



**BLACK
STUDENTS
IN BUSINESS**

BSB CONSTITUTION

NOVEMBER 2024

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ARTICLE I - Title and Articles of Association

1. The official name of this departmental student organization shall be “**Black Students In Business.**” Additionally, the organization may be otherwise referred to as “**BSB**” or “**Black Students In Business Association**”
2. This organization falls outside of the umbrella of the "**Management and Economics Students' Association (MESA)**" at the University of Toronto Scarborough.
3. It will maintain its autonomy as an **independent entity** within the school community and the MESA framework while **subscribing to the overarching values & policies** of both establishments.

ARTICLE II - Purpose, Mission and Vision

1. The purpose of the Black Students in Business Association will be **to raise up strong Black Leaders within the Business industry from the Management program at the University of Toronto Scarborough.**
2. The Black Students in Business Association will **enrich, empower and encourage Black students in the pursuit of their business degree.**
3. The Black Students in Business Association fundamentally serves a **non-profit function** within the University of Toronto Scarborough, and **strives to create a comfortable and inclusive space for all Black students within the Management program.**

ARTICLE III - Membership

1. Membership in The Black Students In Business Association is open to all **students, staff, faculty** and **alumni** of the University of Toronto Scarborough (or other relevant background) that display an interest in providing value to the Black community at the University of Toronto Scarborough.
2. In order to become a member, **individuals must be elected for an active role** within the organization in the **Executive Team** and must identify as **black**.
3. The term of membership for The Black Students In Business Association will be from **September 1st to August 31st** of each academic year (subject to extensions and/or terminations).
4. All members shall be afforded the **following rights through membership** in The Black Students In Business Association:

- 4.1. **The right to participate and vote in group elections and meetings;**
- 4.2. **The right to communicate, discuss and explore all ideas;**
- 4.3. **The right to organize/engage in activities/events that are reasonable and lawful;**
- 4.4. **The right to freedom from discrimination on the basis of sex, race, religion, or sexual orientation;**
- 4.5. **The right to be free from censorship, control, or interference by the University on the basis of the organization's philosophy, beliefs, interests or opinions unless and until these lead to activities which are illegal or which infringe on the rights and freedoms already mentioned above;**
- 4.6. **The right to distribute on campus, in a responsible way, published material provided that it is not unlawful;**
5. Each member shall possess the following **responsibilities** relative to their participation within The Black Students In Business Association:
 - 5.1. **Support the purpose of the organization;**
 - 5.2. **Uphold the values of the organization;**
 - 5.3. **Contribute constructively to the programs and activities offered by the organization;**
 - 5.4. **Attend general meetings;**
 - 5.5. **Abide by the constitution and subsequent official organizational documents;**
 - 5.6. **Respect the rights of peers and fellow members;**
 - 5.7. **Abide by The University of Toronto policies, procedures, and guidelines;**
 - 5.8. **Abide by the Laws of the Land, including but not limited to the Criminal Code of Canada.**
6. The Black Students In Business Association values and **respects the personal information** of its members, keeping it secure at all times. The Black Students In Business Association **will not supply names or other confidential information** to third-parties.
7. The Black Students In Business Association **will protect the privacy of member information** and must **use it only for the delivery of service** and not for commercial gain.

ARTICLE IV - Executive Rights & Functions

1. In order to be recognized as part of the **Executive Team** of the organization, an individual must hold one of the following titles:
 - 1.1. **President**
 - 1.2. **Vice President**
 - 1.3. **Director**
 - 1.4. **Associate**
2. For the complete list of roles & responsibilities, please click [here](#).
3. The **executive positions collectively will form a committee** that acts as the primary steward of the organization.
4. This **committee is collectively responsible** for the day-to-day decision making of the organization including but not limited to **monitoring finances, event planning and execution, member services, and advocating on behalf of members** to Administration and student government.
5. **The term of each executive** will last from **May 1** following their election to **April 30** of the following year (subject to extensions and/or termination).
6. **Any executive** of the organization **may resign**, provided that such resignation is made **in writing and delivered to the President**. Any such resignation is, by its terms, **effective on delivery unless otherwise stated**, and no ratification by the organization shall be required to make the resignation official.
7. **Any vacancy** of executives **shall be filled by the President or designate** of the organization **through permanent appointment or a formal hiring process**.
8. **Any vacancy of the President shall be filled by another executive committee member appointed by a simple and clear majority of the board committee**.

