

# **Constitution of "Sustainable Engineers Association"**

Revised November 2023

## **1. Name**

The official name of this recognized campus group is "Sustainable Engineers Association" hereafter known as "SEA".

## **2. Purpose and Objectives**

SEA defines sustainability as managing our resource usage to meet future environmental, social, and economical needs. Our mission is to empower students with professionals to create sustainable change in our community by acting as a platform to connect them. We do this through our events which provide individuals with opportunities to grow their knowledge, passion, and experience.

Our events allow us to educate students on the technical aspects of sustainable design, provide support for students to develop their own visions and interest in sustainability, and create a platform for networking with industry professionals. These are all accomplished through seminars, industry tours, career fairs, a mentorship program, competitions, conference, workshops, and student projects.

## **3. Membership**

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. Unless otherwise stated, non-voting members do not hold any rights awarded to voting members. As a member, they shall provide their full name and a valid email address. There is no membership fee to become a member of this organization.

## **4. Executive Positions**

The executive members of this organization shall serve for their designated role for a term of twelve (12) months, beginning in May of each year. If any positions go unfilled in May, a second round of recruitment will be completed by September. These members will serve for eight (8) months. The general duties of all executive members include:

- Brainstorm and define a mission and vision statement for themselves and the team
- Define appropriate project scope, timeline, and deliverables for their initiative
- Provide updates about their initiative's progress to other executive members
- Be knowledgeable about this organization and its initiatives
- Ensure sufficient media coverage for their initiative

The additional duties for vice-president positions include:

- Oversee the operation and development of this organization
- Challenge other sub-teams to improve their initiatives
- Manage tasks not necessarily related to their sub-teams when demand arises

### **4.1. President / Co-President**

The President / Co-Presidents shall oversee all aspects of the organization. The specific duties of the President / Co-Presidents include but not limited to:

- Oversee all activities and sub-teams within this organization
- Manage the team operation and structure
- Act as a chief representative of this organization
- Manage the administrative aspects such as affiliation of the organization
- Ensure effective transition to the next cycle of this organization
- Designated signing and financial authority

### **4.2. Vice President Finance**

The vice president finance shall oversee all the financial aspects of the organization. The specific duties of the Vice President Finance include but not limited to:

- Seek and apply for fundings
- Oversee and manage the budget
- Manage reimbursements for transactions made on behalf of this organization
- Maintain records of all financial transactions for this organization
- Oversee activities of the conference sponsorship director

### **4.3. Vice President Business Relations**

The Vice President Business Relations shall oversee all the corporate aspects of the organization. The specific duties of the Vice President Business Relations include but not limited to:

- Attend all on-campus sustainability-related events or networking events
- Reach out to industry and government professionals for collaboration or sponsorship
- Create the annual Sponsorship Package for the club
- Manage all the business contacts and share them with other sub-teams
- Collaborate with other executive members to identify event presenters/collaborators
- Coordinate the Business Relations team

#### **4.4. Vice President Marketing & Media**

The Vice President Marketing & Media shall oversee all the marketing aspects of the organization. The specific duties of the Vice President Marketing & Media include but not limited to:

- Lead all the promotional activities for each initiative
- Manage all the initiatives to improve the branding of this organization
- Brainstorm, plan, and execute innovative marketing strategies
- Communicate with the rest of the team for collaborative marketing
- Manage all the marketing media including the newsletter and social media
- Coordinate the Marketing & Media team

#### **4.5. Vice President Conference**

The Vice President Conference shall oversee the planning and execution of SEA's sustainability conference. The specific duties of the Vice President Conference include but not limited to:

- Coordinate the Conference team
- Lead the planning and execution of the conference
- Facilitate the definition of project scope, goals, and deliverables
- Manage budget for the conference
- Present the project progress to the organization and receive feedback

#### **4.6. Vice President Professional Development**

The Vice President Professional Development shall oversee professional development aspects of the organization. The specific duties of the Vice President Professional Development include but not limited to:

