

Constitution of “Black Future Lawyers UTSG Student Chapter”

Article 1. Name

The Official name of this recognized student group is “Black Future Lawyers University of Toronto St. George Student Chapter.”

The acronym or abbreviation of this group is: BFL UTSG

Article 2. Purpose and Objective

Black Future Lawyers UTSG (BFL UTSG) is a student-led initiative for full-time Black undergraduate students at the University of Toronto St. George campus (“UTSG”). BFL UTSG’s intention is to organize and advocate for the betterment of Black students who aspire to attend law school.

BFL UTSG is an undergraduate student chapter of BFL Central, a program run by the University of Toronto Faculty of Law and Black Law Students’ Association (“BLSA UofT”). We acknowledge that, as Black students, our academic experience is closely linked to the many systemic barriers that students face in academia, and will attempt to address these issues, while also providing a space for critical thought.

BFL UTSG forbids discrimination against race, gender, class, sexual orientation, age, ability, and all other socio-political identities. The objective of BFL UTSG is to promote and provide Black students at UTSG with an opportunity to be a part of a community of people who not only aspire to become lawyers, but also aspire to give back and spread awareness of this initiative. The main purpose of BFL UTSG is to provide support and assistance for Black pre-law students by working with BFL Central, the Faculty of Law and other associated departments. BFL UTSG recognizes that working with other student organizations is vital for reaching this goal. The long-term goals of BFL UTSG are to build efforts to increase awareness of academic student groups such as BFL UTSG that cater to the inclusion and betterment of Black undergraduate students by creating events and programs that reflect these ideals.

As the only student organization that caters to Black undergraduates aspiring to future their education in the legal field, BFL UTSG has a unique focus on academics, as well as community and social development. BFL UTSG strives to not only showcase the complex and profound history, political climate, and socio-cultural environment but also to raise awareness of the issues that are affecting Black students.

BFL UTSG is subject to the rules of the University of Toronto that govern student organizations as well as additional guidelines or constitutions maintained by any collegiate, faculty, department, or student body coalition it may be affiliated with.

Article 3. Membership

Executive members with voting privileges shall be currently registered students at the University of Toronto.

Staff, faculty, or alumni members may hold non-voting executive positions. These nonvoting executive positions shall be limited to a maximum of one (1) or ten (10%) of the full executive body, whichever is greatest. Persons holding these nonvoting executive positions cannot serve as an officer (including financial signing officer) or contact of the Student Group.

Non-voting membership may be extended to interested staff, faculty, and alumni, or persons from outside the university, without restriction on those grounds outlined by the Ontario Human Rights Code's Prohibited Grounds of Discrimination. However, these members do not hold the aforementioned rights. Members must register with a designated executive by submitting their full name and a valid email address.

Any member of the club may apply for a refund within one (1) month of becoming a member. No refunds are permitted 30 days after the election periods.

For recognition by the University of Toronto Students' Union (UTSU), the group must maintain a minimum of 30 members, a total of 51% of membership are UTSU members/ The group must also maintain recognition from the Office of Student Life. These requirements are subject to change and should be checked with UTSU annually to ensure qualifications are met.

Article 4. Executive List and Duties

The executive committee shall be composed of at least three (3) elected officers. These include a President, Vice President of Internal Affairs & Operations, Vice President of External Affairs & Operations.

CHAIR

Consists of **The President and The Vice-President of Internal Operations (VP Internal)** These members are responsible for the overall organization and running of the executive committee to help actualize the goals and vision of BFL UTSG. The chair:

- Is responsible for the overall organization and running of the executive committee.
- Will supervise the general administration, including preparation of the budget along with

the Director of Finance.

