

## **List of Definitions**

### **Sustainability**

Sustainability concept possesses many definitions. The CHBE Sustainability Club embraces the definition of the National Round Table on the Environment and the Economy.

### **NRTEE definition: ([http://www.nrtee-trnee.ca/eng/index\\_e.htm](http://www.nrtee-trnee.ca/eng/index_e.htm))**

Principles that seek to establish a dynamic balance between economic, environmental and social priorities, and to improve or maintain human and ecosystem well-being, both now and into the long-term, as well as locally and globally.

The Association of Professional Engineers and Geoscientists of British Columbia (APEGBC) has established the seven guidelines to take into account in the practice of professional engineering. Throughout all its projects, the CHBE Sustainability Club embraces the following guidelines defined by APEGBC:

### **Sustainability guidelines (from APEGBC)**

1. Develop and maintain a level of understanding of the goals of, and issues related to, sustainability;
2. Take into account the individual and cumulative social, environmental and economic implications;
3. Take into account the short- and long-term consequences;
4. Take into account the direct and indirect consequences;
5. Assess reasonable alternative concepts, designs and/or Methodologies;
6. Seek appropriate expertise in areas where the Member's knowledge is inadequate;
7. Cooperate with colleagues, clients, employers, decision-makers and the public in the pursuit of sustainability.

**CHBE Sustainability Club**  
**The Constitution of the CHBE Sustainability Club**  
Effective March 20<sup>th</sup> 2006

## **Article I. Name**

The name of this organization shall be Chemical and Biological Engineering Sustainability Club, or abbreviated CHBE Sustainability Club. In the following constitution terms such as “Sustainability Club” and “Club” referred to the CHBE Sustainability Club.

## **Article II. Vision**

All members of the CHBE community shall consider the social, economic and environmental impact of their daily decisions. Leaders emerging from CHBE shall enter their professional lives with real engagement to respect the planet that we all live in and have borrowed from our children.

## **Article III. Mission**

CHBE Sustainability Club, serving as a model of sustainability for individual members and our community, fosters a true culture of sustainability in the department and on campus.

## **Article IV. Objectives**

The primary objectives of the Club are:

1. Education:
  - 1.1. Engage all members of the CHBE community (i.e. staff, student, faculty) in discussion/debate about sustainability and related issues;
  - 1.2. Promote dialogue and exchange of knowledge to enhance sustainability literacy;
  - 1.3. Encourage members to showcase as role models in the department and on campus;
  - 1.4. Promote existing programs at UBC and off campus that share the Club vision/ mission and/or objectives;
  - 1.5. Introduce green technologies.
2. Academic Integration
  - 2.1. Promote creative integration of teaching and sustainability in academic curriculum;
  - 2.2. Promote research on sustainable issues;
3. Improve Department Sustainability
  - 3.1. Social aspect
    - 3.1.1. Improve social and green areas;
    - 3.1.2. Foster linkage among CHBE clubs/ organizations;
    - 3.1.3. Promote health and safety.
  - 3.2. Economic
    - 3.2.1. Promote cost saving measures;
    - 3.2.2. Favour ethically and environmentally responsible products;
    - 3.2.3. Favour local business throughout our project.
  - 3.3. Environmental
    - 3.3.1. Promote the three Rs: Reduce, Reuse, Recycle;
    - 3.3.2. Promote composting;
    - 3.3.3. Promote safe disposal of dangerous wastes;
    - 3.3.4. Promote energy and water consumption reduction program;
    - 3.3.5. Promote alternative transportation with less environmental impact.

## **Article V. Membership**

1. Membership in the Club shall be open to an individual showing an interest in furthering the objectives and vision/ mission of the Club;
2. Membership is free;
3. Membership is valid through one school year and can be renewed every year;
4. Membership grants the addition to the mailing list and attendance at any events;
5. Any member may be revoked of his or her membership if two-thirds of all Club members present at a general meeting and 10% of all Club members vote in favour.

## **Article VI. Club Structure**

### ***Section 6.01 Executives mandate***

1. The following executive positions shall be held for the full duration of their term as defined in Article IX.
2. The responsibilities of the executives are as follows:
  - 2.1. Attend executive and general meetings;
  - 2.2. Plan the Club activities;
  - 2.3. Execute the Club mission /objectives through activities;
  - 2.4. Approve budget;
  - 2.5. Appoint committees and Project leaders.