ARTICLE V - Removal of Members and Executives

1. The process for removing a member or executive may be initiated when a committee of no less than three (3) non-executive general members and two (2) executives appointed by the general membership to investigate a complaint determines that:
 - 1.1. **A member or executive has engaged in unlawful actions or activities;**
 - 1.2. **A member or executive has violated the constitution;**
 - 1.3. **A member or executive has violated University of Toronto policies, procedures, or guidelines;**
 - 1.4. **A member or executive has violated the rights of a fellow member;**
 - 1.5. **A member or executive has not fulfilled their organizational responsibilities;**
 - 1.6. **Other criteria deemed to be appropriate by the Executive Committee in consultation with and approved by a majority of the general membership.**
2. The process for removing a member or executive may also be initiated when:
 - 2.1. **A motion for a removal vote is put forward by any member of the executive and passed by a two-thirds majority vote of the executives. The individual facing potential removal vote is entitled to vote on the motion if they are an executive or be given an opportunity to explain themselves if they are a non-executive general member.**
3. The removal of members and executives will be facilitated by a three tier procedure which operates as follows:
 - 3.1. **First Tier:** The executive or member will be warned both verbally and in writing that their behavior constitutes grounds for removal from the organization and that it should cease effective immediately.
 - 3.2. **Second Tier:** Initiated because the member or executive has violated section 5.1 after receiving a first tier warning relative to a particular action or behavior.

The **Vice President Human Resources** will be responsible for contacting the executive or member and facilitating training or suggesting best practices on how to correct the issues of concern.

The **Vice President Human Resources** must address all complaints in writing by **formulating an action plan and timeline** to correct any issues involving executives or members within fourteen (14) calendar days.

The executive or member accused of violating section 5.1 will be given fourteen (14) calendar days from receiving the Vice President Human Resources' written response to **demonstrate progress or correction of behavior.**

- 3.3. **Third tier:** Letter of removal is sent to the executive to officially indicate termination of duties.

ARTICLE VI - **Finances**

1. The funds of the organization **shall be expended pursuant to the operating budget approved by the Presidents and Executive team at a valid committee meeting.**
2. All **Budgets shall be prepared by the Vice-President of Business Development and Director of Finance** in accordance with the organization's priorities as determined by the executive committee at a valid committee meeting.
3. The **Vice-President of Business Development shall present a proposed operating budget for the next fiscal year to the executive committee** for its consideration during a final departmental meeting.
4. The operating budget shall be the major budget for the fiscal year and provide for all expenditures of the organization for the subsequent year.
5. The banking business of the organization, or any part thereof, shall be transacted with such bank, trust company or other firm or body corporate as the Executives may designate, appoint or authorize from time to time and all such banking business, or any part thereof, shall be transacted on the organization's behalf by one or more Officers or other persons as the Executive may designate, direct or authorize from time to time and to the extent thereby provided.

6. The President, and the Director of Finance, shall be the sole signing authority of banking instruments for the organization.
7. The Black Students In Business Association will **ensure that proper and accurate financial records are maintained and passed on to incoming executives** following each year's elections.
8. The Black Students In Business Association will accept full financial and production responsibility for all activities it sponsors, plans, or executes.
9. The Black Students In Business Association agrees to **provide the name of the bank, the branch number and address, transit number, bank account number, and a list of all signing officers for all bank accounts opened in the organization's name to the Department of Student Life, University of Toronto Scarborough.**

ARTICLE VII - **General Meetings**

1. The purpose of General Meetings is to provide a forum for executives to overview the activities of the organization and solicit feedback from members, to engage in policy-making, to propose amendments to the constitution, and to report on the financial status of the organization.
2. **General meetings are not adopted by the Black Students in Business Association at The University of Toronto Scarborough.**

ARTICLE VIII - **Executive Meetings**

1. The purpose of executive meetings is to **provide a forum for the organization's executives to discuss and make decisions on day-to-day matters affecting the organization.**
2. Executive meetings will be facilitated by at least one Co-President of the organization. The Co-President shall be responsible for:
 - 2.1. **Formulating and distributing an agenda for each meeting;**
 - 2.2. **Ensuring appropriate conduct and leading the meeting in an efficient, reasonable manner;**
 - 2.3. **Moderating the discussion at meetings according to the agenda;**

