

# **Constitution and Bylaws of the Students of Colour Collective**

## **ARTICLES**

### **Article 1: Name**

To be known officially as “Students of Colour Collective”. The Collective will hereafter be referred to as ‘SOCC’, the ‘Students of Colour Collective’, or the ‘Collective’.

### **Article 2: Purpose**

The purpose of the Students of Colour Collective is:

1. To create space that fosters community building, and facilitates networking and gatherings for self-identified BIPOC students at the University of Victoria.
2. To offer social justice programming, support resources and highlight issues relevant to the Collective’s vision and mission to support and empower self identifying BIPOC individuals at the University of Victoria, and Greater Victoria Area.
3. To collaborate with other groups, organizations, community initiatives and entities doing work in keeping with SOCC’s vision and mission.
4. To operate as a resource centre for BIPOC individuals at the University of Victoria providing a BIPOC library, and other resources as needed.

### **Article 3.**

#### **Vision and Mission Statements**

Mission: To support and empower BIPOC individuals at the University of Victoria and Greater Victoria community.

Vision: To create positive social change and a more equitable society for BIPOC individuals to navigate in through awareness, education, action, advocacy and support resources for self-identified BIPOC individuals at the University of Victoria and wider community.

#### **Article 4: Dissolution**

4.1 In the event of dissolution of the Students of Colour Collective, the assets of the collective legally available for distribution shall be used as a BIPOC event campus fund, to be put in trust under the UVSS Director of International Student Relations within the UVSS. BIPOC members of the University of Victoria Student body can apply for an event grant through this funding. Criteria for awarding funding shall be created by SOCC's board at its time of dissolution, and shall include a strictly BIPOC committee of 5 members, including the UVSS Director of International Student Relations. Successful applicants shall be determined by a majority vote. Funds can be granted for community driven events such as Black History Month events, cultural, anti-racism and similar events in line with SOCC's mandate to support BIPOC folks.

### **BYLAWS**

#### **Part 1: Interpretation**

1.1 In the Constitution and Bylaws of the University of Victoria Students of Colour Collective:

- a. "The Students of Colour Collective," "SOCC," or "the Collective" means University of Victoria Students of Colour Collective;
- b. BIPOC refers to self identified Black, Indigenous and People of Colour communities that SOCC serves;
- c. "The Coordinating Committee" means the committee of SOCC members elected to provide planning support, and organizational strategy support for the Collective. Staff, including the Coordinator(s) and Work Study students form part of the committee;
- d. "Member" means a general member of the Collective;

- e. "General Meeting" means Annual General Meeting or a Semi Annual General Meeting;
- f. 'AGM', means Annual General Meeting;
- g. "PULSE" is SOCC's annual publication, and the PULSE theme can be open to interpretation of the collective to include various programs.

## **Part 2: Membership**

2.1 General Membership includes all individuals who self-identify as Black, Indigenous, mixed race, People of Colour and are registered at the University of Victoria as students, faculty, staff, alumni. Community members at large self identifying as BIPOC are also welcomed to participate in the collective at meetings, initiatives, events and in the community work of the Students of Colour Collective provided they ascribe to the purposes of the Collective.

### 2.2 Rights of Members

- a. All general members who have attended at least two meetings or at least two SOCC events to date shall have voting privileges at Semi- Annual and General Meetings, as well as regular collective meetings.
- b. All general members shall be eligible to be on the Coordinating Committee.
- c. General members shall have access to a copy of the Constitution of the Students of Colour Collective provided through SOCC's website, or a physical copy if requested.

## **Part 3 - Notice of General Meetings of members**

3.1 General meetings of the collective must be held annually during the University Calendar year. The collective may, when they think fit, convene a Special general meeting.

- a. Notice of a General Meeting must be given 2 weeks before its convening.

- b. The accidental omission to give notice of a meeting to, or the non-receipt of a notice by, any of the members entitled to receive notice does not invalidate proceedings at that meeting.
- c. A quorum for a General Meetings is 7 members present or a greater number that the members may determine at a general meeting.
- d. If within 30 minutes from the time appointed for a General Meeting a quorum is not present, the meeting must be suspended till quorum is met, or terminated subject to the judgment of the Collective. If possible, the meeting may be rescheduled within the next 3-4 weeks. If, at the adjourned meeting, a quorum is not present within 30 minutes from the time appointed for the meeting, the members present constitute a quorum.

