



# Sustainable Buildings Network Constitution

## Executive Team

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## **Table of Contents**

Constitution of Sustainable Buildings Network	2
1. Name	2
2. Purpose and Objectives	2
3. Membership	3
15. Executive List and Duties	4
16. Elections	6
17. Affiliated Clubs	6
18. Finances	9
19. Meetings	9
20. Amendments	10

## **Constitution of Sustainable Buildings Network**

### **1. Name**

The official name of this recognized campus group is “Sustainable Buildings Network”

The acronym or abbreviation of this group is: SBN

### **2. Purpose and Objectives**

The purpose, objectives, mission and/or mandate of organization is outlined here:

#### Description

The Sustainable Buildings Network (SBN) is an association of Undergraduate and Graduate students interested in fields related to sustainable buildings and building energy. The SBN creates a collaborative environment to bring together building-focused sustainability students, faculty and staff across campuses.

#### Mission Statement

The Sustainable Buildings Network facilitates the exchange of ideas between people and fields to promote the idea of sustainable buildings as a cross-disciplinary field, and to increase inclusivity in sustainable buildings.

#### How

For undergraduate students, it offers an opportunity to take part in SBN-wide lectures and workshops. Besides learning opportunities, SBN can also help clubs connect with other clubs,

help host events, and help get them started with hosting or joining design competitions in the field of sustainable buildings.

For graduate students, SBN looks to help student research and networking reflect the multidisciplinary nature of sustainable buildings. SBN offers a hub from which to attend - and host - lectures in their areas of research and interest. It also provides a platform for graduate students to act as mentors, working with undergraduate students in their design competitions and workshops.

SBN provides a platform for discussion and networking opportunities for all students. It brings together undergrad, grad students and faculty from multiple campuses and disciplines, and industry professionals, who all share an interest in sustainable buildings.

### **3. Membership**

Executive members with voting privileges shall be currently registered students of the University of Toronto. Membership will not be restricted based on age, race, sexual identity, faculty associations, or academic standing.

Staff, faculty, or alumni members may hold non-voting executive positions. These nonvoting executive positions shall be limited to a maximum of one (1) or ten per cent (10%) of the full executive body, whichever is greatest. Persons holding these nonvoting executive positions cannot serve as an officer (including financial signing officer) or contact person of the Student Group.

Non-voting membership may be extended to interested staff, faculty, and alumni, or persons from outside the University, without restriction on those grounds outlined by the Ontario Human Rights Code's Prohibited Grounds of Discrimination. However, these members do not hold the aforementioned rights. Members must register with a designated executive by submitting their full name and a valid email address.

U of T members are permitted to run, nominate, and vote in elections and constitutional amendments. Members must register with a designated executive by submitting their full name and a valid email address. No membership fee will be charged.

For recognition by the University of Toronto Students' Union (UTSU), the group must maintain a minimum of 4 members, a total of 51% of membership are UTSU members. The group must also maintain recognition from the Office of Student Life. These requirements are subject to change and should be checked with UTSU annually to ensure qualifications are met.

All members and executives of affiliated clubs shall have the same rights as general members for the purpose of elections, without needing to register (see section **6. Affiliated Clubs**).

The board consists of the administrative committee and the general committee. Responsibilities of board members are as follows:

- Attend the general meetings
- Assist the administrative committee in dispute resolution
- Provide feedback to the executive committee about operations and success of the group
- Create and run all SBN initiatives and event

#### **4. Sustainable Buildings Network Committee List and Duties**

A committee member may not take on the chair or vice-chair role if they are also part of the administrative committee of an affiliated club (see section **6. Affiliated Clubs**).

#### Executive Committee

1. The Executive Committee shall be comprised of five (5) voting members and one (1) non-voting member.
2. All voting members of the Executive Committee must be currently registered students of the University of Toronto.
3. Voting membership must open only to registered students of the University of Toronto.
4. All voting positions on the Executive Committee shall be filled through an annual election and each voting position must be open to all student members.
5. The elections must be held in a nonbiased manner. No individual who is seeking election may participate in planning or administering the election.

These roles will be divided between the officers before re-affiliation with Ulife every year. After the committee members are chosen through a general election, they will divide the roles amongst themselves. Roles will first be distributed by preference, with any conflicts being decided by a vote by members at the next general meeting (see section **7. Meetings**). The co-chair and vice-chair roles must be different people.

#### *The Co-Chairs shall:*

- Oversee the operations, management, and success of the group
- Be the spokesperson for the group
- Hold signing officer authority along with the Treasurer for financial purposes
- Preside over board meetings as well as general meetings
- Ensure transition of office to the future Executives
- Ensure proper re-affiliation with all relevant groups

#### *The Vice-Chair shall:*

- Assume duties of the Chair in their absence
- Ensure the chair stays accountable to the committee for their actions
- Oversee the various committees
- Ensure that all the activities of the club meet regulations and policies of the University of Toronto
- Notify all members of meetings
- Formally records notes and motions for meetings
- Record all financial transactions of the group
- Hold signing officer authority along with the Chair for financial purposes

- Maintain a budget of income and expenses along with receipts
- Advise members on financial position of the group
- Prepare an annual budget for the group as well as budgets for specific events

#### Communications Coordinator

The Communications Coordinator is responsible for all communication within and outside the committee. The role is elected by the members at the same meeting as the Chair and Vice-Chair elections.

