



# The Concordia Greenhouse Constitution

Last amendments made 2015 AGM

This amended constitution will be presented to members of the Annual General Meeting on November 27, 2018 for ratification. Changes appear in [green text](#).

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## 1 The Mission

The Concordia Greenhouse is an initiative that uses the Henry F. Hall building rooftop greenhouse as an all-organic space geared towards education, research and community-building. As an educational space, the greenhouse seeks to be an environment for workshops, projects and events that address urban sustainability and food security issues. At the base of the project are principles of mutual respect, promoting equality among project members and the community at large through consensus-based decision making process and co-operative management structure. We aim to affirm and renew our leadership in sustainability and urban agriculture in what we do within the university and in our interactions with external communities.

We strive to promote sustainability within the Concordia-Montreal community by:

- \*Serving as a resource center and a demonstration site for urban agricultural techniques and food security initiatives;
- \*Acting as a springboard for innovative solutions and research in urban sustainability;
- \*Offering workshops on sustainable city living and year-round food production;
- \*Supporting a network of urban agricultural organizations throughout Montreal;
- \*Linking students to volunteer and job opportunities in the community;
- \*Providing a forum where socioeconomic, political and environmental issues relating to

food, energy and water can be discussed.

Our mission is to provide a year-round all organic green space that fosters community, provides experiential learning opportunities and grows healthy stuff!

Our vision is for locally-empowered sustainable urban gardens, at Concordia University and beyond.

We believe in...

1. Ecological principles
2. Experiential learning
3. Community relationships
4. Collective, non-hierarchical decision-making
5. Non-profit organizations
6. Food accessibility, security and quality
7. Inclusive, safe spaces
8. Accountability and transparency
9. Evolving
10. Celebration
11. Job creation and opportunities
12. Supporting marginalized communities

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## 2 Membership

Concordia Greenhouse Members are:

\*Volunteers, apprentices and interns;

\*Current Collective members and staff;

\*Current Board members;

\*Current Concordia Undergraduate Students who have paid fee levy fees towards the Concordia Greenhouse and have not requested a refund;

\*Service users who request membership and are approved by the Board of Directors.

Members have the right to vote and participate in decision-making at the Concordia Greenhouse's General Assemblies.

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## 3 The Collective

The Concordia Greenhouse's Collective operates as a semi-autonomous group that is consistent with the mission and policy of the Concordia Greenhouse. Workers are subject to and protected by the Worker Relations section of the constitution. The Collective performs all operational duties including scheduling, staff evaluations and day-to-day tasks associated with the successful administration and execution of the organization, its programming and projects. All hiring must be in line with normal decision-making processes and in compliance with the Board Policy, Hiring Policy, and the Hiring Procedure of this constitution.

The Concordia Greenhouse Collective shall make available 1% of its annual gross operating budget to the Concordia Greenhouse Board to fulfill its mandate. Any adjustment to account for differences between the projected gross annual operating budget, and year-end actual revenues will be made at the end of the fiscal year.

The Concordia Greenhouse is operated by the Greenhouse Collective in conjunction with an elected Board of Directors. The Board of Directors follows a co-operative board model. In this model, all responsibility is shared, decision-making is consensus-based and no individual has power over another. The organization strives to include the Board of Directors into its organizational philosophy by creating a single managing/governing body composed of official board members, staff members, volunteers, community members, and undergraduate students.

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## 4 Board

### 4.1 Composition

The Concordia Greenhouse board of directors consists of five (5) to nine (9) unpaid volunteers seated by a General Assembly of the Concordia Greenhouse members, hereafter referred to as *Seated Board members*. Additionally, the *Collective* will have one voting seat on the board, hereafter referred to as the *Collective Representative* member. The *Collective Representative* shall be considered as a board member for the purposes of voting and quorum. Any member of the collective may accept the role of the *Collective Representative*. The individual acting as the *Collective Representative* may change at any time as agreed upon by the collective.

In cases when board membership is less than the allowed minimum (5 members), or less than 30% of the seated board members are Concordia Undergraduate students, new members may be appointed by the Normal Decision-Making Process (Section 5) at a Board meeting. All candidates who wish to join the board outside a GA need to submit

a written candidacy ten (10) days prior to the Board meeting. After the minimum of five (5) board members is met, no more than two (2) board members can be appointed by the board, *herein referred to as **Appointed Board Members***. If at any time appointed board members comprise 1/2 of the total board membership or more than the seated board members, a General Assembly must be called to ratify the board within six weeks. In the event that the *appointment(s)* takes place during summer, ratification must take place within eight weeks of the resumption of classes in the fall.

#### **4.2 Board Eligibility Criteria**

*A minimum of 30% of Board Members must be Concordia undergraduate students (persons presently registered for a minimum of one course at Concordia University) at the time of seating. Members may sit on the board for consecutive terms.*

#### **4.3 Term**

Seated board members serve until any of the following:

- \*The next Annual General Meeting;
- \*They resign in writing to the Board;
- \**They are unseated according to the terms outlined in the [Concordia Greenhouse Board Members Agreement](#)*
- \*A motion passed at a General Assembly unseats them.

