

University of Manitoba Anthropology Students' Association Constitution

Article I. Name

Section 1.01. The name of the student group shall be the University of Manitoba Anthropology Students' Association, also known as "UMASA."

Article II. Aims and Purpose

Section 2.01. UMASA is the representative organization for Anthropology students at both the undergraduate and graduate levels, at the University of Manitoba.

Section 2.02. UMASA is committed to encouraging and assisting Anthropology students' academic and professional progress, both on and off campus. This involves promoting students' research agendas and career development by fostering a supportive environment of peers.

Article III. Role

Section 3.01. UMASA shall act as a liaison between the Anthropology students and/or departments and organizations within the university, including but not limited to the University of Manitoba Students' Union (UMSU) and the Graduate Student Association (GSA).

Section 3.02. UMASA shall promote the interests of UMASA members by facilitating educational (both professional and academic), cultural, and social activities for its members, as well as, all Anthropology students and other interested persons in the broader academic and non-academic community.

Section 3.03. UMASA shall be responsible for coordinating activities supporting The Society for Applied Anthropology in Manitoba (S.A.A.M., hereafter referred to as SAAM). This includes: assuming responsibility for the current and future SAAM paperwork, budgeting, registration of the SAAM name, holding of SAAM records, and other holdings, and overseeing the sale and distribution of any remaining hard copies of SAAM publications and distribution, the revenue for which will go towards the SAAM funds.

Article IV. Membership

Section 4.01. Membership is open to all persons interested in the discipline of Anthropology, including undergraduate and graduate students at the University of Manitoba and individuals outside the University of Manitoba community, so long as no less than 2/3rds of the group is undergraduate students.

Section 4.02. All anthropology undergraduate major, honours, and graduate students will be considered de facto members of UMASA.

Section 4.03. All members may attend UMASA events and General Meetings.

Section 4.04. Members of UMASA as outlined in Article IV, Section 4.01 and 4.02 who are elected as Executives Officers, who take on volunteer positions within UMASA (including but not limited to UMASA Journal Editor and Fundraising Head), and sit on Department of Anthropology committees as representatives of UMASA, and volunteer for UMASA committees will be known as Councillors and have voting privileges.

Section 4.05. Voting members shall be all University of Manitoba students who are considered UMASA members as outlined in Article IV, Section 4.04 and the UMASA Executive Officers. All other members (e.g. non-University of Manitoba students, or faculty, staff, etc.) are welcome to attend UMASA General Meetings, though they will be considered non-voting members.

Section 4.06. The members shall work towards achieving the aims and purposes of UMASA as outlined in Article II.

Article V. Compliance with UMSU/SGPAC Policies and Procedures

Section 5.01. UMASA will follow all bylaws, policies, and procedures of UMSU and the Student Group Promotion and Affairs Committee (SGPAC).

Article VI. Executive Officers and Duties

Section 6.01. Only UMASA members that are currently enrolled as an anthropology student (full or part time) at the University of Manitoba may hold an Executive position.

Section 6.02. The following are the Executive Officer positions of UMASA, along with their duties:

(a) President (1 person) or Co-Presidents (2 persons)

- i. The Presidency and its duties may be shared between two members.
- ii. The President(s) shall handle the day-to-day operations of UMASA and ensure that the organization runs efficiently.
- iii. The President(s) shall be responsible for and oversee all UMASA activities.
- iv. The President(s) shall be the official representative of UMASA and shall be subject to the directives of the members.
- v. The President(s) shall recommend to the members on matters affecting operational policies of UMASA.
- vi. The President(s) shall forward all pertinent information from the Anthropology Department, UMSU, GSA and other groups to members. The President(s) shall contact faculty and students in order to notify them of any upcoming events of interest related to the field of Anthropology or the larger university community.
- vii. The President(s) shall call all UMASA General and Executive Meetings. The President(s) shall preside at all meetings of UMASA.
- viii. The President(s) shall act as a signing officer on all association documents and on the UMASA bank account.
 1. In the interest of protecting the Treasurer from accusations of embezzlement: all counts of monies, and examination of accounts, at the beginning, and end, of the Treasurer's term, shall be conducted by the outgoing Treasurer, the outgoing President(s), and the incoming Treasurer and President(s).
- ix. The President(s) shall ensure UMASA's adherence to UMSU, the GSA and other University of Manitoba policies.
- x. The President(s) shall oversee the organization and funding of academic/professional based events (i.e. Professional Development Series, Colloquia, Brown Bag Mentoring Series, etc.) held for the benefit of all UMASA members, University of Manitoba Anthropology Department members, and all interested parties each year.
- xi. The President(s) shall be responsible for renewing and maintaining the official University of Manitoba email address umasa@myumanitoba.ca.

