

**Constitution**  
**of the**  
**Environment Students' Society**  
**of the University of Waterloo**

Revised March 24, 2013

Approved by the Environment Students' Society Executive Council

## **ARTICLE I: IDENTIFICATION**

The name of the organization shall be the Environment Students' Society, hereinafter referred to as ESS.

The following upper-case "ESS," encircled with a leaf is the official logo of ESS:



## **ARTICLE II: VISION STATEMENT**

As the elected representative body of the undergraduate students within the Faculty of Environment at the University of Waterloo, ESS fosters a strong social and academic community. ESS encourages socially responsible, economically feasible, and environmentally justifiable acts within and on behalf of our community. ESS provides opportunities for networking, student leadership, and participation to empower and support our students in their undergraduate careers.

## **ARTICLE III: PURPOSES**

ESS shall exist for the following purposes:

1. To promote the interests and well-being of all undergraduate Faculty of Environment ("Faculty") students;
2. To provide a channel of communication between the administration of the Faculty and the undergraduates in the Faculty;
3. To fully represent all Faculty undergraduate students and their interests to other organizations, including the Faculty administration, the Federation of Students, the University of Waterloo administration and the Region of Waterloo community;
4. To assist in the formation and governance of undergraduate student associations, clubs, committees and services within the Faculty;
5. To encourage communication and transparency between undergraduate associations and their respective administrative body within the Faculty;
6. To continuously initiate, encourage, and support academic and social events within the Faculty; and,

7. To manage and dispense student funds on behalf of all undergraduate students.

## **ARTICLE IV: MEMBERSHIP**

### **4.1 Membership Eligibility**

Members of ESS shall consist of:

1. All full-time undergraduate students registered in the Faculty at the University of Waterloo who have paid the ten-dollar ESS fee and have not obtained a refund of the fee in the most recent academic term; and,
2. All full-time undergraduate students in the Faculty who have paid the ESS fee in the previous term and intend to return to studies in the subsequent term.

### **4.2 Membership Privileges**

Only a member has the right to:

1. Hold office in the elected administration of ESS;
2. Nominate, second a nomination, or sign a nomination form for a nominee in an election of ESS;
3. Sign a petition to initiate a referendum of ESS;
4. Attend all meetings held by ESS;
5. Cast one vote in general meetings of ESS, in the election of ESS executives, in the election of association executives, and in referenda of ESS; and,
6. Participate in all ESS-funded activities.

### **4.3 Refunds**

All undergraduate environment students are eligible to refund the ESS fee. If a student wishes to refund the ESS fee, they must do so within five days after receiving notification by email from the ESS Vice-President Finance. The notification will occur after ESS has received money from the Federation of Students. Name, current email address, and student ID number must be filled out in full on the ESS refund sheet for the refund to be provided. Any student who has received a refund loses their membership rights as outlined in Article IV.

## **ARTICLE V: ADMINISTRATION AND OFFICE**

### **5.1 Membership**

The Executive Council shall be responsible for the management of all matters related to ESS. The membership of the Executive Council will be comprised of the Executive Officers, Directors, Association Representatives and Secretary. No position shall be held while on a co-op term.

## **5.2 Terms of Office**

The term of office for the elected members of the society shall be 12 months commencing on May 1<sup>st</sup> and ending on April 30<sup>th</sup> unless the term of office is interrupted by an elected member's co-op term. In the event of a co-op term, the term of office will end on August 30<sup>th</sup>, December 31<sup>st</sup> or April 30<sup>th</sup> whichever occurs prior to the co-op term's commencement and a by-election will be held. **5.3 Executive Officers**

The following shall be the Executive Officers of ESS. Their individual duties and powers are as follows:

### **1. President**

The president of ESS shall:

- a. be the Chief Executive Officer of ESS.
- b. Shall ensure the vision statement is upheld and followed by the Executive Council.
- c. Shall chair all executive and general meetings.
- d. Shall set the agenda for all executive and general meetings.
- e. Shall have the power to call emergency Executive Council meetings, provided that 24 hours notice is given to all members of the Executive Council.
- f. Shall, with the assistance of the Vice-Presidents, be responsible for all Society-Faculty relations, Society-student relations, Society-Federation of Students relations, Society-Community relations and Society-University relations.
- g. Shall attend, or appoint a representative to attend the Federation of Students – Students Council meetings as a non-voting member.
- h. Shall review the PSA, WEBS, WAGS, ERSSA, KISS, SAID and ES Coffee Shop budgets in collaboration with the Vice-President Finance and Vice-President Internal.
- i. Shall be a signing officer in conjunction with the Vice-President Finance and Vice-President Internal.
- j. Shall ensure the Executive Officers are carrying out their duties.
- k. Shall attend, or appoint a representative to attend, the Faculty Council.
- l. Shall assist the other Executive Officers in carrying out their duties.
- m. Shall, with the assistance of the Vice-President Operations and ES Coffee Shop Manager, be responsible for the hiring of incoming managers and assistant managers.
- n. be responsible for the delegation of branding.
- o. make available the meeting agenda to all members on a weekly basis.