### 3.2 General Meeting Voting Procedures

- a. A chair must be elected from the Coordinating Committee to supervise proceedings of the general meeting.
- b. A resolution proposed at a meeting need not be seconded, and the chair of a meeting may move or propose a resolution.
- c. In the case of a tie vote, the chair is only entitled to one vote as a member, and cannot vote twice, and the proposed resolution will not pass.
- d. A member in good standing present at a meeting of members is entitled to one vote.
- e. Voting is by show of hands.
- f. Voting by proxy is not permitted except in exceptional circumstances.

### 3.4 Voting rights for the Students of Colour Collective

The following individuals can vote at meetings of the Collective;

- a. People who have met membership requirements and have attended two Collective meetings;
- b. Committee representatives;

- c. People hired under the Work Study program;
- d. Students of Colour Collective Coordinator(s) and staff.

#### **Part 4- Member Complaints**

The Collective must seek to foster a community built on learning, growth, and accountability and uphold the SOCC Safer Spaces Policy and procedure.

4.1. In the case of behaviour contravening the Collective's Safer Space Policy, the Collective can begin steps to address the issue. The coordinator or board must make a demonstrated effort to inform the individual why their behaviour is harmful, and allow opportunity for growth and reflection in appropriate instances. The severity of the situation, the perpetrator's attitudes after confrontation, and the perceived harm to the community as deemed by the collective must be .

#### **4.2 Steps to Mediating Conflict**

When mediating a conflict between members of the Collective the following steps have been taken;

- a. Consultation with the coordinator;
- b. A mediated meeting with the individuals at issue, the Coordinator, a Coordinating Committee member and a deemed neutral third party;
- c. Consultation with a neutral third party committee from relevant community groups such as Equity and Human Rights on campus, or a relevant mediator not directly involved in the situation.

#### **Part 5: Signing Authority**

a. The signing authorities of the Collective shall include the Collective coordinator(s), the work study, one Coordinating committee member, and other Collective members as needed.

## **Part 6: Duties of Collective Members**

It is the duty of the Collective to:

- a. Participate in upholding the mission and vision of the Students of Colour Collective;
- b. Participate in Collective meetings at least once a month;
- c. Liaise with the UVSS Board of Directors on issues of concern for self identified black, indigenous, mixed race, and people of colour at the University of Victoria;
- d. Participate in the plans for space, revenue, business and affairs of the Collective;
- e. In collaboration with the coordinator, co-create programming, activities, events and projects in line with the purposes of the collective;
- f. Advise the development of policies and procedures for the Collective.

## **Part 7: The Coordinating Committee**

The purpose of the Coordinating Committee is to provide strategic direction, guidance, and support in the day to day governance of the Collective.

### **7.1 Membership :**

The Coordinating Committee shall comprise the following members:

- a. The (paid) Office Coordinator(s)
- b. The Finance Support Representative
- c. The Events Representative
- d. The Outreach Representative
- e. Policy Advisory Representative
- f. Representative to the University of Victoria Students' Society Board of Directors/Representative to the Advocacy Relations Council
- g. Work study student(s)
- h. 2 undergraduate/graduate students representatives

## 7.2 Coordinating Committee Elections

- a. With the exception of SOCC hired staff who automatically form part of the committee, Coordinating Committee members are to be elected at a meeting of the Collective;
- b. Committee members will be elected for one academic year.

## 7.3 Coordinating Committee meetings

- a. Decisions and plans discussed at the Coordinating Committee must be communicated to the Collective meetings;
- b. Collective members are welcome to attend committee meetings.

## 7.4 Duties of the Coordinating Committee Representatives

- a. The Finance Support Representative: is to advise and carry out the proper keeping of financial records; and assist with the preparation and adoption of monthly and yearly budgets;
- b. The Events Representative: is to create and maintain activities calendar; compile list of programming ideas and requests; manage event coordination.
- c. The Outreach Support Representative: is to design and implement outreach programs which raise awareness and use of services, increase volunteer programs, network with social justice groups on and off campus, coordinate SOCC publicity, assist in evaluation of outreach programs and raise awareness of SOCC, and act as liaison between standing committees and Collective.
- d. The Policy Advisory Representative: is to maintain and update policies and procedures, manual and constitution, and assist in the coordination of General Meetings.
- e. Undergraduate / Graduate Student Representative: is to provide support, advice and participate in the planning and execution of committee goals.
- f. SOCC Coordinator(s) : to provide support and guidance, and fulfill their fiduciary responsibility as outlined in their UVSS contract.

