

CONSTITUTION

Green Chemistry Initiative (GCI)

University of Toronto

Enacted on *Friday May 2nd, 2014 at 12:30 pm at LM 128, 80 St. George St. Toronto, ON.* by a vote of the GCI

Updated on *Thursday June 25th, 2015 at 1:30pm at Davenport West Conference Room, 80 St. George St. Toronto, ON.* by a vote of the GCI

Updated on *June 24th, 2019 at 2:00 pm at Davenport West Seminar Room, 80 St. George St. Toronto, ON.* by a vote of the GCI

Updated on *October 15th, 2022 at 12:00 pm at Davenport West Seminar Room, 80 St. George St. Toronto, ON.* by a vote of the GCI

Table of Contents

| | |
|---|---|
| Section 1. PREAMBLE | 2 |
| Section 2. NAME..... | 2 |
| Section 3. MEMBERSHIP | 2 |
| Section 4. PURPOSE | 3 |
| Section 5. THE GCI VOTING MEMBERS/GCI COMMITTEE | 3 |
| 5.1. (Co-)Chair(s) (up to 2) | 3 |
| 5.2. Secretary | 4 |
| 5.3. Treasurer | 4 |
| 5.4. Media Coordinator(s) (up to 2) | 4 |
| 5.5. Symposium Coordinator | 4 |
| 5.6. Seminar Series Coordinator | 5 |
| 5.7. Member(s)-at-Large..... | 5 |
| 5.8. Faculty Liaison..... | 5 |
| Section 6. MEETINGS | 5 |
| 6.1. GCI Committee Meetings | 5 |
| 6.2. General Meetings | 5 |
| Section 7. REPLACING EXECUTIVE MEMBERS | 6 |
| 7.1. Resignation | 6 |

| | |
|---|---|
| 7.2. Impeachment..... | 6 |
| Section 8. FINANCES..... | 6 |
| 8.1. GCI Committee Fees..... | 6 |
| 8.2. Financial Record Keeping..... | 6 |
| Section 9. TERMS OF OFFICE AND ELECTION OF THE EXECUTIVE..... | 7 |
| Section 10. AMENDING THE CONSTITUTION..... | 7 |

Section 1. PREAMBLE

The Green Chemistry Initiative (GCI) is a student-founded and student-run organization that operates out of the Department of Chemistry at the University of Toronto. It is the mission of the GCI to raise awareness about green chemistry in order to facilitate sustainable practices within the chemistry community at the University of Toronto. Through seminars, workshops, and networking, the Green Chemistry Initiative strives to educate scientists and engineers about important green chemistry concepts that are relevant to chemical research and the community at large. The GCI intends to accomplish this mission by the attainment of the aims listed in Section 4.

The GCI shall endeavor 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 Green Chemistry Initiative, abbreviated as GCI, hereinafter referred to as such.

Section 3. MEMBERSHIP

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

The GCI Executive shall consist of individuals associated with Chemistry at the University of Toronto, 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.

Voting membership is open to all registered students of the University of Toronto. Non-voting membership is open to University of Toronto staff, faculty, alumni, and to persons from outside the University. GCI Member(s)-at-Large shall consist of individuals associated with Chemistry at the University of Toronto, including, but not limited to, graduate students, undergraduate students, post-doctoral fellows, staff, faculty, and alumni, as outlined by Voting membership, as outlines by Section 5.7, generally involveesd in the internal organization and planning of GCI events, activitiesactivities, and initiatives. Participation in GCI events and activities shall be open to any individuals interested in green chemistry.

as well as providing contributions in the form of:

- a. Volunteering for GCI events;
- b. Writing up blog post(s) or relevant social media posts;
- c. Contributing trivia questions;
- d. Signing up for sub-exec positions including, but not limited to, the Energy Reduction Subcommittee, the Symposium ~~Subcommittee~~Subcommittee, and the Women in Green Chemistry social media campaign.

- 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 GCI VOTING MEMBERS/GCI COMMITTEE

The GCI 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. Executive members with voting privileges shall be currently registered students of the University of Toronto.

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 GCI Committee;
- 5.1.2. Preside at general meetings of the GCI;
- 5.1.3. Coordinate among GCI Committee members during and in between meetings;
- 5.1.4. Ensure the GCI Committee members are carrying out their duties as outlined in the Constitution;
- 5.1.5. Act as a primary liaison between the GCI and its membership;
- 5.1.6. Act as a primary liaison between the GCI and the Department of Chemistry;
- 5.1.7. Represent the GCI in its official correspondence and communication, including but not limited to, writing articles and news reports;
- 5.1.8. Prepare the agenda for each GCI 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 GCI's financial account

5.2. Secretary

It shall be the responsibility of the Secretary to:

- 5.2.1. Schedule a time and location for each GCI Committee and general meeting;
- 5.2.2. Record and maintain the minutes of GCI Committee and general meetings;
- 5.2.3. Present minutes of previous meetings to GCI Committee members via email within three days of a meeting;
- 5.2.4. Maintain the list of GCI Committee members on both the website and email listserv;