### **2. Vice-President Internal**

The Vice-President Internal shall:

- a. in the absence of the President, be the speaker at executive meetings and general meetings.

- b. with the assistance of the President and Vice-Presidents, be responsible for all Society-Faculty relations and Society-student relations.
- c. oversee all Faculty undergraduate associations.
- d. assist in coordinating events and activities between ESS and the Faculty associations.
- e. regularly run Assembly of Presidents meeting with the presidents of the Faculty associations.
- f. be a signing officer in conjunction with the President and Vice-President Finance.
- g. , with the assistance of the Vice-President Operations, have the power to call emergency meetings.
- h. assist the other Executive Officers in carrying out their duties.
- i. , in the case of the absence of the President, carry forth the day-to-day duties of the President.
- j. ensure the continuity of the Associations, as determined by the Executive Council.

### **3. Vice-President Operations**

The Vice-President Operations shall:

- a. with the assistance of the President, oversee all ESS Directors.
- b. maintain regular contact with all ESS Directors by being available during scheduled office hours, responding to emails, and holding meetings when necessary.
- c. provide the support and resources necessary for Directors to carry out their duties, assist directors in setting objectives for the term and provide guidance when necessary.
- d. with the assistance of the President, liaise with relevant organizations external to the University of Waterloo.
- e. with the assistance of the Vice-President Internal, have the power to call emergency meetings.
- f. assist the other Executive Officers in carrying out their duties.
- g. ensure that the Executive Council set goals for each semester and shall work to help them achieve these goals.
- h. be responsible for the day-to-day operation and conduct of the ESS office.
- i. with the assistance of the President and ES Coffee Shop manager, be responsible for the hiring of incoming managers and assistant managers.
- j. ensure the ES Coffee Shop is being run in a manner fitting to a business.
- k. Be a signing officer of the ES Coffee Shop in conjunction with the managers
- l. Sign the weekly honorarium given that the ES Coffee Shop managers are fulfilling their position as per the contractual agreement.
- m. chair the meetings of the Advisory Committee.
- n. ensure the ES Coffee Shop Policy Statement and the Advisory Committee Constitution are followed.

### **4. Vice-President Finance**

The Vice-President Finance shall:

- a. be responsible for all financial matters of ESS.
- b. maintain accurate records of all ESS financial transactions.
- c. prepare a financial update and report at every other executive council meeting.
- d. Shall prepare a budget at the beginning of each term and ensure actual expenditures are compared to the initial budget.
- e. with the assistance of the President and VP Operations, oversee the ES Coffee Shop finances.
- f. liaise with financial officers from Faculty associations to provide guidance on financial matters related to the association.
- g. review and ensure the accuracy of association budgets in conjunction with the President and Vice-President Internal.
- h. receive actuals and conduct an end of term review of association finances with association financial officers.
- i. be responsible for handling ESS fee refunds.
- j. coordinate with relevant Executive Council members to ensure budgets are prepared for all activities run by ESS.
- k. assist the other Executive Officers in carrying out their duties.
- l. notify all members regarding refund requests within the first month of the term.

## **5. Vice-President Education**

The Vice-President Education shall:

- a. with the assistance of the President, be responsible for all Society-Faculty relations and Society-student relations.
- b. be responsible for addressing the academic concerns of all society members.
- c. be responsible for addressing cooperative education concerns of all relevant society members.
- d. provide associations with support and guidance, if requested, when associations are in contact with their Centre, School, or Department.
- e. attend, or appoint a representative to attend, the Undergraduate Studies Committee.
- f. attend, or appoint a representative to attend, the Senate Undergraduate Council.
- g. attend, or appoint a representative to attend the Cooperative Education Council and the Co-op Students' Council.
- h. lobby on behalf of undergraduate teaching assistants.
- i. provide education updates to students on a regular basis.
- j. assist the other Executive Officers in carrying out their duties.
- k. contact Association Representatives and provide contact information at the beginning of each term.