- 2.4. There shall be a minimum of 1 executive meeting held every 2 weeks from Sept 1 to Apr 30. The date of each subsequent meeting will be confirmed at the preceding meetings.**
3. The frequency of executive meetings occurring between May 1 and August 31 will be left to the discretion of the executive committee.
 4. Executive meetings may be called to order by the President or executive members.
 5. Executive meetings are restricted to executive Members only.
 6. **Executives must notify the President a minimum of 6 hours before an executive meeting to inform them of new business they wish to discuss. The President will then add the discussion item to the agenda.**
 7. Each Executive member of the organization shall be entitled to 1 vote at a valid executive meeting.
 8. Any question at an Executive Meeting shall be decided by a show of hands.
 9. Whenever a vote by show of hands occurs, a declaration by the President that the vote has been carried by a particular majority, or failed shall be recorded in the minutes of the meeting.
 10. In case of an equality of votes at an Executive Meeting, the motion will be recorded as having failed.
 11. The President may, with the consent of the majority of executives, decide to adjourn these meetings from time to time.

ARTICLE IX - Emergency Meetings

1. **Emergency meetings can be called for extenuating or unforeseen circumstances that may arise from time to time.**
2. These meetings must abide by the respective rules outlined in sections VIII.
3. Notice of these meetings must be **provided a minimum of 24 hours in advance** through email.
4. Less notice for emergency meetings may be provided at the discretion of the President in agreement with a minimum of 1 executive member.

ARTICLE X - Elections

1. **Executive elections will be held prior to March 31 each year.**
2. Candidates for executive positions shall be **selected through an application process subject to meeting a set of minimum qualifications for holding a particular position.** These qualifications will be established by the outgoing executive team each year prior to the commencement of the application submission period.
3. **Only student members who meet the minimum qualifications to hold an executive position shall be permitted to participate in an election and hold executive positions.**
4. **All screening of candidates will be conducted by the new President and selected minority executives who will assess each candidate's qualifications against pre-established criteria for holding the positions.**
5. Notification of the acceptance of applications for executive positions will be **sent via email** to all general members in accordance with MESA's established deadlines.

ARTICLE XI - Amendments

1. The organization may make, amend or repeal the constitution or certain sections therein.
2. Notice of a meeting called to consider such a resolution shall be given as follows:
 - 2.1. **Notice of the full text of the proposed constitutional amendment shall be given to each member at least fourteen 14 days prior to the date of the meeting called to consider the change;**
 - 2.2. **A summary of the rationale for the proposed amendment shall be given to each member at least fourteen 14 days prior to the date of the meeting called to consider the change.**

ARTICLE XII - **Transition**

1. All **outgoing executives are required to transfer all organizational resources** used relative to a particular role over the course of the preceding year to new executives upon leaving the position.
2. All outgoing executives are **responsible for providing a detailed report to incoming executives that stipulates the status of ongoing projects** in their portfolio and evaluations of previous projects and programs that they lead.
3. All outgoing and incoming executives will participate in a joint training session occurring no later than the end of May each year to assist with the transition between new executive teams.

ARTICLE XIII - **Emergency Powers**

1. In the case of extenuating circumstances, the **executive shall be afforded the ability to act without direction from the organization's members.**
2. An extenuating circumstance is defined as any instance that may jeopardize the immediate functioning of the organization including but not limited to: executive vacancies, unexpected cancellations, removal from position, or lack of response from members.
3. **Emergency powers may only be used for such a period of time as is needed to address an extenuating circumstance.**

ARTICLE XIV - **Food Handling On Campus**

1. The Black Students In Business Association **will conform to Provincial and Municipal Health Regulations** when events which include the sale and/or service of food products are held on the University of Toronto Scarborough campus.

ARTICLE XV - **Precedence of University Policies**

1. The Black Students In Business Association **will abide by all pertinent University of Toronto policies, procedures, and guidelines.** Where the University's policies, procedures, and guidelines conflict with those of The Black Students In Business Association, the University's policies, procedures, and guidelines will take precedence.

ARTICLE XVI - **Legal Liability**

1. The University of Toronto Scarborough does not endorse The Black Students In Business Association's beliefs or philosophy, nor does it assume legal liability for the group's activities on or off campus.

ARTICLE XVI - **Banking**

1. The Black Students In Business Association agrees to provide the **name of the bank, the branch number and address, transit number, bank account number, and a list of all signing officers for all bank accounts opened in the organization's name to the Department of Student Life, University of Toronto Scarborough.**