- Manage the overall organization including, but not limited to being involved in all aspects of the union, such as budgets, group, and department liaisons, sharing the responsibilities of each individual executive member, and attending meetings.
- The official representatives of BFL UTSG will work closely with other groups to promote BFL UTSG's profile and goals. If applicable the chair must attend the ASSU council meetings with another executive member-preferably the designated external committee representative. After *Chairpersons* have been designated, positions will be chosen amongst them based on the combinations outlined. In addition to general chair requirements, the following position specific descriptions apply:

- President/ Vice-President must serve in roles of any vacant positions on the executive committee and delegate responsibilities as necessary.
- The President/ Vice-President must have signed authority on the BFL UTSG bank account. ● In lieu of a secretary, the Vice-President of Operations acts in that role for the committee managing documents, files and scheduling important dates for BFL UTSG.
- In lieu of a secretary, the Vice-President of Operations acts in that role for the committee by acting as the standing Chief Returning Officer (CRO) unless a designated individual has been appointed.
- The Vice-President of Operations is responsible for collaborating with the external affairs coordinator and external committee representative to ensure that connections between BFL UTSG and various organizations at the university are created and maintained.

VICE PRESIDENT OF EXTERNAL OPERATIONS

Is responsible for creating and maintaining connections between BFL UTSG and various organizations at the university and in the broader GTA. The external affairs coordinator:

- Is responsible for coordinating with the events coordinator in determining the viability of co-organized events.
- Is responsible for assisting the Director of Communications and Public Relations in Strengthening relationships with other organizations.
- Is responsible for ensuring that connections between BFL UTSG and other student groups and / or external organizations meet the following criteria: feasible, mutually beneficial, and aligns to BFL UTSG's mission, objective and strategic focus.
- Is responsible for keeping the general body as well as the executive members up to date on academic, social and community development programs done in the

University or wider GTA that may be of interest to the membership.

DIRECTOR OF FINANCE

Is responsible for overseeing any financial aspect of the BFL UTSG alongside the Chair. In lieu of a secretary or Vice-President of Operations, the Vice-President of Finance and Internal Affairs also acts in that role for the committee managing documents, files and scheduling important dates for BFL UTSG. The Vice-President of Finance and Internal Affairs:

- Will act as treasurer and the second signing officer (or in some case third in any instance of a two-person chair) on all financial transactions and will maintain an accurate and detailed financial record.
- Is responsible for preparing and managing a yearly operating budget of \$10, 000 CAD, managing any balance and account statements, collecting, and maintaining receipts and meeting any balance and account statements, collecting, and maintaining receipts and meeting any auditing requirements.
- Where necessary, will work along with the Chair to complete any grant applications, ensure that all grants received are used appropriately for the purpose of BFL UTSG managed separately from the yearly operating budget and accounted for as per all grant requirements.
- Is responsible for ensuring that all debts incurred by BFL UTSG are promptly paid.
- Is responsible for giving monetary advice to BFL UTSG.
- Is responsible, along with the chair, for overseeing BFL UTSG's expenses and revenues.
- Will assist the Event Coordinator in planning BFL UTSG's academic and social events.
- Will work with the Chair to prepare a calendar and budget for the year.

DIRECTORS OF COMMUNICATIONS AND PUBLIC RELATIONS

This position can be occupied by a minimum of one(1) person and a maximum of two(2) persons as deemed necessary by the outgoing executives. These Person(s) will be responsible for facilitating discussion between BFL UTSG, and other internal and external organizations. This position helps to expand our reach and spread the word about BFL UTSG both in and out of the university community. These individuals shall stay updated about external events that are of interest to BFL UTSG members and are responsible for class representatives. The Director of Communications and Public Relations:

- Is responsible for checking and responding to the official BFL UTSG email accounts
- Is responsible for helping the Chair(President and VP Internal) along with the Vice President of External Affairs to build connections between BFL UTSG and various organizations at the university.
- Is responsible for informing BFL UTSG about any external events or opportunities that may be of interest to BFL UTSG to achieve its objectives. This includes opportunities that may

benefit students such as area meetings, talks and volunteer or job openings.

- Is responsible for creating and maintaining any mailing lists or internet groups.
- Will work with the committee to maintain contact with any applicable volunteers and sponsors to keep them informed of all BFL UTSG events and to solicit their help when needed.