## **5.3 Directors**

The following shall be the Directors of ESS. Their individual duties and powers are as follows:

### **1. Communications Director**

The Communications Director shall:

- a. alert Faculty undergraduate students of ESS activities, events, and services through various means of communication.
- b. maintain the ESS poster boards and whiteboards, and take necessary action to ensure poster boards are maintained properly.
- c. forward relevant emails to the Faculty undergrad mailing list when required.
- d. send relevant information to university displays and the Faculty plasma displays in the Environment buildings.
- e. provide the Web Director with information to be posted on the ESS website.
- f. support the activities of other Directors.

## **2. Social Director**

The Social Director shall:

- a. organize and facilitate social events for Society members.
- b. , with the assistance of the President, liaise with the Federation of Students to plan social events in a timely and organized manner.
- c. develop, in collaboration with the President and Vice-President Finance, budgets for social events.
- d. assist the Vice-President Internal in coordinating events with undergraduate associations.
- e. act as a support to association social directors for planning association events
- f. support the activities of other Directors.

## **3. Web Director**

The Web Director shall:

- a. maintain and update the ESS website.
- b. attend, or appoint a representative to attend, the Faculty Computing Advisory Committee.
- c. implement appropriate updates on the ESS computer(s).
- d. initiate contact with the appropriate Faculty staff to solve computer-related issues.
- e. in conjunction with the Secretary and Communications Director, update meeting minutes and announcements on the ESS website.
- f. support relevant Association contacts with web related activities.
- g. Support the activities of other Directors.

## **4. Environmental Director**

The Environmental Director shall:

- a. investigate ways in which ESS can conduct its operations in harmony with the environment.
- b. connect with relevant University of Waterloo environmental organizations.
- c. connect with relevant environmental organizations external to the University of Waterloo.

- d. maintain the Domey Garden birdfeeders by filling feeders when necessary and procuring appropriate bird food.
- e. Maintain, or appoint an individual to maintain, the plants in the ES Lounge and office.
- f. support the activities of other Directors.

## **5. Secretary**

The secretary shall:

- a. keep minutes of all the proceedings of ESS meetings and make these available to all members of the Society.
- b. retrieve all mail addressed to ESS and ES Coffee Shop from the environment building mailroom and distribute to appropriate recipient.
- c. maintain records of motions.
- d. ensure the upkeep of ESS documents and records, with the exception of the records of the Vice-President Finance.
- e. make available a current copy of the Society constitution and bylaws when requested.
- f. be responsible for booking meeting rooms if required by the ESS Executive Council.
- g. in conjunction with the Web Director, update meeting minutes and announcements on the ESS website.
- h. assist the other Executive Officers in carrying out their duties.

## **5.5 Association Representatives**

1. The following shall be the Association Representatives of ESS:
  - a. Environment and Resource Studies Student Association (ERSSA) Representative
  - b. Knowledge Integration Student Society (KISS) Representative
  - c. Planning Students Association (PSA) Representative
  - d. Student Association of International Development (SAID) Representative
  - e. Waterloo Association of Geography Students (WAGS) Representative
  - f. Waterloo Environment and Business Students (WEBS) Representative
2. The Association Representatives' duties and powers are as follows:
  - a. Report to their respective bodies on ESS activities.
  - b. Bring forward the budget of their association at the third ESS executive council meeting of the term.
  - c. Inform the executive council of ongoing activities and events in their respective association.
  - d. Shall represent the needs and interests of students in their respective programs during ESS discussions and decision-making.
  - e. Shall participate in helping ESS executives as needed.



## **5.6 Executive Council Duties and Powers**

The following are the duties and powers of all members of the Executive Council:

1. attend all ESS Executive Council meetings, unless excused by the chair 24 hours before a scheduled meeting.
2. be available for questions on a regular basis.
3. carry out the will of ESS within the limits of this constitution.
4. complete a transition document at the completion of their term of office.

## **5.7 Members At Large**

The following shall be members at large of the ESS Executive Council:

1. Environment Senator(s)
2. Environment Student Councilor(s)
3. WESEF
4. Coffee Shop Manager

The following are the privileges of the members at large:

1. Report to the ESS Executive Council prior or after a meeting held by their respective bodies.
2. Attend ESS Executive Council meetings when requested as a non-voting member.

