

The University of British Columbia



Constitution

Amended November 2018

Constitution	2
Article 1. Definition of the Society	2
Section 1.1 Organization Name	2
Section 1.2 Mission	2
Article 2. Objectives	2
Bylaws	3
Bylaw 1: Interpretation and Definitions	3
Bylaw 2: Membership	4
Section 2.1 Rights of membership	4
Bylaw 3: Executive and General Meetings	4
Bylaw 4: Referenda	4
Bylaw 5: Council Members and Their Duties.	5
Bylaw 6: Terms of Office and Elections	6
Bylaw 7: Changes of Policy and Constitution Amendments	6
Bylaw 8: Liabilities	7

Constitution

Article 1. Definition of the Society

Section 1.1 Organization Name

The name of the organization shall be "The Forestry Undergraduate Society of the University of British Columbia".

Section 1.2 Mission

The mission of the organization is to support the academic, professional, and social needs of forestry students, encourage excellence in all aspects of student life, and celebrate the accomplishments of its members.

Article 2. Objectives

The objectives of the organizations shall be:

- I. To maintain communication between student groups within the forestry community.
- II. To support the initiatives of student groups within the forestry community.

- III. To support the social needs of its members by organizing and promoting social events and services.
- IV. To support the academic needs of its members through representation to relevant groups and development and promotion of academic services and events.
- V. To support the professional development of its members through representation to relevant groups and development and promotion of professional services and events.
- VI. To support the external community by organizing and promoting events in cooperation with external groups, including events in support of charities.
- VII. To act as a liaison between Forestry undergraduate students and the Faculty of Forestry

Bylaws

Bylaw 1: Interpretation and Definitions

No part of this Constitution may be interpreted in a sense contrary to the AMS Constitution, Bylaws, and Code. Further definitions and guidelines are detailed in the FUS Binder. In this constitution, unless otherwise specified:

- I. "UBC" shall hereafter refer to "the University of British Columbia, Vancouver".
- II. "The Society" shall hereafter refer to "the Forestry Undergraduate Society of UBC".
- III. "FUS" shall be the equivalent of "The Society"
- IV. "FUS Binder" shall hereafter refer to "Policy Manual of the FUS"
- V. "Council" shall mean the governing body of the Society comprised of Executive members and General members
- VI. "Grand Council Meeting" shall include members of both Executive and General council
- VII. "Senate" shall hereafter refer to "the Senate of UBC Vancouver"
- VIII. "Executives" shall be the equivalent of "Executive Council of the Society"
- IX. "AMS" shall hereafter refer to "the Alma Mater Society of UBC"
- X. "Constitution" shall hereafter refer to "Constitution of the FUS"
- XI. "Appointed Volunteers" shall hereafter refer to "Directors, Managers and Representatives of the FUS"
- XII. "Quorum" shall mean the minimum number of members required to be present at a meeting to be valid.
- XIII. "Voting Members" shall also be referred to as Representatives who represent the interest of the general student body and assist in the execution of the Council's agenda and thus are able to vote on decisions within the Council.
- XIV. "Non-Voting members" shall also be referred to as Coordinators, Liaison and Managers of Council who do not directly represent the interest of the general student body and thus are not able to vote on decisions within the Council.

Bylaw 2: Membership

Members shall include the following:

- I. Active
 - A. Active members of the Society shall be all undergraduate students enrolled in the UBC Faculty of Forestry and have paid their FUS student fees for the academic year.

