

UBC Social Justice Centre Constitution

Last revisions approved at April 1st, 2014 general meeting. Voted to carry over constitution into 2018 academic year on March 30, 2018

A. NAME

1. The Social Justice Centre.

B. PURPOSE

1. Statement of principles:

We recognize that there are immense inequalities and oppressions both globally and in our own communities. We support social change that leads to greater equality, justice, and democracy.

2. Objectives:

- a. To raise awareness of the root causes and the effects of unsustainable development
- b. To coordinate activities, actions and events that further the mandate of the Social Justice Centre
- c. To lobby the university and all levels of government to act to rectify social and economic inequalities
- d. To provide education and training in a setting where students can take action to rectify social and economic inequalities
- e. To provide resources on social justice issues through books, magazines, pamphlets, videos, speakers and an online presence.
- f. To foster cooperation and understanding among the various social justice groups on campus and in the community through joint activities, dialogue and networking
- g. To seek out and affiliate with organizations, both on and off campus, that have similar or compatible mandates

Commented [1]: Would be nice if there was an internal group oriented objective. Something about working together, supporting each other, in discovering paths of Activism. Open to conversation!

C. COORDINATORS:

Coordinators are responsible for their duties but are encouraged to delegate appropriate tasks to members (with group consensus) to distribute responsibility, decision-making and capacity-building. Except for the Treasurer, two individuals may occupy each position. Each coordinator position with two members automatically forms a committee which shall meet at least once a month to discuss their responsibilities and plan for the future. Any other member may also join that committee. The Treasurer shall be periodically invited to the Co-Chairs' committee to report on finances. The duties of each Coordinator may be expanded upon in detail in the SJC By-Laws.

1. Co-Chairs:

Co-chairs take responsibility for the smooth functioning of all administrative and bureaucratic functioning of the group, including calling of regular meetings, ensuring proper consensus procedures are followed at meetings, ensuring records are kept and accessible, and maintaining an accessible office space.

2. Treasurer:

Manage all of the SJC's financial affairs, including preparing a budget at the beginning of the year, being familiar with all procedures for reimbursements and payment, and keeping the Board of the SJC apprised of its financial situation.

3. Promotions Coordinators:

Act as a resource for the SJC and other groups on campus to help promote events and reach a wide audience.

4. Outreach & Education coordinators:

Ensure the sustainability of the SJC by recruiting new members and encouraging their continual education and involvement in group organizing.

5. Web Coordinators:

Manage and expand the SJC's online presence, archive and backup data, ensure that important records are accessible on our website, and utilize technology to increase the efficiency of the group.

6. Elections

a. The election of the coordinators shall take place every year at the February Annual General Meeting.

Commented [2]: Change this? We never have the AGM in Feb.

b. Any member in good standing of the Alma Mater Society is eligible to run for office.

c. Candidates shall introduce themselves and describe their goals for their prospective positions at the February Annual General Meeting. Each candidate shall have no more than five (5) minutes.

Commented [3]: again

d. Candidates shall be briefed by the coordinators on all aspects related to the running of the Social Justice Centre and on the duties and obligations of each position.

e. All voting in the coordinators elections shall be decided via a secret ballot. A majority of votes is required for a candidate to be declared successful.

f. A coordinator may be de-elected by a motion with a 2/3 majority at a regular meeting.

g. When there are no coordinators for a position, the following shall apply:

i. Should the vacancy occur when Winter classes are not in session, an interim coordinator may be appointed by the coordinators until classes resume

ii. Should the vacancy be during the Winter session of classes, a by-election shall be held to fill the vacated position

iii. By-elections shall be announced both at a Regular Meeting and on the external mailing list at least one week before they take place.

6. Term of Office

a. The term of office of the coordinators shall be from the time they are elected until the next February Annual General Meeting.

Commented [4]: Maybe April 1st, if we want to give a date

E. PROCEDURE

1. The business of the Centre shall be conducted by the Board of the SJC at Regular Meetings held at least once every two weeks for the duration of the Winter Session of classes and can be called when Winter classes are not in session. Every member of the AMS in good standing is a voting member of the Board of the SJC.