- 5.2.5. Organize, maintain, and regularly update the contents of the GCI Dropbox folders, and backup the files monthly to a safe, secure location;
- 5.2.6. Ensure that the GCI Committee is kept informed of all GCI actions and decisions;
- 5.2.7. Ensure that the membership are kept informed of all GCI 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 GCI Committee members are kept informed of the financial situation at every GCI 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 GCI general meeting;
- 5.3.4. Prepare an annual statement of income and expenditures (i.e. the budget) for the current and incoming GCI 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 GCI's financial account(s);
- 5.3.7. Coordinate with GCI Committee members involved in organizing events or activities which incur costs to the GCI 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 GCI website, and keep its content current;
- 5.4.2. Maintain social media outlets (such as the GCI Facebook page, Twitter account, LinkedIn account) to promote GCI activities, initiatives, and resources;
- 5.4.3. Maintain and update the GCI Blog, including scheduling, coordinating, and publishing member posts.

5.5. Symposium Coordinator

It shall be the responsibility of the Symposium Coordinator to:

- 5.5.1. Oversee all aspects of organizing the annual GCI symposium, the scope and theme of which is up to the discretion of the current GCI Committee;
- 5.5.2. Assemble a team of GCI Committee Members to assist in the planning, organization and execution of the annual symposium;
- 5.5.3. Ensure that the 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 Toronto 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 GCI 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 GCI Mission Statement.

5.8. Faculty Liaison

The GCI Committee may choose to appoint a Faculty Liaison as a non-voting member of the GCI, which shall be done by a majority vote by the GCI Committee. If the GCI 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 Toronto and the GCI;
- 5.8.2. Represent the interests of the Faculty of the Department of Chemistry of the University of Toronto at GCI committee meetings (must attend one per semester) and general meetings (must attend one per year);
- 5.8.3. Represent the interests of the GCI at faculty meetings.

Section 6. MEETINGS

6.1. GCI Committee Meetings

The purpose of a GCI Committee meeting is to keep the GCI 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 GCI Committee meetings shall be held during the course of the academic year;
- 6.1.2. Seventy-five (75) percent of the GCI Committee members shall constitute a voting quorum at such meetings.

6.2. General Meetings

- 6.2.1. At least one GCI general meeting shall be held during the course of the term of office of the current GCI Committee;
- 6.2.2. Ten (10) general members, including at least five (5) GCI 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 GCI finances for the term of office of the current GCI Committee and activities/events held therein.

Section 7. REPLACING EXECUTIVE MEMBERS

7.1. Resignation

Should a member of the GCI Committee no longer be able to complete their duties and responsibilities they must notify the GCI Committee in writing of their resignation. Should there arise a vacancy on the GCI Executive, the members of the GCI Committee should hold a separate election at the next GCI 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 GCI Committee meetings, or that their commitment to the group has been brought into question by another member of the GCI 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 GCI Committee. Following this, the member in question will receive notification in writing about their removal from the GCI 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 GCI 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 GCI Committee's decision will result in the immediate revocation of the membership of the individual in question.

Section 8. FINANCES

8.1. GCI Committee Fees

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

8.2. Financial Record Keeping

The GCI 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 GCI 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 GCI Executive members shall be for no more than fourteen (14) months and shall begin within three weeks of being elected;

9.2. Elections for GCI 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 GCI Committee at any time throughout the year by formally requesting membership by emailing the current GCI Committee, and attending a minimum of two GCI Committee meetings;

9.4. At the end of the GCI 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;

- 9.5. Voting for GCI Executive positions is open to all members of the GCI Committee and in-person voting must occur at the AGM or by-election meeting;
- 9.6. Voting online may be available, to those unable to attend the in-person voting, at the discretion of the GCI Executive members. The decision to offer online voting must be decided by the GCI executive members at least seven (7) days prior to the date of in-person voting. Online voting shall be sent out to the GCI Committee no later than five (5) days prior to the date of in-person voting;
- 9.7. In the event that a vote will take place for any contested Executive position, the GCI Committee will vote by secret ballot, if a nominee is uncontested for an Executive position, a vote of confidence shall be held;
- 9.8. All GCI Executive members shall be eligible for re-election to the position they currently hold or for election to any other position;
- 9.9. All GCI Member(s)-at-Large shall be eligible for election to any Executive position;
- 9.10. Any member of the general membership shall be eligible for election to any Executive position;
- 9.11. At the end of each GCI 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;
- 9.12. To run for a position on the GCI Executive, nominees must complete the GCI Executive Application Form and submit it no later than five (5) days prior to the date of in-person voting.

Section 10. AMENDING THE CONSTITUTION

Amending the Constitution or any parts therein shall be considered if petitioned for by six (6) GCI voting members or by fifty (50) members of the general membership. A written copy of the proposed amendments must be submitted to the current GCI Committee. The GCI 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 GCI 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.