- Oversee the planning and execution of SEA's sustainability career fair
- Oversee the mentorship program

- Oversee other initiatives in the domain of professional development
- Collaborate with other sub-teams to manage business contacts

#### **4.7. Vice President Information Technology**

The Vice President Information Technology shall oversee SEA's website. The specific duties of the Vice President Information Technology include but not limited to:

- Design and maintain the organization's website and other IT assets
- Design and maintain the conference website
- Coordinate with other executive members for website design and information

#### **4.8. Industry Tours Director**

The Industry Tours Director shall oversee the planning and execution of industry tours. The specific duties of the Industry Tours Director include but not limited to:

- Coordinate industry tours with industry professionals
- Build relationships with industry professionals
- Produce event proposals and event reviews

#### **4.9. Curriculum Enrichment Director**

The Curriculum Enrichment Director shall oversee the planning and execution of curriculum enrichment initiative. The specific duties of the Curriculum Enrichment Director include but not limited to:

- Plan and execute various curriculum enrichment initiative
- Collaborate with professors in designing their course
- Collaborate with ESP Office to design seminars

#### **4.10. Student Projects Director**

The Student Projects Director shall oversee the planning and execution of student projects. The specific duties of the Student Projects Director include but not limited to:

- Define project scope and deliverables
- Design and propose student projects
- Coordinate with other organizations or industry professionals to plan the events

#### **4.11. Student Competition Director**

The Student Competition Director shall oversee the planning and execution of SEA's student competitions. The specific duties of the Student Competition Director include but not limited to:

- Design and implement the detailed case competition operations plan
- Acquire industry partners to sponsor and take part in the student competition

- Manage the budget and cost for the student competitions
- Oversee catering services for the competitions

#### **4.12. Conference Marketing Director**

The Conference Marketing Director shall contribute to the planning and execution of SEA's sustainability conference. The specific duties of the Conference Operational Director include but not limited to:

- As a new position, the candidate can offer ideas and personally define their responsibilities
- Find necessary media coverage
- Work efficiently with the Marketing Team and the Conference Team
- Create marketing material for the SEA Conference

#### **4.13. Conference Operational Director**

The Conference Operational Director shall contribute to the planning and execution of SEA's sustainability conference. The specific duties of the Conference Operational Director include but not limited to:

- Produce conference proposal, review, and yearbook
- Design and implement the detailed conference operations plan
- Prepare timelines and monitor activities throughout the duration of the project
- Prepare and maintain the budget and all financial procedures
- Acquire necessary materials (e.g. projectors, markers, etc.) for the conference
- Find catering services for the conference

#### **4.14. Conference Liaison**

The Conference Liaison shall contribute to the planning and execution of SEA's sustainability conference. The specific duties of the Conference Liaison include but not limited to:

- Produce conference proposal, review, and yearbook
- Review incoming email, and messages delegate and resolve issues
- Manage client/speaker relationships to enhance the image of the conference
- Research and propose speakers for the conference

#### **4.15. Sponsorship Director**

The Sponsorship Director shall contribute to the corporate aspects of the organization. The specific duties of the Sponsorship Director include but are not limited to:

- Find corporate sponsors for the conference
- Design a sponsorship package under the discretion of the Vice President Business Relations

- Establish and maintain personal contact and relationships with sponsors
- Assemble and submit corporate funding requests
- Arrange meetings to secure sponsorships and grant funding

#### **4.16. Professional Development Director**

The Professional Development Director shall contribute to the professional development aspects of the organization. The specific duties of the Professional Development Director include but not limited to:

- Produce event proposals, event reviews and contribute to SEA's yearbook
- Facilitate workshops for students to learn more sustainable engineering
- Create events that support professional development of students interested in the field

#### **4.17. Career Fair Director**

The Career Fair Director shall contribute to the planning and execution of SEA's sustainability career fair. The specific duties of the Career Fair Director include but not limited to:

