

Statutes of the Graduate Institute

Environmental Committee

These statutes, originally drafted during the 2012/2013 academic year, revised during the 2016/2017 academic year, and revised again during the 2020/2021 academic year, establish the Environmental Committee (“the EC”) of the Graduate Institute of International and Development Studies of Geneva (“the Institute”). The Environmental Committee constitutes a GISA Specialized Committee as defined in Article IV of the bylaws of the Constitution of the Graduate Institute Student Association (“GISA”). The Environmental Committee is non-partisan and non-discriminatory, inherent to its values of sustainability that uphold inclusivity.

Article I: Mission

1. The mission of the Committee is to:
 - a. Promote environmental protection and sustainable development at the Institute.
 - b. Raise awareness of environmental and sustainable development issues among students, administration, staff and faculty.
 - c. Promote healthy, environmentally-friendly living and sustainable policies within the Institute.

2. In order to fulfill its mission, the Environmental Committee may undertake specific activities, including, but not limited to:
 - a. Organising public events, such as:
 - i. A bi-annual Green Week, aimed at raising awareness of current environmental issues and promoting sustainable behaviour;
 - ii. Events related to environmental affairs;
 - iii. Other events as deemed relevant, important or necessary.
 - b. Holding regular meetings open to all Members of the Committees as well as other persons interested in the work of the Committee;
 - c. Establishing issue-based working groups to ensure continuous work on issues particular importance;
 - d. Promoting local food production and healthy eating at the Institute through SCOOP, the Environmental Committee’s own student food cooperative engaged in purchasing wholesale local and regional food products and then reselling them each week to students, faculty, administrators and staff;
 - e. Contributing to the development of an Institute-wide sustainable management strategy within the “Comité de Développement Durable” and the “Commission de Développement Durable,” thus ensuring student participation in this process;
 - f. Liaising between students and the Administration of the Institute with regard to environmental matters;

- g. Communicating frequently and in a transparent manner with the student body, administration and faculty;
- h. Liaising between students and the catering service running the cafeteria, while promoting healthy, sustainably produced and affordable food options for students.

Article II: Membership

1. The Environmental Committee is comprised of:
 - a. Members with a specific function:
 - i. The President of the Environmental Committee
 - ii. The Vice-President of the Environmental Committee
 - iii. The Treasurer
 - iv. The Communications Director; This position may be held by one person, and/or be supported by a Communications Team with divided responsibilities such as Website Manger, Social Media and Marketing Coordinator and other positions deemed necessary.
 - v. The Events Coordinator
 - vi. The Representative of the Environmental Committee to the Institute's "Comité de Développement Durable" and the "Commission de Développement Durable". This position will be appointed regardless of whether the Comité and the Commission at the Institute are currently in session, in order to be prepared for whenever they are in session.
 - b. Members involved in Environmental Committee activities, projects, events and/or issue-based working groups.
2. The Members with a specific function shall be determined in the following way:
 - a. The President of the Environmental Committee is to be elected in accordance with Article IV of these Statues. Refer to Article IV for the timeline of the election period and term length for the position of President.
 - b. The Vice-President is to be elected through the same voting process as the President. Refer to Article IV for the timeline of the election period and term length for the position of Vice President.
 - c. The Treasurer shall be chosen by Members in an Environmental Committee meeting. All Members shall be informed about this meeting at least seven (7) days in advance and shall be given the opportunity to present their candidacy for that position. This meeting is proposed to take place in the beginning weeks of each Fall Semester.
 - d. The Communications Director shall be chosen by Members in an Environmental Committee meeting. All Members shall be informed about this meeting at least seven (7) days in advance and shall be given the opportunity to present their candidacy for that position. If a Communications Team is to be created, Members wishing to join this team may express their interest during this meeting. Multiple Members may apply for the Director post, and if not chosen, can join the

Communications Team. The Communications Director shall take initiative in managing this team. This meeting is proposed to take place in the beginning weeks of each Fall Semester.

