
UNIVERSITY OF MANITOBA BLACK STUDENTS UNION

UMBSU Constitution

0. Definitions

- i. **Club Executive:** The club executive shall consist of the elected members, the President, the Vice President Finance, the Vice President Engagement, the Secretary, the Vice President Events, and the Vice President Advocacy.
- ii. **Quorum:** A meeting shall be declared to have a quorum if a simple majority of the club membership is present.
- iii. **Black Students:** All University of Manitoba Students who self-identify as Black.
- iv. **Valid reason:** illness, family emergencies, car trouble, or important appointments.
- v. **Proxy:** a trusted UMBSU member.

1. Name of Group

The group shall henceforth be referred to as the University of Manitoba Black Student's Union, **UMBSU or BSU.**

2. Purpose of Group

- i. **To create a community of strength and resiliency for Black students.**
- ii. **To provide support for community-strengthening initiatives by Black students.**
- iii. **To organize events to facilitate interactions amongst Black students.**
- iv. **To empower and educate Black students.**
- v. **To amplify Black voices and achievements.**

3. Membership

- i. Membership is open to all individuals who self-identify as Black .
- ii. The Union may decide in the future to open membership to other individuals, this amendment can be made by unanimous vote at any regular session meeting where a quorum of the executive is present.
- iii. Membership in this organization will not be based on discrimination based on race, colour, sex, sexuality, gender identity, age, physical disability, mental illness, economic circumstances, religion, or national or social origin.

4. Code of Conduct

All members of UMBSU shall:

- I. Promote club cohesion and a respectful atmosphere by learning and abiding by the University of Manitoba Respectful Workplace and Learning Environment Policy.
- II. Be good team players and treat all Members of UMBSU equally and fairly.
- III. Refrain from drug/alcohol use or sexual activity at any UMBSU event or in the BSU space. Alcohol consumption is only permitted if the venue of the event distributes alcohol.
- IV. Refrain from theft, property damage, or any other malicious behaviour.
- V. Be responsible for the behaviour of any individual they bring into the UMBSU space who is not a member of the UMBSU.
- VI. Not allow any persons who are not members of the UMBSU to use UMBSU space in the absence of a member of the UMBSU.
- VII. Not share the UMBSU Office door code nor lend any keys to any non-members.
- VIII. General members who do not adhere to this code of conduct will be strongly discouraged from attending any UMBSU meetings and events.

5. Executive Officers and Duties

A. The President shall:

- i. Oversee the day to day running of the club.
- ii. Act as the official spokesperson for the club.
- iii. Chair meetings of both the executive and general meetings.
- iv. Only vote in the case of a tie.
- v. Act as a co-signer on club checks.
- vi. Maintain a relationship with the UMSU and the UMGSA Executive.
- vii. Facilitate all meetings.
- viii. Ensure all meetings are productive and all stated concerns are addressed.
- ix. Present speeches at BSU events or appoint an alternative.
- x. Ensure transition of club executive is complete after each term of office.

B. The Vice President of Finance shall:

- i. Oversee all of the club's finances including tracking spending and all important documents
- ii. Create a working budget to be approved by all of the club executives during an official executive meeting.
- iii. Act as a co-signer on club checks.
- iv. Fulfill all payment obligations on time.
- v. Create an annual report on the club's finances to be presented to the next executives as well as the current executives.
- vi. Prepare a biweekly Financial Board Report and submit it to the Secretary before Executive Board meetings for full board review.
- vii. Be responsible for managing and directing their subcommittees.
- viii. Manage the bank account(s).

- ix. Set up appropriate systems for book-keeping, payments, and petty cash.
- x. Work with VP Events in acquiring extra funding.

C. The Vice President of Engagement

- i. Manage the club's social media endeavours.
- ii. Take and collect official photos and videos for all BSU social media.
- iii. Ensure all media taken of BSU is appropriate and reflective of what BSU represents.
- iv. Direct all questions from media outlets to the appropriate executive.
- v. Manage the BSU email newsletter.
- vi. Facilitate the production of all publicity materials (i.e. flyers, ads, posters, etc).
- vii. Coordinate and implement a publicity plan whose purpose is to create a positive public image for the BSU.
- viii. Be responsible for managing and directing their committees.
- ix. Maintain a relationship with the UMSU VPCE and or the UMSU Marketing Department or designate.