Section 2.1 Rights of membership

- I. Each member of the FUS shall have the right to:
 - A. Bring forward ideas to the FUS Council Executives
 - B. Be informed of FUS Council decisions
 - C. Be informed about liaisons between council and faculty/ staff
 - D. Attend any FUS Council meeting
 - E. Have access to all Council meeting minutes

Bylaw 3: Executive and General Meetings

- I. All members of the Society have the right to attend, speak and vote in Society referenda at Grand Council Meetings
- II. Executives should meet once a week, unless otherwise dictated by the President
- III. Grand Council meetings shall be hosted at least two times per term. Term 1 (September to December) and Term 2 (January- April).
- IV. Between May and August, communication shall be continued through the Executive Council.
- V. The President shall call more meetings if necessary provided there is fort-eight (48) hours notice for a Grand Council meeting and twenty-four (24) hours notice for an Executive meeting.
- VI. Minutes shall be recorded, distributed and archived in the FUS website by the Secretary.
- VII. The Council and Executive meetings require that $\frac{2}{3}$ of elected officials are present for quorum to be met. If quorum is not met, then decisions made by the Council or Executive voting shall not be binding.

Further details surrounding the various meetings shall be set out in the FUS Binder.

Bylaw 4: Referenda

This is the process by which a suggestion to amend policy is voted on by the active members of the society. A referendum shall be held when there is a suggestion to amend one or more bylaw in this constitution. The Executives shall have the ability to amend code to fix errors of cross referencing and spelling or grammar errors. Errors may be fixed as long as the spirit or meaning of a code section is not altered, but made more clear. The following guidelines shall be followed for any referendum

- I. There should be an announcement regarding the change for 2 full weeks and the voting when the Council deems fit.
- II. The Council must make clear whether and when the referendum will be binding and the question must be clear such that the students may answer only Yes or No.

- III. The voting must be done through the AMS online voting system under the instructions of the Secretary and an appointed Elections Manager.

Bylaw 5: Council Members and Their Duties.

- I. Executive Councillors shall consist of:
- A. The voting members as elected by the Society:
- 1. The President;**
 - a) Chairs FUS General and Executive meetings and responsible for preparing agendas for each
 - b) Must attend constituency President's Council Meetings
 - c) Oversee the budget in conjunction with VP Finance.
 - d) Responsible for making sure FUS Council members understand their roles
 - 2. The Vice-President Internal;**
 - a) Must facilitate communication with parties within the Faculty of Forestry including Student Services, the Dean, IFSA, Diversity Crew
 - b) Must chair bi-weekly meetings with Christmas Tree Farm Manager, Sustainability Coordinator and Diversity Crew-FUS Liaison and communicate their updates at Executive Council Meetings.
 - c) Responsible for the FUS Lounge (FSC 1618), including maintenance of the current room and its resources.
 - 3. The Vice-President External;**
 - a) Must facilitate communication with parties outside the Faculty of Forestry at UBC including but not limited to the AMS and forestry alumni groups.
 - b) Must chair bi-weekly meetings with AMS Representative and Student Senator and communicate their updates at Executive Council Meetings
 - c) Must attend AMS Blue and Gold Society Meetings.
 - d) Must sit in AMS and senate meetings when the respective representatives are not able to attend
 - 4. The Vice-President Finance;**
 - a) Must create a budget for the year based on previous years expenses and it must get approval by the President
 - b) Responsible for the FUS Square account, Showpass account and credit card.
 - c) Responsible for the FUS money box and key.
 - d) Must facilitate reimbursement of FUS members by the AMS for all payments done for FUS expenses
 - e) Responsible for coordinating FUS locker payments and lock cutting logistics.
 - 5. The Vice-President Media Relations;**
 - a) Responsible for all forms of promotion for all FUS Executive Council and General Council events, including: creation of Facebook events; sharing Facebook events on the Forestry Community and Events Facebook page; ads on the atrium TV screens; and, inclusion of FUS events on the Forestry Digest email newsletter.
 - b) Responsible for constant updates to the FUS website.
 - c) Responsible for appointing volunteer photographers to assure all FUS events are properly photographed.
 - d) Responsible for keeping FUS events photographs in a google drive in an

organized manner.