- e. The Events Coordinator shall be chosen by Members in an Environmental Committee meeting. All Members shall be informed about this meeting at least seven (7) days in advance and shall be given the opportunity to present their candidacy for that position. This meeting is proposed to take place in the beginning weeks of each Fall Semester.
 - f. The Representative of the Environmental Committee to the “Comité de Développement Durable” and to the “Commission de Développement Durable” shall be chosen by Members in an Environmental Committee meeting. All Members shall be informed about this meeting at least seven (7) days in advance and shall be given the opportunity to present their candidacy for that position. This meeting is proposed to take place in the beginning weeks of each Fall Semester.
 - g. The proposed meeting to choose the Treasurer, the Communications Director and/or Communications Team, the Events Coordinator, and the Representative of the Environmental Committee to the “Comité de Développement Durable” and to the “Commission de Développement Durable” shall preferably take place on the same day, during an official EC meeting. If this is not possible, a position may be filled in at a later date in the Fall Semester through the same process.
3. Membership of the Environmental Committee is open to all Members of the Graduate Institute Student Association.
 4. Any Member of GISA willing to participate in its activities and/or interested in the work of the Environmental Committee shall be considered a Member of the Committee.

Article III: Duties

1. The President shall
 - a. Convene the Committee;
 - b. Assume the overall coordination of the activities of the Committee;
 - c. Convene regular meetings open to all Members as well as other interested persons at least once month, prepare the agenda for these meetings and direct the meetings;
 - d. Represent the Committee, with the Members, in its relations with students, staff and the Administration
 - e. Serve as the link between the Administration and the Committee;
 - f. Regularly inform Members about current developments, decisions, events and other important issues in a transparent way;
 - g. Break any ties in votes within the Committee;
 - h. Assume an ad-hoc position of the GISA Executive Committee in accordance with paragraph 3 of Article IV of the bylaws of Be the GISA Constitution, thus

assuming the rights and obligations as defined in paragraph 8 of Article VI of the GISA Constitution;

- i. Ensure a smooth transition between the old and new Committees and between their own presidency and the one of their successor
2. The Vice President shall:
 - a. Assist with the overall coordination of the activities of the Committee;
 - b. Ensure that regular meetings are convened and prepare the agenda with the President for these meetings;
 - i. Ensure that the meeting place is booked in time.
 - c. Conduct internal communication duties:
 - i. Send reminders/agenda to Members before meetings, via emails and Slack channels;
 - ii. Send the post meeting minutes and a follow-up email.
 - d. Aid the Communications Director/Team with both internal and external communication;
 - e. Assume all of the President's responsibilities in the case of the President's temporary absence.
 3. The Treasurer shall:
 - a. Request funding from GISA under paragraph 5 of Article IV of the bylaws of the GISA Constitution after having ensured the possibility for the Members of participating in formulating the budget request;
 - b. Ensure that a well-detailed budget is prepared on time for the submission of budget requests at the beginning of each semester;
 - c. Be in charge of collecting receipts of Member expenditures and filing for reimbursements with the GISA Treasurer.
 4. The Communications Director (and/or the Communications Team) shall:
 - a. The Director shall coordinate with the President and Vice President and delegate assignments to the rest of the communications team, according to their respective responsibilities.
 - b. A member of the Team shall take meeting minutes.
 - c. A member of the Team shall manage the EC email by organizing incoming correspondences, responding when possible and delegating when not;
 - d. Under the leadership of the Communications Director may be included these following positions: Website Manager, Design Specialist, Social Media Coordinator and others as needed.
 - i. Website manager: Ensure that the EC website is up to date with relevant changes in the Board, additions and updates to EC projects and events, and maintain the EC blog with frequent posts from Members;
 - ii. Design specialist: Create the flyers and graphic design templates to use when promoting events;
 - iii. Social media coordinator: Maintain an ongoing and informative presence on all EC Social Media platforms, including Instagram and Facebook.

5. The Representative of the Environmental Committee to the “Comité de Développement Durable” and the “Commission de Développement Durable” shall:
 - a. Actively participate in the plenary meetings of the Comité de Développement Durable (CDD) as well as in the bi-annual meeting of the Commission de Développement Durable (CoDD);
 - b. Ensure the liaison between the CDD, the CoDD and the Environmental Committee, in particular by collaborating closely with the President;
 - c. Ensure the liaison between the CDD, the CoDD and GISA, in particular through strong collaboration with the GISA Communication Director;
 - d. Ensure that the whole student body gets informed about the the major steps of the CDD and the CoDD by using different communication channels;
 - e. Consult students before taking decisions through appropriate means so as to ensure the representation of their interests;
 - f. Regularly attend the meetings of the Environmental Committee and inform its Members about the advancement of the work of the CDD and the CoDD
 - g. Ensure the continuity of their work.

