

Constitution of BLACK STUDENTS IN BUSINESS ASSOCIATION

Updated as of 09/04/2025

Article I: Name and Purpose

- 1.1 The official name of the Campus Group will be “Black Students In Business”
- 1.2 The campus group may be referred to by the acronym “BSB or “Black Students In Business Association”
- 1.3 The purpose, objectives, mission and/or mandate of the organization is to raise up strong Black Leaders within the Business industry from the Management program at the University of Toronto Scarborough. The Black Students in Business Association will enrich, empower and encourage Black students in the pursuit of their business degree. 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 II: Membership

- 2.1 The group shall maintain a list of group members.
- 2.2 Voting membership is open to all registered students of the University of Toronto.
- 2.3 Voting membership is open only to registered students of the University of Toronto.
- 2.4 Non-voting membership is open to University of Toronto staff, faculty, alumni, and to persons from outside the University. Unless otherwise stated, non-voting members do not hold any rights awarded to voting members.
- 2.5 The membership fee will be \$0 per year.

Article III: Rights of Members

- 3.1 All members may apply for a full refund of their membership fee within one (1) month of becoming a member.
- 3.2 All voting members have a right to attend all general meetings of members.
- 3.3 All voting members have a right to cast votes at all general meetings of members.
- 3.4 All voting members have a right to stand for election unless otherwise stated in this document.
- 3.5 All voting members have a right to cast votes in all group elections and referenda.
- 3.6 All voting members have a right to propose and vote on amendments to this constitution.

The rights prescribed in Article Three are not awarded to non-voting members as described in Article Two.

Article IV: Executive Committee

- 4.1 The term for all positions on the Executive Committee shall be from May 1st to April 30th.
- 4.2 The Executive Committee shall be comprised of nineteen voting members.

4.3 All voting members of the Executive Committee must be currently registered students of the University of Toronto.

4.4 Non-voting members may hold only non-voting positions on the Executive Committee.

4.5 The maximum amount of non-voting positions on the Executive Committee shall be one (1) position or ten per cent (10%) of the positions on the Executive Committee, whichever is greatest.

4.6 Persons holding non-voting positions on the Executive Committee cannot serve as an officer, financial authority, signing authority, primary contact, or secondary contact.

4.7 No person may serve as a financial authority or signing authority for the group if they are currently serving as a financial authority or signing authority for another recognized student group at the University of Toronto.

4.8 The Executive may appoint Directors or Coordinators for various committees who do not hold executive decision-making authority and are not eligible to cast votes at meetings of the Executive Committee.

Article V: Elections

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 a nonbiased manner. No individual who is seeking election may participate in planning or administering the election.

5.8 For all unfilled positions, the remaining officers will share the duties and responsibilities until someone can be found to fulfill the positions(s) through a by-election and vote of simple majority (50% + 1)

Article VI: Termination of Membership

6.1 The Executive Committee may revoke the membership of any member of the club who commits an act negatively affecting the interests of the club and its members, including non-disclosure of a significant or continuing conflict of interest.

6.2 A vote to revoke membership must be held at a meeting of the Executive Committee.

6.3 A two-thirds majority of the Executive Committee is required to approve any motion to revoke membership.

6.4 Any member facing removal shall have the right to appeal the decision of the Executive Committee to the general membership.

6.5 In the case of an appeal, a simple majority vote at a meeting of the general membership shall be required to sustain the revocation of membership.

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

6.7 Executive Committee members are subject to the same termination of membership process as general members.

Article VII – Amendments

7.1 All constitutional amendments shall require a 2/3 majority vote to be passed at a general meeting.

7.2 All voting members may propose and vote on amendments to the constitution.

7.3 The Executive Committee shall submit the revised constitution to staff in the Student Life programs office at the University of Toronto Scarborough within two (2) weeks.

7.4 Amendments to the constitution shall take effect only once the revised constitution has been approved by staff in the Student Life programs office at the University of Toronto Scarborough.

Article VIII – Finances

8.1 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.

8.2 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.

8.3 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.

8.4 The operating budget shall be the major budget for the fiscal year and provide for all expenditures of the organization for the subsequent year.

8.5 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.

8.6 The Co-Presidents, and the Director of Finance, shall be the sole signing authority of banking instruments for the organization.

8.7 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.

8.8 The Black Students In Business Association will accept full financial and production responsibility for all activities it sponsors, plans, or executes.

