

**CONSTITUTION  
BLACK STUDENT ALLIANCE (BSA)  
(First adopted December 2018)**

**ARTICLE I- BLACK STUDENT ALLIANCE**

**SECTION 1.** The name of this organization and all affiliates shall be the Black Student Alliance, with the approved acronym of B.S.A. informally. This governing document shall be the organization's constitution.

**SECTION 2.** This constitution establishes the Black Student Alliance (BSA) as a social, activist, advocacy, philanthropic, and unifying organization.

**SECTION 3.** Black Student Alliance may be referred to in this Constitution and within the organization's policies and by-laws.

**ARTICLE II - PURPOSE AND MISSION STATEMENT**

**SECTION 1.** The goal of Black Student Alliance is to create an avenue for Black students and all students who support the Black experience, to feel a sense of community on campus. This organization will provide support for all Black students on campus regardless of nationality, culture, religion or ethnicity. Our goal is to increase Black representation on campus and to ensure that all Black students can be heard and supported with their academic and communal endeavours. We aim to foster an inclusive space on campus where Black students can express themselves and discuss issues alongside allies. This includes political, economic, and social issues affecting the Black community. Our goal is to create legacy by engaging in discourse surrounding topics such as: mental health, world issues, campus issues, Black representation on campus, racism, whiteness and beyond.

**ARTICLE - III STRUCTURE**

The General Membership is open to all undergraduate students who share an interest in the progression and uplifting of the Black community.

The Executive team shall be the administrative body of the organization and shall be elected by an application and interview process.

**ARTICLE IV- MEMBERSHIP AND EXECUTIVE**

**SECTION 1.** This organization does not discriminate against any person on the basis of colour, physical appearance, social status, age, race, familial background, faith, veteran status, disability, sexual orientation, or gender identity.

**SECTION 2.** Membership and executive roles for this organization shall be conferred only upon persons congruent with the guidelines of this article.

**SECTION 3.** Executive members are responsible and held to the standards congruent with the guidelines of the detailed below:

**President/ Co-Presidents:** Duties of the *President (co- and otherwise)* are to oversee the General overseers and managers of the Black Student Alliance. They handle all final administrative and fiscal decisions

**Administrative Representative:** Duties of the *Administrative Representative* are to organize the legal paperwork of the board and work closely with the President/Co-Presidents. This person is tasked with overseeing all Carleton University and BSA documents. These documents include, but are not limited to: external documentation, permits, receipts, maintaining records of the Black Student Alliance, and financial documents that are required for the facilitation of the organization. This position is also tasked with organizing meetings, booking potential locations/venues, securing dates/times for events, updating the organization calendar and keeping record of membership documents. This position holder will have shared access to the organization email and legal paperwork.

**Director(s) of Community Outreach:** Obligations of the *Director of Community Outreach (DCO)* are to work alongside the Carleton University and Ottawa community. This position holder is responsible for seeking, and maintaining partnerships with, Keynote speakers, community members, academics, mentors, advocates, and sponsors within the Carleton and Ottawa Community. All outreach opportunities are to be forwarded or directed to the DCO. If the matter pertains to the duties of the VP of Finance and/or the Administrative Director, then they shall be included in the communication. All opportunities will be presented to the team via the DCO, and collectively voted upon. If accepted, the DCO is required to forward all necessary details to the Events Coordinators in which case, they will now take over leading the execution of the event.

**Creative Director:** Duties of the *Creative Director* are to compose graphics, films, media, and merchandise for the organization. This position holder shall coordinate orders of apparel, and should develop new and artistic ways in which to best represent the organization.

**Media Representative:** Duties of the *Media Representative* is to create and manage the aesthetic and social media accounts for the organization. This position holder is tasked with creating promotional initiatives for the organization.

**Minister of Finance:** Duties of the *Minister of Finance* are to manage all fiscal matters. This includes, but is not limited to, monitoring BSA bank account(s), creating budgets for events, attaining loans, fundraising, scholarships, and sponsors. This position holder will have shared access to the organization bank account with the *administrative representative*.

