Constitution of the

Sustainable Energy Engineering Graduate Student Association (SEE GSA) of Simon Fraser University

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1 Name

1.1 The name of the organization shall be SEE GSA hereafter referred to as the Caucus. It is constituted as a caucus of the Graduate Student Society (herein GSS) at Simon Fraser University (SFU) as defined in By-law IV of the GSS.

2 Objectives and Mission Statement

The Caucus is formed to support and advance the academic, professional and social experience of students in the School of Sustainable Energy Engineering graduate program. The Caucus represents and promotes the interests of all graduate students in the School of Sustainable Energy Engineering who form the membership of the Caucus and will herein be referred to as the Members. In fulfilling these objectives, the Caucus shall:

2.1 Identify interests and concerns of the Members;
2.2 Undertake activities and projects, within reason, that meet the interests and academic, professional and social needs of the Members;
2.3 Maintain open communication with Members;
2.4 Run elections annually for the Caucus and all of its committees that are open to all of the Members;
2.5 Represent the interests and concerns of the Members to the GSS, the TSSU, the School of Sustainable Energy Engineering, the Faculty of Applied Science, and other university organizations as appropriate;
2.6 Pursue such initiatives as the Members shall from time to time decide upon;
2.7 Maintain Caucus objectives which are consistent with those of the governing documents of the GSS.

3 Membership

3.1 Automatic membership in the Caucus shall be extended to all registered graduate students in the School of Sustainable Energy Engineering, as Members.
3.2 There shall be no differentiation of Membership or voting status between full-time and part-time graduate students.
3.3 All Members of the Caucus (including all registered graduate students in the SEE school) are voting members of the Caucus.
3.4 In addition, all persons holding Research Assistant positions, who are not graduate or qualifying students in this school, shall be considered honorary members, and may vote, but may not hold offices.

4 Executive Committee

The Caucus shall annually elect the following officers to the following positions:

4.1 One (1) Chair (or President) (or 2 Co-Chairs - see Section 5 for details)
4.2 Up to one (1) Vicechair (or Vice-president)
4.3 One (1) Secretary
4.4 One (1) Treasurer
4.5 GSS Councillor and up to one (1) Alternate
4.6 Up to two (2) Social Coordinators and Alternates
4.7 Up to one (1) Media Coordinator
4.8 Up to two (2) Graduate Program Committee (GPC) reps and Alternates
4.9 Teaching Support Staff Union (TSSU) reps and Alternates - number of positions is determined by TSSU

The powers and duties of the Officers of the Caucus shall be limited to the following:

4.10 Convening all meetings, having ensured that an agenda has been prepared, and that due notice has been given;

4.11 Ensuring that the directives of this Constitution and decisions made during meetings are carried out; and

4.12 Maintaining communication between the Members of the Caucus, the GSS, the TSSU, and other student unions, the Department, the GPC, Faculty, and other University organizations as needed and appropriate.

A complete committee will consist of at minimum one (1) Chair, one (1) Vicechair, one (1) Treasurer, and one (1) Secretary. These roles will be considered the "core executive" team.

5 Caucus Officer Responsibilities

The powers and duties of these officers shall be:

5.1 Chair or President or 2 Co-chairs

a. To prepare and distribute agendas, chair Caucus meetings, and coordinate activities of the Caucus;
b. To ensure that the requirements of the Constitution and the decisions of the Caucus are carried out;
c. To represent the Caucus to the Department in general, and in any departmental committee meetings where a representative has not been elected or cannot attend, or, where appropriate, to send a delegate to fulfill this function; and
d. To ensure that the Caucus is regularly reporting to the Members and to the GSS.

5.2 Vicechair or Vice-president

a. To work closely with the president or chair to fulfill the objectives and missions of the Caucus;
b. In the event that the Chair is unable to fulfill their duties, the Vicechair shall assume temporarily assume the duties and responsibilities of the Chair until a new Chair is elected or the current Chair is able to resume said duties;
c. If the chair is unable to preside over the meeting, the Vicechair will assume said role; and
d. In any case where the duties or responsibilities of the Chair are unable to be fulfilled by the Chair, the Vicechair shall be considered the first to be delegated said task.
e. In any case where a duty of another officer cannot be fulfilled at a time, the Vicechair shall be considered the first to be delegated to said task.