2. Quorum shall consist of at least four (4) members, two (2) of whom must be coordinators.

3. Business shall be conducted according to the following structure:

a. A facilitator and a minute-taker shall be chosen (with group consensus) by one of the Co-Chairs, who shall guide them.

b. The facilitator shall be responsible for:

i. Collecting agenda items

ii. Drafting the agenda with the group and proposing time guidelines

iii. Introducing the purpose of the group and the focus of the meeting, for new members

iv. Ensuring that all members have an equal voice

v. Maintaining a speakers list

vi. Facilitating the expedient reaching of consensus

Commented [5]: or September 1st, to allow for action during the summer

- vii. Ensuring that all necessary expenditures are placed on the agenda for discussion
 - viii. Keeping the discussion focused
 - ix. Ensuring that all members know the structure and format of the meeting
 - c. The minute-taker shall be responsible for taking accurate and complete minutes and for ensuring that the previous minutes are sent to a Co-Chair for record-keeping.
 - d. In the event that a consensus decision cannot be reached after a reasonable amount of time, the meeting shall proceed as follows:
 - i. Members opposed to the decision may stand aside and allow the decision to be made while having their opposition noted
 - ii. The decision may be blocked by any individual, provided that individual puts forward an alternative option
 - iii. Following a blocked decision, the facilitator shall propose a time limit for further debate on the motion
 - iv. If consensus cannot be reached within the allotted time, the facilitator shall allow each member to speak for up to a minute in turn. The motion will then proceed to a vote
 - v. Should the decision proceed to a vote, a two-thirds (2/3) majority is required for a successful motion
 - e. At any time during a discussion, a member may propose to immediately end discussion. A vote will immediately take place, requiring a 2/3 majority to pass. If the vote passes, each member will have one (1) minute to speak in turn, and then the motion will then go directly to vote.
 - g. The Co-Chairs are responsible for ensuring that all decisions are recorded in the minutes.
 - j. Coordinators who are unable to attend a given meeting may appoint a proxy to count as a coordinator towards quorum. Whoever is their proxy may only vote once.
 - k. Funding requests received from groups outside the Social Justice Centre have a specific process: during the relevant meeting, members of applying group may speak in favour of their request and answer group questions; after that phase, members of the applying group are asked to leave the meeting so that the Social Justice Centre Board may discuss their funding request (as it is a conflict of interest for them to remain); results of the funding vote will be brought to the applying group after the decision has been made, and they may then re-enter the meeting room.
4. The SJC may create committees. Those committees can be given pre-allocated budgets once a budget proposal has been received by the group, and may be given privileges such as booking rooms for events or using our logo. A committee's membership may choose to close its membership by a motion with a 2/3 majority requiring additional members be approved by majority vote. Committees and their budgets, procedures and privileges may be reviewed or modified at a later date by the Board of the SJC.

G. ANNUAL GENERAL MEETINGS

1. Annual General Meetings shall be held at least once during every school year, the mandatory Annual General Meeting is the Electoral General Meeting held in February.
 - a. At least two (2) weeks' notice shall be given prior to the holding of an Annual General Meeting.
 - b. The February meeting shall be held for the purpose of reviewing the financial statements and the annual report of the Social Justice Centre, and for the purpose of conducting the election for the new coordinators.

Commented [6]: again

Commented [7]: again

I. AMENDMENTS

1. The Constitution of the Social Justice Centre may be amended at a meeting which has been announced two weeks' beforehand, or at the February Annual General Meeting. Amendments must be approved by a two-thirds (2/3) resolution of the members of that meeting. Quorum to amend the constitution shall consist of eight (8) members, of which three (3) must be coordinators.

Commented [8]: again

J. INTERPRETATION

The Constitution shall be interpreted as the primary document governing the functioning of the group; however, nothing in the Constitution of the Centre shall be interpreted in a manner repugnant to or in conflict with the Constitution, Bylaws, or Code of Procedure of the Alma Mater Society (AMS).