



University Of Toronto Mississauga
Students' Union

Local 109 of the Canadian Federation of Students

UTM Black Students' Association Club Constitution

Table of Contents

Article I : Name 3

Article II: Purpose 3

Article III: Membership 4

Article IV: Executive 3

Executive Board Member 4

Executive role description 4

Presidents 4

Vice-President Administration 4

Vice-President Social 4

Vice-President Finance 4

Vice-President Outreach 5

Vice- President Events Coordinators 5

Mentorship Coordinator 5

Article V: Meetings 5

Article VI: Elections 5

Article VII: Removal From Office 7

Article VIII: Amendments to the Constitution 7

Article I: Name

UTM Black Students' Association. Also known as, UTM BSA or BSA.

Article II: Purpose

Our vision for BSA is to serve the UTM Campus with cultural, educational, and social initiatives to build leaders, promote unity and contribute to student success.

- Our goal is to bring students of colour on campus together to build a better sense of community.
- Promote diversity of not only Black students, but all students on Campus.
- To encourage cultural identity.

Article III: Membership

Membership is open to all students from the University of Toronto Mississauga. Membership is open to all UTMSU members. Community members and alumni may also be members as solely associates. It is the hope of the BSA to invite members of the University of Toronto Mississauga community who are interested in learning about some of the diverse cultures we have on campus (primarily those of African and Caribbean heritage) and the people who represent those cultures.

Memberships include voting, non-voting, and affiliate members (those members such as staff who are interested but cannot take place in voting situations.)

There will be no membership fee to become a member.

Article IV: Executive

The members of the Executive Board are as Follows:

- a. Presidents
- b. Vice-President Administration
- c. Vice-President Social
- d. Vice-President Finance
- e. Vice-President External
- f. Vice-President Events Coordinators
- g. Mentorship Coordinator

The Duties of the executive board are as follows:

- a. **Co-Presidents:** Responsible for general supervision of the UTM Black Students' Association. The Presidents will act as the Chair of the Executive Committee. The Presidents, alongside VP Finance, will act as the signing officer for the association and will work alongside one another when submitting association audits. The Presidents will also work alongside the VP Admin to inform the executive committee of impending executive meetings. If needed, the Presidents will act as the spokesperson for any media release the UTM Black Students' Association wants to put out.
- b. **VP Administration:** Responsible for requesting agenda items & creating/distributing meeting agendas for the executive committee. Also responsible for recording meeting minutes and archiving them whether it be digitally or manually. They will also be responsible for archiving all important documents/records for future reference. The VP Admin is also responsible for booking spaces for committee meetings and notifying the executive committee of when and where these meetings will be taking place. The VP Admin is responsible for sending a meeting notice to executives at least a week in advance. VP Admin is also responsible for keeping up to date with all emails and responding. Will be working alongside the Presidents.
- c. **VP Social:** Responsible for handling all social media platforms that are relevant to the UTM Black Students' Association. The VP Social will keep all accounts up to date with all events the club will be hosting throughout the year. The VP Social is also responsible for all graphic design requests and photography requests made by the executive committee. VP Social will work alongside one of the Presidents and will be the only two to have access to all social media platforms.
- d. **VP Finance:** Responsible for updating all financial records and receipts relevant to the UTM Black Students' Association and its operations. The VP Finance will also be responsible for finalizing and submitting any bi-annual audits that are required by the association. The VP Finance, alongside the Presidents, will act as the signing officer for the Association. The VP Finance will also be responsible for preparing an annual budget for events/promotion/outreach/allocation requests etc. This can be done with any relevant executive members' but this is also subject to the executive decision.

- e. **VP Outreach:** Responsible for the liaising between all external groups on-campus & off-campus. If the executive committee deems to build a relationship with other BSA components within U of T or other universities, the VP Outreach will be the liaison. The VP Outreach is responsible for continuously updating the executive committee about any work being done with external groups by presenting at executive committee meetings as needed. They will work alongside the VP Finance to ensure optimal external sponsorship funding.