*The Communications Coordinators shall:*

- Coordinate organizational recruitment efforts
- Make a list of all registered members
- Maintain the member contact list
- Handle official correspondence of the organization
- Maintain a list of all affiliated external organizations
- Maintain a list of all external contacts the Network engages with
- Maintain standard communication with all external contacts, including any general newsletters
- Actively maintain a list of related external events

#### Sustainable Buildings Challenge (SBC) Coordinator

The SBC Coordinator is responsible for planning and organizing SBN's annual Sustainable Buildings Challenge. The role is elected by the members at the same meeting as the Chair and Vice-Chair elections.

*The Sustainable Buildings Challenge Coordinators shall:*

- Plan and organize the SBC
- Plan and organize all SBC team meetings
- Invite judges
- Facilitate sponsorships from industry
- Develop SBC event plans
- Manage the SBC

#### Event & Initiatives Coordinator

The Event & Initiatives Coordinator is responsible for creating and hosting all of SBN's events and incubating new initiatives. The role is elected by the members at the same meeting as the Chair and Vice-Chair elections.

*The Events and Initiatives (E&I) shall:*

- Coordinate organizational recruitment efforts
- Plan and organize all E&I meetings
- Attend E&I workshops and events
- Support team to brainstorm, organize, run workshops and other events
- Communicate and invite industry professionals as event speakers
- Work with Communications team for promoting events
- Close contact with SBC team for SBC related workshops/networking events

#### **Termination of Committee Members:**

Any member of the club who commits an act negatively affecting the interests of the club and its members, including non-disclosure of a significant or continuing conflict of interest, may be given notice of removal. The member up for removal shall have the right to defend their actions. A two-thirds majority vote of the current members present at the next general meeting in favor of removal is required. The member must have the right to an appeal before the general membership, and the majority vote of the general membership will have the final say on the matter. The member will be removed from the club's membership and will lose any privileges associated with being a member of the club.

Administrative committee members are subject to the same termination or impeachment process and, as determined by the vote, may lose their executive position along with their membership to the group.

### **5. Elections**

Nominations will be accepted before March 30<sup>th</sup>, only from group members that are also registered U of T members (staff, faculty, students and alumni). The administrative committee and board may nominate future committee members, but not if they themselves are running for re-election.

The election shall be conducted through an online poll emailed to all general members. Each member may vote for up to four (4) members. The four (4) candidates with the most votes will be the chosen executive committee. In the event of a tie for the fourth most votes, the previous chair may break the tie.

Terms of administrative positions shall be from May 1st to April 30th.

### **6. Affiliated Clubs**

This section of the constitution may be updated by SBN at the beginning of every year. Any updates made will be reported to affiliated clubs. These updates must be voted on at the first general meeting of the year. A 2/3 majority of affiliated clubs must assent to the change in this section of the constitution.

Affiliation will renew automatically on September 1st.

An SBN-Affiliated Club is any organization that meets the following criteria:

- Meets ULife's criteria for a viable affiliation candidate, but affiliation is not required
- Is either
  - o A design team whose competitions relate strongly to sustainable buildings
  - o An organization whose majority of their work is related to sustainable buildings
- Is an organization made of University of Toronto Undergrad and Grad students, unless that post-secondary institution does not have an SBN chapter. Clubs and organizations with other post-secondary institutions should contact their local SBN chapter. Exceptions will be made on a case-by-case basis under discussion with the SBN committee.
- Has agreed to partner with the Sustainable Buildings Network under the conditions outlined below

## Conditions of Affiliation

- Branding and web presence
  - o The club agrees to attach the SBN name to its branding, in one of the following ways
    - Design Teams: [Name of Team] | An SBN Affiliated Design Team
    - Other clubs:
      - [Name of Club] | An SBN Affiliated Organization
      - [Name of Club] | An SBN Affiliated Club
  - o Alternative branding schemes can be discussed during the affiliation process, and altered at the impetus of both the affiliated organization and SBN
  - o The new branding should appear on the affiliated organizations website in a noticeable location
  - o The affiliated club's website shall also feature a page describing the role of SBN, with a paragraph issued by SBN at the beginning of every year.
    - It is SBN's responsibility to issue this paragraph
    - It is the responsibility of the affiliated club to update their website within 1 week of SBN issuing the paragraph
  - o SBN will feature a description of the club on an "Affiliated Clubs" page of the SBN website. This page will feature a description of the club. The club may update this description at the beginning of every year.
    - It is the responsibility of the affiliated club to issue this paragraph
    - It is SBN's responsibility to update the website within 1 week of the affiliated club issuing the paragraph
- General Meetings
  - o The club shall send at least one representative to SBN general meetings
  - o General Meetings shall occur twice per semester
  - o All reasonable effort shall be made to schedule these meetings such that all representatives can attend
  - o The representative should have enough knowledge of the affiliated club and SBN such that they can contribute meaningfully to the meeting
- Fees
  - o No fee shall be charged to SBN-affiliated clubs
  - o SBN reserves the right to re-evaluate the fee structure at the start of every year
  - o SBN will not alter the fee structure without discussion with the affiliated clubs