### ***Section 6.02 Executive positions***

The duties of each executive position are as follows:

1. President
  - 1.1. Provide guidance and general direction for the Club and its activities;
  - 1.2. Be responsible and become as a dedicated role model;
  - 1.3. Ensure that the vision/ mission and objectives of the Club are respected through the various activities of the Club;
  - 1.4. Represent the Club to the Faculty, University at large and external organizations;
  - 1.5. Assume the duties of any executive positions in the interim if they are vacated;
  - 1.6. Keep informed and up-to date on sustainability issues;
  - 1.7. Ensure transparency in all Club operations;
  - 1.8. Oversee all internal operations;
  - 1.9. Act as a email list/ group manager;
  - 1.10. Act as a signing authority for the Club.
2. Vice President
  - 2.1. Oversee all internal operations with the president;
  - 2.2. Coordinate ongoing Project leaders;
  - 2.3. Assume the duties of the President if the position is vacated;
  - 2.4. Act as a signing authority for the Club.
3. VP Administration
  - 3.1. Maintain a record of minutes for all general meetings and committee meetings; including all resolutions passed, and distribute this information to members as deemed appropriate by the executive;
  - 3.2. Maintain a detailed list of members;
  - 3.3. Maintain all files, digital and/or paper;
  - 3.4. Act as a email list/ group manager;
  - 3.5. Act as a signing authority for the Club.

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4. VP Finance
  - 4.1. Handle all funds associated with the Club;
  - 4.2. Prepare the budget;
  - 4.3. Prepare a bi-annual finance update;
  - 4.4. Track all Club income and expenditures;
  - 4.5. Collect receipts for Club expenses and issue reimbursements;
  - 4.6. Act as a signing authority for the Club.
5. VP Education
  - 5.1. Organize speaker series events;
6. VP Academic
  - 6.1. Integrate the Club sustainability vision/ mission and objectives with academic curriculum;
  - 6.2. Integrate the Club sustainability vision/ mission with research activities.
7. VP Communication
  - 7.1. Advertise events;
  - 7.2. Seek public visibility in media for the Club and its activities;
  - 7.3. Name webmaster and manage website;
  - 7.4. Ensure information about the Club and Club projects are up-to-date.
8. VP Fundraising
  - 8.1. Work with the executive to plan and organize fundraising events;
  - 8.2. Work with the fundraising committee to seek external sources of funding.
9. Representatives
  - 9.1. Ensure that effective communication is maintained between the Club and the Department;
  - 9.2. Bring feedback to the executive;
  - 9.3. Representative positions are the following:
    - 9.3.1. Faculty
    - 9.3.2. Undergrad Student
    - 9.3.3. Graduate Student
    - 9.3.4. Staff
    - 9.3.5. Research

### ***Section 6.03 Project leaders***

The executive may appoint project leaders to execute specific task/project consistent with the Club vision/mission and objectives. Project leaders shall form their own committee if judged necessary.

### ***Section 6.04 Summer Committee***

The executive appoints a summer committee to manage on going projects and activities consistent with the Club vision/mission and objectives. Task division is at the discretion of the executive and the summer committee.

## **Article VII. Meetings**

### ***Section 7.01 General Meetings***

1. Focus on sustainability literacy and issues;
2. Take place monthly during each regular session term or more frequently if judged needed ;
3. Open to everyone;
4. General meetings may be organized by any member of the executive or appointed member;

### **Section 7.02 Executive Meetings**

1. Focus on project/ activity organization and achievement;
2. Take place bi-monthly during each regular session term or more or less frequently if judged needed by the executive;
3. Consensus seeking shall be favoured when making decision;
4. Frequent review of current and past projects/events and constructive critiques shall be favoured;
5. General meetings shall be organized by the President or appointed member of the executive.

### **Section 7.03 Project Meetings**

1. Organized by Project Leaders;
2. Project meetings must have minutes taken and forwarded to the VP Administration.

## **Article VIII. Budget**

The Club shall take the following measures to ensure responsible handling of funds:

1. The VP Finance shall prepare a preliminary budget at the start of each school year or as required subject to the approval of the executive and a financial report at the end of year;
2. Expenditures above the amount of fifty dollars outside previously approved in the budget must be approved by the executive.

## **Article IX. Elections and Voting**

1. Elections shall occur within two months before the end of the Spring term;
2. All members will be notified two weeks in advance that the nominations for all executive positions are open;
3. Nominations shall meet the following requirements:
  - 3.1. There is no limit to the number of times someone may nominate others for a position;
  - 3.2. The nominee may accept or refuse nomination;
  - 3.3. Self-nomination are acceptable;
  - 3.4. If the nominee accepts the nomination, they are required to defend their intentions at the election.
4. All newly elected executive members are expected to communicate with out-going executive members to ensure proper succession;
5. All terms run from the beginning of September to the end of March;
6. One election officer, who shall not vote and who is not nominated for a position, shall be appointed by the president one week prior to the elections to administer the election procedures;
7. Members may vote by proxy in elections and all other issues.

## **Article X. Signing Officers**

The President, Vice President, the VP Administration and the VP Finance shall have sole signing authority over the organization.

## **Article XI. Amendments**

Amendments to the constitution may be brought forth by any member anytime. Amendments will be voted on general meetings and are subject to approval by a minimum of two-thirds of all Club members present at the meeting and 10% of all Club members.

## **Article XII. Vacated Positions**

1. Executive position may be vacated voluntarily;

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2. An executive member will be removed from their position if two-thirds of all Club members present at the meeting and 10% of all Club members vote in favour during general meetings. Vacated positions will be filled through appointment or a by-election at the discretion of the remaining executive.