(b) Vice President, Graduate (1 person)

- i. The Vice President, Graduate shall be a graduate student UMASA member elected to represent UMASA with the GSA, which includes, but is not limited to:
 1. Acting as liaison between the GSA and UMASA by representing UMASA at GSA meetings as a Department Representative.
 2. Adhering to all required guidelines of Department Representatives in accordance with GSA regulations, including participating in required GSA Committees and meetings.
 - a. The Vice President, Graduate shall be responsible for finding a suitable proxy in the event that they themselves cannot attend a meeting.

- ii. The Vice President, Graduate shall be responsible for applying for, or assisting UMASA Committees with GSA funding for special UMASA events consistent with the aims and purposes of UMASA.
- iii. The Vice President, Graduate shall be responsible for completing the GSA Annual Report to ensure UMASA receives the Departmental Allocation Grant.
- iv. The Vice President, Graduate shall provide assistance to the President and other member of the Executive in the organization and coordination of events and projects as required.
- v. The Vice President, Graduate shall act as a liaison between the graduate Anthropology student members and the UMASA Executive, ensuring that the interests of Anthropology graduate students are represented in UMASA.

(c) Vice President, Undergraduate (1 person)

- iii. The Vice President, Undergraduate shall provide assistance to the President and other members of the Executive in the organization and coordination of events and projects as required.
- iv. The Vice President, Undergraduate shall act as a liaison between the undergraduate Anthropology student members and the UMASA Executive, ensuring that the interests of undergraduate Anthropology students are represented in UMASA.
- v. The Vice President, Undergraduate shall oversee the soliciting of new membership from undergraduate students.
- vi. The Vice President, Undergraduate shall sit on the Undergraduate Programs Committee and attend all Undergraduate Program Committee meetings.
- vii. The Vice President, Undergraduate will be charged with coordinating activities supporting SAAM.
- vii. The Vice President, Undergraduate shall ensure that the UMASA Journal has a section specifically for SAAM related (applied anthropology) publications.
- ix. The Vice President, Undergraduate shall organize at least 1 colloquium a year that deals with applied anthropology in Manitoba.
- x. The Vice President, Undergraduate shall work in conjunction with the Fundraising committee to have a fundraising event to ensure that SAAM can remain a registered entity.
- xi. The Vice President, Undergraduate shall utilize and update a SAAM page on the UMASA website, and encourage membership through SAAM.

(d) Treasurer (1 person)

- i. The Treasurer shall account for all monies entering and leaving the UMASA bank account.
 - 1. In the interest of protecting the Treasurer from accusations of embezzlement in matters of events and fundraising:
 - a. All initial and final counting of monies related to events shall be conducted by the Treasurer, and at least one (1) other member of the UMASA Executive.
 - b. All initial and final counting of monies related to fundraising, shall be conducted by the Treasurer, and at least one (1) other member of the UMASA Executive or the Fundraising Head.
 - 2. In the interest of protecting the Treasurer from accusations of embezzlement, all counts of monies, and examination of accounts, at the beginning, and end, of the Treasurer's term, shall be conducted by the outgoing Treasurer, the outgoing President(s), and the incoming Treasurer and President(s).

