

# **BLOUSTEIN SOCIAL JUSTICE COMMITTEE (BSJC)**

## **CONSTITUTION**

### **Article 1: Name and Purpose**

The Bloustein Social Justice Committee (BSJC) provides an independent space for students to embody, integrate, and act upon principles of social justice within the Edward J. Bloustein School of Planning and Public Policy and the broader community. These principles, as defined within our values framework, are subject to periodic review by the membership. We approach the tasks of embodying, integrating, and acting upon social justice principles along four main avenues:

- I. Providing opportunities for Bloustein students to voice their ideas and concerns.
- II. Organizing formal and informal social justice activities for Bloustein students, staff, and faculty.
- III. Facilitating collaborative engagement between Bloustein and the surrounding community.
- IV. Supporting the work of aligned institutional initiatives like the Diversity, Equity, Inclusion and Belonging (DEIB) Task Force as well as engaging with the Bloustein Graduate Student Association (BGSA) Social Justice Chair.

### **Article 2: Membership**

Membership in the BSJC will be available to any student registered for a minimum of one course or research credit at the Bloustein School, in any program and at any degree level. Such students may claim their membership simply by attending BSJC meetings or joining BSJC online platforms. Any member who attends meetings may participate in live votes on BSJC affairs, and any member who joins BSJC's online platforms may participate in any asynchronous votes on BSJC affairs.

We actively invite everyone impacted by, interested in, or affiliated with the Bloustein community to engage in our working groups freely and openly at the discretion of BSJC working group members. It is possible for a community member to integrate within the broader BSJC as a full member after having established relationships, trust, respect and accountability.

### **Article 3: The Executive Committee**

The management of the day-to-day activities of the BSJC shall be entrusted to an Executive Committee.

#### **Article 3.1 Composition of the Executive Committee**

The Executive Committee shall optimally include the following positions, to be filled by eligible BSJC members. An executive term starts at the beginning of the Spring term and ends upon completion of the Fall term of the same calendar year. Equitable representation is a priority when electing the Executive Committee.

### **Article 3.1.1 Positions of the Executive Committee**

The Executive Committee will include the following positions:

#### ***Core Executive Committee Positions***

- I. President
- II. Vice-President
- III. Director of Communication
- IV. 1st Year Liaisons / Community Ambassadors (4 positions)
- V. Secretary

#### ***Special Committee Positions***

- VI. Rotating Chairperson(s)
- VII. One or more Working Group Representatives
- VIII. Transition Support Officer

### **Article 3.2.1 Responsibilities of the Core Executive Committee**

The following list of responsibilities for Executive Committee members is meant as a general guide rather than a complete listing. Responsibilities may be reallocated amongst members of the Executive Committee or new responsibilities assigned at its discretion.

The Executive Committee is responsible for coordinating the below functions for the rest of the BSJC:

- I. The **President** will carry out, delegate, or otherwise be accountable for:
  - A. Identifying potential partnering organizations, projects and/or competitions in which the organization or BSJC members may choose to participate.
  - B. Serving as the primary officer in charge of event planning and recruitment.
  - C. Creating fundraising and donation opportunities for BSJC and surrounding communities and 501c3 organizations.
  - D. Creating volunteering opportunities.
  - E. Serving as Transition Support Officer at the end of term.
- II. The **Vice-President** will carry out, delegate, or otherwise be accountable for:

- A. Assisting President and task management of committee goals and projects.
  - B. Serving as the secondary officer in charge of event planning.
  - C. Serving as secondary treasurer / donation coordinator
  - D. Serving as Transition Support Officer at the end of term.
- III. The **Director of Communication** will carry out, delegate, or otherwise be accountable for:
  - A. Managing email lists, social media accounts, websites, and any member and non-member outreach.
  - B. Serving as the secondary officer in charge of recruitment.
  - C. Serving as Transition Support Officer at the end of term.
- IV. The **Secretary** will carry out, delegate, or otherwise be accountable for:
  - A. Minute-taking at BSJC meetings;
  - B. Report-backs from meetings with other groups or events;
  - C. Maintenance of organizational memory and archiving of meeting minutes and other documents;
  - D. Making documents and other materials available to all BSJC members;
  - E. Keeping track of attendance at meetings.
  - F. Serving as primary treasurer / donation coordinator
  - G. Serving as Transition Support Officer at the end of term.
- V. The **1st Year Liaisons/Community Ambassadors (4 positions)** will discharge the following duties:
  - A. Serving as secondary communications officer with one (1) 1st year liaison serving as lead secondary communications officer.
  - B. Serving as recruitment officers.
  - C. Shadowing and assisting executive positions I-IV.

