

BACHELOR OF INFORMATION STUDENT ASSOCIATION CONSTITUTION

PREAMBLE

We, the students of the Bachelor of Information Program within the Faculty of Information at the University of Toronto, do hereby adopt the following constitution:

Article I: DEFINITIONS

1. The student government of the Bachelor of Information Program shall be known as the Bachelor of Information Student Association (BISA).
2. “UofT” will refer to the University of Toronto.
3. “Faculty” will refer to the Faculty of Information.
4. “General Member” will refer to currently enrolled students in the BI Program.

Article II: MISSION AND COMPOSITION

BISA shall:

1. Foster unity, sociability, and friendship among members of BISA and the Faculty through events, workshops, and social spaces.
2. Facilitate professional relations between its members and the different programs within the Faculty.
3. Represent the Bachelor of Information students' interests within the Faculty through the following ways:
 - a. Seek representation on decision-making bodies and committees concerning the Bachelor of Information program.
 - b. Promote the advancement of the Bachelor of Information program.

Article III: ELECTIONS

1. The Executive Committee shall appoint one (1) Chief Returning Officer (CRO) from the General Members before the election. These members are not eligible to run for the election.
2. The CRO shall be unbiased in the results of the election and shall be required to disclose any and all conflicts of interest in the election.
3. The CRO shall accept nominations from General Members for voting positions before the beginning of March. The CRO shall select one (1) election period before March 30th for voting. This date will be announced within a minimum timeframe of two (2) weeks prior to the designated election period.
4. The CRO shall provide each voting member with a virtual ballot via UElect on the assigned voting period.
5. In preparation for a tie, the CRO shall select a member amongst the Executive Committee to cast their ballot. The CRO shall count the ballot in order to break the tie.

6. Once the election period has passed, the CRO shall count the ballots. The candidate with the most votes shall be elected to the position. The CRO shall submit a report of the election results to the Executive Committee and General Members.
7. The term for the Executive positions shall begin on May 1st and end April 30th, the following year.
8. Appeals are part of a free and fair electoral process. General Members shall have the opportunity to enact an appeal process for election if the following occurs:
 - a. A failure to follow the rules or regulations outlined in this Constitution.
 - b. A breach of procedural fairness. For example, if a final result is found to be unreasonable due to the CRO not fulfilling their duties.
 - c. A violation of University policies.
9. An Election Appeal Committee shall consist of two (2) appointed General Members prior to the election. These two (2) appointed members shall not be eligible to run in the election.
 - a. A student must file their appeal within three (3) business days from the date of the election.
 - b. The appeal must be personally signed by the appellant.
 - c. In the event of a scheduled Appeal Hearing, General Members shall be entitled to full disclosure of all information to be relied upon at such hearing.
 - d. The Election Appeal Committee shall hear any appeal within five (5) business days of the notice being filed.
 - e. The Election Appeal Committee shall notify the appellant, General Members, and other relevant parties with information regarding the date, time, and place of the Hearing. The notice of the Hearing shall include a statement that if any party does not attend, the Hearing may proceed in their absence unless the appellant provides adequate notice or reasoning. If the appellant does not provide this documentation then they shall not be entitled to any further notice of the proceedings.
 - f. The Election Appeal Committee shall give its decision in writing to the appellant, General Members, and other relevant parties within five (5) business days from the completion of the Hearing. The decision of the Election Appeal Committee shall be final and binding on all parties.

Article IV: REFERENDUMS

1. A Referendum shall be held on any matter by any General Member when a petition stating the Referendum question has been signed by fifty-one percent (51%) of the Executive Committee members or 10 percent (10%) of the General Members.
2. A Referendum question must be phrased in the affirmative, achieving a 'Yes' or 'No' response.
3. The Executive Committee must approve the question that will appear on the ballot, and supporting documentation.
4. A Referendum shall have effect if there is a two thirds ($\frac{2}{3}$) majority attendance from General Members, and a minimum of a fifty-one (51%) percent majority vote. Otherwise the Referendum shall not pass.

Article V: MEMBERSHIP

1. General Members shall be current registered students of the Bachelor of Information program.
2. Non-voting membership may be extended to interested BI alumni without restriction on those grounds outlined by the Ontario Human Rights Code's Prohibited Grounds of Discrimination. However, these members do not hold the aforementioned rights. Members must register with a designated executive by submitting their full name and an alumni email address.

