

Constitution of the Disabilities United Collective

Definitions

1. Disabled is defined as anyone who self-identifies as Disabled. Including, but not limited to, individuals with physical disabilities, chronic conditions and neurodivergent conditions.
2. Where terms are not defined, they shall have the meaning given in the Alma Mater Society (AMS) Code of Procedure, Bylaws or Operations Committee Manual, the British Columbia Societies Act or the British Columbia University Act, as appropriate.

Bylaw 1: Purpose

1. The purpose of the Disabilities United Collective (hereinafter DUC or the Collective) is to support and advocate for Disabled students at the University of British Columbia.

Bylaw 2: The Executive

1. The Executive of the Collective (in order of seniority) shall consist of the following roles:
 - a. The President or Co-Presidents (if two individuals are elected jointly on the same ticket).
 - b. The Treasurer
 - c. The Vice President Internal
 - d. The Vice President External
2. The duties of the President or Co-Presidents shall be as follows:
 - a. Act as the formal contact person between the AMS and DUC.
 - b. Call for Organisational meetings
 - c. Call for Special general meetings
 - d. Call for meetings with committee facilitators
 - e. Act as the support person for other executives and committee facilitators
 - f. Liaising with the University and other Disability Organisations as required.
 - g. Any other duties prescribed by the AMS Code of Procedure, Bylaws or Operations Committee Manual.
3. The duties of the Treasurer shall be as follows:
 - a. Submit financial and budgetary information as required by the AMS Code of Procedure, Bylaws and other relevant policy documents.
 - b. Submit reimbursements to the AMS.
 - c. Establish internal policies governing the rules purchases must follow in order to be reimbursed.
 - d. Any other duties as prescribed by the AMS Code of Procedure, Bylaws or other relevant policy documents.
4. The duties of the Vice President Internal shall be as follows:
 - a. Represent DUC at Resource Group Allocation Committee Meetings (RGAC) and organise votes on RGAC proposals.
 - b. Liaise with the AMS on issues as necessary.

- c. Should the office of President fall vacant, the Vice President Internal shall assume the office until a by-election can be held.
 - d. Other duties relating to DUC's internal affairs or dealing with the AMS as necessary.
- 5. The duties of the Vice President External shall be as follows:
 - a. Managing DUC's communications with current, potential and past members.
 - b. Managing DUC's social media presence, including the newsletter.
 - c. Liaising with media organisations.
 - d. Designing Graphics as necessary.
 - e. Managing the DUC website.
 - f. Liaising with the University and other Disability Organisations as required.
 - g. The above duties may be delegated to one or more other individuals as required.
 - h. Creating a team of individuals to take meetings notes, organise the newsletter and provide miscellaneous administrative support.
- 6. An executive can be removed from office in accordance with the following procedure:
 - a. A motion, with an attached motivation for removal, signed by at least 10 members (with student numbers provided), must be presented to a General Meeting.
 - b. Recall voting shall be administered by the President or Co-Presidents. Should the recall involve an individual holding, jointly or singularly, the office of the President, the VP Internal shall administer the voting.
 - c. An electronic form shall be made available no later than one day after the motion has been presented. The electronic form shall be circulated on the discord.
 - d. Voting shall last for three three days.
 - e. If a two thirds of those who vote are in favour of the recall, the Executive member in question shall be removed from office, and their seat shall become vacant.
- 7. An Executive may take a leave of absence for up to one month with no repercussions. Unless an emergency has occurred, at least one week's notice should be given.
- 8. An Executive who takes a leave of absence greater than one month or is otherwise unreachable for the same amount of time shall be considered to have vacated office.
- 9. Should an Executive take a leave of absence greater than one week, they should take all reasonable steps to hand over their portfolio of responsibility to the most senior available Executive.
- 10. Should an individual holding office jointly vacate their office due to absence, the other individual holding said office may continue to do so, and another person shall be elected to hold said office jointly with them.
- 11. The Executive shall be elected following an Annual General Meeting. Should a vacancy occur, a by-election to fill the vacant seat shall be held no more than 21 days later. An individual may not run in the by-election to fill a vacancy caused by their own recall.
- 12. The term of an executive shall be until the end of the Post-AGM voting period subsequent to their election.

Bylaw 3: Committees

1. Committees may be established or abolished by a simple majority vote of a General Meeting for the purposes of enabling the Collective to carry out specific projects or provide certain services.
2. Committees shall be open to all members of the Collective, members may join a committee by attending a committee meeting or participating in a volunteering activity.
3. Committees shall elect one or more Facilitators from their membership no less than once per Academic Year.
4. Should the role of Committee Facilitator fall vacant, a member of the Executive shall call a meeting of the relevant Committee for the purpose of electing the Committee Facilitator/s.
5. Committee Facilitators shall be elected via a method chosen by individual committees.
6. Committee Facilitators shall have the following duties:
 - a. Call for Committee meetings.
 - b. Act as the contact person/s for the activities of said Committee.
 - c. Attend Organisational Meetings to represent said Committee.
 - d. Ensure all committee members are made aware of relevant occurrences at Organisational and General Meetings
 - e. Ensure that all committee electronic files and communications are stored in accordance with AMS Policy.
 - f. Assist the President and Treasurer with creating a budget for their Committee to ensure compliance with AMS budgeting procedure.
 - g. Submit a progress update at least once per month.
7. A Committee Facilitator may designate the performance of the above tasks to any committee member whilst retaining ultimate responsibility.
8. All decisions of a Committee shall be subject to a formal vote, which shall be recorded in the minutes.
9. All Committee projects must be ratified by a majority vote at a General Meeting, and any significant alterations to said projects must also be ratified by a majority vote at a General meeting.