- Reach out and invite companies to the career fair
- Manage all the administrative and operational tasks
- Coordinate logistical matter

#### **4.18. Graphics Designer**

The Graphics Designer shall contribute to the marketing aspects of the organization. The specific duties of the Graphics Designer include but not limited to:

- Design graphics for various promotional posters and pamphlets
- Assist with the design aspects of the organization's website
- Create the organization's yearbook

#### **4.19. Photographer & Videographer**

The Photographer & Videographer shall contribute to the marketing aspects of the organization. The specific duties of the Photographer & Videographer include but not limited to:

- Take photos and videos at events
- Edit and upload the photos and videos taken at events
- Create promotional graphics or presentations

### **5. Elections**

Annual presidential election shall be held prior to April 1st of the current year. By-elections shall be held for any vacancy in between annual elections. If there is one candidate, one (1) president shall be elected. If there are multiple candidates, two (2) co-presidents shall be elected. All voting members of the Executive Committee must be currently registered students of the

University of Toronto. The maximum amount of non-voting positions on the Executive Committee shall be one (1) position or ten per cent (10%) of the positions on the Executive Committee, whichever is greatest. No person may serve as a financial authority or signing authority for the group if they are currently serving as a financial authority or signing authority for another recognized student group at the University of Toronto.

All voting positions on the Executive Committee shall be filled through an annual election. All voting group members shall be eligible to seek nomination to and cast a ballot for each voting position. All non-voting group members shall be eligible to seek nomination only for non-voting positions on the Executive Committee. Non-voting group members shall not be eligible to cast a ballot for any elected position. The nominee winning the plurality of votes cast in the election for each position shall be deemed the winner. On the condition that multiple candidates are to be elected for a single position, the nominees winning the largest share of the votes cast shall be deemed the winners until all positions are filled. The elections must be held in a nonbiased manner. No individual who is seeking election may participate in planning or administering the election.

The election process shall be overseen by the current president / co-presidents, who will act as the election committee. In case of any conflicts of interest, a member of the election committee is required to disclose any conflicts of interest, and shall select another member of the election committee from the current executive team, preferably vice president executive member.

The date of the election, which consists of candidate speech and the first day of voting, shall be announced in a minimum of two (2) weeks prior to the date of the election.

The nomination of candidates shall span for a minimum of one (1) week, beginning at least three (3) weeks prior to the date of the election. All the current executive members who have been in good standing for 30 days prior to the date of the election are eligible for nomination. They may nominate themselves.

In preparation for a tie, one member of the election committee shall cast a ballot and seal it in an envelope. In the event of a tie for an executive position, the seal shall be broken and recount the ballots in order to break the tie. No member shall vote more than once.

A window of three days shall be provided for confidential voting, beginning on the day of the election.

After the election is over, the election committee shall count the ballots and disclose the results to the current executive team, including the number of votes per candidate. The counting shall not include the ballot prepared to break a tie unless there is a tie. The candidate with the most votes shall be elected to the position. If the election has one (1) candidate, the voting option shall include "yes" or "no." The majority vote of the the eligible voters present is required for the candidate to be elected. The term of the position runs from May 1st to April 30th. Note that the result of the election shall be disclosed to any members of the University of Toronto community

upon request.

## **6. Termination of Executive or General Members**

Any member of the club who commits an act negatively affecting the interest of the club and its members, including non-disclosure of a significant or continuing conflict of interest, may be given notice of removal. This includes members not being able to complete their expected tasks. The member up for removal shall have the right to defend his/her actions. The voting shall be held at the next general meeting, at which two-thirds majority of the current executives present in favour of removal is required. Any member facing removal shall have the right to appeal the decision of the Executive Committee to the general membership. The member up for removal shall have the right to defend his/her actions once again at the general meeting before voting begins. A window of three days shall be provided for voting. In the case of an appeal, a simple majority vote at a meeting of the general membership shall be required to sustain the revocation of membership.