Article VI: TERMINATION AND RESIGNATION

1. The BISA Executive Committee shall hold an Executive meeting to present a notice of termination to any General Member that commits any actions deemed to negatively impact the interests of the association or deemed unable to fulfill obligations and responsibilities.
 - a. A two thirds ($\frac{2}{3}$) attendance from Executive Members is required for the vote to be cast. The motion requires a fifty-one (51%) percent majority to be passed.
2. The member of interest shall have the right to appeal this termination notice before all General Members, excluding the Executive Members.
3. An Executive Appeal Committee shall consist of two (2) General Members that were appointed at the beginning of the academic year.
 - a. A student must file their appeal within three (3) business days from the date of the decision.
 - b. The appeal must be personally signed by the appellant.
 - c. In the event of a scheduled Appeal Hearing, General Members shall be entitled to full disclosure of all information to be relied upon at such hearing.
 - d. The Executive Appeal Committee shall hear any appeal within five (5) business days of the notice being filed.
 - e. The Executive Appeal Committee shall notify the appellant, General Members, and other relevant parties with information regarding the date, time, and place of the Hearing. The notice of the Hearing shall include a statement that if any party does not attend, the Hearing may proceed in their absence unless the appellant provides adequate notice or reasoning. If the appellant does not provide this reasoning then they shall not be entitled to any further notice of the proceedings.
 - f. The Executive Appeal Committee shall give its decision in writing to the appellant, General Members, and other relevant parties within five (5) business days from the completion of the Hearing. The decision of the Election Appeal Committee shall be final and binding on all parties.
4. The member removed shall lose any privileges associated with BISA.
5. Executive Members have the opportunity to resign from their position at any point in their term.
 - a. The Executive Member shall give written or verbal notice to the Executive Committee or an Executive Member.

6. If an Executive position is open, the Executive Committee is required to appoint a General Member to fulfill the empty position through a vote. This vote requires a minimum of a fifty-one (51%) percent majority to be passed.

Article VII: EXECUTIVE MEMBERS AND DUTIES

The Co-Presidents, who:

1. Oversee the management, coordination, and responsibilities of General Members and subcommittees.
2. Call and chair BISA's Annual General Meetings & Executive Meetings.
3. Serve as a signing authority for BISA.
4. Represent BISA on the Faculty's committees and council.

The Administrative Director, who:

1. Sends out the agenda and internal calendar invites for Executive meetings.
2. Takes minutes at all BISA meetings.
3. Distributes the minutes within 48 hours of the last meeting to General Members.
4. Ensures the meeting minutes are posted online in the 48 hour timeframe.
5. Retrieves all BISA mail.
6. Sits on Faculty's committees as requested by Co-Presidents.

The Finance Director, who:

1. Manages the finances and maintains an annual budget of income and outgoing expenses.
2. Records all financial transactions of Co-Presidents, executive members, and subcommittee members.
3. Holds the signing officer authority along with the Co-Presidents for all financial decisions.
4. Presents a financial report on an as-needed basis.
5. Submits an end-of-year financial report to the outgoing and incoming Executive Members.
6. Sits on Faculty's committees as requested by Co-Presidents.

Communications Director, who:

1. Promotes BISA events using digital and physical marketing tools.
2. Updates and manages the BISA website as the webmaster and all social media platforms on an ongoing basis.
3. Maintains an online calendar on the website of outreach activities, including BI events, workshops, guest speaker appearances, and other communication opportunities.
4. Provides intermediary communication between General Members and the public.
5. Coordinates any social media event campaigns with Outreach Director and Events Director.
6. Sits on Faculty's committees as requested by Co-Presidents.

Outreach Director, who:

1. Locate and contact external partners for sponsorships or speakers for BISA events.

2. Finalize contracts to secure funding for events or any BISA related expense(s).
3. Assists with budget reports for different events and workshops alongside the Treasurer.
4. Works alongside Communications Director and Events Director to coordinate BISA events, and outreach related subcommittees
5. Coordinates any subcommittees related to outreach.
6. Sits on Faculty's committees as requested by Co-Presidents.

