



Environmental Students' Union Constitution

Last Amended: March 5, 2025

Amended by: 2024-2025 Environmental Students' Union (under Co-Presidents, Therese Angeline Reyes & Helia Haghgoo)

Article 1: Name

1) The name of the union shall be the “Environmental Students' Union”. The abbreviation of the name shall be ENSU.

Article 2: Goals

- 1) To represent ENSU members to the University of Toronto administration and the School of the Environment administration on matters of academic and other appropriate concerns.
- 2) To foster a sense of community among students enrolled in School of the Environment courses and programs.
- 3) To create and support initiatives that strive to increase sustainability and environmental awareness at the University of Toronto.

Specific directives under these three categories are to be determined by the executive members of the ENSU each year to reflect the current needs of the student body and campus.

Article 3: Membership

- 1) The ENSU general membership is open to all first year students regardless of program and upper year students enrolled in any School of the Environment or affiliated programs. Voting membership is exclusive to full-time Arts and Science students at the St. George campus (or ASSU fee paying students), enrolled in a program or course offered by or affiliated with the School of the Environment.
- 2) There is no membership fee.
- 3) No discrimination on the basis of ascribed race, religion, gender, age, disability, or sexual orientation will be tolerated within the ENSU.
- 4) The general membership may also consist of work-study students that work for the ENSU. The work-study positions will be determined in the previous year by the School of the Environment Undergraduate Student Advisor. The School of the Environment Undergraduate Student Advisor in conjunction with the Co-Presidents will hire the applicants.

Article 4: Elections

- 1) Elections shall take place each year at the end of the winter semester except for the Lower Year Representatives and the positions attributed to the work-study program. Incoming executive members shall assume responsibilities for their positions once elected. Any unfilled roles can be available to any unselected candidates, decided by the majority of the newly appointed executive committee.
- 2) Individuals may nominate themselves for a position on the ENSU executive until the day specified by the Chief Returning Officer (CRO). Only full time (or ASSU fee paying) students enrolled in a POST offered by or affiliated with the School of the Environment may run for a position. In the case of lower year students who have yet to declare a POST, and at the

discretion of the CRO, students may run for a position if they are enrolled in at least one course offered by or affiliated with the School of the Environment and intend to enrol in a School of the Environment POST. The position of lower year representatives shall be filled in the following academic year.

3) Candidates must submit their intention to run to the CRO and the ENSU Executives.

4) The election shall be clearly advertised a minimum of two weeks prior to the elections in at least the Earth Sciences Building and Instagram page.

5) Voting will be conducted via online voting. The date and time will be determined by the CRO and ENSU Executives.

6) The CRO shall be nominated by the Presidents and appointed by majority approval of the existing Executive Council to oversee election proceedings. The CRO shall, at their discretion, with the authority of the Co-Presidents, appoint non-returning Council members to aid in the elections. Neither the CRO nor any appointed aides might be candidates in the upcoming election.

7) The CRO will have discretionary powers to interpret and execute the election protocols as outlined in the constitution. The CRO will have the authority to disqualify any candidate disobeying election protocol. Once appointed, the CRO may only be replaced after a formal request issued by two-thirds of the current Executive Council members.

8) Candidates are highly discouraged from putting up posters in effort of maintaining the environmentally friendly interests of the club. Candidates may campaign through websites, social media, and word-of-mouth if they wish.

9) Anyone who is in the running for a position is not to handle the tallying of votes for that, or any other, position.

10) Election results will be announced by ENSU within 48 hours of the elections, excluding weekends.

11) In order to obtain the desired executive position, the candidate must be voted in by the majority of the members who voted.

12) By-elections to fill empty positions can be held at any time at the discretion of the ENSU executive.

13) Any candidates that slander or libel (against anyone and in any form) or misrepresentation will be automatically disqualified from the election. Any candidates showing racist, misogynistic, ableist or homophobic views will also be automatically disqualified.

14) The online voting process will be set up by either the CRO or any ENSU Executive who has been assigned the duty.

15) The CRO will curate 3-5 questions for nominees to be used instead of a prompt for voting purposes.