D. The Vice President of Events shall:

- i. Be responsible for organizing events that are aimed towards the Black community on campus and around Winnipeg.
- ii. Be responsible for promotional materials relating to events.
- iii. Be responsible for booking equipment from UMSU.
- iv. Work alongside the VP of advocacy to organize educational events.
- v. Work closely with VP Engagements to be featured on our various Social Media accounts.
- vi. Acquire volunteers and ensure events are well-staffed.
- vii. Be responsible for booking venues, equipment, entertainment, and food for events.
- viii. Be responsible for finding and booking speakers and guests for events.
- ix. Be responsible for managing and directing their subcommittees.
- x. Work with VP Finance in acquiring extra funding.

E. The Vice President Advocacy shall:

- i. Act as a director on the UMSU Board of Directors.
- ii. Be responsible for organizing protests and strikes in the interest of the Black community.
- iii. Appear in the absence of the President for meetings and media interviews.
- iv. Work alongside the VP of Events to hold educational events that empower Black people.
- v. Be responsible for managing and directing their subcommittees
- vi. Be responsible for reaching out to high-schools and or elementary schools about Black history month.
- vii. Contact local Black organizations and secure opportunities

- viii. Assist the local BIPOC organization with fundraisers.

(Community Representatives)Elected positions:

1. Accessibility Students' Representative shall:
 - I. Bring the concerns of Black students living with disabilities to the UMBSU.
 - II. Ensure programs, services, and infrastructure within the UMBSU space meet the needs of students living with disabilities.
 - III. Lead relevant campaigns on issues affecting the community of Black students living with disabilities.
 - IV. Maintain frequent and punctual communication with the UMSU Students' Living with Disabilities Representative (i.e. UMSU Accessibility Representative).
 - V. Maintain contact and be aware of initiatives of on-campus accessibility groups and services including, but not limited to, Student Accessibility Services and The Accessibility Centre.

2. International Students' Representative shall:
 - I. Attend all UMBSU general meetings, UMBSU Advocacy subcommittee meetings, and or events.
 - I. Present concerns of international students to the club.
 - II. Create and support initiatives to enhance student life for Black international students.
 - III. Maintain frequent and punctual communication with the UMSU International Students' Representative
 - IV. Maintain contact and be aware of initiatives of on-campus groups and services related to International Students, such as the International Centre for Students.

3. 2SLGBTQIA+ Representative shall:
 - II. Attend all UMBSU general meetings, UMBSU Advocacy subcommittee meetings, and or events.
 - I. Advocate for issues affecting LGBTQ+ constituents.
 - II. Lead relevant campaigns on issues affecting the LGBTQ+ community in the Black community.
 - III. Strengthen the inclusivity of UMBSU programming and social events through ensuring inclusive language is used, encouraging allyship, etc.
 - IV. Maintain frequent and punctual communication with the UMSU 2SLGBTQIA+ Representative.
 - V. Maintain contact and be aware of ongoing initiatives of on-campus 2SLGBTQIA+ groups including, but not limited to, Rainbow Pride Mosaic.

4. Women's Representative shall:
 - III. Attend all UMBSU general meetings, UMBSU Advocacy subcommittee meetings, and or events.
 - I. Advocate for issues affecting women constituents.

- II. Lead relevant campaigns on issues related to misogynoir and promote opportunities for initiative/programs/organizations where Black women are underrepresented.
 - III. Strengthen BSU programming and events by integrating aspects of consent culture; creating action items and strategies to mitigate the risks of sexual violence at social events (through creating safe spaces, postering venue, etc) and in UMBSU programming (i.e. ensuring inclusive language is used, encouraging allyship, scheduling consent culture workshops, etc.).
 - IV. Maintain frequent and punctual communication with the UMSU Women's Representative.
 - V. Maintain contact and be aware of ongoing initiatives of on-campus women's groups including, but not limited to, the Womyn's Centre.
5. First-Year Representative(s) shall:
- IV. Attend all UMBSU general meetings, UMBSU Advocacy subcommittee meetings, and or events.
 - I. Have been a UMBSU member for one full academic year.
 - II. Promote first-year programming to first-year Black students.
 - III. Act as an ambassador to new students – encourage attendance at social, academic, and community-based events organized by the UMBSU.
 - IV. Assist in projects that appeal to first year students.
 - V. Maintain frequent and punctual communication with the UMSU First-year Representative and the University One Council.
 - VI. Work with the VP of Advocacy in recruiting high school and first-year students.
6. Graduate Representative(s) shall:
- V. Attend all UMBSU general meetings, UMBSU Advocacy subcommittee meetings, and or events.
 - VI. Be enrolled in a University of Manitoba graduate program.
 - VII. Lead relevant campaigns on issues affecting Black graduates (i.e. promote opportunities of initiative/programs/organizations where Black graduates are underrepresented).
 - VIII. Strengthen BSU programming and events by integrating aspects of workplace culture; creating action items and strategies to mitigate the risks discrimination at social events (through creating safe spaces, postering venue, etc).
 - IX. Be responsible for building a network of Black graduate students.
 - X. Maintain contact and be aware of ongoing initiatives of on-campus graduate groups including, but not limited to, the Graduate Students Association.
 - XI. Working with the VP Events and VP Engagement to create networking events.
- F. The secretary shall:
- I. Take minutes during general and executive meetings.
 - II. Oversee the club's communications with its members.
 - III. Be responsible for keeping all records of files and updating the calendar.