DIRECTOR OF MEDIA & DESIGN

Is responsible for BFL UTSG's marketing strategy, including policies, goals, and initiatives. Furthermore, they will be tasked with designing all public relations, marketing, maintenance of promotional and/or branding material for publication on physical and social media channels including, but not limited to Facebook, Twitter, Instagram, email, etc. The Director of Media and Design:

- Will oversee development, design and execution of the social media marketing initiatives, content strategies and related creative developments.
- Will design, edit, and manage all social media channels (Facebook, Instagram, LinkedIn, etc.) including monitoring, publishing, and content development.
- Will handle design/development, production, and distribution of the event calendar and other promotional material.
- Will coordinate with the director of communications and public relations to prepare and distribute promotional material.
- Will work with the director of communications and public relations to identify areas of potential growth and to develop communications and marketing programs to target markets and audience.
- Coordinate with the events coordinator to ensure that events are appropriately promoted.
- Will ensure all promotional material work in accordance with brand standards.
- Where necessary, will assist in the design and layout of the undergraduate Journal of BFL UTSG.

Coordinate with the events coordinator to ensure that events are appropriately promoted.

EVENT COORDINATOR

Role is assigned to one individual who is responsible for the coordination of all BFL UTSG events, and any other tasks affiliated with those events. The Event Coordinator:

- Is responsible for organizing two (2) main academic events per academic year in accordance with applicable university event regulations to obtain funding. This may include but is not

limited to obtaining speaker(s) or participants, setting up and cleaning up of the event, completing or coordinating the completion of funding applications, and notifying the director of communications and Public Relations of the event at least two three week prior.

- Is responsible for obtaining any transcripts of informational material (i.e., brochures, articles) from each seminar, and making these available for students two weeks after the seminar. This may include but is not limited to keeping a copy in the Test Library for photocopying or having a link to the article on the website.
- Is responsible for the development, organization, and execution (including set-up and take-down) of at least one major social event per academic year. This includes acquiring a room to be used, materials for events, and liquor licences and bar staff if applicable.
- Is responsible for arranging fundraising in accordance with the university rules to help BFL UTSG serve its members.
- Is responsible for coordinating with the External Affairs Coordinator to determine viability of events co-organized with other university-wide or external organizations.

EXECUTIVES AT LARGE

Is responsible for organizing minor events alongside a primary executive member. Executives at large are responsible for promoting events and assisting in other areas (i.e., attend meetings with other clubs, set-up and clean up at events, class representations etc.) Executives at large also include any **YEAR REPRESENTATIVES** or **CLASS REPRESENTATIVES**.

- An executive at large is responsible for assisting with all projects and events undertaken by BFL UTSG.
- They are responsible for choosing one major task to work on with a fellow executive member assisting in tasks that are assigned to these executives.
- They are responsible for acting as liaisons with other course unions or clubs for collaborative events in the place of another executive if they are unable to attend.

EDITOR IN CHIEF

Is responsible for managing the Undergraduate Journal of Black Future Lawyers University of Toronto published annually. Unless (a) it is managed directly in that academic year, or (b) if the course union has sponsored the journal publication, this is a non-voting executive position. If the journal is managed directly by BFL UTSG and not an affiliated committee, BFL UTSG may decide that one to two people can obtain this position. If so, the position is split into an Editor in Chief and a Managing executive, assistant, or associate editor.

The ideal candidates must possess excellent writing, leadership, time management and communication skills, the ability to work well with others and manage a team and multi-task.

Previous experience in publishing is an asset.

The Editor-in-Chief:

- Will be responsible for overseeing and executing the overall production and launch of the undergraduate journal of BFL UTSG.
- Is required to undertake any training available to editors of student journals.
- Shall work on and approve the publication's layout, design, style, and theme.
- Shall manage the journal's editorial and publication processes using the open journal systems platform.
- Shall draft and issue calls for papers (academic essays, creative writing, critical commentary, poetry, and artwork).
- Shall procure cover art.
- Shall review and decide upon submitted manuscripts with the managing, executive, assistant or associate editor and faculty advisor.
- Shall manage a team of writers and editors.
- Shall work with the copyeditor, NC writing instructors and check grammar, structure, and consistency in citations.
- Shall manage both digital and physical print editions of the journal.
- Shall maintain a clear line of communication about journal progress, obstacles, and suggestions for improvement in workflow.
- Shall coordinate and attend BFL UTSG editorial meetings as needed, delegating tasks as needed.
- Shall plan a journal launch in collaboration with other BFL UTSG executives.

