

UBC Women's Centre Constitution 2023

A) Name: The UBC Women's Centre

B) Purpose

1. Statement of Principles:
 - a. We recognize the significant social and economic inequalities that exist in Canadian society, affecting female identifying individuals and of all gender identities. These inequalities are inherently unjust, violating the basic rights and opportunities of people. The UBC Women's Centre aims to eliminate these inequalities both in our campus community and in the community at large.
2. Objectives
 - a. To raise awareness of the root causes and effects of sexism and all forms of gender-based discrimination in society.
 - b. Act to improve the situation of individuals who have faced gender-based oppression.
 - c. To foster cooperation and awareness about the issues of sexism and gender-based discrimination on campus and in society at large through activities, workshops, dialogue, and networking.
 - d. To provide resources to all students at UBC, regardless of gender identity, through books, magazines, pamphlets, videos, and speakers.
 - e. To seek out and affiliate with other organizations, both on and off campus, that have similar compatible mandates and to work with them collectively.
 - f. To provide an environment for all students at UBC, free from gender-based oppression.
 - g. To involve issues of race, sexual orientation, ability, and class in all the work that we do.
 - h. To defend an individual's right to control their own body.
 - i. To coordinate activities, actions, and events that further the mandate of the UBC Women's Centre.

C) Membership

1. All students who are members of the AMS in good standing are eligible to become members of the UBC Women's Centre.
2. To become a member of the UBC Women's Centre, a student must attend at least one (1) regular meeting and add their name, student number, and email address to the membership list.

3. Members may vote and speak at regular meetings and Annual General Meetings, subject to these Bylaws and to any further rules of order adopted by the membership.
4. Members may attend and speak at Executive meetings.
5. A Member shall lose their membership in the UBC Women's Centre by:
 - a. Tendering their written resignation to the executive;
 - b. Not attending any regular meetings of the UBC Women's Centre within a one (1) year period;
6. Notwithstanding any other bylaw herein, an individual who has lost their membership in the Women's Centre pursuant to Bylaw C (d)(iii) above shall not be permitted to rejoin the Women's Centre until one (1) year has elapsed since the date of the expulsion, or until a Two-thirds (2/3) Resolution at a regular meeting sets some lesser time period.

D) Annual General Meetings

1. An Annual General Meeting (AGM) shall be held in March of every school year.
 - i. At least fourteen (7) days' notice shall be given prior to the holding of an AGM.
 - ii. The AGM must be promoted on social media with at least (7) days notice,
 - iii. The AGM must be announced with at least (7) seven days notice,
 - iv. The purpose of the AGM shall be to elect a new executive and make amendments to the Constitution and Bylaws of the UBC Women's Centre.

E) Regular Meetings

1. The business of the UBC Women's Centre shall be conducted at regular meetings held at least once every two (2) weeks for the duration of the Winter Session of classes and at least every month when classes are not in session.
2. The quorum shall consist of at least two (2) executives and at least three (3) members.
3. Business shall be conducted according to the following structure:
 - a. Meetings are open to anyone who experiences gender-based oppression and only open to individuals of all gender identities unless a guest has been specifically invited by the executive for the purpose of making a presentation.
 - b. Meetings will consist of: Closed meetings and Open meetings
 - i. Closed meeting will strictly only be to discuss between the executives
 - ii. Open meetings will be for all executives and members
 - c. Regular meetings are the only forums in which decisions concerning new policy can be ratified; these decisions will require a 2/3 majority,

- d. The Executive shall appoint a chair who shall administer the meetings. In the absence of the chair, an executive member shall act as chair,
- e. A speakers list shall be kept, and first-time speakers shall have priority,
- f. Speaking priority will also be given to individuals of color, individuals of diverse sexual orientations, individuals with disabilities, and individuals of all gender identities
- g. The agenda set by the Administrative Coordinator shall be distributed; additions to the agenda will be accepted,
- h. The agenda shall contain:
 - i. Attendance
 - ii. Reports from the Executive
 - iii. New business
 - iv. Discussion period

F) Elections

1. The election of the coordinators of the executive shall take place every year at an Annual General Meeting (AGM).
2. At least (1) one individual of color and at least (1) one individual of diverse sexual orientations, and gender identities must be among the executive.
3. At least (1) one member of the executive must be returning students in the following year after their term is complete.
4. Any individual who is a member in good standing of the Women's Centre is eligible to run for office.
5. Candidates shall introduce themselves at the AGM and describe their goals for the prospective positions. Each candidate shall have no longer than five (5) minutes.
6. Candidates shall answer questions posed by the membership.
7. All voting in the executive elections shall be decided via secret ballot. A majority of votes is required for a candidate to be successful.
8. When an executive has resigned, or for any reason there occurs a vacancy in an executive position, the following shall apply:
 - a. Should the vacancy be for a period of less than one (1) month or should the vacancy occur when Winter classes are not in session, an interim executive may be appointed by the executive.

- b. Should the vacancy be for a period of more than a month during the Winter session of classes, a by-election shall be held at a regular meeting to fill the vacant position within four (4) weeks pursuant to election guidelines.

G) Term of Office

The term of office of the executive shall begin April 1st and be for one full calendar year.

H) Executive Positions

1. Co-president
 - a. Responsible for the overall leadership and management of the Women's Centre
 - b. Serve as the main point of contact for the organization and may represent the center to a broader community
 - c. Work closely with other members of the executive team to plan and oversee the center's activities, initiatives, and projects
2. Treasure
 - a. In charge of managing the finances of the UBC Women's Centre
 - b. Handle the budgeting, financial reporting, and ensuring that the center's financial resources are used effectively
 - c. (May) work with UBC's financial systems and preparing financial reports
 - d. Handle all reimbursements within a week of submission.
3. Events Coordinator
 - a. Responsible for planning and organizing events, workshops, and programs for the women's center
 - b. May collaborate with other organizations and community partners to create engaging and informative events that promote gender equity
 - c. Responsible for planning at least 2 events per term
4. Communications Coordinator
 - a. Manage the center's communication strategies.
 - b. Handle social media, newsletters, and other means of communication to engage with the UBC community and the public.
 - c. Focus on spreading awareness about the UBC Women's Centre's initiatives and events
5. Office and Supplies Coordinator
 - a. Responsible for managing the physical office space and ensuring it is well-maintained.

- b. Oversee the ordering of products such as menstrual products, condoms, lube, pregnancy tests, snacks, etc.
- 6. Diva Cup and Office Hours Coordinator
 - a. Oversee the distribution and education of menstrual cups and manage office hours where members and visitors can seek information, support, or resources.

D) Executive Meetings

- 1. Meetings of the executive shall be held on a weekly basis and as deemed necessary by the coordinators. All coordinators must be notified of all executive meetings.
- 2. The quorum for all executive meetings shall be at least three (3) executives.
- 3. Executive meetings shall be open to any member who wishes to attend.
 - a. With the exception that some meetings will be closed meetings, meaning only executive members are allowed to attend.