8.9 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 IX – Transition

9.1 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.

9.2 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.

9.3 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 X – Banking

10.1 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.

Article XI – Membership, Continued

11.1 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 termination)

11.2 To become a member, individuals must be elected for an active role within the organization in the Executive Team and must identify as black.

11.3 Each member shall possess the following responsibilities relative to their participation within The Black Students In Business Association:

11.3.a. Support the purpose of the organization;

11.3.b. Uphold the values of the organization;

11.3.c. Contribute constructively to the programs and activities offered by the organization;

11.3.d. Attend all (mandatory) executive meetings of the organization. An absence will only be excused in the case of serious or unavoidable circumstances, which must be communicated to the executive team in advance (or as soon as reasonably possible). Repeated unexcused absences may result in disciplinary action;

11.3.e. Abide by the constitution and subsequent official organizational documents;

11.3.f. Respect the rights of peers and fellow members;

11.3.g. Abide by the University of Toronto policies, procedures, and guidelines;

11.3.h. Abide by the Laws of the Land, including but not limited to the Criminal Code of Canada

11.4. Any member of the organization may resign, provided that such resignation is made in writing and delivered to the two Presidents. 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.

11.5 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 XII – Executive Committee, Continued

12.1 In order to be recognized as part of the Executive Team of the organization, an individual must be appointed to hold one of the following titles:

- a. President/Co-President
- b. Vice President
- c. Director Associate

12.2 For the complete list of roles & responsibilities, please click [here](#).

12.3 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.

Article XIII – Removal of Executive Members

13.1 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:

- a. An executive has engaged in unlawful actions or activities;
- b. An executive has violated the constitution;
- c. An executive has violated University of Toronto policies, procedures, or guidelines;
- d. An executive has violated the rights of a fellow member;
- e. An executive has not fulfilled their organizational responsibilities;
- f. Other criteria deemed to be appropriate by the Executive Committee in consultation with and approved by a majority of the general membership.

13.2 The process for removing a member or executive may also be initiated when:

- a. 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.

13.3 The removal of members and executives will be facilitated by a three tier procedure which operates as follows:

- a. 1st 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.

- b. 2nd Tier: Initiated because the member or executive has violated section 11.3.a after receiving a 1st 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 11.3.a will be given fourteen (14) calendar days from receiving the Vice President Human Resources' written response to demonstrate progress or correction of behavior.
- c. 3rd Tier: Letter of removal is sent to the executive to officially indicate termination of duties.

Article XIV – Executive Meetings

14.1 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. Executive meetings will be facilitated by at least one Co-President of the organization. The Co-President shall be responsible for:

- a. Formulating and distributing an agenda for each meeting;
- b. Ensuring appropriate conduct and leading the meeting in an efficient, reasonable manner;
- c. Moderating the discussion at meetings according to the agenda;
- d. 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.

14.2 The frequency of executive meetings occurring between May 1 and August 31 will be left to the discretion of the executive committee.

14.3 Executive meetings may be called to order by the President or executive members.

14.4 Executive meetings are restricted to executive Members only.

14.5 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.

14.6 Each Executive member of the organization shall be entitled to 1 vote at a valid executive meeting.

14.7 Any question at an Executive Meeting shall be decided by a show of hands.

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.

14.8 In case of equality of votes at an Executive Meeting, the motion will be recorded as having failed. The President may, with the consent of the majority of executives, decide to adjourn these meetings from time to time.

Article XV – Emergency Meetings

15.1 Emergency meetings can be called for extenuating or unforeseen circumstances that may arise from time to time.

15.2 These meetings must abide by the respective rules outlined in sections XIV.

15.3 Notice of these meetings must be provided a minimum of 24 hours in advance through email.

15.4 Less notice for emergency meetings may be provided at the discretion of the President in agreement with a minimum of 1 executive member.

Article XVI – Emergency Powers

16.1 In the case of extenuating circumstances, the executive shall be afforded the ability to act

16.2 without direction from the organization's members.

16.3 An extenuating circumstance is defined as any instance that may jeopardize the immediate

16.4 functioning of the organization including but not limited to: executive vacancies, unexpected cancellations, removal from position, or lack of response from members.

16.5 Emergency powers may only be used for such a period of time as is needed to address an extenuating circumstance.

Article XVII – Food Handling On Campus

17.1 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 XVIII – Precedence of University Policies

18.1 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 XIX – Legal Liability

19.1 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.