

## **UTM BLAC Club Constitution**

### **Article I: Name**

Black Literature and Arts Club  
BLAC  
BLC

### **Article II: Purpose**

The purpose of UTM's Black Literature and Arts Club is to give students the opportunity to enrich themselves with black art forms. To read accounts and stories written by black authors, historic figures, activists, and to appreciate the many forms that these accounts may come in (visual arts, cinema, music, etc). Not only will students be given the opportunity to immerse themselves in the black narrative, they will be given the opportunity to discuss the importance, cultural significance and history of black literature, black art, black issues and the black community as a whole.

### **Article III: Membership**

All UTMSU members are allowed to take part and be members of this club. To become a member there are no requirements or fees other than being a UTMSU member. There will be continuous membership sign up throughout the academic school year. This will be done through contacting any member of the executive team. All UTMSU members have full rights to run, nominate, and vote in elections and constitutional amendments of this club. Community members and alumni are able to become members solely as associates and would not have the aforementioned rights

### **Article IV: Executive List and Duties**

The executive committee shall be comprised of at least three (3) elected or appointed UTM students. These include a President, Events Coordinator(s) and Social Media representative(s).

#### **The Co-Presidents (2) shall:**

- Preside over all management and club meetings, both general and executive.
- Present at all events/meetings the club hosts.
- Have access to all financial information through the financial director. Have access to all financial documents.
  - Responsible for communication
- Be the official spokesperson for the group on all platforms (along with executive members).
- Attend training sessions outlined by UTMSU.

#### **The VP Social (1) shall:**

- Be responsible for all social media platforms the club has can include but is not limited to Instagram, Twitter, Tumblr, Snapchat, etc.
- Be in attendance at events to post prior, during, and after the event for social media coverage.
- Post all social media announcements about club activities.

- Attend training sessions outlined by UTMSU.

**The VP Finance (1) shall:**

- Be responsible for creating and logging financial statements and budgets.
  - Budgets
  - Money spent during the academic school year
  - Detailed financial statements
- Attend a financial statement workshop as the financial director for the club (the president will also attend this workshop).
- Submit bi-annual audits to the UTMSU

**The VP Events Coordinator (1) shall:**

- Be responsible for coordinating and organizing events along with the president of the club.
- Maintain direct contact with all third parties taking part in the event (UTMSU, booking rooms, caterers, etc.)

**The VP External (1) shall:**

- Be responsible for the planning and implementation of all outreach activities and stakeholder communication.
- Cultivating and maintaining meaningful relationships with membership, partners and community to uphold club mission and optimize club impact.
- Work alongside the VP Internal to manage volunteers/shadows, if any.

**The VP Internal (1) shall:**

- Be responsible for facilitating effective operation of club by supporting with any outstanding and unassigned tasks.
- Be responsible for conducting program evaluations on an as-needed basis to measure impact of club and identify areas of improvement.
- Work alongside the VP External to manage volunteers/shadows, if any.

**Article V: Meetings**

The club will have general meetings every two weeks (biweekly) to explore many forms of art, as well as once a month to discuss the book of the month and the topics that align with it. These meetings will be open to all members who will be able to speak freely with respect to all others and voice any opinions on topics or questions they may have. BLAC must have two General Meetings per Fall and Winter semester 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 requested by any member.

The executive team will also meet once a week to conjure, plan, and organize anything related to the club. This includes discussions on finances, literature, events, membership, and any issues that may arise among other things.

**Article VI: Election Procedures**

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 in an effort to encourage first-year student 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 club.
- In the case of a tie, the CRO may hold a second round of voting involving only the candidates who tied, allowing members to vote again to break the tie. If permissible, the tied candidates can be offered the option to hold a shared role, dividing responsibilities as appropriate.

#### Election Timeline

- Advertising Period: Advertising for elections is required and is to take place for a minimum of one week. Mass emails should be sent to all UTMSU registered members of the group
- Nomination Period: All members who are interested in running for an executive position are able to 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 will be able to vote for their incoming executives during this time. The CRO will organize the voting platform.

### **Article VII: Removal from Office**

#### General Member Removal

- Notice of Removal
  - In the event that a general member commits an act that is deemed harmful to the club or its members, the member will be issued a formal Notice of Removal. This notice will outline the specific actions or behaviours that warrant their removal. The general member has the right to appeal this notice.

- Voting Process
  - After the notice is issued, a vote will be held by the executive committee. To confirm the removal, the majority of executive committee members must rule in favour of it. If the removal is supported, the member will be removed from the club unless they choose to appeal the decision.
- Appeal Process
  - A general member has the right to appeal the removal notice within a week of receiving the notice. The appeal process will allow the member to defend their actions and present any relevant evidence to both the executive committee and the general membership.
- Final Vote Process
  - In the event of an appeal, the general membership will vote on the removal. The general member must secure a majority rule from the executive committee against the appeal and also secure at least fifteen (15) votes from the general members to successfully overturn the notice. Failure to meet these criteria will result in the member's removal.

#### Executive Member Removal

- Notice of Removal
  - If an executive member commits an act that negatively impacts the club or its members, they will receive a formal Notice of Removal specifying the grounds for their removal. The executive member has the right to appeal this notice.
- Voting Process
  - To proceed with the removal of an executive member, a vote must be held among the remaining executive members. A majority vote in favour of removal is required for the process to move forward. If the majority supports removal, the executive member can still appeal the decision.
- Appeal Process
  - The executive member may appeal the removal decision by presenting their case to the executive committee within a week. They are entitled to explain their actions and present evidence to dispute the removal.
- Final Vote Process
  - The final decision on the removal of an executive member rests with the executive committee. A majority vote in favour of the removal will result in the executive member being officially removed from their position and losing all associated privileges.
- Appointment/By-Election
  - In the event that an executive member is successfully removed, the club will initiate the process of filling the vacant position. A new executive member would be appointed promptly. This will occur through the appointment of a suitable candidate by the executive committee or by holding a by-election, at the discretion of the club's executive members. The method used will ensure that the position is filled promptly to maintain the effective functioning of the club.

#### **Article VIII: Amendments**

Any registered UTMSU members 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 UTMSU 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.