- g. SOCC Work Study: to fulfill their responsibility to the Collective as outlined in their hiring contract.

#### 7.5 Training Requirements of Coordinating Committee

- a. All Coordinating Committee members will be expected to have understanding of what it means to create a Safer Space, and what anti-oppression looks like.

#### 7.6 Vacancy of Coordinating Committee position

- a. A Coordinating Committee position may be declared vacant if; the individual misses meetings that are regularly held in the period of one month without reasonable excuse; the representative resigns from the position or will be absent for an extended period of time.
- b. Where a Support position has been declared vacant, the Collective shall, through consensus, elect someone to the position until the next General Meeting or Special Meeting.

#### 7.7 Good Standing

- a. A coordinating committee member is in good standing when they have no more than 3 unexplained absences of meetings during an academic semester.

### **Part 8: Representative on the UVSS Board of Directors**

#### 8.1 Selection

- a. Position of the Representative on the UVSS Board of Directors: Pursuant to the Bylaws of the UVSS, a member of the Students of Colour Collective shall be selected as a Representative on the UVSS Board of Directors and shall also serve as a voting member of the UVSS Board of Directors.

#### 8.2. Term of Position of the Board Representative on the UVSS Board of Directors



- a. The term of the position of the Representative on the UVSS Board of Directors shall be in accordance with Bylaw 5, Article 2 (b & d) of the UVSS Constitution and Bylaws.

### 8.3 Selection of the Board Representative

- a. The Representative on the UVSS Board of Directors shall be selected at a meeting of the Collective. Candidates for the position of Representative shall meet the same eligibility and conduct requirements as those outlined in Bylaw 2.1 and Articles 2 & 3 (Purpose, Mission and Vision statements) of the Collective.

### 8.4 Duties of the Representative on the UVSS Board of Directors

In addition to fulfilling those duties prescribed by the Bylaws of the UVSS Board of Directors, the Representative on the UVSS Board of Directors shall:

- a. Represent the interests and concerns of members of the Collective;
- b. Have an understanding of and promote the rights of Black, Indigenous and People of Colour Groups and other traditionally marginalized persons or groups in the UVSS and in society at large;
- c. Attend collective meetings of the Collective;
- d. Attend Advocacy Relations Council Meetings;
- e. Make a report to the membership at each General Meeting.

### 8.5 Vacancy and Removal of the Representative on the UVSS Board of Directors

- a. The Representative on the UVSS Board of Directors may be removed from the position in accordance with Bylaw 10, Articles 1, 3 and 5 of the UVSS Constitution and Bylaws.
- b. When there is a vacancy in the position of the Representative on the UVSS Board of Directors, the Students of Colour Collective may call a Special General Meeting for the purpose of holding a by-election.

- c. The Collective may choose to select, by consensus, at a collective meeting, a temporary representative on the UVSS Board of Directors.

## **Part 9: Collective Meetings**

### 9.1

- a. Unless special circumstances are agreed upon by the Collective, the Collective shall meet no less than twice per month between the months of September and April and no less than once per month between May and August, or as per the needs of the Collective. All members are welcome to attend Collective meetings.
- b. Quorum for Collective meetings shall be four Collective members.

## **Part 10: General Meetings**

### 10.1 There are three types of General Meetings:

- a. Annual General Meeting;
- b. Special General Meeting;
- c. Semi-Annual General Meeting.

### 10.2 **Scheduling of Annual General Meetings:**

- a. Notice must be given as according to Bylaws outlined in Part 3;
- b. The AGM is to be scheduled between the first day of classes in January and the last day of classes in April, or as determined by the Collective;
- c. Semi-Annual General Meetings is to be scheduled between the first day of classes in September and the last day of classes in December, or as determined by the Collective;
- d. Special General Meetings may be scheduled as required by the Collective;

### 10.3 Quorum for the General Meetings

- a. Quorum for General meetings shall be a minimum of seven general members of the Students of Colour Collective.

10.4 Rules of Order:

- a. The Collective shall use consensus with 2/3 majority rule in case of irreconcilable differences.

**Part 11: Amendments**

- a. The Constitution and Bylaws of the Students of Colour Collective may be amended through consensus at a General Meeting or Special Meeting.

**Part 12: Office Coordinator**

- a. Termed position accountable to the collective
- b. Each term shall be three years