6. The Events Coordinator shall:
 - a. Coordinate the official EC trips and events
 - i. Work with the President, Vice President and Treasurer on the budget for EC events
 - ii. Reach out to speakers/guests for events, book rooms, and work with the Communications Team to advertise events/trips.
 - iii. Coordinate with project leaders and working groups and provide support as needed.
 - b. Shall be the liaison between the EC and other initiatives, both at the Graduate Institute and beyond, regarding partnerships and any other collaborations.

Article IV: Election of the President

1. The President shall be elected by the Members at a special meeting of the Committee at the end of the Fall semester for the subsequent academic year.
 - a. This special meeting must take place within the four (4) weeks preceding the end of classes of the Fall semester
 - b. The special meeting shall be convened by the incumbent President. They shall set the time and date of the meeting trying to maximize the likelihood of high attendance by the Members.
 - c. The incumbent President shall announce the date and time of the special meeting, as well as the possibility to run for the position, to all Members at least seven (7) days in advance.

- d. The term of this position is 2 full academic semesters (the Spring and then Fall semesters), or until a new President has been elected in accordance with these Statutes, whichever may occur first.
 - e. Should there be no candidate for the position of the President by the end of the Fall, the incumbent President shall choose one of the following two options:
 - i. Appoint an interim Member to convene a Committee meeting for the election of a new President in the Spring no later than fifteen (15) days after the beginning of the semester.
 - ii. Upon their agreement, appoint the Vice-President as new President.
 - iii. Request the GISA President to host the elections of a new President of the Environmental Committee at the first GISA General Assembly of the Spring semester.
2. All Members of the Committee are eligible for the position of the President provided they are committed to fulfilling the mission of the Committee as laid down in Article I and to carrying out the tasks specified in paragraph 1 of Article III.
 3. The election procedures for any election of the President of the Environmental Committee shall be as follows:
 - a. In addition to those Members which have already declared their candidacy in advance, all other Members present at the meeting shall be given the possibility to declare their candidacy.
 - b. All candidates shall be granted the opportunity to address the Members present at the meeting.
 - c. When all candidacies have been announced and all candidates have been given the opportunity to address the Members at the meeting, the candidates shall leave the room and shall not be present for the vote.
 - d. Members shall determine, based on the amount of candidates and the amount of Members present, whether a vote will be carried out by secret ballot or by a simple hand vote.
 - e. The President shall be elected by a $\frac{3}{4}$ majority vote.
 - f. After being elected at the end of the Fall semester, the President will assume the position at the beginning Spring semester.

Article V: Resignation of the President

1. If the President reigns before the end of their regular term, there are two possible scenarios for the continuity of the Environmental Committee's leadership:
 - a. The Vice-President can decide to officially take over the role of President. In this case, new elections will be convened by the new President to elect a Vice-President in accordance with paragraph 2 of Article 2.
 - b. In the case that the Vice-President does not want to become President, the resign President must pick one of the following two options:

- i. For the time between their resignation and the election of their successor, they continue to carry out their duties, as defined under paragraph 1 of Article III, in order to ensure the continued functioning of the Environmental Committee. Under this option, they must convene the special meeting election of their successor, as laid down in paragraph 1 of Article VII.
 - ii. Alternatively, they appoint, for the time between their resignation and the election of their successor and with the consent of the Member concerned, a temporary interim Member to assume the duties of the President in order to ensure the continued functioning of the Committee. This appointee shall also convene the special meeting for the election of a new President in accordance with paragraph 1 of Article VII.
2. In order for the resignation to take effect, the President must notify the President of GISA of their resignation and inform the latter about which option under paragraph 1 of this Article has been chosen to ensure the continuity of the leadership of the Environmental Committee.

