**Bora Bora Students at York**

**Constitution**

**Article 1. Name & Objectives**

1. The name of this organization shall be Bora Bora Students’ at York; and
2. Bora Bora Students’ at York exists to perform the following functions; and
3. To unite and organize the Bora Bora Students’ individuals on campus; and
4. To represent and promote Bora Bora Students’ interests at York University; and
5. To bring Bora Bora Students’ together to implement changes that effect them where needed, whether academic, legislative; and
6. To speak on behalf of the Bora Bora Students population, representing a unified voice, and/or a diversity of voices, whenever required and approved by the assembly; and
7. To work within an anti-oppressive framework providing a ground for cultural identity discourses that relate to a Bora Bora Students’ diasporic experience; and
8. To build a Bora Bora community able to expand and connect with that in Toronto and beyond; and
9. To enhance, empower, and bolster the Bora Bora Students’ community in order to improve the social, political, academic, and economic opportunities for this community at York University, and at large.

**Article 2. Interpretations**

1. The following definitions shall apply to the Bora Bora Students’ at York’s Constitution, By-Laws, and other official documents; and
2. “BBSY” refers to Bora Bora Students’; and
3. “By-Law” refers to any By-Law of BBSY; and
4. “Student Club” refers to any organization as recognized by York university and/or York Federation of Students; and
5. “Student” refers to any part or full-time student from the past or present at York University Keele campus,York University Glendon Campus and Seneca @ York; and
6. “Assembly” refers to the BBSY Constituent Assembly; and
7. “Executive” refers to BBSY Executive; and
8. “Meetings” refers to a meeting of BBSY affiliated individuals either in person, e-mail, online, over telephone, or any other means of communication; and
9. “School year” refers to the months of September-April of following year.

**Article 3. Memberships**

Membership of BBSY shall consist of:

1. Any York University student, staff, and faculty. Voting is granted to strictly students; and
2. Any interested parties regardless of but not limited to race, religion, political affiliation, sex, disability, age, national origin, class or sexual orientation.

**Article 4. Meeting Procedures**

1. The time, place and date of the next meeting(s) shall be presented, by the president of the meeting, near the end of each meeting to be accepted by the committee or council. If such meeting was not set prior, there must be written notice of the time, place and date of the Executive Committee meeting, given at least two days before the date of such meeting, to all executives. For assemblies, a notice will be sent at least one week before; and
2. A special meeting of the executive may be held at any time and place with 24 hours notice if all the members entitled to vote thereat are present in person or otherwise majority consent to, such meeting being held; and
3. The only persons entitled to attend a meeting of executives are executives. Any other person may be admitted only by way of invitation of the president of the meeting and with the consent of the individuals in the meeting; and
4. Meetings shall be conducted by a format agreed upon by the specific council and is similar to Robert’s Rules of Order.

**Article 5. Committees and Sub-Committees**

Executive Council Meetings

* Shall consist of Executive Council members (President/President and Vice Presidents), along with the Advisor.
* Shall be called by the President or upon the request of two Executive Council members
* Shall be at least weekly, but shall not exceed two weeks.
* Amendments can be proposed to the constitution, by-laws, etc.
* Executive Council may appoint a speaker at their discretion

Events Committee Meetings

* Shall consist of Vice President Events, and Associates
* Shall be called by Vice President Events or upon the request of two Events Committee members

Finance Committee

* Shall consist of the President/President, Vice President Finance, and Vice President.
* Decisions of finance committee will be presented to the board, at following executive meeting.

**Article 6. Quorum**

1. Quorum shall be a majority of the Committee, Council, or Assembly; and
2. A decision shall be passed at majority vote.

**Article 7. Executives**

The officers of the organization shall be the following, complete with roles and responsibilities.

President

1. To be available on a daily basis and act as an official spokesperson for BBSY in all matters pertaining to the business of BBSY; and
2. To assume the role of speaker for all meetings and implementing a meeting style similar to the Roberts rules of order. Though the role of speaker is assumed, the objective is not to remain neutral as much as it is to keep order within the meeting; and
3. To delegate duties to voting members and volunteers, where expedient, and where the delegation of such duties is allowed by the Constitution, or any subsidiary regulation; and
4. To schedule meetings for the executive council, and to provide an agenda 24 hours prior; and
5. To learn and be familiar with the financial procedures of BBSY, and to have coincidental authority with the Vice-President Finance to sign cheques on behalf of BBSY; and
6. To assist the Vice-President Finance with the planning and implementation of the annual BBSY Budget Meeting; and
7. To ensure that all executive members have appropriate access to cheques, receipts, petty cash, and any other financial documents as appropriate, while ensuring that the Vice-President Finance is the only other person with free access to the safe; and
8. To train incoming Executives during the transition period between end of April and end of May.

Vice President Communications

1. To maintain weekly contact, aside from meetings, with all members of BBSY, and address any comments or concerns they may have; and
2. To maintain an accurate list of all members and, including telephone numbers, e-mail addresses, and any other information deemed appropriate by voting members, and to ensure that the aforementioned list is available and distributed; and
3. To oversee the proper handling and storage of the recorded minutes of all meetings of BBSY, and ensure that all appendices, reports, letters, and other applicable documents are physically/electronically attached to the minutes; and
4. Maintain an accurate record of all organization meetings and post for members – upon request; and
5. To train incoming Executives during the transition period between end of April and end of May.