Article 5: Structure of the Executive Body

The ENSU Executive shall be comprised of the following:

1. Co-Presidents (2)
2. Secretary (1)
3. Treasurer (1)
4. External Liaison (1)
5. Social Media & Marketing Director (1)
6. Graphic Designer (1)
7. Newsletter Organizer (1)
8. EcoTone Editor-in-Chief(1)
9. Lower Year Representative (1)
10. Upper Year Representative (1)
11. Commuter Representative (1)
12. Mentorship Coordinators (2)
13. Sustainability Officer (1)

Article 6: Executive Positions

Co-Presidents (2)

Each Co-President is given one of two main sub-tasks: Internal Affairs or External Affairs

- 1) Organise and manage ENSU ensuring that the obligations of its mandate and Constitution are met.
- 2) Preside over meetings of ENSU executive and ENSU general membership meetings.
- 3) Ensure membership in University of Toronto institutions where necessary, including but not limited to The University of Toronto Students' Union (UTSU), Student Life, the Arts and Science Student Union (ASSU), the Sustainability Office, the University of Toronto Environmental Resource Network's (UTERN) Environmental Working Group.
- 4) Ensure membership in groups/organizations outside the University of Toronto where beneficial or necessary.
- 5) Set a policy on timely performance duties for all executive members of the ENSU, especially those transactions related to room bookings, promotional correspondence, or finance.
- 6) Create a work plan at the beginning of the year that enables the team to know what their duties are for each event and to act as a template for events.
- 7) Hold signing authority on the ENSU bank account in conjunction with the ENSU Treasurer.
- 8) Develop and implement sustainable capital strategies in conjunction with the Treasurer.
- 9) Ensure to the best of their ability that the ENSU has an office and that it is being maintained according to University of Toronto standards.
- 10) Provide all necessary support and assistance to other executive members.
- 11) Encourage the ENSU to grow and develop as appropriate in a given year, including but not

limited to, promoting special projects, encouraging University of Toronto sponsored national conferences.

12) Work alongside the External Liaison as a first line of contact to other groups and organisations.

13) Maintain contact with the University of Toronto administration and staff.

14) Lobby the administration to promote the School of the Environment students', and the ENSU's interest.

15) Promote environmental values to ASSU, other student unions, and other groups on campus.

16) If agreed upon by the two Co-Presidents, duties can be shared and/or turned over between presidents.

In addition to the above tasks, the co-presidents with each sub-task has the responsibilities underneath the 'Internal Affairs' and 'External Affairs' subheadings

External Affairs

The co-president for this sub-task is responsible for the following:

1) Make sure that the ENSU completes ASSU's minimum event requirements, so that funding would not be withheld for the next semester;

2) Make sure that the ENSU holds at least: 1 academic seminar and/or 1 career seminar per semester

3) Develop the ENSU's environment-focused programming for the year.

4) Oversee the marketing and promotion of the ENSU's Events with both the Social Media & Marketing Director and Graphic Designer

5) Main point of support for the ENSU's event organizers in the coordination and facilitation of each event. This includes ensuring event tasks and duties are delegated to the ENSU's execs.

6) Collaborate with relevant environmental groups and parties for at least 1 event for the school year.

Internal Affairs

1) Provide support for ENSU's journal EcoTone, and act as a main point of communication with contributors for ENSU's journal EcoTone

2) Oversee the planning of ENSU's newsletter and ensure all its components are completed by the beginning of every month.

3) Oversees the Secretary in administrative work to ensure duties are fulfilled.

4) Act as the main point of contact to collaborators as well as administrators & UofT staff. This includes ensuring prompt email correspondence, communicating with UofT staff regarding administrative duties, making room booking appointments, ensuring promotional material is sent to newsletter organisers of external groups in a timely manner.

