

The Constitution of
The Black Student Empowerment Society

LAST REVISED
September 7, 2020

Article 1: Name of the Group

The name of the student group shall be The Black Student Empowerment Society, otherwise known as BSES or The Black Society.

Article 2: Purpose of Group

The purpose of this group is to allow a space for Black students attending the University of Manitoba to collect themselves so that they can collaborate on initiatives that directly work to better empower and improve the Black experience on campus. In an attempt to rewrite a history of missed opportunities based on inaccessible information and a lack of generational connections, through the development of our student group we plan to do the following:

- Allocate a space in which Black Students at the University of Manitoba can easily access information to propel them in their educational journey
- Develop a safe environment to advocate for the improvement of Black mental health
- Showcase and support local black businesses and talent
- Directly empower the Black Student Collective on campus

Article 3: Membership

All BSES members must belong to the Black Community. Membership is open to any undergraduate or graduate student at the University of Manitoba, so long as no less than two-thirds of the club is undergraduate students. Memberships for the club lasts for a full academic year, September to August.

Joining BSES will be done through application, all positions will be re-elected come end of August.

Two Types of Memberships:

Membership A: Executive Member

Membership B: General Member

Membership B

General Members will exist as causal members whom of which are responsible to at least attend half of all meetings, or as needed. Duties include:

- I. Attend meetings to exert voting power on executive final decisions
- II. Volunteers for events

Article 4: Compliance with UMSU/SGPAC Policies and Procedures

BSES will follow all bylaws, policies, and procedures of the University of Manitoba Students' Union (UMSU) and the Student Group Promotion and Affairs Committee (SGPAC).

Article 5: Executive Officers and Duties

No one position will have 'executive' say over another position, as all executive positions will maintain equal opportunity to propose ideas, express their positions, as well as equal power regarding decision-making.

The majority of executive positions will be divided amongst two individuals for the following reasons:

- i. Each position must be present for every meeting, understanding that this may be difficult and conflicting with some of our schedules, having two people in each position will alleviate the pressures of attendance.
- ii. As only one of the two people is mandatory to be in attendance, the missing one can be easily filled in/updated.
- iii. Attendance between the two members within a co-position will be mitigated between those two individuals within their respected position
- iv. All tasks required to be fulfilled will be done collaboratively between these individuals, as they see fit/and as it best works with their schedules
- v. This is also done to alleviate narrow control/stronghold within the committee and encourage collaborative efforts within the group as it pertains to having multiple voices heard within the group

The following are the Executive Members of BSES, along with their duties:

President(s)

- i. Co-Chairs (2)
 - a. Provides leadership to ensure it the group functions effectively through facilitating and presiding over meetings of the organization
 - In charge planning and asserting all meeting's agendas, (in consultation with co-secretary's notes).
 - Calls Meeting
 - Help ensure that established actions by the board are tracked and appropriate follow-up action is taken, as necessary.
 - b. Prepares an agenda for all meetings
 - Distributes agendas for each meeting of the organization
 - c. Exists as main contact, alongside Executive Assistant, with other organizations, boards, affiliated university departments, etc.
- ii. Executive Assistant / Communications (1)
 - a. (Propose ideas and opinions on decision making unrelated to media as well)
 - b. Works with co-chairs directly and mediates communication with outside resources, groups, non-profits, sponsors, etc.
 - c. Exists as main contact, alongside Co-Chairs, with other organizations, boards, affiliated university departments, etc.
 - Spokesperson esc role
 - d. Works with Co-Chairs and Co-Secretaries on all outreach/emailing tasks, especially in the case of sponsors and external officials
- iii. Co-Secretaries (2)
 - a. Active conduit for communication between the members, by giving proper notice of any meetings and timely distribution of materials such as agendas and meeting minutes.

- b. Takes note of all meetings/keeps and distributes minutes of each meeting of the organization
 - c. Runs Database- organizational document and provide a memorialized chronology of key information such as council actions, upcoming events, and community outreach, as well as other important meeting discussion.
 - Keeps a record of all members of the organization
 - Keeps a record of all activities of the organization
 - Prepares organization's calendar of events
 - Prepares and files any report required
 - d. Works with Co-Chairs on all outreach/emailing tasks, especially in the case of sponsors and external officials
- iv. Co-Treasurer (2)
- a. Takes care and custody of the money, funds, valuable papers, and documents related to finances
 - b. Provides, and assists in financial planning
 - c. Keeps up an account of all financial transactions, which shall be the property of the committee and shall always be subject to the inspection and control of all executive members committee
 - Prepares an annual budget
 - Prepares all requests for funds
 - Prepares and submits financial reports to the members
 - Maintains a financial history of the organization
 - d. Keeps proper account of the CCR Credit
 - e. Management of the sponsor database
 - f. Works with NS- Executive members as it pertains to outreach
 - g. Provides advisor with summary of financial records at the end of the academic year
 - h. Coordinates fundraising drive and solicitations
 - i. Maintains an inventory of all/any borrowed equipment and its condition
- v. Event/Program Coordinator (1)
- a. (Propose ideas and opinions on decision making unrelated to event/program coordinating as well)
 - b. Deals with general council, and volunteers for events
 - c. Mediates the efficiency of events, makes sure runs smoothly
 - d. Works directly with co-chairs on planning of event proposals to deliver to other council executives
- vi. Head of Marketing/ Social Media Coordinator (1)
- a. (still maintains ability to propose ideas and opinions on decision making unrelated to social outreach and promotion) Coordinates marketing tasks/tactics for promotion of the student group
 - b. Actively plans goals as to how the group will boast its online presence
 - c. Provides guidance and mitigates conversation for the marketing team on decision-making (but does not exercise authoritative decision-making power over members)