#### **4.5 Board Meetings**

The Board shall have at least one (1) regularly scheduled meeting per month. *Board meeting minutes will be made available to members upon request. All members can request to speak to the Board of Directors at their meeting at anytime.* The voting body at a Board meeting consists of Board members present at the meeting, and the Collective Representative. All members of the Collective who attend a meeting have the same speaking rights as members of the Board, however only the Collective Representative can vote at a Board meeting. A quorum of more than half (50% + 1) of the current Board of Directors *including the Collective Representative* must be present at the time of voting in order for a motion to be carried. In all circumstances, the minimum quorum will be three (3). Voting by proxy is not permitted. *The Board of Directors meeting minutes will be made available to the collective within two (2) days of the meeting. These minutes will include the time and place of the next scheduled Board*

of Directors meeting.

#### **4.6 Board Election Procedure**

A call-out for Board Member applications is advertised prior to the Annual General Meeting (AGM). All candidates running for election at a General Assembly (GA) will be required to make a presentation and answer questions before voting. The Board is voted in using ballots that are distributed to each voting member. Each voting member at the GA may cast one vote for each vacant seat on the board, allotting no more than one vote per candidate. Additionally each member may vote to block any candidate who they wish to bar from sitting on the board.

Any candidate who receives votes to block from 1/3 or more of the assembly will be removed from the running. The candidates remaining after the removal of blocked candidates will be seated in order of votes received from most to least until all eligible candidates are seated, or all seats are filled.

Due to issues of board composition (a minimum of undergraduate students) some candidates may not be eligible to be seated in strict order of the vote of the GA.

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## **5 Normal Decision Making Process**

Decision making by the Concordia Greenhouse Board of Directors is to operate on the principles of modified consensus wherein each member of the voting body can either stand for or against or abstain on any motion. The decision-making body should be conscious of the reasons for any votes against or abstentions and should, when possible, adopt proposals that are supported by all individuals involved in the decision making process. Anyone who votes against or abstains must give the reason for their vote and it will be noted in the minutes. Normal decision making procedure for the BOD and the collective is as follows:

\*Discussion of topic

\*Proposal + proposal is seconded

\*Vote

The first attempt is for full consensus, if full consensus is not reached, then we will discuss and vote a second time, trying for full consensus. If full consensus is still not reached the topic will be tabled until the next meeting. At the second meeting we will have discussion and vote, and at this time consensus minus one will be accepted to approve the proposal.

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## 6 General Assembly

The Concordia Greenhouse will have General Assemblies at which time amendments to the constitution, member review of the organization's goals, and seating of board members will take place.

### 6.1 Calling a General Assembly

A General Assembly (GA) may be called

\*By the Board; or

\*By the Worker's Collective; or

\*By the presentation of a petition to the Board signed by at least thirty (30) members of the Concordia Greenhouse.

In the event of petition or unanimous collective declaration the Board must hold a general assembly within fourteen (14) days of the petition or declaration being handed to a member of the board of directors who is not a collective representative. If the petition or declaration stipulates a time and location that meet GA accessibility requirements, the board is bound to the time, location and agenda stated. Every agenda must include an item entitled "other business" under which members may put forward motions.

### 6.2 Annual General Meetings

An Annual General Meeting (AGM) must be held every year between October 1st and November 30th. The AGM must be scheduled on a day in which there are regularly scheduled classes. The AGM differs from other GA only in that it must be held once a year during the specified period and that the board is automatically unseated when the meeting is called to order.

### 6.3 General Assembly Proceedings

The voting body of a General Assembly consists of all the Concordia Greenhouse Members present at the meeting.

The GA quorum is thirty (30) Concordia Greenhouse members. All decisions of the Concordia Greenhouse GA are made at 2/3 majority, and the chair will refer to Robert's Rules of Order in case of any misunderstanding, clarification and need of direction.

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## 7 Amendments

Only a Concordia Greenhouse General Assembly has the authority to amend the

constitution. A 2/3 majority at a General Assembly may amend the Constitution, provided that the exact text of the amendment was made available to the public, posted at all sites of operation for the Concordia Greenhouse and was delivered to the Collective and Board no less than ten (10) days prior to the GM or AGM. To facilitate this process a small amendment to the Constitution (typo, choice of word, syntax), in the spirit of the original, can be voted upon at the GA without being posted prior to the assembly.

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## **8 Financial Considerations**

### **8.1 Credit**

In order to secure the financial integrity of the Concordia Greenhouse, the collective shall not be permitted to have lines of credit without board approval.

### **8.2 Financial Autonomy**

The collective will prepare a budget for their operations at the beginning of each fiscal year. The board of directors must approve this budget. The collective's annual budget is public information. **A financial report will be produced by the collective and presented at the AGM each year. The financial report will be made available for public review and made accessible on the website of the Concordia Greenhouse project.**