- IV. Be responsible for keeping a record of attendance through the head count at general and executive meetings.
- V. Be responsible for collaborating with the President in preparing and distributing the agenda.
- VI. Manage and direct all email inquiries to the appropriate executives answer basic inquiries on time.
- VII. Be responsible for booking a location for general and executive meetings.

5. Elections and Terms of Office

- I. Terms of Office will be one full academic year from September to August.
- II. Elected officers may only hold office for a maximum of two years.
- III. Elections are to be held the first week of May.
- IV. Newly elected union executives will shadow the former UMBSU executives for one month in the summer in preparation for their new duties.
- V. Elections are to be communicated to the club's members at a minimum of 3 months before the election date.
- VI. The UMBSU club executives will appoint the CRO five months before the election date.
- VII. Club executives will appoint a **Chief Returning Officer (CRO)** to oversee the elections. The CRO does not have to be a member of UMBSU, and cannot be a person who is running in the election.
- VIII. Candidates looking to run for executive positions must be active BSU members for two consecutive academic semesters.
- IX. Candidates must have attended at least 4 general meetings to run for any position.
- X. Candidates are only eligible to apply for one executive position.
- XI. No candidates are to run in a slate.

The responsibilities of the CRO:

- 1) Oversee and administer the elections for UMBSU.
- 2) Publicize the elections to the membership of UMBSU.
- 3) Hear and decide on any appeals or complaints related to the elections.
- 4) Oversee and administer the counting of votes or ballots for the elections.
- 5) Announce the results of the elections and inform UMSU of who next year's executives will be and include their contact information.

6. Transitions of elected members

All elected members of the club shall prepare a transition package outlining their experience in their roles as well as suggestions for the new person taking up their role in the club. The current President will be responsible for ensuring the preparation and transfer of these packages.

a. During the period, when the new executive team will assume office, it is the responsibility of the departing executives to orient the newly elected executive officers to their jobs. This includes teaching the incoming executives about student club and UMSU policies and procedures, transitioning club records and materials (including office, locker combinations, all passwords to all student club social media accounts and the club's bank account), and preparing the new executives to be effective in their roles for the next year's work.

b. It is the responsibility of the departing President to ensure that all student requirements to UMSU, including submission of a complete executive transition form and the removal of all student club records and materials from the club office and locker, have been fulfilled before the incoming executives assume office.

c. It is the responsibility of the President and VP Finance to bring all accounts up to date to the end of the fiscal year and to prepare any required financial statements of the club. Also, the outgoing President and VP Finance must arrange with the respective incoming executives for the transition of the student club's bank account(s) into the incoming President and VP Finance names. These tasks are to be completed and their credentials delivered to the new executives no later than the last day of June.

d. It is the responsibility of the incoming executives to assume custody of all student club records and materials and accountability for all financial activities of the UMBSU and for all club requirements to UMSU commencing with the first week of September.

7. Meetings

- I. Regular Session meetings are to be held tri weekly.
- II. The executive is to meet once a week if needed.
- III. Meetings are to follow the most recent version of Robert's Rules of Order.
- IV. The President may call an executive meeting at any time but must give all other members at least 48 hours' notice.
- V. The executives and elected officials are only permitted to be absent for three (3) meetings with a valid reason and 24 hours in advance.
- VI. A designated proxy shall take the place of an executive in a meeting.

8. Impeachment

A. Impeachment charges may be initiated against any officer by any member of the club in writing stating the charges:

1. Violation of the UMBSU constitution and governing documents .
2. Violation of the U of M code of conduct.

B. The charges shall be read by the presiding officer at the next meeting, which must be held within seven school days following the submission of the charges.

C. The recommendation for impeachment shall be taken up as the first item of new business.

D. The officer being impeached shall be removed from office if two-thirds (2/3) of the current membership votes for the removal of the said officer.

E. A complete impeachment form must be presented.

9. Amendments to the Constitution

Amendments of this constitution can be made by 2/3 vote at any regular session meeting where a quorum of the executive is present.