If split into two roles:

MANAGING, EXECUTIVE, ASSISTANT OR ASSOCIATE EDITOR

Will be responsible for working alongside the Editor-in-Chief to oversee and execute the overall production and launch of the undergraduate journal of BFL UTSG.

- Is required to undertake any training available to editors of student journals.
- Shall work on the publication's layout, design, style, and theme.
- Shall manage the journal's editorial and publication process using the open journal systems platform.
- Shall coordinate with the Editor-in-Chief to procure cover art
- shall review and decide upon submitted manuscripts with the editor in chief and faculty advisor.
- Shall work with the copyeditor or writing instructors to check grammar, structure, and consistency in citations.
- Shall maintain a clear line of communication about journal progress, obstacles, and suggestions for improvement in workflow with the Editor-in-Chief.

- Shall attend BFL UTSG editorial meetings as needed.
- Shall plan journal launch in collaboration with editor in chief and BFL UTSG.

The group may appoint Directors or Coordinators for various committees such as social committee, publicity committee, and so on; however, such positions do not hold executive decision-making authority.

Termination of Executives or General Members:

Any member of the club who commits an act negatively affecting the interest of the club and its members, including non-disclosure of a significant or continuing conflict of interest, may be given notice of removal. Discussions and final decisions regarding the termination of any member must be had by the chair.

The member will be removed from the club's membership and will lose any privileges associated with being a member of the club.

Executive members are subject to the same termination or impeachment process, and, as determined, may lose their executive position along with their membership to the group.

Article 5. Elections

The rules regarding the electoral process are as follows:

- 5.1. All voting positions on the Executive Committee shall be filled through an annual election.
- 5.2. All voting group members shall be eligible to seek nomination to and cast a ballot for each voting position.
- 5.3. All non-voting group members shall be eligible to seek nomination only for non-voting positions on the Executive Committee.
- 5.4. Non-voting group members shall not be eligible to cast a ballot for any elected position.
- 5.5. The nominee winning the plurality of votes cast in the election for each position shall be deemed the winner.
- 5.6. On the condition that multiple candidates are to be elected for a single position, the nominees winning the largest share of the votes cast shall be deemed the winners until all positions are filled.
- 5.7. The elections must be held in an unbiased manner. No individual who is seeking election

may participate in planning or administering the election.\

5.8 The hiring process shall begin in March unless otherwise disclosed in an Annual General Meeting(AGM)

Article 6. Finances

The Vice President of Finance and Internal Affairs shall keep records of all income and expenses. The Vice President of Finance and Internal Affairs shall present the group's financial health at the annual general meetings. The Executive Committee will vote on expenditures of over \$100.00 by majority vote at an executive meeting.

The group's executive or members may not engage in activities that are essentially commercial in nature. This is not intended to preclude the collection of membership fees to cover the expenses of the group, or of charges for specific activities, programs, or events, or to prohibit groups from engaging in legitimate fundraising. However, the group will not have as a major activity a function that makes it an on-campus part of a commercial organization, will not provide services and goods at a profit when that profit is used for purposes other than those of the organization, and will not pay salaries to some or all its officers.

Article 7. Meetings

A) Annual General Meetings (AGMs):

The group shall hold general meetings at least twice per year, i.e., once per academic term.

The Executive Committee will announce these dates two (2) weeks prior to holding the meetings. These meetings are intended to go over the group's annual activity plan, financial health and propose or vote on constitutional amendments, if any. Motions will require 2/3 majority of registered members in attendance for a vote to be cast. The motion with the most votes will be passed.

b) Executive Meetings:

The executive committee shall meet monthly where date and times are to be set by an executive. The quorum of executive meetings shall be 50%+1 of executives.

Article 8. Amendments

Any registered U of T students may propose and vote on amendments to this constitution. The Executive Committee will administer the process of having amendments discussed at general

meetings.

Constitutional amendments shall require a 2/3 majority to be passed at Annual General Meetings by registered U of T members in attendance.

The Executive Committee shall formally adopt the new constitution and submit the revised constitution to the respective University offices (i.e., The Office of Student Life, The University of Toronto Students' Union, etc.) within two (2) weeks of its approval by general members.