- 5) Oversee the coordination of ENSU's initiatives and administrative responsibilities by ensuring administrative deadlines are met, meeting minutes are organised before each internal meeting, and appropriate tasks before external meetings are met.
- 6) Oversee the Co-Curricular Record (CCR) process by ensuring CCR forms are completed by executives, communicating with the ENSU's designated CCR validator, and ensuring necessary CCR deadlines are met.
- 7) Help External Liaison and Treasurer with funding applications, both ASSU related and otherwise

Secretary (1)

- 1) Works closely with Co-Presidents to complete administrative work.
- 2) Act as the main point of contact to collaborators as well as administrators & UofT staff. This includes ensuring prompt email correspondence, communicating with UofT staff regarding administrative duties, making room booking appointments, ensuring promotional material is sent to newsletter organisers of external groups in a timely manner.
- 3) Administrative affairs includes but is not limited to: marking attendance in meetings, conducting absence declarations, meeting minutes, act as a point of communication between executives and co-presidents, dealing with e-mail inquiries on ENSU Gmail, assisting in the creation of CCR.
- 4) Collaborates with the Newsletter Organizer to aid with the newsletter when needed.

Treasurer (1)

- 1) Manage all the ENSU financial accounts.
- 2) Keep an accurate and completely up-to-date ledger of all financial transactions of the ENSU.
- 3) Ensure that all financial transactions required by the ENSU are carried out in a timely manner as set out by the ENSU Co-Presidents and agreed upon by the ENSU Executive as a whole.
- 4) Validate all spending through the tracking of receipts and proof of purchase.
- 5) Ensure the security of the ENSU funds and accounts with reference to signatory authority, passwords, or any other security procedure that may be necessary.
- 6) Hold signing authority on the ENSU's bank account in conjunction with the ENSU Co-President.

External Liaison (1)

- 1) Attend internal and external meetings (e.g., UTERN's environmental working group, ASSU meetings), take meeting minutes as necessary, and relay information to executives.
- 2) Work closely with the ENSU's event organizers, correspond with collaborators, and reach out to potential speakers for events.

- 3) Work with the Social Media and Marketing Director to promote the ENSU events and initiatives, and asking external groups for promotional aid (e.g., Instagram, newsletters, FaceBook).
- 4) Keep track of contacts established by all members of the Executive throughout the year and ensure consistent communication.
- 5) Ensure the ENSU has standing relationships with other environmental groups on campus (such as, but is not limited to: UTERN, Solar Ambassadors, UTSU Sustainability Commissioner etc).

Social Media and Marketing Director (1)

- 1) Keep up to date with the ENSU's events and initiatives in order to market them adequately by attending internal meetings and regularly communicating with executives.
- 2) Strategize ways to increase attendance at events and strategize ways to increase social media engagement.
- 3) Work closely with the ENSU's Graphic Designer to accurately promote events and initiatives, including developing promotional blurbs to accompany promotional graphics and event pages.
- 4) Ensure that all ENSU advertising campaigns are carried out in a timely manner, at least 2 weeks before event dates or initiative deadlines (unless otherwise set by the ENSU executives).
- 5) Manage event pages, including the ENSU's link tree, Instagram event pages, eventbrite pages or other chosen event platforms.
- 6) Manage the ENSU Listserv and/or MailChimp, and ensure that all ENSU ads and notices are sent to the platforms in a timely fashion.
- 7) Manage the ENSU social media platforms including responding to external questions and directing internal answers.
- 8) Work with the Co-Presidents and External Liaison to maintain contacts with representatives of all publications on campus (student newspapers, newsletters, university websites, radio) and to the best of their ability with representatives of other publications in the city, in order to market ENSU notices.

Graphic Designer (1)

- 1) Create all promotional graphics for the ENSU events and initiatives, including but not limited to event banners, instagram posts, and posters.
- 2) Keep up to date with ENSU's events and initiatives in order to market them adequately
- 3) Ensure that all ENSU advertising campaigns are carried out in a timely manner at least 2 weeks before event dates or initiative deadlines.
- 4) Work alongside Social Media and Marketing Director and Newsletter Organizer to ensure all graphics are uniform and branded to ENSU standards
- 5) Work alongside the Social Media and Marketing Director to ensure all initiatives and events

are promoted.

6) Manage the ENSU website and ensure the website is up-to-date with ENSU event schedules, including contacting UofT staff to access the website.