5.3 Secretary

a. To keep minutes of meetings and distribute those minutes to the Caucus Officers, and upon revision, to the Members of the Caucus and the GSS, within three weeks of the meeting; To ensure that minutes fulfill the requirements stipulated by the GSS;
b. To maintain an up-to-date record (including a contact sheet) of the Caucus officers and notify the GSS of any changes in a timely fashion; and
c. In the case where there is no member who can maintain e-mail communications, the Secretary is to be responsible over such communications.

5.4 Treasurer

a. To maintain all financial records of the Caucus, including an accounting of all funds received and spent;
b. To prepare a budget at the end of each semester or as necessary;
c. To make regular reports at Caucus meetings regarding the financial standing of the Caucus;

d. To manage any and all Caucus accounts;
e. To oversee any financial activities of the Caucus including, but not limited to, grant applications, fundraising initiatives, and dispersal of funds including reimbursements; and
f. To act as a liaison between the Caucus and all sources of funding, including the GSS.

Signing Authorities:

5.5 One signature shall be required to authorize any expenditure.

5.6 There shall be the following officers with the power to authorize expenditures and sign cheque requisitions:
a. The Chair (or President)
b. Treasurer(s)

Additionally, there shall be the following officer positions:

5.7 Social Events Coordinator
a. Organize social and recreational activities for the Members of the Caucus.
b. Coordinate closely with the media coordinator to communicate with the Caucus.

5.8 Media Coordinator
a. Manages the caucus' website. Responsible to update content.
b. Reviews content submitted by other website administrators.
c. Corresponds with the Members on social and recreational activities for the Member of the Caucus.
d. Distributing information not under the purview of the Chair, Vicechair, and Secretary whether it be electronic or physical media (e.g. Posters).

5.9 Representatives of the Caucus - other elected positions on the Caucus include representatives to various committees relevant to the Caucus. The Caucus has representatives on the following committees:
a. Graduate Student Society (GSS) Council (Regular Councilor and Alternate)
b. TSSU
c. GPC

The duties of these representatives are to:
i. Attend their respective committee meetings;
ii. Report important events and information pertaining to those committees at Caucus meetings;
iii. Vote on behalf of the Caucus and the Members at committee meetings; and
iv. Report feedback or input from the Caucus at their respective committee meetings.

5.10 The duties of all executives shall include:
a. Support of corresponding new executives as they phase into their officer position (via email if unavailable in person)

6 Meetings

6.1 There shall be one Annual General Meeting (AGM) at the beginning of each school year, during the first four weeks of the fall semester, to ratify the Constitution of the Caucus.

a. Notice of the AGM, containing a statement of purpose, an agenda, and proposed amendments to the Constitution, shall be sent out via e-mail to all Members, no less than two weeks prior to the scheduled meeting. When in person activities are occurring on campus, there should be at least 1 letter size poster with details of the meeting placed. This poster should be placed within the graduate student lounge and placed within view.

b. Ratification of the Constitution will require a 2/3 majority vote by Members present at the AGM.

c. If a such a majority ruling cannot be reached on the Constitution as written, amendments must be proposed and either:

i. Voted on at the AGM, at which point an amended Constitution can be re-ruled upon; Or,

ii. Another General Meeting must be scheduled, at which point amendments can be voted upon, following which an amended Constitution can be re-ruled upon.

6.2 The Caucus shall hold regular meetings three times per term or more frequently if desired at the call of any of the Officers.

a. Each meeting shall require that Quorum, as defined in Article 8, be obtained in order for the meeting to commence.

b. All Members of the Caucus are welcome to attend meetings.

c. Notice of each meeting, accompanied by an agenda for the meeting, will be distributed to all members via e-mail, no less than one week prior to the scheduled meeting. The email will also contain the link to all meeting minutes.

6.3 Meetings and voting may occur virtually or by teleconference, so long as communication is clear. Members attending via the above media will be considered present at the meeting and can be counted towards quorum.

6.4 The Caucus must also honour a petition requesting a meeting if it is signed by at least 8 Members of the Caucus.

a. Meeting must be held within two weeks of either being called, or successfully petitioned.

b. If, at any time, no Officer of the Caucus is able or willing to call a meeting at the request of the Members of the Caucus, any Member of the Caucus may do so providing:

i. Proper notice is given; and

ii. The GSS is informed of the particulars, including subsequent minutes.

6.5 Caucus meeting minutes shall be maintained and available online to Members.

7 Elections

The following procedure shall be adhered to when electing Officers to the Caucus.