6. The Vice-President Academic;

- a) Responsible for seeking partnerships with alumni and student services to foster academic opportunities within students in the Faculty of Forestry.
- b) Must chair bi-weekly meetings with the CIF Liaison and ABCFP Liaison and communicate their updates at Executive Council meetings.
- c) Must maintain active communication with forestry professors to facilitate opportunities for students to volunteer in their laboratories.
- d) Responsible for coordinating the First Aid and Firearm Safety courses offered by the FUS one time per semester.
- e) Responsible for identifying the classes that need tutoring sessions and facilitating these throughout the year.
- f) Shall appoint Program Representatives to aid in the execution of academic events.

7. The Vice-President Student Life;

- a) Responsible for creating a schedule of monthly social events for the year and build a budget for them (budget must get approval by the President and VP Finance).
- b) Must chair bi-weekly meetings with Program Representatives to delegate event planning tasks and communicate their updates at Executive Council meetings.
- c) Must encourage Program Representatives to pursue event ideas and connect them with members in the Council to aid in their execution.
- d) Must communicate with FUS Secretary for room bookings and VP Communications to ensure timely advertising of FUS events.

8. The Secretary;

- a) Responsible for taking meeting minutes at all General and Executive Council meetings and make minutes available in the FUS website to the general student body.
- b) Responsible for room bookings for all FUS events and meetings.
- c) Responsible for organizing FUS elections according to the procedures outlined in Bylaw 6.

9. The AMS Representative;

- a) Must attend AMS bi-weekly meetings and AMS training
- b) Participate and advocate for Forestry in at least one AMS committee
- c) Must communicate updates to VP External and at Executive Council meetings as seen fit.

10. The Student Senator

- a) Must represent the students of the Faculty of Forestry at the UBC Vancouver Student Senate Caucus regarding decisions related to academics.
- b) Must sit in 2 or 3 senate committees listed in
- c) Must attend monthly general meeting and student caucus meetings.

B. Further details on responsibilities shall be outlined in the FUS Binder.

II. The General Council shall consist of:

A. The voting members who shall consist of:

- 1. The Natural Resources Conservation Representative
- 2. The Urban Forestry Representative

3. The Forest Operations Representative
4. The Forest Sciences Representative
5. The Wood Products Processing Representative
6. The Forest Resource Management Representative
7. The 2+2|3+2 Program Representative

* Duties for all Program Representatives include:

- a) Represent the interests of your constituents in votes and advocacy and promote the Society to both the FUS Members and the community-at-large
- b) Being an active member of the society during the period they are serving
- c) Attending all general FUS meetings and receiving directions from the VP Student Life to plan and coordinate events.
- d) Represent the interests of your constituents in votes and advocacy
- e) Regularly report their activities to the VP Student Life to which they are assigned.

B. The non-voting members who shall consist of:

1. Sports Coordinator

- a) Facilitate timely registration of Forestry students to for intramural sports and UBC REC events throughout the year.
- b) Stay up-to-date on UBC REC events, promote them in social media and be available to answer questions about these events.
- c) Responsible for coordinating with the FSGA representatives to advertise the annual Curling Bonspiel event happening in March.

2. Greensales Coordinator

- a) Must organizing, inventorying FUS merchandise and keep closet clean and organized.
- b) Responsible for the order of new merchandise based on demand, and after the treasurer and president's approval.
- c) Responsible for the display of Greensales merchandise in the Atrium's glass case.

3. ABCFP Liaison

- a) Act as the UBC representative to the Association of British Columbia Forest Professionals (ABCFP).
- b) Responsible for organizing an Information Night for students interested in pursuing their Registered Professional Forester (RPF) designation
- c) Attend the ABCFP Annual Grand Meeting in February

4. CIF Liaison

- a) Liaise with the CIF in running professional development events and opportunities for students in the Faculty of Forestry.
- b) Represent FUS to the CIF including attending the CIF monthly dinners which will take place as indicated in the prearranged schedule.
- c) Responsible for promoting information in order to bring students to CIF dinners.
- d) Responsible for assisting the Graduation Council with planning and fundraising of the Silver Ring Ceremony

5. Loggers Sports Liaison

- a) Must coordinate Logger Sports demonstrations and field clean-ups
- b) Responsible for communicating with UBC Plant Operations regarding field and materials

- c) Responsible for communicating with President to discuss ways to improve and expand the Logger Sports club at UBC
- d) Responsible for communicating with FUS to do collaborative events during Imagine Day and Forestry Week

6. Christmas Tree Farm Manager

- a) Main contact person between the UBC Farm and FUS
- b) Coordinate the logistics for the annual christmas tree display in Forestry atrium.