Newsletter Organizer (1)

1) Lead the editorial and organization of the ENSU's newsletter, including advertising ENSU events/initiatives, communicating recent news in the broader environment or UofT community, creating interesting content for readers, and reaching out to both internal and external contributors of the newsletter.

2) Keep up to date with ENSU events and initiatives, and work with ENSU Social Media and Marketing Director for event updates.

3) Ensure the newsletter and all its components are completed, and sent out on a monthly to monthly basis.

4) Make sure any relevant interviews for the newsletter are managed on a timely manner

5) Work with Social Media and Marketing Director and Graphic Designer to ensure all ENSU promotional material is branded to ENSU standards

6) Work with the Journal Organiser to promote the EcoTone Journal and aid in its publication.

7) Communicates with other executives such as the External Liaison and the Secretary to ensure accuracy within the monthly newsletters.

EcoTone Editor-in-Chief (1)

1) Lead the organisation of ENSU's undergraduate journal, EcoTone, by overseeing administrative duties, hiring, and delegating tasks & duties to the Editorial Board.

2) Develop journal guidelines & standards, submission forms, and make executive decisions on submissions for the year's journal.

3) Oversee the formatting and theme of the journal alongside co-presidents and editorial team.

4) Work with the Social Media & Marketing Director, Graphic Designer, and Newsletter Organizer to promote journal launch, submissions, and journal guidelines.

5) Communicate with the School of the Environment faculty to ensure the foreword of the Journal is up-to-date and given by either the School's Director, Undergraduate Director or Undergraduate Student Advisor and Placement Coordinator.

Upper Year Representative1 (1)

1) Lead or co-lead at least one event per year by working closely with the Co-Presidents, overseeing event administration duties, working with the External Liaison to reach out to potential speakers or collaborators, and delegating tasks & duties to the rest of the executive team.

2) Act as a direct line of communication between ENSU and all upper year students enrolled in classes or programs with the school of the Environment.

3) Make in person class announcements about all of the ENSU's upcoming events, general meetings, and elections in order to properly advertise to all students.

4) Assist in the event planning process alongside the rest of the ENSU Executive.

5) Minimum requirement of attending 2 ENSU related events per semester, unless otherwise exempted by both Co-Presidents

Lower Year Representative1 (1)

1) Lead or co-lead at least one event per year by working closely with the Co-Presidents, overseeing event administration duties, working with the External Liaison to reach out to potential speakers or collaborators, and delegating tasks & duties to the rest of the executive team.

2) Act as a direct line of communication between the ENSU and all lower year students enrolled in classes or programs with the school of the Environment.

3) Make in person class announcements about all of the ENSU's upcoming events, general meetings, and elections in order to properly advertise to all students.

4) Assist in the event planning process alongside the rest of the ENSU Executive.

5) Minimum requirement of attending 2 ENSU related events per semester, unless otherwise exempted by both Co-Presidents

Commuter Representative (1)

1) Lead or co-lead at least one event per year by working closely with the Co-Presidents, overseeing event administration duties, working with the External Liaison to reach out to potential speakers or collaborators, and delegating tasks & duties to the rest of the executive team.

2) Act as a direct line of communication between the ENSU and all commuter students enrolled in classes or programs with the School of the Environment.

3) Make in person class announcements about all of the ENSU's upcoming events, general meetings, and elections in order to properly advertise to all students.

4) Assist in the event planning process alongside the rest of the ENSU Executive.

5) Minimum requirement of attending 2 ENSU related events per semester, unless otherwise exempted by both Co-Presidents

6) Work alongside the executives to ensure accessibility to events for commuters

7) Assist the Mentorship Coordinator in the organisation and facilitation of the mentorship program as needed.