## **5.8 ES Coffee Shop Managers**

The individual duties and powers of the ES Coffee Shop Managers are as follows:

### **ES Coffee Shop Managers**

The ES Coffee Shop Managers shall:

- a. first and foremost ensure the wellbeing of ES Coffee Shop.
- b. keep council informed of the status of the ES Coffee Shop.
- c. be responsible for all ES Coffee Shop finances and reporting to and working with Federation of Students (“FEDS”) association accountant
- d. keep accurate records of coffee shop finances.
- e. submit a term budget to the Vice President Finance after a month of operation.
- f. work with FEDS association accountant to ensure vendors are paid in a timely manner.
- g. work with Vice-President Operations to ensure that the weekly honorarium is completed
- h. ensure that strict health standards are followed and adhered to by all those that work or volunteer in the Coffee Shop.
- i. with the assistance of the President and Vice-President Operations, be responsible for the hiring of incoming Managers.

- j. May attend, or send a representative to attend ESS Meetings as a non-voting member.

## **5.10 Impeachment Procedure**

Any member of the Executive Council may be impeached for negligence in carrying out their duties. A motion must be made by a member of the Executive Council and must receive 2/3 support of the Executive Council.

## **5.11 ES Coffee Shop Manager(s) Impeachment Procedure**

In the case of the ES Coffee Shop Manager(s), he or she may be terminated and replaced, under the confines of all relevant Labour laws, following a successful impeachment and temporarily replaced by an ESS executive member until a new ES Coffee Shop Manager(s) is hired.

# **ARTICLE VI: MEETINGS OF ESS**

## **6.1 Meeting Times**

ESS Executive Council meetings shall be held weekly at the call of the President until such a time when regular dates and times are set by the ESS Executive Council.

## **6.2 Eligible Attendees**

All Executive Council meetings shall be open to all full members of the Society. Non-members may attend any Executive Council meeting at the discretion of the chair.

## **6.3 General Meetings**

General meetings should be held once a term and are open to all members of the Society and all interested parties in the University of Waterloo community.

## **6.4 Agenda**

All persons present at an ESS Executive Council meeting may add an item to the agenda.

## **6.5 Quorum**

Quorum of the ESS Executive Council is 2/3 of the Executive Council members, or in the position of a time-sensitive vote, quorum is 4/5 of the Executive Officers.

## **6.6 Motions**

Motions can only be voted on if quorum is achieved by the ESS Executive Council and only Executive Council members may cast a vote on motions. A motion may only pass if a simple majority is reached.

### **6.7 Meeting Chair**

The chair of the meeting shall be the ESS President, or in the absence of the President, the Vice-President Internal shall be the chair.

### **6.8 Chair Duties**

The chair of an ESS meeting shall:

1. Not vote, unless the vote will change the outcome of the motion at hand.
2. Reserve the right to protect ESS from frivolous motions.
3. Maintain a calm and orderly meeting.

If warranted, the chair may:

1. Evoke closure and force an immediate vote on the issue at hand.
2. Eject any member disrupting the order of the meeting.

### **6.9 Meeting Conduct**

Meetings may be conducted however the chair sees fit, however, any person in attendance may demand that the chair follow official procedure outlined in Roberts Rules Newly Revised.

### **6.10 Proxy Voting**

Proxy votes are allowed if the chair receives a letter stating the way the member wishes to vote and reasons why that member is absent within 24 hours of the scheduled meeting.

### **6.11 Excused Absences**

To be excused from a meeting, a member of the ESS Executive Council must contact the chair at least 24 hours in advance of the meeting with a reasonable explanation. The reasons will remain confidential. The chair may excuse that member for that meeting. Three unexcused absences by any member of the Executive Council will result in an automatic motion to remove the member.

## **ARTICLE VII: ELECTIONS**

### **7.1 Format**

All Executive Council elections and by-elections shall be conducted by secret ballot.

## **7.2 Supervision**

The elections will be supervised by a Chief Returning Officer (CRO) to be appointed by the Executive Council prior to the start of election proceedings. The CRO may not run as a candidate in the election. Decisions of the CRO may be appealed to the ESS Executive Council.