7. Diversity Crew-FUS Liaison

- a) Main contact person between the Diversity Crew and FUS.
- b) Represent the interests of your undergraduate students at Diversity Crew meetings

C. Further details on responsibilities shall be outlined in the FUS Binder.

Bylaw 6: Terms of Office and Elections

- I. The term of Executives Council, General Council, AMS Representative, and Student Senator shall be from May 1 to April 30 of the following year.
- II. Executive and General elections shall take place in the first 2 weeks of March and the voting system should be open for 5 consecutive days (Monday to Friday). No elections shall be held during the exam period in April or statutory holidays.
- III. Call for nominations must last for at least 2 weeks and conclude the Friday prior to election week.
- IV. To be nominated to run for any Executive or General council position, a forestry student must send a short introduction to their person including a photo of themselves to the FUS secretary by the end of the nomination period.
- V. The Executives shall be elected by and from the active members of the Society in a general election
- VI. The election administrator shall be a liaison between AMS election administrator and FUS. And coordinate elections according to the procedures outlined in the FUS Binder. They shall be appointed by the executives 1 month prior to the nomination period. This appointed position cannot be a member who is running for a position or a part of the executive and/or general council.
- VII. All current members of Forestry Undergraduate Society are eligible to vote for all positions
- VIII. If only one individual runs for a position, their name shall be placed on the ballot and students will be allowed to vote for or against the individual's acclimation.
- IX. If at the end of the election there is a tie between candidates, the winner shall be decided by the president through a coin toss while having $\frac{2}{3}$ of the executives as witnesses.
- X. Given there is a vacancy in any voting member position, it shall be temporarily filled by a member appointed with $\frac{2}{3}$ Council support, as they see fit, until it is permanently filled through a by-election.
 - A. Given vacancies in any voting member position during the March election period, there shall be a by-election held no later than the 4th week of September of the corresponding year. In this case, the same procedures listed above shall be followed again.
- XI. Given there is a vacancy in any non-voting member position, this position shall remain vacant for the remainder of the year with responsibilities being shared between the non-voting members.
- XII. A member of the Council can only hold only one voting-member position at a given time. There are no limitations on the number of non-voting-member positions held.

XIII. Two individuals may occupy the position of Vice President Social Life.

Bylaw 7: Changes of Policy and Constitution Amendments

- I. The Grand Council shall dictate the policies of the FUS through their decisions and followings of the Constitution.
- II. If there are suggested changes to the constitution, the person of interest should prepare the amendment with the FUS template in the FUS Binder and attend to one of the Executive weekly meetings. The changes can then be reviewed by the executives for approval.
- III. Time limit for the approval or denial of the amendment should be no longer than 2 weeks. Approval needs to be supported by $\frac{2}{3}$ of the Executive Council. Any changes to the amendment should be posted to the public no longer than 1 week after the approval.
- IV. If one section under a bylaw is suggested to change, added or deleted than a referendum is not needed. If one or more bylaws are changed, added or deleted then a referendum is needed to approve the change (see Bylaw 4 for referendum).
- V. The Executives shall have the ability to amend code to fix errors of cross referencing and spelling or grammar errors
 - a) Errors may be fixed as long as the spirit or meaning of a code section is not altered, but made more clear.

Bylaw 8: Liabilities

- I. The FUS shall assume no liability for damages suffered, be the bodily harm, property damage and/or property loss, by any participant in any of the events sponsored by or sanctioned by the Society.
- II. The Society shall assume no responsibility for any damages incurred directly or indirectly by the actions of a member of the Society unless such action has been approved by the Society.