7.1 Elections shall take place during the first general meeting of the Fall/Spring semester, or as needed to fill vacancies. Notice of these meetings must contain notice of the election. Nominations shall remain open until the election is conducted. Officer terms shall be one year from the time of election, or, until the annual general meeting of the term in which elections are held (in the case of a by-election), whichever takes place sooner.

7.2 On election day, moments prior to the election of a position the nominees for said position have the option, if they wish, to give a maximum five (5) minute speech detailing their fitness for the position in question. Such demonstrations are to be made in front of the electing body either in person, digitally, or in writing.

7.3 All positions are available to any Member of the Caucus. Exceptions to this are:

a. A member may hold up to two executive positions simultaneously.
b. A member can only hold one (1) position with a signing authority.
c. A member cannot be both Chair and Vicechair simultaneously.
d. Two (2) members may run together as Co-chairs with written or electronic notice to the committee.

7.4 The Caucus will administer all elections and report the results to all members and to the GSS.

7.5 The Chair, or a person appointed by the Caucus, shall call an election within one month, should a seat become vacant, or if the term of office for the incumbent is due to end, unless deemed unnecessary by a majority of the executives.

a. An interim representative to fill any vacant position shall be elected at the next caucus meeting until a by-election is held.

7.6 Written nominations for officer positions shall be accepted by the current Executive at any time between the notice and the election and be signed by the nominee. Nominations for these positions may also be called for at the meeting, but no nomination shall be accepted without the consent of the nominee. Third party nominations are to be signed by the nominee and the nominator.

7.7 Any current member of the Caucus running for re-election will not be solely responsible for the conduction of said election but are permitted to assist in organizing. At least two weeks before the election, either a previous executive who is not running for re-election or a neutral third party will be voted in to run the election (no more than two people may occupy this role).

7.8 All Members of the Caucus are eligible to vote during elections for each officer position.

7.9 If only one person is nominated for an officer position, a majority vote must be obtained to ratify the incumbent to that position at a Caucus meeting where quorum is achieved. If a majority is not reached for that position, a by-election will be conducted in the following month unless deemed unnecessary (e.g. in the case where the position in question can be absorbed into the other positions).

7.10 Voting in any election shall be conducted by secret ballot in a manner determined by the Caucus (e.g., paper ballot, electronic ballot, or blind show of hands).

a. No proxy votes will be allowed for elections held by the Caucus.

7.11 The Executives of the Caucus may remove any person elected to an officer's position by a vote in which 2/3 of the Executives of the Caucus are present at a meeting, for which quorum is obtained, and a majority votes to remove that person.

a. Notice of such a meeting must contain this purpose.

7.12 Any member of the Executive may resign at any time by tendering their resignation to the Executive.

7.13 These procedures may be modified by the Caucus, but to be binding all amendments must be approved by the Electoral Committee of the GSS according to Section 8 of the By-law.

8 Quorum

8.1 A quorum at any general meeting of the SEE GSA shall consist of seven members not on leave.

8.2 A quorum at any caucus meeting of the SEE GSA shall consist of half of the executive seats filled or three, whichever is less, but must include the Chair.

8.3 If more than one person is holding the same Executive member position, only one will count towards quorum as an Executive member, and the other may count towards quorum as a non-Executive member.

9 Constitution Amendments

9.1 This Constitution may be amended by the Members of the Caucus by a 2/3rds majority vote of those present and voting at a quorate meeting or Special General Meeting (SGM), with exception to Article 11 -- Dissolution, which shall not be amended.

a. In the case where a SGM is called for this sole purpose, it shall be advertised as such.
b. In the case where this is to occur at a regular meeting, notice of the constitutional amendments to be voted upon shall be distributed to all Members.

9.2 The proposed amendment must be sent out by e-mail a minimum of two weeks prior to the meeting, and all notices of meetings must indicate where copies of the proposed amendment can be readily obtained, or include a copy of the proposed amendment.

9.3 Once voted upon, a passed amendment shall not be effective unless ratified by the GSS.

10 Dissolution

In the event that the Members of the Caucus decide to dissolve the Caucus, or in the event that the Caucus becomes inactive, all assets of the Caucus shall be held in trust by the GSS for a minimum period of two years.

10.1 If, during this period, the Caucus becomes active again, the trust shall be dissolved, and all assets shall become the property of the Caucus.

10.2 After two years, if the trust has not been dissolved, all Caucus assets become the property of the GSS.