Bylaw 4: General Meetings

1. During the UBC winter session, outside of holidays, reading breaks, and the break between Term 1 and 2, there shall be a General Meeting no fewer than once every two weeks.
2. The purpose of a general meeting is to ensure that DUC operates in a collective fashion by allowing the community to guide the decision-making process.
3. All budget allocations shall be voted on at a General Meeting.
4. Committee Facilitators will solicit feedback from the general community on the respective items they are working on.
5. Members of DUC may bring motions to establish policy or have DUC take a formal position on an issue by a simple majority vote.
6. A General Meeting may amend this Constitution by two thirds majority vote.
7. All other decisions shall be made by a simple majority vote.
8. General Meetings must allow attendance both in person and online.
9. Voting at a General Meeting shall be anonymous.

10. The quorum for a General Meeting shall be seven.
11. If the quorum is not met, voting shall be conducted online for a period of 48 hours following the conclusion of the relevant General Meeting,
12. There shall be an Annual General Meeting (AGM) in March or April of each year.
 - a. The date and time of the AGM shall be decided by the President or Co-Presidents and announced via Discord, Social Media, and the DUC Newsletter no less than 14 days prior to the meeting.
 - b. At the AGM, the President or Co-Presidents shall submit a report on DUC's activities over the previous year.
 - c. Elections for all executive positions shall take place during the AGM.
 - d. Candidates for the Presidency or Co-Presidency shall give a speech of no longer than three minutes or submit a statement of no greater than 1000 words to be spoken by proxy
 - e. Candidates for other Executive positions shall give a speech of no longer than two minutes or submit a statement of no greater than 750 words to be spoken by proxy.
 - f. The Post-AGM voting period shall be two weeks, and voting shall be administered by the most Senior incumbent executive not standing for a position, or, failing that, an individual selected at the AGM. Voting shall open no more than 24 hours after the AGM.
 - g. Said vote shall be via means of a two-step electronic form, the first collecting student numbers, which shall link to the second, where members may vote anonymously.

Bylaw 5: Organisational Meetings

1. During the UBC winter session, outside of holidays, reading breaks, and the break between Term 1 and 2, there shall be an Organisational Meeting no fewer than once every two weeks.
2. The purpose of Organisational meetings is to allow for the day-to-day running of DUC to be coordinated and for committees to communicate with each other.
3. Organisational meetings may be attended by any member of DUC and must allow attendance in person or online.

Bylaw 6: Membership

1. Any active member of the Alma Mater Society of the University of British Columbia may become a member of DUC.
2. An individual becomes a member of DUC upon doing at least one of the following: joining the DUC Discord, joining the newsletter mailing list, attending a General Meeting, attending an Organisational meeting, and or otherwise accessing a service provided by DUC.
3. Pursuant to the AMS Code of Procedures and Bylaws, DUC shall not charge membership fees or other subscriptions in order to qualify for membership.

Bylaw 7: Decision-making process

1. Before progressing with new initiatives or projects, the responsible member of the Executive or Committee Facilitator, as appropriate, shall seek feedback at a general

meeting. Said feedback must be evidenced in the most appropriate manner to the nature of feedback that is sought.

2. Members of a Committee shall vote on decisions relating to the progression of their project or service. Major changes to the nature or scope of said project or service must be ratified at a general meeting.
3. The nature of DUC's vote on RGAC decisions shall be decided at a general meeting or, subject to the discretion of the Vice President Internal, by online form. The Executive may make non-binding recommendations as to which position they feel DUC ought to adopt, but the final decision shall rest with the Collective as a whole.
4. All budgetary matters must be ratified by 2/3rds majority vote of a General Meeting.
5. Coordination between Committees, and Executives, shall take place at an Organisational meeting.
6. In all matters which are not required to be ratified by a general meeting, the final decision shall rest with the responsible member of the Executive. Should a matter requiring ratification need to be addressed immediately, the Executive may make an interim decision, which is subject to ratification at a General Meeting.

Bylaw 8: Constitutional Review:

1. The Constitution shall be subject to a formal review every two academic years.

The above Constitution, authored by *Josh Bradbury, Farah Sadek, & Jasper Lorien*, was ratified at a General Meeting on 1 November 2023, replacing an earlier constitution for the Disabilities United Club (DUC), which had been in effect for many years prior.