Sustainability Officer (1)

- 1) Create an overarching strategy for sustainability in the ENSU with an accompanying mission or vision and clear operating principles. This includes engaging with a variety of stakeholders to ensure that their input is reflected in the ENSU's environmental policy.
- 2) Manage sustainable activities such as recycling, energy efficiency, and water conservation, especially during ENSU events, or any ENSU-affiliated events.
- 3) Work with the Newsletter Editors, Social Media & Marketing Director, and Journal Editorial team to create content that educates colleagues on emerging trends, programs and issues in sustainability.
- 4) Work with ENSU event organisers to directly manage all aspects of sustainability initiatives and programs, including the ENSU's BYO* events.
- 5) Has a minimum requirement of attending at least 2 ENSU related events per semester, to ensure that the events maintain the sustainability practices and procedures outlined by the ENSU's environmental policy.
- 6) Lead or co-lead at least one event related to sustainability by working closely with the Co-Presidents, overseeing event administration duties, working with the External Liaison to reach out to potential speakers or collaborators, and delegating tasks & duties to the rest of the executive team.

Mentorship Coordinators (2)

- 1) Lead the ENSU's mentorship program by working closely with the Co-Presidents, overseeing administration of the program, organising group events, communicating with participants and working with the Social Media & Marketing Director, Graphic Designer, and Newsletter Organisers for promotion of the program.
- 2) Develop the program model by strategizing ways to encourage participation, creating registration forms, managing sign-ups, pairing mentors & mentees, and setting goals & expectations for the program.
- 3) Act as the main point of contact for participants by communicating with both mentors and mentees on a consistent basis, providing resources to mentors, and sharing news/opportunities with participants.
- 4) Oversee program administration such as ensuring mentors undergo mentorship training, ensuring that participants receive CCR credit (if they choose to do so), and documenting hours put in by mentors, particularly if the mentor is a student who's receiving course or volunteer credit for mentoring.
- 5) Plan and facilitate a mentor orientation at the start of the program, as well as monthly group social events for all program participants.
- 6) Monitor and evaluate mentor/mentee relationships. Monitoring these relationships could occur through verbal communications, such as face-to-face or over-the-phone conversations. Indirect communication may include reviewing progress reports written by mentors. Evaluate each mentor/mentee pair to determine if any changes must be made, such as reassigning the

mentor or mentee

Chief Returning Officers (1)

- 1) Ensure that all the ENSU documents and property are transferred safely by the end of the year to the executive.
- 2) Spearheads the election processes as previously outlined.

Article 7: Duties of the Executive

- 1) All members of the executive body will meet at a weekly minimum, with exceptions.
- 2) If an executive member cannot attend a meeting, they shall notify the Secretary as soon as possible.
- 3) All executive members must have knowledge of the constitution and by-laws of the ENSU.
- 4) All executive members shall participate in the establishment and re-evaluation of specific yearly goals.
- 5) Term of office starts once new executive members are elected and ends once the newly elected members fill the position.
- 6) All executives must attend at least 2 ENSU events, unless extenuating circumstances arise and as such they are exempted upon the discretion of both Co-Presidents
- 7) Unless granted permission by the co-presidents, any Executive member who is absent for two (2) consecutive executive meetings or five (5) executive meetings over the year shall be in jeopardy of losing their seat. The member must inform the Executive the reason(s) why the meetings were missed by the meeting immediately following the missed meetings. The remaining Executive members must, by a majority vote, accept the reason(s). If the majority does not accept the reason(s) or if no reason(s) have been submitted, the member shall lose their seat.
- 8) In the event that an executive member's duties are not being fulfilled, they will be asked to resign by the Co-Presidents. If they refuse to resign, the general membership will be asked to vote on the impeachment of the executive member. A 2/3 majority must be reached.
- 9) In the event that a Co-President is not fulfilling their duties, they can be asked to resign by a $\frac{2}{3}$ majority of the executive team. In this situation, ENSU executives are entitled to vote within the team and elect an 'Acting Co-President'.
- 9) The constitution should be reviewed at least once every 2 years and amended as needed.

Article 8: Decision Making Model

- 1) The decision making process of the ENSU will be based on a consensus model, with a majority rules model if a consensus cannot be reached,

Article 9: Constitutional Amendments

- 1) The constitution of the ENSU shall be evaluated at general meetings. The ingoing and

outgoing Co-Presidents will draft any changes to be proposed, and the new constitution must be approved by 2/3 of the ENSU members present.

