

BLACK In STEM

Campus Group Name

The official name of this recognized campus group is “Black in STEM ”

The acronym or abbreviation of this group is B.I.S.

Purpose

The journey to success in Canada is uniquely different for Black Students. This club recognizes the need for a career-based club specifically for Black Students in UTM. Black in Stem aims to motivate black students in their studies and help direct them to opportunities. The entire purpose of this club is to make the journey better for the black students that come after us.

Mission Statement

Black In STEM at the University of Toronto Mississauga is dedicated to empowering Black students in STEM fields through a supportive community, comprehensive academic resources, and professional development opportunities. We strive to foster an inclusive environment that celebrates diversity, promotes excellence, and equips our members with the skills and confidence to succeed in their academic and professional endeavors.

Vision Statement

Our vision is to cultivate a thriving network of Black STEM professionals who are leaders in their fields, advocates for diversity, and catalysts for change. We aspire to create a university and global community where Black students in STEM are equitably represented, their contributions are valued, and they have the opportunities and support needed to achieve their highest potential

Membership

Membership to the group is open to all the University of Toronto members (students, staff, faculty and alumni).

Full rights to run, nominate, and vote in elections and constitutional amendments should be open to UTMSU members.

The membership fee will be \$0 per year.

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

Executives

President

- **Leadership:** Oversee the club's activities, ensuring alignment with the mission and vision. Also ensure a smooth transition to the future leaders of the club.
- **Decision Making:** Act as the chief decision-maker, resolving conflicts and making strategic choices.
- **External Representation:** Serve as the face and spokesperson of the club to the university administration and external partners.
- **Meeting Facilitation:** Lead club meetings or delegate this responsibility to another executive member.
- **Mentorship:** Act as a mentor for club members, providing guidance and support.
- **Event Oversight:** Oversee the planning and execution of all club events.
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Administration Coordinator

- **Internal Communication:** Manage internal communications, ensuring members are informed and engaged.
- **Minute Taking:** Take and distribute accurate minutes of meetings.
- **Email Management:** Handle official club emails and correspondence.
- **Human Resources:** Keep a detailed list of members, and their email.

Vice President Finance

- **Financial Management:** Handle the club's financial resources and cash flow.
- **Record Keeping:** Maintain accurate records of receipts, finances, and spending.
- **Budgeting:** Design budgets in collaboration with the President and other executives.
- **Reporting:** Submit the bi-annual audit report to the university's student union (UTMSU). All expenses greater than 100 dollars must be brought to a vote by members of the executive committee.

Vice Presidents for Specific Disciplines

Vice President Life Science

- **Discipline-Specific Support:** Oversee and support initiatives related to life sciences, ensuring they align with the club's mission.
- **Program Development:** Develop programs and activities specific to life sciences students.
- **Member Support:** Provide resources and guidance to life sciences members.

Vice President Psychology

- **Discipline-Specific Support:** Oversee and support initiatives related to psychology, ensuring they align with the club's mission.
- **Program Development:** Develop programs and activities specific to psychology students.
- **Member Support:** Provide resources and guidance to psychology members.

Vice President Computer Science

- **Discipline-Specific Support:** Oversee and support initiatives related to computer science, ensuring they align with the club's mission.
- **Program Development:** Develop programs and activities specific to computer science students.
- **Member Support:** Provide resources and guidance to computer science members.

Vice President Economics

- **Discipline-Specific Support:** Oversee and support initiatives related to economics, ensuring they align with the club's mission.
- **Program Development:** Develop programs and activities specific to economics students.
- **Member Support:** Provide resources and guidance to economics members.

Vice President Chemistry and Physics

- **Discipline-Specific Support:** Oversee and support initiatives related to chemistry and physics, ensuring they align with the club's mission.
- **Program Development:** Develop programs and activities specific to chemistry and physics students.
- **Member Support:** Provide resources and guidance to chemistry and physics members.

Vice President Outreach

- **External Partnerships:** Reach out to external partners to connect with clubs at the University of Toronto Mississauga and beyond.
- **Networking:** Establish and maintain relationships with organizations whose missions align with Black In STEM.
- **Guest Speakers:** Contact and arrange for guest speakers to participate in club events.
- **Community Engagement:** Promote the club within the broader community to attract support from partners

Event Coordinator

- **Event Planning:** Plan and execute events in coordination with the President, VP Finance, and the Social Media Coordinator.
- **Logistics Management:** Manage all logistical aspects of events, including venue booking, materials, and scheduling.
- **Volunteer Coordination:** Recruit and manage volunteers to support events and activities.
- **Event Day Management:** Oversee the smooth operation of events on the day they occur.

Social Media Coordinator

- **Social Media Management:** Handle the club's social media accounts, ensuring consistent and engaging content.
 - **Event Promotion:** Promote club events and activities through social media channels.
 - **Content Creation:** Create and post relevant content to engage members and attract new participants.
 - **Community Interaction:** Respond to inquiries and interact with followers on social media platforms.
- All other positions deemed necessary by the group will hold executive positions but will not hold any voting rights.