Vice President Equity

1. To see over matters of unity and equity within the Bora Bora community at York; and
2. To take initiative over charity efforts by BBSY; and
3. To oversee campaigns and initiatives that are supported by BBSY; and
4. To advocate for the rights and needs of Bora Bora students on issues; and
5. To maintain and update a list of contacts of social service organizations; and
6. To mobilize coalitions and support for BBSY supported causes; and
7. To work and constantly update the campaigns guide; and
8. To contact the VP Campaigns and Advocacy of the York Federation of Students; and
9. To delegate duties, to other Members, where expedient, and where the delegation of such duties is allowed in the Constitution, and any other subsidiary regulation; and
10. To provide Council with a verbal or written report for every regular meeting of Council; and
11. To train incoming Executives during the transition period between end of April and end of May.

Vice President Finance

1. To maintain accurate accounts of all receipts and disbursements of the monies of Council, and to maintain all financial records on paper and electronically; and
2. To monitor and report any inconsistencies in banking accounts; and
3. To oversee the management of every business owned and/or operated by BBSY in such a manner as Council may, from time to time direct; and
4. To oversee the disbursements of funds under the direction of BBSY, and therefore hold coincidental signing authority with the president over any council funds; and
5. To present a semesterly financial statement to the Executive Council and Constituent Assembly; and
6. To be responsible for preparing Council’s budget for the upcoming year, and the annual Budget Meeting, no later than the last week of August; and
7. To generally oversee financial procedures of BBSY, and to ensure that they are carried out in accordance with the Constitution or other subsidiary regulation concerning such financial procedures; and
8. To preside over meetings in the absence of the president; and
9. To train incoming Executives during the transition period between end of April and end of May.

Vice President Education

1. Develop an academic aid structure to assist the needs of Bora Bora students; and
2. To create and control the club’s annual bursary; and
3. To organize and plan the BBSY conference series; and
4. Selecting speakers, recruiting musicians and other performers with the help of the Conference Committee; and
5. To promote the Conference on a York-wide scale; and
6. To president the Conference Committee meetings and be responsible for representing their views on the Executive Council; and
7. Invite submissions to the monthly newsletter; and
8. To delegate duties, to other Members, where expedient, and where the delegation of such duties is allowed by the Constitution, and any other subsidiary regulation; and
9. To provide Council with a verbal or written report for every regular meeting of Council; and
10. Updating and maintaining the Academics Guide for future reference; and
11. To train incoming Executives during the transition period between end of April and end of May; and
12. To be available during May, June and July for the purposes of training before their elected school year.

Vice President Events

1. To be responsible for organizing and coordinating any BBSY events or those that BBSY aids; and
2. To recruit volunteers for large scale BBSY events during the year; and
3. To organize volunteers for all BBSY events and work with other voting members to ensure that the interest of the volunteers are voiced at meetings; and
4. To act as the President for any meetings involving BBSY volunteers; and
5. To promote BBSY events to a York and Toronto wide audience; and
6. To work on marketing plans for all BBSY events and activities; and
7. To respond to requests for, and promote any activities and events that are deemed to be culturally and socially enriching to BBSY; and
8. To oversee, investigate, and report to BBSY on all aspects of events; including finances, ticket prices, and additional responsibilities of Members for such events; and
9. To delegate duties, to other Members, where expedient, and where the delegation of such duties is allowed by the Constitution, and any other subsidiary regulation; and
10. To remain in contact and touch base with VP Campus Life of the York Federation of Students and Events and Marketing Department of the York University Student Centre; and
11. To train incoming Executives during the transition period between end of April and end of May; and
12. To be available during May, June and July for the purposes of training before and their elected school year.

Article 8. Elections

1. The Chief Returning Officer, selected by the Advisor(s), is responsible for certifying nominees, distributing ballots, counting ballots, certifying results and doing whatever else is required to ensure a successful election; and
2. Nominations will be accepted at the final meeting before the General Election Meeting; and
3. A speech must also be prepared by the nominee to be presented at the General Election Meeting; and
4. Following the speeches, the floor will be open to questions; and
5. The voting and decision will be made at the General Election Meeting; and
6. To be elected, the candidate must win by a margin of 2/3, if not a re-vote will be called; and
7. If there are more than two people running, the individual with 2/3 of the vote will win, if not a re-vote with the top two candidates will be called; and
8. In the case of a tie, a re-vote will be called, in the case of another tie the Executive Council will decide a result; and
9. In extenuating circumstances, someone may run for elections that does not meet the criteria if the executive vote with an 80% majority; and
10. There will be no external campaigning of any sort, those that do will be disqualified; and
11. Only two executives of any one constituency may run for elections, furthermore no signing authority as recognized by York University or by the York federation of students of any constituency may run for a position; and
12. Elections will be held in March of each year, and the new term will be in effect on the 1st of May; and
13. If a position is vacant for any reason at any given point in time before the winter semester a by-election meeting is held either separately or within a meeting of the Assembly and.

Article 9. Amendments and Ratification

1. Amendments may be made to the constitution via by-laws by the executives in the executives meetings and passed at the assembly; and
2. At the start of the term, Executives must be tasked to look over the constitution for changes and better understanding.