## Affiliation Agreement Process

Affiliation with SBN is open at any time to organizations that meet the aforementioned criteria. Any organization wishing to get involved with SBN will follow this process

1. Contact the SBN chair, expressing their intention to become affiliated
2. The chair and up to one committee member will meet with at least one member of the affiliation candidate's executive team. This meeting will discuss the affiliation structure,



and outline planned events for the remainder of the school year, as well as the activities and relevance of the affiliation candidate.

3. To confirm the affiliation, the affiliation candidate's executive team will contact the SBN chair with an email stating whether they either accept the terms of affiliation. If they wish to continue the affiliation process, but dispute a section of the terms, they may enter discussion with the SBN committee.
4. The SBN board will vote on the affiliation candidate, requiring a majority to confirm the affiliation. This confirmation may be conditional upon the candidate meeting certain criteria, or may allow for certain exceptions for the candidate from some of the terms of affiliation.
  - a. Exceptions may be negotiated between the candidate and the SBN board.
  - b. Any exceptions must be clearly communicated to other affiliated clubs, although they are not able to vote on the confirmation.
5. The chair will contact the candidate with the results of the vote. If the vote was in favour, the process proceeds to step 6. If the vote was not in favour, the process ends. Candidates may dispute the decision.
6. Within two weeks of a favourable vote, the newly affiliated club and SBN shall have updated their websites to reflect the new affiliation. A newly affiliated club will be eligible for priority access for all events happening after 10 days from a favourable vote.

### **Removing Affiliation**

Affiliated clubs can choose to become unaffiliated with SBN at any time. To change affiliation status, the club shall contact the SBN chair and express their desire to become unaffiliated. SBN can remove a club's status of affiliation at any time. This shall be done by contacting the president or indicated contact on the other club's executive team.

The following process shall then take place:

1. The club shall update their website and marketing materials to remove SBN branding, as well as anywhere else.
2. SBN will remove mentions of the club from all affiliated-club sections of its website and all other marketing materials
3. Any remaining obligations to attend, organize, fund, or otherwise participate in or assist future SBN events shall continue until complete
  - a. This clause may be challenged by SBN or the club. See "Dispute Resolution – Affiliation Specific" below.

### **Dispute Resolution – Affiliation Specific**

An affiliation specific dispute may occur when one of two parties are unsatisfied by an interpretation of the above section by another party. Other disputes between parties should be resolved according to the "Dispute Resolution" section of this constitution.

Between committee members

- If a vote is a tie, the chair may decide

Between affiliated clubs and SBN

- If an affiliated club disputes an interpretation by SBN of the constitution, the dispute will be voted on by all in attendance at the next general meeting, or, in the case of a

time-dependant issue, will be voted on through an online form, with each affiliated club receiving one vote.

Between unaffiliated organizations and SBN

- SBN has priority, but may choose to allow a vote through the same process as an affiliated club.

## **7. Finances**

The Treasurer shall keep records of all income and expenses. The Treasurer shall present the group's financial health at the annual general meetings. The Executive Committee will vote on expenditures of over \$100.00 by majority vote at an executive meeting.

The group's executive or members may not engage in activities that are essentially commercial in nature. This is not intended to preclude the collection of membership fees to cover the expenses of the group, or of charges for specific activities, programs or events, or to prohibit groups from engaging in legitimate fundraising. However, the group will not have as a major activity a function that makes it an on-campus part of a commercial organization, will not provide services and goods at a profit when that profit is used for purposes other than those of the organization, and will not pay salaries to some or all of its officers.

## **8. Meetings**

General Meetings (GMs):

The group shall hold general meetings at least twice per year, i.e. once per academic term.

The Executive Committee will announce these dates two (2) weeks prior to holding the meetings. These meetings are intended to go over the group's annual activity plan, financial health and propose or vote on constitutional amendments, if any. Motions will require 2/3 majority of the board in attendance for a vote to be cast. The motion with the most votes will be passed. The board shall attend every general meeting.

Any general member may attend these meetings and may vote, however no affiliated club may have more than two members representing them vote on any issue.

## **9. Amendments**

Any registered U of T members 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 2/3 majority to be passed at Annual General Meetings by registered U of T members in attendance.

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.