

Constitutional amendments

Note: you will find in yellow sections were major changes in either the format or in the wording are suggested

1.2 Code of Conduct

- a. Add Bullying to forms of oppression
- b. Internal and external interactions: **label as section 1.2.1**
- c. Re-write the Violations section to include two separate sections, now section **1.2.3**:
 - a) Disputes: SC encourages disputes to be resolved between members in an open and non-confrontational manner. A complaint must be made in writing **and given to the coordinators**. In the coordinator meeting, all parties involved will discuss the dispute in order to resolve the conflict. If a satisfactory resolution is not reached or the problem persists, minutes from the coordinator meeting, and an update on the situation will be forwarded to the BOD. The BOD will determine the next course of action, including but not limited to, continued arbitration, dismissal, reduced responsibilities, etc.
 - Violations: In the event of any SC member violates the code of conduct, a complaint must be made in writing and given to the Board of Directors. The BOD will determine the next course of action, including but not limited to, continued arbitration, dismissal, reduced responsibilities, etc.

3.1 Coordinator group

- non-project coordinators **[to add to glossary. Def: Person with regular duties/responsibilities in the organization but not tied to a specific working group. I.e. office manager, communications, finance, etc.]**
- Some of the text is confusing because prior to the creation of the BOD, all coordinators had to be approved by the AGM, and 'interim' coordinators filled in until the AGM approved their position. That approval is now offered by the BOD, so the whole section: **Strike out sentence : ``Coordinators are elected at the AGM (refer to section 5.3), or by consensus approval by the coordinator group, except in the case of coordinator positions that are filled by paid staff.``**
- to be added to responsibilities: "Produce exit report upon resignation"

3.2 Paid staff

- (...) ad hoc hiring committee consisting of a minimum of two coordinators or BOD members (..) should now read:
- ``ad hoc hiring committee or no more than three people consisting of at least one coordinator and one BOD member``
- to be added to responsibilities: "Produce exit report upon resignation"

3.2.2 Process for Dismissal:

If the problem persists despite taking the above actions (section 3.2.1), a letter outlining the situation, along with a copy of the final warning, will be sent to the BOD requesting the dismissal of the paid staff. Upon reception of the formal letter from the coordinator group, the BOD must take the initiative to contact the paid staff in question to notify him/her that a decision is before them concerning their position, and to notify the person of their right to address the board. The employee then has seven (7) days to contact the board regarding the scheduling an appointment to make their case. Following this meeting, the BOD would then render a decision based upon consideration of all the facts, including the petition of the employee. The BOD will determine the next course of action, including but not limited to, continued arbitration, dismissal, reduced responsibilities, etc.

3.3 Board of Directors

3.3.1 Board Composition:

- composition should change to "a minimum of 5 and a maximum of 10 Directors"
- Strike out maximum in following sentence: ``Each director has a maximum one-year term.``
- Add: "Directors in good standing can choose to submit their candidacy for a second and final term by seeking endorsement from the board and coordinators group."
- Change: "A legal board must be a minimum of eight (8)" Directors to five (5) directors and change "goes below eight" to ``goes below five``

The BOD must include representatives from the following four categories:

- At least one member representing Concordia University undergraduate students
- At least one member representing Concordia University graduate students
- At least one member who has held coordinator positions in the past, as well as honorary members of Sustainable Concordia
- At least one member who is faculty, administration, alumni, neighbours of Concordia University

3.3.2 BOD's Responsibilities

- Since 'interim' coordinators no longer exist...point 6 should be dropped.
- Replace the sentence: "Approving amendments to the SC constitution in the interim of the change cannot wait till the next AGM" to "Drafting amendments to the SC constitution upon the recommendations of the BOD or coordinators."

Add new section 3.3.3 Roles of the BOD

- Attend all BOD meetings as well as their sub-committee meetings
- Play an active, engaged role within the BOD (which includes responding to requests from the BOD and the coordinators)
- Have good working knowledge of the SC mandate and its projects
- Produce an exit report

3.3.3 BOD Meeting Frequency,

- should be re-labelled 3.3.4

3.3.4 Formal Warning Policy for BOD members:

- now re-labelled 3.3.5
- In the event that a Board member is not fulfilling their roles and responsibilities (see sections 3.3.2 and 3.3.3) , a formal written warning stating which responsibilities have not been met may be drafted by the coordinator group or the Board members and submitted to the BOD.

3.3.5 Process for Dismissal:

- now re-labelled 3.3.6
- Re-write section: If the Board member does not subsequently meet said responsibilities, the other Board members will vote to dismiss the said Board member. A majority of 75% is needed to unseat the Board member. An interim Board member (refer to Glossary) may be appointed if necessary (see section 3.3.1) by an ad hoc committee of coordinators and Board members.

3.3.6 Absenteeism

- now re-labelled 3.3.7
- If a Director misses two (2) consecutive meetings without adequate explanation or sending their regrets at least four (4) days before the scheduled meeting, the person in question is considered resigned. An interim Board member (refer to Glossary) can be appointed without voting rights until the GM by an ad hoc committee consisting of coordinators and board members. In the event of a dispute, the same process as in a violation of the code of conduct may be applied (section 1.2.3).

3.3.7: now 3.3.8

3.3.8: now 3.3.9

10. Amendments to the constitution

Amendments to the constitution can be made at regular BOD meetings and presented to the SC Coordinators for their approval, and vice-versa, with final approval of the constitutional amendments to be made at the AGM (section 3.3.2). SC operates on the old constitution until the amendments are approved at the AGM. In the event that the amendments are considered urgent by the coordinators and the BOD, a general meeting must be called (refer to article 5.2).

Clarification needed: What is the difference between 9 Paid Staff and Coordinators? Shouldn't all coordinators be considered in the same way when it comes to their responsibilities (section 3.2), etc.