Article VI: Removal of the President

1. The removal of the President shall be carried out through a vote at a meeting open to all Members of the Committee after a petition for the removal of the President has been brought.
2. The process for removal of the President shall be as follows:
 - a. A petition for the removal of the President can be filed by any Member of the Committee.
 - b. A petition for the removal of the President cannot be filed within the first thirty (30) days of the term of the President.
 - c. If a petition for the removal of the President is filed during the fall or spring semester, a vote to remove the President must be held at an Environmental Committee meeting no later than fifteen (15) days after the petition for removal of the President has been filed. If a petition is filed between between two semesters, such a vote must be held at a Committee meeting no later than fifteen (15) days from the beginning of the following semester. In both cases, the vote to remove the President must be held at least seven (7) days after the vote has been communicated in accordance with letter d) of this paragraph.
 - d. The vote to remove the president, together with the reasons for the petition for removal of the President, shall be communicated to the incumbent President and the Members as soon as possible after the petition has been filed.
 - e. The GISA Executive Board must be notified at least four (4) days before any vote on removal and must be given a chance, if desired, to address the Committee's voting body.

- f. Any vote of removal will be the first item of business at the meeting of the Committee. No change of the agenda may affect the order of this item.
 - g. Before a vote of removal is held at a meeting of the Environmental Committee, the Member(s) who filed the petition for the removal of the President must communicate their reasons for such a vote to the president Members of the Environmental Committee and of the GISA Executive Board.
 - h. The President is entitled to respond to the removal charges before the vote at the meeting.
 - i. The Members are entitled to address questions to both the Members who have brought the vote of removal and to the President for whom removal a petition has been filed.
 - j. A vote of removal shall pass with a majority vote of two thirds ($\frac{2}{3}$) of present Members. At least two thirds ($\frac{2}{3}$) of Members need to be present and voting.
 - k. In the case that a vote of removal is successful and this vacancy of the position of the President results, elections of a new President shall be convened in accordance with Article VII.
 - l. To fill the vacancy created by a successful removal vote, the Members shall choose one of the following three options:
 - i. Appoint a temporary interim Member to assume the duties of the position until elections can be held and to convene the special meeting for the election of the new President in accordance with paragraph 1 of Article VII.
 - ii. Allow the vacancy to continue until elections can be held, and appoint a Member to convene the special meeting for the election of the new President in accordance with paragraph 1 of Article VII.
3. The removal of the President must be immediately and reasonably communicated to the GISA Executive Board and the Members. This may be combined with the calling of elections in accordance with the provisions of Article VII.
4. Any blatant and wilful disregard of any of the procedures in this provision shall nullify any vote of removal against the President.

Article VII: Vacancy of the Position of President

- 1. Should the President resign or be removed, a new President shall be elected at a special meeting of the Committee which is to be convened for that purpose.
 - a. If the resignation or removal occurs during the semester, the election must take place no later than fifteen (15) days from the date when the resignation or removal took effect. If the resignation occurs between two semesters, the election must take place no later than fifteen (15) days from the beginning of the following semester.
 - b. If the vacancy follows the resignation of the former President, the special meeting shall be convened by the person who is in charge of convening the election of the

new President under paragraph 1 of Article V. If the vacancy follows the removal of the former President, the special meeting shall be convened by the person who is in charge of convening the election of the new President under paragraph 2 of Article VI.

- c. The person in charge of convening the election of the new President shall set the time and date of the meeting trying to maximise the likelihood of high attendance by the Members.
 - d. The person in charge of convening the election shall announce the special meeting, as well as the possibility to run for the position, to all Members at least seven (7) days in advance.
 - e. The term for the new President shall last until the next regular election for that position, as determined by Article IV.
 - f. If the election at the special meeting is unsuccessful, the person in charge of convening it shall endeavor to fill the position of the President in a timely manner by means of elections, ensuring that they are announced to all Members in time. If they deem it absolutely necessary, they shall request GISA President to host the elections of a new President of the Environmental Committee at the next GISA General Assembly.
2. The election of a new President following the resignation or removal of the old President shall be held following the election procedures laid down in paragraph 3 of Article IV.

Article VI: Constitutional Amendments

1. Any Member of the Committee may propose a total or partial amendment of these Statutes.
2. The proposed constitutional amendments as well as the scheduled time of the Committee meeting where the vote on the amendments is to be held shall be communicated to the President and Members in due time before that meeting.
3. In order for a proposed amendment to become part of the official draft of new Statutes, it must be approved by the Members that are present and voting during a meeting of the Committee by a two thirds ($\frac{2}{3}$) majority.
4. In order for the official draft of new Statutes to be adopted, replace the previous Statutes and enter into force, it has to be approved by a simple majority of the GISA General Assembly in accordance with letter c. paragraph 1 of Article IV of the bylaws of the GISA Constitution.