**First Year Representative:** Duties of the *First Year Representative* are to recruit and represent the first-year students of Carleton University. This position holder must demonstrate campus involvement. This position holder must also prove to hold qualities such as sociability and have extensive knowledge about Carleton University resources.

**Second Year Representative:** Duties of the *Second Year Representative* are to recruit and represent the second-year students of Carleton University. This position holder must demonstrate campus involvement. This position holder must also prove to hold qualities such as sociability and have extensive knowledge about Carleton University resources.

**Third Year Representative:** Duties of the *Third Year Representative* are to recruit and represent the third-year students of Carleton University. This position holder must demonstrate campus involvement. This position holder must also prove to hold qualities such as sociability and have extensive knowledge about Carleton University resources.

**Fourth Year Representative:** Duties of the *Fourth Year Representative* are to recruit and represent the fourth-year students of Carleton University. This position holder must demonstrate campus involvement. This position holder must also prove to hold qualities such as sociability and have extensive knowledge about Carleton University resources. In addition, the fourth-year representative is also responsible for assisting the events coordinator with the planning process and all other endeavours involved in organizing BSA events.

**Events Coordinator(s):** Duties of the *Events Coordinator* are to plan and coordinate all events, create and maintain an events agenda, itinerary, hire volunteers for the events, organize tabling events and confirm booking details. This position holder is responsible for communicating with vendors, institutions, and forming potential partnerships with other organizations. Additionally, this position holder may work with the Administrative Representative to secure dates and times and locations for events.

**Current Issues Coordinator(s):** Duties of the *Current Issues Coordinator* are to keep updated with Carleton University, national, and international events/issues regarding –but not limited to- race. This position holder is responsible for curating discussion around topics that affect black people. This includes, but is not limited to, curating discussion topics, debate questions, and finding interesting/controversial articles for members and beyond.

## **ARTICLE V - MEETINGS**

**SECTION 1.** Meetings are to be called and arranged by the President/Co-President. To constitute an official meeting at least half of the team must be present. Members will be given 7 days' prior notice before the meeting shall be held. Meetings will be held bi-weekly unless stated otherwise. There will be a minimum of 6 executive council meetings held in one calendar year.

### Meetings of the General Membership

1. Meetings of the General Membership can be called:
  - a. At the request of the President, for a meeting to be held not less than one week from the date of publication of the notice;
  - b. At the request of the Executive, for a meeting to be held not less than one week from the date of publication of the notice; or
  - c. At the request of any five members of the Organization.

2. A minimum of one meeting of the General Membership must occur per year in the spring for the purpose of elections.
3. Quorum of the General Membership
  - The presence of at least five members or the majority of members, whichever is less, shall be necessary to constitute a meeting of General Membership for the exercise of its powers

#### Meetings of the Executive Team

1. Meetings of the Executive Team shall
  - a. Be held at regular intervals and are for the purpose of running the club.
  - b. Votes by the Executive Team on club business shall be declared by a simple majority.

### ARTICLE VI - ELECTIONS

**SECTION 1.** Elections are to be held annually at the end of the academic year. Position holders will be elected following the [CUSA Clubs Leadership Succession Procedure](#). Position holders may keep their position for the entirety of the academic year and can reapply to different positions in subsequent years on the team. If an executive member cannot continue in their position their responsibilities will be taken over by another member(s) of the team accordingly until a by-election can be held. The President/Co-President position is reserved for executive members who have been on the team for at least one year prior.

The Organization has chosen to run elections for its Leadership Succession. The following are the steps necessary to be taken to run elections.