- d. Ensures that all documentation pertaining to media/marketing relations is being recorded with the co-secretaries for organizational purposes
 - e. Actively communicates with Co-Chair on updates regarding all media promotional decisions being made
 - Must present all ideas to the executive board as well during meetings
- vii. *Marketing Team Members (2-3)*
- a. (Propose ideas and opinions on decision making unrelated to media as well)
 - b. Provides input on marketing tasks/tactics for promotion of the student group
 - c. Actively utilizing social media accounts to boast its online presence with guidance from
 - d. Assists Media Coordinator in documentational tasks as needed
- viii. *Non-Specified Positioned Executive Members (NSE) (2-4)*
- a. Propose ideas and opinions on decision making (Specified positions have this ability as well of course)
 - b. Must be present for all possible meetings
 - c. In-charge of outreach duties and tasks as delegated

Article 6: Executive Elections and Terms of Office

Voting for the upcoming year's Executive will be conducted as follows:

1. Nominations for positions will be available for any University of Manitoba attending Black Students through online application.
2. All positions last for one term (September-August), and are subject to being re-elected annually
3. All applications will be looked through by the remaining Executive members who served within the previous year.
4. Remaining Executives will vote on who will take up the new positions with a voting approval of over 50%
5. Previously positioned Executive Officials re-applying for the same position in a new term are prohibited in approving new applications for said position, nor are able to vote on who is selected as the Executive Official for said position upon the arrival of a new term.
6. Application will be accepted at the beginning of August, and election period will run through the last two weeks of August, with the elected new Executive members commencing their roles officially by the beginning of September.
7. The Co-Secretaries will collect all applications from each new candidate and distribute them in an e-mail to all members of BSES prior to voting. Thus forth, all members will meet to discuss said new applicants to come to a consensus on the possible considerations.
8. Voting will be open for at least two days and will be held in a safe and secure location accessible to all members of the group. At least one poll clerk will be present at all times with the ballot box. The ballots will be collected by a trusted third-party general member and counted; results will be sent to candidates and all remaining BSES members.

Article 7: Transition of the Executive

- A. During the period from the last two weeks of August until the first day of September, when the new Executive will assume office, it is the responsibility of the departing Executive to orient the newly elected executive officers to their jobs. In the event that the departing Executive is unable to do so, this will be done through the Co-Chairs.

This includes teaching the incoming executive about student group and Students' Union policies and procedures, transitioning custodianship of club records and materials (including office and mailbox keys, locker combinations and all passwords to all student group email accounts), and preparing the new Executive to be effective in their roles for the next year's work.

- B. It is the responsibility of the departing Executive to ensure that all student requirements to the Students' Union, including submission of a complete annual report and the removal of all student group records and materials from the club office and locker, have been fulfilled before the incoming Executive assumes office.
- C. It is the responsibility of the departing Co-Chairs and Co-Treasurers to bring all accounts up to date to the end of the fiscal year, and to prepare any required financial statements of the club.

In addition, the outgoing Co-Chairs and Co-Treasurers must arrange with the respective incoming Executive for the transition of the student group bank accounts into the incoming Co-Chairs and Co-Treasurer's names. These tasks are to be completed and their outputs delivered to the new Executive no later than the last day of August.

- D. It is the responsibility of the incoming Executive to assume custody of all student group records and materials and accountability for all financial activities of the student group (as outlined in Article 5) and for all club requirements to the Students' Union commencing with the first day of September.

Article 8: Meetings

The Co-Chairs may call an Executive meeting at any time, but must give the other Executive officers at least 48 hours' notice. There shall be at least one Executive meeting per month during the academic year (September to April).

The Executives will schedule at least two meetings a year for the entire EESA membership.

Article 9: Amendments to the Constitution

Any changes (amendments) to this constitution must be approved by two-thirds of a majority vote of the entire of student group membership.

The proposed amendments must be made available to all members of the group at least two weeks before the meeting.

A copy of the amended constitution must be submitted to UMSU within two weeks of the meeting