GreenChemUBC Mission Statement.

### **5.8. Faculty Liaison**

The GreenChemUBC Committee may choose to appoint a Faculty Liaison as a non-voting member of the GreenChemUBC, which shall be done by a majority vote by the GreenChemUBC Committee. If the GreenChemUBC Committee chooses to create this position, it shall be the responsibility of the Faculty Liaison to:

**5.8.1.** Act as a liaison between the Faculty of the Department of Chemistry at the University of British Columbia (Vancouver) and the GreenChemUBC

**5.8.2.** Represent the interests of the Faculty of the Department of Chemistry of the University of British Columbia (Vancouver) at GreenChemUBC committee meetings (must attend one per semester) and general meetings (must attend one per year)

**5.8.3.** Represent the interests of the GreenChemUBC at faculty meetings.

## **Section 6. Meetings**

### **6.1. GreenChemUBC Committee Meetings**

The purpose of a GreenChemUBC Committee meeting is to keep the GreenChemUBC Committee informed of the progress and status of the various activities, initiatives, projects, and events, as well as obtain feedback and input and/or propose new activities, initiatives, projects, and events.

**6.1.1.** At least six GreenChemUBC Committee meetings shall be held during the course of the academic year

**6.1.2.** Seventy-five (75) percent of the GreenChemUBC Committee members shall constitute a voting quorum at such meetings.

### **6.2. General Meetings**

**6.2.1.** At least one GreenChemUBC general meeting shall be held during the course of the term of office of the current GreenChemUBC Committee;

**6.2.2.** Ten (10) general members, including at least five (5) GreenChemUBC Committee members, in attendance shall constitute a quorum at such meetings

**6.2.3.** If quorum is not attained at a general meeting it shall be delayed for a period of thirty (30) minutes for the present members to actively invite others into attending. If quorum is still not attained and if there are substantive issues to be dealt with, an e-mail should be sent to ask all accessible general membership for their input over the course of one week. The responses from the members will be considered and ratified

**6.2.4.** Announcements of general meetings must be made by email at least seven (7) days in advance with an indication of items to be discussed included therein

**6.2.5.** At the general meeting a presentation shall be given outlining the

GreenChemUBC finances for the term of office of the current GreenChemUBC Committee and activities/events held therein.

## **Section 7. Replacing Executive Members**

### **7.1. Resignation**

Should a member of the GreenChemUBC Committee no longer be able to complete their duties and responsibilities they must notify the GreenChemUBC Committee in writing of their resignation. Should there arise a vacancy on the GreenChemUBC Executive, the members of the GreenChemUBC Committee should hold a separate election at the next GreenChemUBC Committee Meeting to fill this position for the balance of the term of the vacated position.

### **7.2. Impeachment**

In the event that an Executive member is unable to perform their duties, that they have missed more than two thirds (2/3) of the GreenChemUBC Committee meetings, or that their commitment to the group has been brought into question by another member of the GreenChemUBC Committee, the Committee reserves the right to revoke the position of the individual in question, provided that there is a unanimous vote in favour of the motion by all other voting members of the GreenChemUBC Committee. Following this, the member in question will receive notification in writing about their removal from the GreenChemUBC Committee, at which time they will have seven (7) days to respond in writing to the Committee's decision. Following receipt of the response of the member in question, the GreenChemUBC Committee will vote a second time on the appointment of the individual in question, again requiring a unanimous vote in favour of the motion for the revocation to pass. Failure of the member in question to respond in writing within seven (7) days to the GreenChemUBC Committee's decision will result in the immediate revocation of the membership of the individual in question.

## **Section 8. Finances**

### **8.1. GreenChemUBC Committee Fees**

There are no fees for being a member of the GreenChemUBC Committee.

### **8.2. Financial Record Keeping**

The GreenChemUBC Committee shall have access to the complete financial records during their term of office. The Treasurer shall be responsible for ensuring these documents are kept current and available for the GreenChemUBC Committee, and the financial records are to be available to any member of the general membership that formally requests to see them.

## **Section 9. Terms of Office and Election of the Executive**

**9.1.** The term of office for the GreenChemUBC Executive members shall be for no more than fourteen (14) months and shall begin within three weeks of being elected.

**9.2.** Elections for GreenChemUBC Executive positions will be held annually following the completion of the winter academic term, and must be held before July 1st, or as needed throughout the year to fill any positions that have been vacated due to resignation or impeachment

**9.3.** Member(s)-at-Large do not hold a set term of office, and can join the GreenChemUBC Committee at any time throughout the year by formally requesting

membership by emailing the current GreenChemUBC Committee, and attending a minimum of two GreenChemUBC Committee meetings

**9.4.** Voting for GreenChemUBC Executive positions is open to all members of the GreenChemUBC Committee and voting by proxy is not permitted

**9.5.** In the event that a vote will take place for any contested Executive position, the GreenChemUBC Committee will, vote by secret ballot, if a nominee is uncontested for an Executive position, a vote of confidence shall be held

**9.6.** All GreenChemUBC Executive members shall be eligible for re-election to the position they currently hold or for election to any other position

**9.7.** All GreenChemUBC Member(s)-at-Large shall be eligible for election to any Executive position

**9.8.** Any member of the general membership shall be eligible for election to any Executive position

**9.9.** At the end of the GreenChemUBC Committee's term of office they are required to hold a general meeting (Annual General Meeting, AGM), which they must announce, to the best of their abilities, to the general membership by email at least seven (7) days prior to the AGM

**9.10.** At the end of each GreenChemUBC Executive member's term of office, he or she is required to prepare a turnover document that facilitates the transfer of knowledge to their successor

**9.11.** To run for a position on the GreenChemUBC Executive, nominees must complete the GreenChemUBC Executive Application Form and submit it prior to the commencement of the AGM.

## **Section 10. Amending the constitution**

Amending the Constitution or any parts therein shall be considered if petitioned for by six (6) GreenChemUBC voting members or by fifty (50) members of the general membership. A written copy of the proposed amendments must be submitted to the current GreenChemUBC Committee. The GreenChemUBC Committee shall, within at least seven (7) days, inform the general membership, to the best of their abilities, that a vote on the proposed amendment(s) shall take place a maximum of forty (40) days after the proposed amendments were received. Voting on amendments to the Constitution is open to all GreenChemUBC Committee members, as outlined in Section 5, and voting by proxy is not permitted. Amendments to the Constitution shall necessitate a majority of those voting in favour to pass. An omnibus is not allowed and so each amendment shall be voted on separately. This vote may be held by way of a secret ballot or of raised hands.