### **Article 3.2.2 Responsibilities of the Special Executive Committee Positions**

In addition to the core members of the executive committee, there shall be additional members of the executive committee exempt from Article 3.3 (Election of the Core Executive Committee) consisting of:

- VI. The **Rotating Chairperson(s)** will carry out and be accountable for:
  - A. Organizing meetings by sending out meeting links and conducting outreach to members
  - B. Facilitating meetings by setting an agenda, keeping time, and defining voting procedures in the case of elections
  - C. This is a self-appointed role taken up by any of the Executive Committee members.
  - D. This role is determined one executive meeting in advance.
- VII. The **Working Group Representatives** will carry out, delegate, or otherwise be accountable for:
  - A. Regular updates on working groups at general meetings
  - B. The operational / project efficacy within their working group

- VIII. The **Transition Support Officer** may include anyone impacted by, interested in, or affiliated with the Bloustein community who:
- A. Serving as recruitment officers.
  - B. Assisting newly appointed executive positions I-IV.

### **Article 3.3 Election of the Core Executive Committee**

Election of the Core Executive Committee shall occur in the month of November for the term beginning in January of the following calendar year.

#### **Article 3.3.1 The Nomination Process**

At least one week before the voting period, an Executive Committee member shall take all good faith measures to announce the start of the nomination period and shall clearly outline nomination procedures, and make them as accessible as possible to all BSJC members.

#### **Article 3.3.2 The Election**

- I. As soon as possible after the closing of the nomination period, an Executive Committee member shall take all good faith measures to communicate the nominees and election procedures to the widest possible audience.
- II. At the close of the election period, the election officer shall count the votes cast, and post the results as soon as possible.

### **Article 3.4: Operation of the Executive Committee**

In general, it is expected that each member of the executive committee will fulfill their responsibilities in an ongoing and dutiful manner.

- I. To facilitate coordination between members, at least one regular meeting of the executive committee will be held each month during the academic year.
  - A. A quorum shall consist of a minimum of three executive committee members or their supporting members.
  - B. Executive Committee decisions on activities and policy for the BSJC shall be entered into the minutes of the meeting, stored accessible, and communicated to membership.
  - C. In the case of serious disagreement between members on any decision, such a decision shall be formulated as a resolution and voted upon. A simple majority of the executive members present shall be sufficient to secure its success or failure.

- D. The date, time and place of each meeting are to be announced as accessible and with as much advance notice as possible. Such meetings are to be open to all members.
- II. The Executive Committee shall establish guidelines for the allocation of funding. The guidelines shall be adopted by a majority vote of the association annually.
- III. In cases where an individual fails to adequately fulfill their executive duties over a period of time, a member shall propose a motion of no confidence to the Executive Committee or the general membership. The motion shall set out the reasons for dissatisfaction and, if seconded, a meeting shall be scheduled to hold a vote for dismissal. If passed at the subsequent meeting, the offending member shall immediately submit their resignation.
- IV. Vacancies that arise on the executive committee due to resignation shall be filled temporarily by other members of the Executive Committee determined in collaboration with general membership. An interim election for the vacated post will then be held at the next general meeting of the BSJC. Refer to election guidelines in Article 3.3.

#### **Article 3.5: Motion of No-Confidence in the Executive Committee**

The Executive Committee is at all times accountable to the membership. It may be removed from office through a motion of no-confidence adopted by a simple majority at a meeting held under the provisions of Article 4.

- I. In this case, the mandate of the Executive Committee will be terminated. It will nevertheless remain responsible for holding new elections within one week of the vote of no-confidence.
- II. It will be designated an “Interim Committee” for this period, responsible for day-to-day administration, but no new initiatives may be undertaken.

#### **Article 4: BSJC Meetings**

The general policy of BSJC will be made through resolutions adopted by a simple majority of voting members present at meetings of BSJC.

- I. General meetings of BSJC shall be held at least once a semester as set out in Article 3.4, Section I.
  - A. One general meeting will occur within four weeks of the commencement of the Fall and Spring semesters.
  - B. The date, time, and place for such general meetings shall be set by the Executive Committee, in collaboration with membership, and be communicated and made as accessible as possible through a variety of mediums.
  - C. General meetings will be open to all members of BSJC, any of whom may propose and vote on resolutions.
  - D. A quorum shall consist of a simple majority of the Executive Committee present.

- II. Other general meetings, including emergency meetings, shall be called by membership whenever necessary. They shall be subject to the same accessibility requirements set out in Article 3.4, Section I.

#### **Article 5: Special Committees & Working Groups**

From time to time, it may be felt that there are issues of particular concern to the goals and/or interests of BSJC and its members that require further study or action. In this case, special committees, working groups or projects may be started by members, to be approved at the subsequent Executive Committee meeting and reviewed at the annual general meetings to be defined as official BSJC work and access associated resources. Each working group will select a Working Group Representative to be present at each Executive Committee meeting.

To assure accessibility, working group meetings will be governed by protocols similar to Article 4.

#### **Article 6: Constitutional Amendments**

This constitution is intended for the general guidance of the members and chosen representatives of the Bloustein Social Justice Committee. As such, it should be interpreted as liberally as possible. However, should it become necessary to amend any of its provisions, this shall be possible through the votes of two-thirds of the members present at a general meeting where at least six members are present.