

CONSTITUTION FOR IDLE FREE ONTARIO, YORK UNIVERSITY CHAPTER

Article I. Name & Objectives

Section A. The name of this Organization shall be Idle Free Ontario

Section B. Objectives:

1. To raise awareness of the issues surrounding car idling and promote cessation of idling by all motor vehicles.
2. To promote participation.
3. To serve the campus and community.
4. To foster loyalty to the Organization.
5. To function as a student organization.
6. To create partnerships and collaborate with other organisations/groups that fit with our main objective.

Article II. Interpretation

Idle Free Ontario shall make all determinations and interpretations in regards to accepted rules of procedure.

Article III. Membership

Section A. Membership in this Organization shall be open to any student, faculty member and staff from York University.

- a. Regular Membership: Any current full-time student, faculty member and staff from York University.
- b. Senior Membership: Shall be open to any retired member in a given year.

Section B. There shall be no dues.

Section C. Idle Free Ontario is committed to respect the principles of equity, non-discrimination, no intimidation by any cause (affiliations, race, birth place, colour, ethnic, citizenship, language, religion, sexual preference, or others).

Article IV. Meeting Procedures

Meetings of any body of the Organization shall be open to members of the Organization, except that other persons may be admitted on the invitation of the Executive Committee.

The Agenda is the order of the Organization for the meeting. It describes the items for consideration and gives the order in which they will be taken up. The Agenda must be passed or adopted before the meeting can commence. The adoption of the minutes of the last meeting ratifies any decisions taken at that time. Any changes in the Agenda or minutes must be proposed and considered before the Agenda and minutes are adopted. An item on the Agenda may be taken out of sequence and disposed of only by majority consent.

Section A. General Meetings

- a. There shall be a minimum of two General Meetings of the membership of the Organization, one of which shall be the Annual Meeting, during each academic year.
- b. General Meetings may be called:
 - i. as directed by the Annual Meeting;
 - ii. as deemed advisable by the Executive Committee;
 - iii. at the written request of fifty or more members of the Organization.
- c. One quarter or fifty, whichever is the lesser, of the members of the Organization in good standing shall constitute a quorum for General Meetings of the Organization.

Section B. Notice

For the Annual or any General Meeting of the Organization, written notice, with a statement of the agenda, shall be sent to members no less than one week prior to the Meeting in question. Special General Meetings, for discussion of particular and pressing matters, may be called on forty-eight hour's notice, but must be widely publicized.

Article V. Quorum

Quorum shall be reached when a motion to put a question is passed by a two-thirds majority of members present at the meeting, then the motion must be put immediately. If a motion to put the question fails to receive a two-thirds majority, then debate on the motion continues and further amendments are in order.

Article VI. Officers, Qualifications and Duties

- Section A. The Executive Committee shall be responsible for the administration of the affairs and activities of the Organization, for developing policies and programs, and for carrying out the decisions. The Executive Committee/Officers of Idle Free Ontario shall be the following:
- a. President
 - b. Vice-President
 - c. Treasurer

Section B. The duties of the officers shall be as follows:

- a. President: The duties of the President shall be to preside at all meetings, to call for special meetings, and to appoint committees.
- b. Vice-President: The Vice-President shall replace the President in her/his absence and to serve as program chair-person.
- c. Treasurer: The Treasurer shall keep an accurate and complete record of all monetary transactions, to collect donations, to produce reports and account for all finances of the Organization.

Section C. The associates of the organization shall be the following:

- a. Speaker (Chair)
- b. Chief-Returning Officer (CRO)
- c. Secretary

Section D. The duties of the officers shall be as follows:

- a. Speaker (Chair): The Chair conducts meetings, preserves order and decorum, and interprets the Rules of Order. The Chair is impartial and may not take part in the debate nor vote.
- b. Chief-Returning Officer (CRO): His/her responsibility is to serve as the principal election official within the constituency responsible for the administration, conduct and reporting of electoral proceedings.
- c. Secretary: The duties of the Secretary shall keep an accurate, permanent record of the organization, to take charge of all correspondence, to notify the appropriate publications and post information regarding meetings and activities. She/he is in charge of taking minutes and elaborating annual reports.

Article VII. Election of Officers

The elected officers of the Organization shall be:

- a. President
- b. Vice-President
- c. Treasurer
- d. Speaker (Chair)
- e. Chief-Returning Officer (CRO)
- f. Secretary

Section A. Term

Elected Officers of the Organization shall hold their position for one year. The Past President shall automatically assume this position upon retirement from his/her term(s) as President and shall hold it for one year.

Section B. Nominations

Candidates for election as Officers of the Organization shall submit written statements of their qualifications, goals, and interest in serving. Normally, candidates for President will have served on the Executive Committee for at least one year. Normally, candidates for Chief Steward will have served on the Grievance Subcommittee for at least six months. Where only one candidate is nominated for an Officer position, a ratification ballot shall be conducted.

Regular Members of the Organization shall be eligible to be elected officers of the Organization.

The elections will take place the third week of September of any given year.

Section C. Votes shall be counted by CRO

Section D. Installation of new officer shall take place on September 25

Section E. Special election shall be held if a vacancy occurs. The elections should occur within two weeks of the vacancy. Member shall be notified by mail a week before

Article VIII. Conflict of Interest

A conflict of interest is a situation in which someone in a position of trust, such as the President, Vice-President, or any other member has competing professional or personal interests. Such competing interests can make it difficult to fulfil his or her duties impartially. A conflict of interest exists even if no unethical or improper act results from it. A conflict of interest can create an appearance of impropriety that can undermine confidence in the officer. The conflict can be mitigated by general consensus within the Executive Committee, however if there is evidence of damage or interference within the interests of the Organization this individual must renounce to his/her duties and the membership will be removed permanently.

Article IX. Procedures Regarding Allegations of Wrongdoing and Disciplinary Actions

In the case of disclosure, omission, misconduct or irregular use of the Organization Funds, there will be a first Executive Committee meeting to decide by consensus (by two-thirds) if the person should be suspended of their functions, withdrawn his/her membership, or if any legal measure must be taken.

Article X. Financial Responsibility

The President and the Treasurer are the sole signing authorities. The financial responsibility within the Organization is the Executive Committee, which must create and approve the budget. The Treasurer must generate financial reports and maintain the financial records.

Article XI. By-Laws and Amendments

Section A. By-Laws

- a. By-Laws must be created by the Executive Committee and recommended members by the officers.
- b. By-Laws must be in accordance with this constitution as amended.
- c. By-Laws must be sponsored by at least one member of the Executive Committee.
- d. By-Laws shall be adopted by a 2/3 vote of the present voting body.

Article XII. Ratification

A two-thirds (2/3) majority of those present at the first meeting of the newly-formed Organization will be necessary to ratify this constitution.