1. The Club executives will appoint a Succession Officer to run elections for the Club.
  - a. A Succession Officer may be any one (1) of the following individuals:
    - i. A neutral party to all elections being held within the club.
    - ii. A member of the Clubs Oversight Committee.
    - iii. A member of the CUSA Clubs Office.
    - iv. A club member or an external student non-member.
  - b. All efforts should be made for a Succession Officer to be appointed on a consensus basis in the Executive Committee. When that is not possible, a recorded vote in a first past the post majority or plurality vote winner will be appointed Succession Officer.
  - c. The Organization will work with the Succession Officer to set the date of final voting membership purchase, campaign start, campaign end, voting start, and voting end.
  - d. Students-at-large will have the opportunity to join the club before the start of voting.
  - e. Every voter has the right to cast their ballot in private.

- f. During counting, candidates may select an individual who is not a candidate to be present for counting and scrutinizing.
  - g. Appeals, complaints, or conflict may be made to the Clubs Oversight Committee by way of emailing the Student Groups Administrator.
  - h. Timeline:
    - i. Day 1 - Announcement of campaign, voting, and results announcement dates
    - ii. Day 7 - Start of campaign
    - iii. Day 10 - last day to buy voting memberships for the club
    - iv. Day 14 - end of campaign
    - v. Day 15 - start of voting
    - vi. Day 16 - end of voting
    - vii. Day 17 - Results announced
2. The Club will run a first past the post-style election to elect the executive positions of [insert executive positions]
- a. Candidates on the ballot shall be organized alphabetically by last name, with a box to be filled, marked, or checked for a single option/candidate.
  - b. A final “no-confidence” option will be offered at the bottom of the ballot.
  - c. Any ballot with multiple boxes clearly marked will be discarded as “spoiled.”
  - d. Upon counting of the vote, the candidate with the most votes will be considered elected to the position.

## **ARTICLE VII – IMPEACHMENT**

To begin the impeachment/removal process, the CUSA Clubs Membership Removal Committee (MRC) will first be consulted. The MRC will advise on the next steps for the club and should they advise that the club proceed with membership removal, the following steps will take place:

### **Executive Impeachment:**

1. Grounds for impeachment of a club member include any violation of the constitution, the governing documents of CUSA, committing an act (or acts) which negatively affects and/or harms the interests of the clubs and its members, and/or failure to fulfill executive duties.
2. Any member can bring forward a request for impeachment to any executive. Within 10 days of receiving this request, the executive will host a meeting with the general membership. At this meeting, the complaint will be reviewed. The member bringing forward the complaint and the accused executive shall be given time to speak.
3. A vote for impeachment with the general membership will be conducted. The accused executive shall not be permitted to vote. A simple majority will be needed to impeach the executive. Impeachment of an executive results in their removal from office and as a member of the club.

#### Membership Impeachment:

1. Grounds for impeachment of a club member include any violation of the constitution, the governing documents of CUSA, and committing an act (or acts) which negatively affects and/or harms the interests of the clubs and its members.
2. Any member can bring forward a request for impeachment to any executive. Within 10 days of receiving this request, the executive will host a meeting. At this meeting, the complaint will be reviewed. The individual bringing forward the complaint and the person accused shall be given time to speak.
3. A vote for impeachment within the executive will be conducted. A simple majority of executives will be needed to impeach the member. Impeachment of a member results in their removal as a member of the club.

#### **ARTICLE VIII – AMENDMENTS**

Any member may propose an amendment to the constitution at the end of the academic year to accommodate new circumstances and needs for the Black student body. A vote will take place with general membership during a general meeting to adopt the new amendment. A simple majority will be required to adopt the new amendment.

#### **ARTICLE IX – DISSOLUTION OF THE ORGANIZATION**

Upon potential dissolution of the organization all assets gained through CUSA shall be returned to CUSA and all other assets shall be given to Black History Ottawa.

#### **ARTICLE X – RATIFICATION**

**SECTION 1. This Constitution, along with the other governing documents of Black Student Alliance, was put into effect January 2019 by the unanimous vote of Ose Omoregie, Eileen Adams, Robi-Ann Robinson, Vashti Darko, and Deja Wright.**