Events Director, who:

1. Search and finalize agreement(s) with event speakers.
2. Organize logistics of any in-person or online events including food purchasing, room booking, online raffles, etc.
3. Coordinates with BI staff or internal iSchool network for any event related needs.
4. Conducts analysis post-event to evaluate its success.
5. Coordinates events with Communications Director, Outreach Director, and any related subcommittee.
6. Sits on Faculty's committees as requested by Co-Presidents.

First Year Representative, who:

1. Support and coordinate with the Executive Members in various general duties, tasks, and projects.
2. Understand and represent the needs of their cohort, more specifically, the incoming students.
3. Outreach to their cohort, informing them of upcoming opportunities and events through their communication channels.
4. Sits on Faculty's committees as requested by Co-Presidents.

Article VIII: SUBCOMMITTEES

1. General Members from the Bachelor of Information shall have the opportunity to volunteer for a subcommittee.
2. The subcommittees will be formed on an ongoing basis determined by the Executive Committee.
 - a. Executive Members shall propose areas of focus for the subcommittees. These areas of focus shall be related to any activities concerning BISA in that specific year.
 - b. BISA Members shall sign up to the subcommittee of their choice.
 - c. The Executive Member shall facilitate communication amongst the General Members in a subcommittee.
 - d. Subcommittees shall report their progress to their respective Executive Member.

Article IX: BISA MEETINGS & PROCEDURE

For all General, Executive, and Subcommittee meetings, motions will require two thirds ($\frac{2}{3}$)

majority attendance from members for a vote to be cast. The motion with a minimum of a fifty-one (51%) percent majority will be passed.

1. General Meetings

- a. BISA shall hold a General Meeting a minimum of once per academic term.
- b. The Secretary will announce these dates two (2) weeks prior to holding these meetings.
- c. These meetings are intended to go over BISA's annual activity plan, financial health and propose or vote on any constitutional amendments.

2. Executive Meetings

- a. There shall be an executive meeting of the Bachelor of Information Student Association, the business of which shall include:
 - i. Reports and updates from executive members.
 - ii. Motions and votes.
 - iii. Miscellaneous discussions at the executive member's request, subjected to approval from the Chair.
 - iv. The executive committee is allowed two official co-Chairs, and the Chair hosting the meeting in session will be the Chair of the meeting.
- b. Executive meetings shall be held by a Chair, who shall have the ability to call meetings, hold votes, and adjourn meetings.
 - i. The Chair shall be able to introduce motions.
 - ii. The Chair shall not be allowed to vote on motions in order to avoid any conflict of interest unless needed as a tie-breaker.
 - iii. The Chair shall have the ability to rule debates or statements to be out of order. Executive Members are able to challenge the Chair, and call the Chair's order to a vote. A majority vote or tie is needed to overrule the Chair's order.
 - iv. The Chair shall have to abide by ii. unless the motion and vote are the business of the Chair and their portfolio.
- c. Executive meetings of the Bachelor of Information Student Association shall be called:
 - i. As determined by the Executive Committee, Executive Member, Chair or
 - ii. Upon the request of the Faculty.
 - iii. An executive meeting shall be held no later than fourteen (14) calendar days.
 - iv. After receipt of the original request. The request shall specify the agenda to be put before the meeting and this information shall be included in the notice of the meeting which shall be sent out to the executive committee. The first order in this meeting shall be this agenda.
- d. Executive meetings must abide by the BISA constitution.
- e. Meetings must be called to order and formally adjourned in the following manner:
 - i. Content discussed must be included on the official record noted by the Secretary in the meeting's minutes.
- f. Every executive meeting must have an agenda that must be approved at the start of every meeting to call the meeting to order.
- g. Every meeting must follow the structure outlined.

