



## International Development, Community and Environment Student Association CHARTER

### **Mission**

International Development, Community and Environment (IDCE) Student Association is committed to addressing student concerns and issues by representing the IDCE graduate student body. It is dedicated to student achievement through participation and communication with all stakeholders.

### **Section 1 - Officers Roles**

- 1.1 The Student Association (SA) will elect three officers, namely the President, Vice president and Secretary/Treasurer (position is filled by the same person).
- 1.2 In addition, representatives for each 1<sup>st</sup> and 2<sup>nd</sup> year GISDE, CDP, IDSC and ES&P programs will also be appointed within their respective programs.
- 1.3 The Student Association will take the responsibility of electing the representative for 5<sup>th</sup> year students and the international student representative.
- 1.4 The IDCE faculty decides on the faculty program representative for the SA.

### **Section 2 - Officers Responsibilities**

- 2.1 The duties of the officers of the SA are as follows:
- 2.2 The responsibilities of the President are:
  - a) Moderate meetings
  - b) Create agenda
  - c) Monitor program and committee activities
  - d) Maintain records and documents
  - e) Attend departmental meetings
  - f) Meet with Vice President and Secretary regularly

- 2.3 The responsibilities of the Vice President are:
- a) Email reminders and minutes for meetings
  - b) Send out appropriate email announcements
  - c) Check committee feedback and follow up
  - d) Resolve issues related to blackboard
  - e) Attend departmental meetings
  - f) Meet with President and Secretary regularly
- 2.4 The responsibilities of the Secretary/Treasurer are:
- a) Take meeting minutes
  - b) Email minutes to Vice President
  - c) Order food for meetings
  - d) Keep track of budget and compile budget proposal
  - e) Attend departmental meetings
  - f) Meet with President and Vice President regularly
- 2.5 The responsibilities of the student program representatives are (this includes all 1<sup>st</sup> and 2<sup>nd</sup> year representatives, 5<sup>th</sup> year representative and international student representative):
- a) Attend SA meetings
  - b) Email appropriate information to respective programs such as, but not limited to:
    - a. Beginning of academic year introduction email
    - b. Monthly, check in with student body to maintain contact and keep lines of communication open
    - c. Bi-monthly SA meeting minutes
    - d. Program related concerns
    - e. Communications regarding department related and social events
    - f. Correspondence from SA Officers and committees
  - c) Conduct meetings with respective student body
  - d) Maintain anonymous student suggestion box and soliciting responses from respective student bodies. Relay appropriate materials from suggestion/feedback box to appropriate SA Officer or faculty representative
  - e) Coordinate with faculty and appropriate representative to ensure that student concerns are being dealt with in a timely and satisfactory manner, and report back to SA Officers if further intervention is necessary.
  - f) Maintain communication with faculty program representatives
  - g) Coordinate elections for representatives in September
- 2.6 In addition, 5<sup>th</sup> year representative is also responsible for sending a letter to juniors after April 1st and seniors after October 15th to introduce them to the SA and invite/recruit seniors to attend meetings and participate in SA activities.
- 2.7 All SA officers remain accountable to each other and the students, as the students are accountable to the SA officers.

### **Section 3 –Membership and Meetings**

- 3.1 Individual regardless of race, color, gender, sexual orientation, ethnicity, religion, nationality, age or handicap shall have equal opportunity to participate as a member of the IDCE Student Association.
- 3.2 Meetings are open to all IDCE graduate students, staff and faculty.
- 3.3 Meetings will be held every two weeks with the time, date and location decided by the President, Vice President and Secretary.
- 3.4 Meetings will have a written agenda. Meetings will begin with the approval of the minutes of the last meeting. This will be followed by reports from the Treasurer, committees and program representatives.
- 3.5 Attendees will be given the opportunity to add items to the agenda. Time will be allotted for faculty concerns after which they will leave, allowing time for the students to express their concerns in the absence of faculty.

### **Section 4 - Activities**

- 4.1 The Annual Student Report to Faculty will be compiled by the SA and submitted to the faculty every year.
- 4.2 Student representatives to faculty search committee will be nominated by the SA at the request of the department. There will be two student representatives from the program within which the search is being conducted. One of the representatives should be a first year graduate student. The second student representative to the faculty search committee could be either a first or a second year graduate student.
- 4.3 Committees shall be created with the minimum of two members and with the approval of SA officers and members at the meeting. Committees need to remain active otherwise they will be dissolved in conjunction with the respective committee members and the SA officers.
- 4.4 The SA will remain active in planning and encouraging students to partake in Brown Bag Presentations.
- 4.5 The SA is responsible for planning the Fall Retreat, in the fall semester, as well as the Spring Fling, in the spring semester, every year.
- 4.6 The SA will support students to initiate and present ideas for events and activities.

## **Section 5 - Election of Officers and Representatives**

- 5.1 Elections of officers will be based on ballot voting.
- 5.2 A nomination committee will be organized to conduct elections for the positions of President, Vice President and Secretary, held in December. The names of the candidates, responsibilities of each position, procedure for voting, date, time and location for elections will be emailed to IDCE student body by the nomination committee.
- 5.3 Candidates will be asked to make a speech before voting begins. The nomination committee will count the ballots. Names of the successful candidates will be announced at the end of the voting period and emailed to all of IDCE.
- 5.4 International student representative and the 5<sup>th</sup> year representative will be elected in the fall semester. Nominations will be announced before the elections. Attendees will be asked to cast their votes at an announced location and the ballots will be counted by members other than the nominees. The names of successful nominees will be announced through email.
- 5.5 1<sup>st</sup> and 2<sup>nd</sup> year representatives will be nominated and elected by the student body in the fall semester. Nominations will be announced before the elections. Attendees will be asked to cast their votes at an announced location and the ballots will be counted by members other than the nominees. The names of successful nominees will be announced through email.

## **Section 6 - Procedure for Removal of Officers and Representatives**

- 6.1 All officers and representatives have the option to vacate their positions and step down at any time.
- 6.2 Request for removal of an officer or representative will be passed with the approval of a 2/3 majority of the SA student population.
- 6.2 Upon the resignation or removal of the President, the Vice President will step in to fulfill the position. The Secretary will step in to fulfill the role of the Vice President and a sub-committee will be created immediately for assistance. The position of Secretary/Treasurer will be elected.
- 6.3 The resignation or removal of any representative will result in the process of electing a new representative in accordance with the SA charter.

## **Section 7 - Budget and Funds**

- 7.1 The SA has the right to allocate funds as it sees fit to benefit the IDCE graduate student body. The funding for the SA is made available through the department of International Development, Community and Environment.
- 7.2 The budget proposal will be submitted by March for the next academic year. The Treasurer, with support from the President and Vice President, will be responsible for the construction of a budget.
- 7.4 Any appropriation of funds in excess of \$50 must be approved by the SA student body. The SA President, Vice President and Secretary must collectively appropriate funds less than \$50 but must be part of the Treasurer's report and communicated at the SA meeting.
- 7.5 In order to petition for money the person or group must have a written request submitted to the Treasurer stating the name, program, amount requested, reason for the request, date and description of the event/project. If possible this should be accompanied with appropriate receipts.

## **Section 8 - Amendment and Ratification of Charter**

- 8.1 The Student Association has the right to amend and ratify the charter
- 8.2 Any amendment requested will be ratified with approval of a 2/3 majority of the SA student body.