## **7.3 Chief Returning Officer (CRO) Duties**

The CRO's duties are as follows:

- a. To announce the election at least ten school days before voting day.
- b. To hold a candidates meeting after nominations have closed.
- c. To prepare nomination forms and make them easily accessible to all members of the Society.
- d. To prepare the voters list.
- e. To prepare ballots either online or on paper.
- f. To set up and run at least one polling station.
- g. To certify the votes are accurately counted and each voter is a Faculty undergraduate student, or in the case of WESEF a Faculty graduate student.
- h. To declare the outcome of the election.
- i. To arbitrate any disputes before, during or after the election.
- j. To communicate the rules and regulations for the campaigning period to all candidates.
- k. To allow proxy voting from undergraduates on co-op.

## **7.4 Scrutinizing**

All candidates have the right to send a scrutineer to observe the ballot counting.

## **7.5 Nomination for Election**

1. To be nominated to a position on the ESS Executive Council an applicant must:
  - a. Be a registered undergraduate student in the Faculty, who has paid the ESS fee .
  - b. Be nominated by ten other full members of ESS.
  - c. Have been an executive member of ESS or a Faculty association for at least two terms, in the case of the President position.
  - d. WESEF is responsible for their own election protocol.
2. Completed nominations forms require:
  - a. Ten nominators.
  - b. The nominators' identification including the printed name, signature, and student ID number.
  - c. An indication of the nominated position.

## **7.6 Nomination Period**

Nominations must be open for at least five school days. There must be at least five school days between the closing of nominations and Election Day for campaigning purposes.

## **7.7 Rules and Failure to Comply**

Failure to comply with the following rules will result in either a reduction in their reimbursement or removal from the election, to be decided by the CRO.

1. No lying.
2. No misrepresentation of another candidate's statements.
3. No active campaigning during the polling period. Approved posters may remain up during the polling period, however all web materials must be taken down. All materials must be fully removed within 24 hours of the end of the polling period.
4. No speaking to a class without the permission of its instructor.
5. Candidates must attend all compulsory meetings, unless excused by the CRO.
6. Further rules may be added by the CRO for a given election provided the new rules are explained to the candidates, accepted by the candidates and do not contravene this constitution.
7. In the event of a team campaign, two team posters per candidate and eight individual posters can be put up in each Faculty building.

## **7.8 Reimbursement**

If a candidate receives over 30 votes, then the candidate is entitled to a maximum reimbursement of \$25 from ESS. The maximum that may be spent on an election campaign is \$50, including taxes. Candidates may not sway voters with gifts or free material, except web-based material. All receipts for campaign related material must be submitted to the CRO or designate. The elections committee will decide if the prices listed on the receipts are reasonable based on research. If the CRO has evidence that more than \$50 was spent, that candidate is disqualified.

## **7.9 Vacancies**

Vacancies will be filled by by-election, or temporarily by appointment by the President, with a vote on confidence. In the event of an unexpected vacancy, ESS may chose to appoint a person to that position with quorum.

# **ARTICLE VIII: REFERENDA**

## **8.1 Authorization**

A referendum shall be held upon:

- a. Approval of the Executive Council.

- b. The receipt of a petition bearing the specific text of the referendum and the signatures of no less than 10% of the undergraduate members of the on-term Faculty students.

## **8.2 Conditions**

A referendum shall be a binding decision on which every full member may vote. A referendum shall pose a question requiring a simple yes or no answer.

## **8.3 Format**

All elections and by-elections shall be conducted by secret ballot.

## **8.4 Supervision**

The referendum will be supervised by a CRO to be appointed by the Executive Council prior to the start of referendum proceedings.

## **8.5 CRO Duties**

The CRO's duties are as follows:

### **Chief Returning Officer (CRO)**

- a. To announce the referendum question(s) at least two weeks before the voting date.
- b. To announce the voting date of the referendum and advertise the referendum to all Society members.
- c. To prepare the voters list.
- d. To prepare ballots either online and/or on paper.
- e. To set up and run at least one polling station.
- f. To certify the votes are accurately counted and each voter is a Faculty undergraduate student.
- g. To declare the outcome of the referendum.
- h. To arbitrate any disputes before, during or after the referendum.
- i. To allow proxy voting from all full members.

## **8.6 Referendum Committee**

The petition may call for the Federation of Students to act as the CRO and provide a referendum committee.

## **8.7 Binding Conditions**

The outcome of the referendum is binding on ESS if more than 10% of the Faculty undergraduate students vote in the referendum. If the turnout is less than 10%, then 80% of those that did vote must have voted for the winning side for the referendum to pass and be binding.