- i. Meetings must be called to order by the Chair.
 - ii. Meeting must contain the following land acknowledgement, read by the Chair.
 - iii. Aanii, Boozhoo, Sekoh (SAY-goh);
I would like to start our meeting in a good way by acknowledging the Indigenous peoples whose traditional territory we have gathered on today. For thousands of years, this land has been the traditional territory of the Huron-Wendat, the Haudenosaunee, and the Mississaugas of the Credit River. This territory is also the subject of the Dish with One Spoon wampum - a covenant originally made between the Anishinaabe and the Haudenosaunee. Everyone who shares this territory eats out of the same dish with only one spoon. We have a collective responsibility to ensure the dish is never empty. This includes care-taking the land, and committing to coexist with each other in the spirit of friendship and mutual prosperity. Importantly, there are no knives at the table, representing that we must keep the peace. With these reflections in mind, I'd ask that we bring our hearts and minds together in our shared purpose, and commit ourselves to the ongoing process of reconciliation, and learning about our shared histories. Miigwetch, Nià:wen (N-YEA-WA).
 - iv. The executive shall vote to approve or disapprove of the agenda .
 - v. Should there be disapproval, the Chair shall call a debate to discuss any amendments .
 - vi. Meetings shall contain updates from executive members should any update exist, and a financial report (should it exist) from the member serving as treasurer before any other business is called.
 - vii. Meetings will bring motions to the floor to be debated and voted on, and should there be no motions to vote on, the Chair shall notify the members so that the meeting may proceed.
 - viii. Executive Members must tentatively decide on a next meeting date and the Chair must call said date to a vote.
 - ix. Meetings must be adjourned by the Chair subjected to approval by the executive members.
- h. Voting Structure
- i. Every executive member should be allowed one vote per motion in an executive meeting either in favour, against, or an abstention.
 - ii. Executive Members shall each have three minutes to debate the motion in question, the ability to call a point of order, or call the question.
 - iii. Once a question is called, the membership must proceed to vote on the motion.
 - iv. The threshold for a motion to pass shall be set at 50% + 1 voting member in favour of the motion.
 - v. Each member is entitled to speak either in favour, against, or an abstention.
 - vi. Members shall be able to call the question, only after at least one point is made on both pro, and con sides, though the Chair retains the right to extend debate should the membership request it.

- vii. Motions may be drafted and introduced by all members and must be sent to the Chair prior to the meeting to be included in the agenda.
- viii. Motions may also be introduced after a meeting is called to order, but said motions shall be voted at the end of the voting period.
 - ix. Each motion must be moved by the drafter of the original motion, and seconded by one member in order for the Chair to call a debate and vote.
 - x. Motions can be amended by members subjected to a vote by the executive.
 - xi. Members are allowed to propose an amendment to the amendment on the floor, subjected to approval from an executive(s) or Chair.
 - xii. Should an amendment be approved, the final vote must be done on the amended motion.
 - xiii. All amendments shall be subjected to debate.
 - xiv. Votes must be held to call the meeting to order and adjourn the meeting.
 - xv. A vote must be held to approve and accept the result of the meeting at the end of the meeting.
- 3. Subcommittee Meetings
 - a. Executive members shall organize and direct the subcommittee meetings at their own discretion.
 - b. Subcommittees shall meet at minimum on a monthly basis.
- 4. Emergency Meetings
 - a. Meetings scheduled under the two week notice period must be urgent in nature. Furthermore, any decisions made in such meetings shall be under the discretion and approval of the Co-Presidents.
 - b. The Secretary shall provide all the information pertaining to such meetings to relevant General Members within three (3) business days.

Article X: FINANCIAL RESPONSIBILITY

- 1. BISA's funds are the responsibility of the elected Co-Presidents and the Treasurer.
- 2. The Executive Committee members shall vote on expenditures.
 - a. The Treasurer will present such expenditures at the executive committee meeting. The expenditure must receive a majority vote in order to pass.
 - b. The motion will require two thirds ($\frac{2}{3}$) majority attendance from Executive Members for a vote to be cast.
 - c. The motion with a minimum of a fifty-one (51%) percent majority will be passed.
- 3. General Members shall be responsible for all debts incurred that were not authorized by the Co-Presidents or Treasurer.
- 4. The Treasurer shall present the financial health of BISA at the Annual General Meetings.
- 5. The Treasurer shall keep a record of all financial transactions in the shared drive on a spreadsheet.

Article XI: AMENDMENTS

- 1. The outgoing Executive Committee shall consult the incoming Executive Committee regarding the state of the Constitution.

2. Any members of BISA may propose and vote on amendments to this constitution. The Executive Committee will administer the process of having amendments discussed at the Annual General Meetings.
3. Constitutional amendments shall require two thirds ($\frac{2}{3}$) majority attendance from General Members for a vote to be cast. The amendments with a minimum of a fifty-one (51%) percent majority will be passed.
4. The Executive Committee shall submit the revised constitution to the respective offices within two (2) weeks of its approval by Executive, Subcommittee, and General members.