Prior to the notice of removal, it is encouraged to ask the member considered for removal if he or she wishes to remove him or herself from the executive position or club.

This process shall be overseen by the election committee, president / co-presidents unless conflicts of interest occur or they are facing potential removal themselves.

Following a termination of membership, the member will be removed from the club's membership and will lose any privileges associated with being a member of the club.

Executive Committee members are subject to the same termination of membership process as general members.

## **7. Finances**

The Vice President Finance shall keep records of all income and expenses. The Vice President Finance shall present the financial health of the organization at the annual general meeting.

The group may not engage in activities that are essentially commercial in nature. The group will not have as a major activity a function that makes it an on-campus chapter of a commercial organization. The group will not provide services and goods at a profit when that profit is used for purposes other than those of the group. The group will not pay salaries to any of its officers. The President and Vice President Finance shall be responsible for creating an accurate annual budget after receiving feedback from all sub-teams. A contingency fund (of minimum \$1000) should be accounted for as an expense in the annual budget as a safeguard for over-expenditure by the club. Each sub-team shall be made aware of the portion of the budget allocated to them prior to making financial decisions or expenses on behalf of or for the club's operations (including but not limited to quotes, drafts, and contracts for services). Financial reimbursements awarded to club members for expenses made on behalf of or for the club shall be held to the discretion of the President and Vice-President Finance, and should follow these guidelines:



1. Prior to incurring any expenses, a budget for the expense shall be decided upon by the President and Vice President Finance.
2. The expense incurred must be directly related to the operation of the club.
3. The expense incurred should not exceed the amount budgeted for the said expense; if the expense does exceed the budgeted quantity, the club will only be held responsible for reimbursing members for the amount budgeted for the said expense.
4. A valid proof of purchase must accompany all expenses. Expenses incurred by the primary bank account holders of the club using the club's bank account must also follow the guidelines stated above.

## **8. Confidentiality**

The work produced by the executive members for this organization is the property of this organization and shall be treated as such. An executive member shall be aware whether or not information should be public (i.e. election results, event details, etc.) or internal (i.e. list of business contacts, guest information, etc.).

## **9. Meetings**

The organization shall hold at least one general meeting per year open to all the members of the University of Toronto community. The date of the general meeting shall be announced at least two (2) weeks prior to the date of the meeting.

The executive meeting will be held monthly where the attendance of vice president executive members is mandatory unless otherwise arranged by the president / co-presidents. The attendance of other executive members is also strongly encouraged, preferably at least one representative from each sub-team.

## **10. Amendments**

Any registered member of the University of Toronto community may propose and vote on amendments to this constitution. The executive committee will administer the process of having amendments discussed at general meetings.

Constitutional amendments shall require a two-thirds majority to be passed at an appropriate meeting by eligible voters. The executive committee shall formally adopt the new constitution and submit the revised constitution to the respective University offices (i.e. The Office of Student Life, The University of Toronto Students' Union, etc.) within two (2) weeks of its approval by general members.

## **11. Policies**

### **11.1 Horizontal Hierarchy**

- All team members (Directors/VPs/Presidents) have equal responsibility and decision making power within the team.

### **11.2 Straight Talk**

- Constructive feedback is encouraged. Everyone is part of a team and deserves a chance to be heard during discussions. Any comments must be framed in a constructive manner in the hopes of improving the club.

### **11.3 Open Door**

- The President/Co-Presidents will always be available to reach and will discuss any problem without judgment and take necessary next steps.
- If any team member is uncomfortable speaking with the President/Co-Presidents, the second point of contact will be any Vice-President. The Vice-President will discuss any problem or concern without judgment and take necessary next steps.
- All team members are expected to discuss openly with each other and in a judgment free zone and take issues to the necessary team member in order to take next steps.