## **8.8 Duplication**

No referenda on the same issue will take place within the same six-month period.

## **8.9 Funding**

Committees representing both sides in the referendum are each entitled to \$50 in refunds from ESS. The maximum that may be spent per side on a referendum campaign is \$100, including taxes. Candidates may not sway voters with gifts or free material, except for web-based material. All receipts for campaign related material must be submitted to the CRO or designate before voting ends. If the CRO has evidence that more than \$100 has been spent on either side, the CRO may reduce the entitled refund amount and/or impose other penalties at the discretion of the CRO.

## **8.10 Rules and Failure to Comply**

Failure to comply with the following rules will result in either a reduction in the spending limit or removal from the election, to be decided by the CRO.

1. No lying.
2. No misrepresentation of another side's statements.
3. No active campaigning during the polling period. Approved posters and web materials may remain up during the polling period however no modifications may be made to them. All materials must be fully removed within 24 hours of the end of the polling period.
4. No speaking to a class without the permission of its instructor.
5. Representatives from both sides must attend all compulsory meetings, unless excused by the CRO.
6. Further rules may be added by the CRO for a given referendum provided the new rules are explained to the candidates, accepted by the candidates and do not contravene this constitution.

# **ARTICLE IX: ASSOCIATIONS**

## **9.1 Recognition**

An association under the auspices of ESS is a student organization recognized by ESS. Each association shall represent at least one program within the Faculty and there shall be no more than one recognized association per program.

## **9.2 Responsibilities to ESS**

Each association is responsible for:

1. Sending a representative to all ESS meetings, department, Faculty meetings at which the Faculty has a seat.
2. Ensuring all Association events are approved by ESS and FEDS, via the ESS event form submitted no later than two weeks prior to an event date.
3. Holding at least one event per term open to association members.
4. Assemble an estimated budget, expense report, book-keeping and current bank statement and submitting it to ESS by the third regular ESS meeting of the term for approval.
5. Submitting all requested information to the VP Internal by the date specified.
6. Creating a constitution which must state that:
  - i. All bank accounts are to have at least three (3) signing officers, with two required to sign (dual sign).
  - ii. There will be at least one general meeting per semester.
  - iii. The association have at least two executives, and a representative to ESS.
  - iv. All executive positions must be open for nominations at least once per year.
  - v. In the event two people are nominated for the same position, there must be an election and defined election procedures.
  - vi. Any appeals regarding association decisions, including elections, may be made to ESS.

### **9.3 ESS Responsibilities**

ESS is responsible for:

1. Taking any concerns from associations forward to the Faculty and University administration or Federation of Students on behalf of the association.
2. Providing \$4 per student per semester to each association, assuming all responsibilities (outlined in Section 2) have been met. This money will only be provided once ESS has received funding from the Federation of Students.
3. Assisting the associations in conducting their affairs, through collaboration and funding, when possible.
4. Consulting with the associations regarding any changes to this constitution or other major changes in ESS.
5. Enforcing the ESS approved constitutions of the respective Associations.
6. Listening to all appeals from the Associations and making appropriate final decisions.

### **9.4 Breach of Responsibilities**

ESS may withhold funds to an Association if it fails to fulfill its responsibilities or violates its own constitution. ESS may also choose, with a quorum to overturn any decision made by an association. In the event of a major breach of an association's responsibilities or if the association fails repeatedly to fulfill its constitution, ESS may, with a unanimous vote of Executive Officers and 2/3 of the remaining Executive Council, remove one or all of an association executive and the representative. Any decision to withhold funding or remove an association's executive(s) may be appealed to the Federation of Students.



## **9.5 Recognized Associations**

ESS recognizes the following associations:

1. Environment and Resource Studies Student Association (ERSSA)
2. Knowledge Integration Student Society (KISS)
3. Planning Students Association (PSA)
4. Student Association of International Development (SAID)
5. Waterloo Association of Geography Students (WAGS)
6. Waterloo Environment and Business Students (WEBS)

## **9.6 New Organizations**

ESS may create new associations, clubs, businesses, and services as it sees fit. Creating a new association, club, business, or service requires quorum.

# **ARTICLE X: FINANCES**

## **10.1 Approval of Expenses**

Any ESS expenditure over \$50 must be approved by the Executive Council. Receipts for expenditures of any amount are to be submitted to the Vice-President Finance for processing. The Vice-President Finance must approve all expenses not covered by a motion from the Executive Council.