Article V: Meetings

Executive meetings will be held weekly, unless a majority vote by the executive team decides otherwise. The Black In STEM club must conduct two General Meetings each Fall and Winter semester to share the club's mission, goals, and accomplishments with all members. These meetings will also include a detailed financial report if requested by any member. Members will be notified via email about these meetings. Special meetings will be convened to address vacancies on the executive board, or any other emergencies as decided by the President

Article VI: Elections

Campus Groups must follow set election dates and procedures, including the procedure of nomination, majority vote and eligibility of vote. Students may create additional positions in September particularly for first-year students to encourage their involvement. If election procedures are deemed to be unfair by reasonable standards by the Clubs Committee or the Academic Societies Affairs Committee, these results will be subject to a petition by a member and re-election will be held under the supervision of the UTMSU Campus Groups Coordinator.

Election Procedures:

- All registered groups must hold an election in the Winter Semester, following the timeline set by the UTMSU
- A Chief Returning Officer (CRO) must be appointed to supervise the elections. The CRO must be an unbiased third party to the election, and must be approved by the outgoing executives and the Campus Groups Coordinator. The CRO must not be running for a position on the incoming executive team.
- Elections must open to all interested candidates who are UTMSU registered members of the group.

Election Timeline

- Advertising Period: Advertising for elections is required and must take place for at least one week. Mass emails should be sent to all UTMSU registered members of the group
- Nomination Period: All members interested in running for an executive position can self-nominate during this time. This will be overseen and managed by the CRO.
- All Candidates Meeting: A meeting with all the candidates must be held to go over the elections rules. This meeting is mandatory for all future candidates, and if unable to attend, they must send a representative.
- Campaign Period: During this time, candidates are able to campaign themselves to the Campus Groups's membership.
- Voting Period: Registered UTMSU members can vote for their incoming executives. The CRO will organize the voting platform.

General Member Removal

Notice of removal

- Verbal warning, written warning given by the president, if the president is not able, the warning is to be given by the VP admin.
- Voting process
- Majority rules voted by executive members.

Appeal process

- 750-1000 word letter acknowledging the behavior, apologizing for the behavior and the next steps to be taken to avoid the behavior recurring. Some type of written letter acknowledging the
- Final vote process
- Letter is to be read and approved by 3 members of the executive team.

Executive Removal

Notice of removal

- Verbal warning, then written warning given by the president, if the president is not able/the member in question, the warning is to be given by the VP admin.
- Voting process
- Majority rules voted by all executive members to decide if the member in question is removed .

Appeal process

- If the party would like to appeal, they must get 20 registered general members to sign a petition for their reinstatement.
- Members will be verified and the petition will need to be approved by the president.
- The member in question will be able to present a case for themselves before all the executives before a final vote process occurs.

Final vote process

- Majority rules voted by all executive members to decide if the member in question is removed .
- Appointment/by-election
- The position would be filled by the position's associate or through a hiring process open to members of the club.

Election Policies

Any complaints that arise during the course of elections, or as a result of elections must be brought to the attention of the Campus Groups Coordinator in a written format within 72 hours of the election.

The Clubs Committee and ASAC withhold the right to nullify any group's election results if evidence of gross misconduct has been found in the operation of the election.

Non-occurrence of elections will result in the immediate effect of cancellation of a group's status. Non-submission of election results will result in later loss of group recognition status through the Club's Committee or ASAC. If undemocratic election procedures are suspected, the election

results or even the group status may be put forward to the Clubs Committee/ASAC by the VP Campus Life or VP University Affairs.

In the event of a tie, there will be a one-day revote. Only general members can participate in the vote.

Article VII: Removal from office

Removal from office can occur at any time by notice from the UTMSU in case of Harassment, Sexual Harassment and Discrimination (refer to UTMSU's Procedural Policies). The UTMSU will investigate and notify the individual of sanctions. Such sanctions could be but aren't limited to:

- Permanent/Temporary ban from campus group activities
- Mandatory consent/Anti-oppression trainings
- Permanent/Temporary ban from UTMSU spaces
- Permanent/Temporary ban from campus group events

If you need to file a formal complaint with the UTMSU, please send a written notice to the Campus Groups Coordinator.

Removal from office can occur at any time from the campus group's Executive Committee vote. However, such a process must be outlined in the constitution and made available to executive members in a complete accessible manner.

Example of removal procedure:

- Removal after 1 written warning issued to the individual
- Removal after missed 2 consecutive meetings without proper warning and communication
- Removal after executive member fails to perform their duties as defined by the constitution

In case of a campus group member being removed from office, a by-election will be held if necessary, according to the election rules as previously described under "Elections Procedures".

Article VIII: Amendments to the Constitution

All amendments must be approved by the group's membership via their General Meetings.

All amendments must be approved by UTMSU before they are formalized.

Only UTMSU members can make amendments to the constitution.