- f. **VP Events Coordinators:** Responsible for the organizing of annual events that provide social and membership development. The VP Events Coordinators will be responsible for presenting an annual breakdown of potential events to have throughout the academic term. They will also work alongside the VP External to ensure proper outreach tactics are used to ensure optimal outreach for events (e.g. rallying volunteers for event outreach, poster/ Online outreach). VP Events Coordinators is also responsible for presenting event logistics and event timelines to the executive committee.

- g. **Mentorship Coordinator:** Responsible for overseeing the functions of the Black Mentorship Program in collaboration with UTMSU VP Equity. The Mentorship Coordinator will organize mentorship events and programs and will also be responsible for guiding mentors as they work with their mentees.

Article V: Meetings

BSA executive meetings will meet on a weekly basis, unless decided otherwise by executive by putting it to a vote, with majority in favour. The BSA must have two General Meetings per Fall and per Winter semester for members where the mission, goals, and accomplishments of the club are shared with all club members in addition to a detailed report on the financial condition of the club if particularly requested by any member.

Members will be notified via email.

Special meetings would be called in place of vacancy of executive board members, and any other emergency event decided by the Presidents.

Article VI: Elections

Clubs 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 in an effort to encourage first-year student involvement. If election procedures are deemed to be unfair by reasonable standards by the Clubs Committee, these results will be subject to petition by a member and re- election will be held under the supervision of the UTMSU Clubs Coordinator.

Election Procedures:

- All registered clubs must hold an election by the end of February.
- Elections must be open to all interested candidates that are UTMSU registered members of the club.
- Advertising for elections are mandatory and are to take place over a period of a minimum of one week.
- Advertising must be visible throughout campus. Mass emails should be sent to all UTMSU registered members of the club as well as the Clubs Coordinator and VP Campus Life prior to the week of accepting nominations.
- All elections must have a CRO (Chief Returning Officer) supervising the electoral process. The CRO must be non-biased and must be approved by the club executive and the Clubs' Coordinator.
- A Nomination period following the advertising period should be set for a period of at least one week.
 - A campaign week will be held in the week following nominations' close.
 - Elections are to take place at a location designated for this purpose by the clubs executive team in the week following campaigning, consisting of a period of two or three days. In the case of a by-election, clubs must still follow the above regulations.
- If no one opts to run in the election for a particular position, the former executives have the right to collectively appoint a suitable candidate for that position. This candidate must be subsequently approved by the VP Campus Life.

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

The Clubs Committee withholds the right to nullify any club election results if evidence of gross misconduct has been found in the operation of the election.

Non-occurrence of elections will result in immediate effect of cancellation of club status.

Non-submission of election results will result in later loss of club status

through the Clubs Committee.

**** If undemocratic election procedures are suspected, the election results or even the club status may be put forward to the Clubs Committee by the VP Campus Life.****

Article VII: REMOVAL FROM OFFICE

Removal from office can occur after the VP Campus Life has issued two verbal warnings and the Clubs Committee has issued one written warning. The warnings must clearly state the problem(s) and the steps to be taken to resolve them.

Alternatively, an executive member may be removed from office by the club itself for failing to perform his/her duties as defined by the club constitution and by-laws, such removal will occur if, and only if, the following conditions are satisfied:

1. A request be submitted to the VP Campus Life which should:
 - a. Be signed by at least 30% of the Club membership or two-thirds (2/3) of the club executive membership
 - b. Specify the alleged incidents of neglect of duty.
2. Upon receipt of request, the council shall be required to hold a referendum within twenty days.
3. In case of a council 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

If general members request changes to the constitution, then a vote will be taken at the next General Meeting. A $\frac{2}{3}$ majority-vote will determine whether the requested change will be done. The Executive team will adopt the new constitution and submit the revised document to the respective University Offices (i.e. Centre for Student Engagement, the UTMSU, etc) within two (s) weeks of its approval by general members.