## **10.2 Sponsorship**

Sponsorship for events is permitted by ESS, provided it meets University ethics standards and does not sponsor individuals or individual projects. The Council will vote upon funding and a simple majority will be required to pass the motion for funding. ESS cannot allocate funding to charitable organizations or the purchase of alcohol.

## **10.3 Signing Officers**

None of the signing officers on ESS accounts may transfer funds to themselves by cheque, cash, or other methods, for whatever reason without valid receipts for goods or services purchased, nor without adequate approvals, as outlined in Section 1.

## **10.4 Required Signatures**

The ESS account requires three signing authorities: President, Vice-President Internal and Vice-President Finance. The ESS account requires two signatures of the Vice-President Finance and an additional signing officer.

## **10.5 Supervision of Accounts**

The accounts of ESS and any other holdings, cash or otherwise, shall be monitored and maintained by the Vice-President Finance, under the supervision of the President and Vice-President Internal.

## **ARTICLE XI: CONSTITUTIONAL AMENDMENTS**

### **11.1 Approval**

Amendments to this constitution shall be submitted to the ESS Executive Council as a formal motion, at the meeting prior to the one at which the voting will take place. The amendment shall be decided upon by a 2/3 majority of the ESS Executive Council.

### **11.2 Notice**

Those parties deemed relevant by ESS shall be informed of the constitution amendments prior to the vote of the ESS Executive Council on the amendments. After the amendments have been passed, the undergraduates in the Faculty shall be informed.

## **ARTICLE XII: WATERLOO ENVIRONMENT STUDENTS ENDOWMENT FUND (WESEF)**

### **12.1 ESS Assistance**

ESS will assist WESEF in any way feasible, at the request of the WESEF chair and will ensure that associations provide a representative to WESEF Meetings.

### **12.2 Coercion**

ESS may not under any circumstances force or coerce the WESEF chair to disperse funds.

### **12.3 Independence**

WESEF is and will remain an independent body from ESS. WESEF and its chair are ultimately responsible to and governed by the WESEF constitution and the University of Waterloo Board of Governors.

### **12.4 Proposals**

ESS may make proposals to WESEF, though they will not receive any special consideration.

### **12.5 Elections**

ESS shall, upon request of WESEF, be responsible for the election of the WESEF chair. All other positions will be filled according to the WESEF constitution.

## **ARTICLE XIII: ES COFFEE SHOP**

### **13.1 Mission**

The ES Coffee Shop and its Advisory Committee is to preserve the environmental values that the Faculty holds, as well as those outlined in the ES Coffee Shop Policy Statement, while maintaining social responsibility as a student-run organization and selling goods at a reasonable cost.

### **13.2 Control of Operations**

The ES Coffee Shop is run by ES Coffee Shop Advisory Committee, but day-to-day operations will be the duty of the ES Coffee Shop Manager and the Assistant Manager, who will be paid out of the funds of the ES Coffee Shop for each week the coffee shop is in operation.

### **13.3 Budgeting**

Each term the ES Coffee Shop must make a budget for the current term after one month of operation. The existing ES Coffee Shop Manager shall ensure that any and all outstanding business or unpaid accounts are addressed before their term as ES Coffee Shop Manager is complete.

### **13.4 Hiring and Manager Responsibilities**

The ES Coffee Shop Manager and Assistant Manager shall be hired by ESS at the end of each term for the subsequent term.

## **ARTICLE XIV: MISCELLANEOUS**

### **14.1 Display Material**

- a) Posters to be posted within Faculty buildings must be approved by ESS with an original ESS stamp on each poster. Any posters without approval will be removed. The number of posters is limited to ten per Faculty building.
- b) Any display material must be approved by ESS.

### **14.2 Bylaws**

ESS may choose to create bylaws that are binding for all associations, services, and ESS itself. These bylaws may cover any area over which ESS has jurisdiction. A bylaw may not override any section of this constitution. Bylaws may not cover any aspect of WESEF or the ES Coffee Shop.

The enactment of a bylaw requires quorum at a council meeting. To overturn a bylaw, council must reach quorum in favour of repealing or amending the bylaw.

### **14.3 Third Party Organizations**

Third party organizations shall refer to any off-campus organization.

The ES Coffee Shop will not sell any fundraising material or tickets not related to ESS, its associations, WESEF, or the Federation of Students, ESS and the ES Coffee Shop Manager may make exceptions on a case-by-case basis.