

## UNB ENVIRONMENTAL SOCIETY CONSTITUTION – 2006-2007

### NAME

1. This organization shall be known as the U.N.B. Environmental Society, hereafter referred to as the “ENVS”.

### OBJECT

2. The object of the ENVS is to:
  - a. provide an opportunity and outlet for undergraduate students to discuss issues pertaining to ecology and the environment;
  - b. organize fundraising events to raise funds for other environmental groups;
  - c. network and liaison with other groups; and
  - d. socialize in a positive and entertaining/casual manner with other societies/clubs and environmental groups.

### MEMBERS

3. Membership of the ENVS shall be open to all full-time undergraduate UNB or STU students as defined by the UNB Academic Calendar, but shall not be exclusively limited to those students, i.e. faculty and staff may be members.
4. There shall be two (2) classes of membership in the ENVS, namely:
  - a. Active Members;
  - b. List Members;(together referred to as the “Members”).
5. Active Members shall be those persons who have paid the requisite membership fee established from time to time by the Executive Officers, who appear at meetings on a regular basis, and who support other initiatives of the ENVS.
  - a. Only Active Members will be granted voting rights apart from the Executive Officers.
6. List Members shall be those individuals who have paid the requisite membership fee established from time to time by the Executive Officers but are unable to or do not attend meetings on a regular basis, but receive meeting minutes and event notices via email.
  - a. List Members may be granted a membership fee discount at the discretion of the Executive Officers.
7. Individuals who do not wish to pay the membership fee established from time to time by the Executive Officers may still sign up to receive ENVS email notifications and meeting minutes.
8. Membership for all Members shall commence once the membership is paid and terminate on the thirty-first (31<sup>st</sup>) day of August in a given year, excluding Executive Officers.
9. Where at least 2/3 of the Members vote to revoke the membership of a Member, the membership of that Member shall be revoked.

## REGISTRY

10. A membership registry shall be maintained by the Secretary and Webmaster in which shall be entered the names and email addressed via encoded links (to prevent “spam”) of all Members of the ENVS and posted on the ENVS website (located at <http://www.unbf.ca/clubs/ENVS>).
  - a. Names and encoded email links will be withheld from the Web Registry only by request.

## MEMBERSHIP FEES

11. The Executive Officers of the ENVS may prescribe from time to time an annual membership fee which shall be payable by all Members of the ENVS.
12. Upon payment of the requisite membership fee, Members shall receive a receipt for payment and shall enjoy all the rights and privileges of a qualified Member of the ENVS.
13. At the discretion of the Executive Officers, a discounted fee may be offered to List Members.
14. At the discretion of the Executive Officers, a discounted fee may be offered to Members for entry into ENVS events.

## MEETINGS OF MEMBERS

15. Executive Officers will hold an Executive Meeting prior to General Meetings to discuss an upcoming agenda for General Meetings.
  - a. agenda will be forwarded to Members via email a minimum of two (2) days in advance to allow Members to review agenda and submit additions or changes.
16. Meetings will be held for Members to attend as frequently as possible and desired to an agreed upon schedule by a quorum of at least 50%+1 of Active Members.

## REPORTING MINUTES OF MEETINGS

17. Executive Meeting Minutes will be recorded by the Secretary, but not reported to Members; however, Executive Meeting Minutes will be made available upon request within three (3) days of a request to view the Executive Meeting Minutes of a particular meeting.
18. General Meeting Minutes will be recorded by the Secretary and reported to members via email within three (3) days of a General Meeting.
19. General Meeting Minutes will be reported by the Secretary to the Webmaster to be posted by the Webmaster on the ENVS website to be available to anyone.

## OFFICERS

20. In each year, the Members shall elect, in accordance with this Constitution, the following Executive Officers:
  - a. President;
  - b. Vice President;
  - c. Treasurer;
  - d. Secretary; and
  - e. Webmaster.

21. Where any Executive Officer does not take office, resigns, or is dismissed, the remaining Executive Officers shall appoint by two-thirds majority vote an Active Member in good standing to fill such vacancy.
22. At least 50% of the Group's Executive Officers shall be Members of the UNB Student Union (the "Student Union").

#### PRESIDENT

23. The President shall:
  - a. provide direction and leadership for the advancement and promotion of the objectives of the ENVS;
  - b. be the official spokesperson for the ENVS;
  - c. supervise the Vice President, Treasurer, Secretary, and Webmaster;
  - d. fulfill and perform those duties as may be required to achieve the objectives of the ENVS; and
  - e. chair both Executive Officers Meetings and General Meetings.

#### VICE PRESIDENT

24. The Vice President shall:
  - a. report to the rest of the Executive Officers;
  - b. fulfill the duties of the President in his or her absence; and
  - c. organize membership recruitment.

#### TREASURER

25. The Treasurer shall:
  - a. report to the rest of the Executive Officers;
  - b. present the books and accounts of the ENVS to any Member within three (3) days of a request to view the books and accounts of the ENVS;
  - c. be responsible for the enforcement of all financial policies of the ENVS; and
  - d. act as liaison between the ENVS and the Student Union in all communications and agreements relating to funding.

#### SECRETARY

26. The Secretary shall:
  - a. report to the rest of the Executive Officers;
  - b. record the minutes of meetings of the Executive Officers;
  - c. record and report minutes of the General Meeting; and
  - d. maintain this Constitution;

#### WEBMASTER

27. The Webmaster shall:
  - a. report to the rest of the Executive Officers; and
  - b. maintain the ENVS website.

## COMMITTEES

28. The Executive Officers of the ENVS may appoint from time to time committees of the ENVS with approval of a quorum of 50% +1 of Active Members.

## ELECTIONS

29. The annual election of the Executive Officers shall take place no fewer than two (2) weeks after the close of nominations and shall be held prior to Winter Term break as defined by the UNB Academic Calendar.
30. Each Executive Officer elected in accordance with this Constitution shall assume office on the first day of May in the year of his or her election and shall continue to hold office until the earliest of:
  - a. the thirtieth (30<sup>th</sup>) day of April; or
  - b. such time as he or she resigns, is dismissed, or ceases to be an Active Member of the ENVS.

## BALLOTS AND VOTING

31. All ENVS Members, including Executive Officers, shall have one vote.
32. Where only one candidate is nominated for a particular position, the ballot for that position shall be in the form of a “yes/no” vote.

## FISCAL YEAR

33. The fiscal year of the ENVS shall begin on the first day of May in each year and shall terminate on the last day of April in the following year.

## AMENDMENT

34. Notice of Motion indicating the intention of any proposed change to this Constitution is required two weeks in advance of a meeting at which any proposed change is to be discussed. Such notice shall be posted on the ENVS website, where it is expected that a majority of Members may take notice of the proposed changes.
35. Amendments shall be accepted only after at least 2/3 of the Active Members of the ENVS voting at a meeting where 50% +1 of the Active Members are present.