2) Any ENSU member can propose constitutional amendments at any of the ENSU General Meetings.

Article 10: Continuity

1) Each member of the outgoing executive must ensure that the incoming member is well versed in their roles and responsibilities, and given any additional material and/or information that will be pertinent to their position.

Article 11: Sustainability Policy

Section 1: The ENSU shall acknowledge its responsibility towards the environment, and thus adopt a comprehensive environmental policy into their own constitution.

Accordingly, this policy reflects the desire to:

- a) Reduce or fully eliminate any damage to the environment.
- b) Ensure environmental equity for all life on earth (human and non-human).
- c) Promote the importance of understanding and preserving local, regional, national, and international ecological systems.
- d) Reflect the land ethic of the maintenance of the “integrity, stability, and beauty of the biotic community”

Section 2: Office

- a) The ENSU shall place “Good One Side” bins beside every photocopier and printer in the office to enable the reuse of partially consumed paper.
- b) The ENSU shall print all documents including external and administrative communications on both sides of the paper that is 100% post-consumer recycled content, Forest Stewardship Council (FSC) certification, or comparable alternative.
- c) The ENSU shall, where technology permits, set double-sided printing (duplexing) as the default for all computers, printers and photocopiers.

Section 3: Waste

- a) The ENSU shall adopt a BYO (Bring Your Own Bottle/Lunch Container/Utensils) policy for its events, whereby each union agrees to no longer provide any free paper or plastic disposable utensils, plates, cups, or bowls at any event where it will be serving food.

- b) The ENSU shall provide biodegradable utensils, plates, cups and/or bowls at a minimum cost for each item.
- c) The ENSU shall encourage any event's guest-speaker(s) and guest(s) to bring their own non-disposable utensils, plates, cups, or bowls.
- e) The ENSU shall have recycling and composting boxes available in their office, and during all events.
- f) The ENSU shall primarily purchase environmentally-friendly products for their office supplies.
- g) The ENSU shall regularly maintain recycling boxes in their respective offices.
- h) The ENSU shall enforce a limit of five pages when printing advertisements for events.

Section 4: Plastic bottles

- a) The ENSU shall collaborate with the University of Toronto's ban of the sale of plastic water bottles by not providing any plastic bottled beverages during events. This includes, but is not limited to, the distribution of bottled beverages as promotional material during Club's Day, Street Fair, and ASSU day.

Article 11: EcoTone Editorial Board

Section 1: Appointment of the Editorial Board

- a) The EcoTone Editor-in-Chief (EIC) shall oversee the recruitment and selection process for a new Editorial Board for their respective volume.
- b) The EIC shall collaborate with the Graphic Designer and Social Media & Marketing Director to promote the application process.
- c) The interview panel must include the EIC and at least one Co-President to ensure a fair and rigorous hiring process. The Secretary is also encouraged to attend.

Section 2: Selection and Composition

- a) The final hiring decisions and Board composition will be up to the discretion of the EIC, with input from the ENSU Executive Committee, as necessary.
- b) The Board may include, but is not limited to, the following positions:
 - i) Associate Editor
 - ii) Design Editor
 - iii) Outreach Coordinator
 - iv) Cover Designer

Section 3: Roles and Responsibilities

- a) All Board members are expected to uphold the mission of EcoTone, meet deadlines, attend meetings, and contribute to the Journal's production and success.
- b) Each member shall fulfill their respective responsibilities outlined by the EIC.
- c) The Editorial Board will report directly to the EIC and President of Internal Affairs.

Section 4: Removal of an Editorial Board Member

- a) An Editorial Board member may be removed from their position for failing to fulfill their responsibilities, breach of ethical standards, unprofessional conduct, or any other violation of ENSU policies.
- b) The EIC shall conduct a formal review of the member's performance and conduct, consulting relevant stakeholders as needed.
- c) The EIC holds final discretion on the matter and shall act in the best interest of the Journal.
- d) The EIC shall inform the member of their removal and provide substantive and sound reasoning.
- e) The ENSU Executive Committee reserves the right to veto the EIC's decision with a simple majority vote.