- ii. The Treasurer shall plan, as much as possible, the fiscal year of UMASA and ensure that a reasonable fund be left for the membership in the following year.
- iii. A budget shall be recommended by the Treasurer after their election at the end of the academic year and the recommendation shall be voted upon by the membership in the second General Meeting of the following academic year.
- iv. The Treasurer shall produce and keep updated a budgetary report suitable for presentation to and review by external organizations.
- v. The Treasurer shall keep possession of the UMASA financial documents and possessions.
- vi. The Treasurer shall be responsible for the financial operation of any undertaking by UMASA.
- vii. The Treasurer shall act as a signing officer on all the UMASA bank account documents.
- viii. The Treasurer shall automatically be part of the fundraising committee, but is not required to act as fundraising head.

(e) Communications Chair (1 person)

- i. The Communications Chair shall keep minutes of the UMASA Executive and General Meetings and ensure that these minutes are accessible to others as needed. The Communications Chair shall make General Meeting minutes available to members upon request and will distribute these minutes prior to the vote for acceptance at the following meeting.
- ii. The Communications Chair shall, as needed, write letters on behalf of UMASA to other bodies.
- iii. The Communications Chair shall collect UMASA mail and distribute correspondence accordingly.
 - a. In performance of mail collection and distribution duties the Communications Chair shall be responsible for the key to the UMASA mailbox in the department of anthropology.
- iv. The Communications Chair shall oversee maintenance of the UMASA bulletin boards and white board.
- v. The Communications Chair shall keep the electronic communications platforms updated with upcoming events.
- vi. The Communications Chair shall make promotional materials for general UMASA activities, distributing them as deemed effective.
- vii. The Communications Chair shall strive to facilitate communications between UMASA members, the Executive, and other organizations, including but not limited to: sending and receiving general e-mails and setting up and maintaining other communication platforms.
- viii. The Communications Chair shall work in conjunction with the Anthropology Department to increase student visibility and to promote UMASA.

(f) Social and Fundraising Director (1 person)

- i. The Social and Fundraising Director shall oversee the planning of social events and also oversee the budgeting for these events in consultation with the Treasurer.
- ii. The Social and Fundraising Director shall organize activities that reflect the needs and interests of UMASA members.
- iii. The Social and Fundraising Director shall be an undergraduate student UMASA member elected to represent UMASA with the UMSU, which includes:
 - 1. Acting as liaison between UMSU and UMASA by representing UMASA at UMSU Student Group Executive Committee Meetings.
 - a. Social and Fundraising Director shall be responsible for finding a suitable proxy in the event that they themselves cannot attend a meeting.

- v. Social and Fundraising Director shall be responsible for applying for, or assisting UMASA Committees with UMSU funding (e.g. SGPAC grants) for special UMASA events consistent with the aims and purposes of UMASA.

Article VII. Elected and Volunteer Committees and Duties

Section 7.01. Only UMASA members that are currently enrolled as a student (full or part time) at the University of Manitoba may hold a Committee position.

Section 7.02. The following are the committees of UMASA, along with their duties:

(a) Fundraising Committee

- i. The Fundraising Committee in conjunction with the Social and Fundraising Director shall be responsible for establishing a fundraising goal for the academic year.
- ii. The Fundraising Committee shall coordinate fundraising events in accordance with UMASA and the University of Manitoba Regulations (e.g. Bake sales).
- iii. The Fundraising Committee is responsible for coordinating all financial transactions related to fundraising with the Treasurer.
- iv. The Fundraising Committee will be responsible for overseeing all fundraising activities and the coordination of all committee members, under the supervision of the Social and Fundraising Director.
- v. With the exception of The Treasurer (see 6.02.d), all Fundraising Committee positions are volunteer positions.

(b) Department Council Representatives (3 persons – full-time Anthropology graduate students, 3 persons – full-time undergraduate students majoring in Anthropology)

- i. Department Council Representatives are responsible for attending all Anthropology Department Council Meetings and summarizing the outcome of these meetings at UMASA General Meetings.
- ii. Department Council Representatives shall promote the interests of UMASA as a whole. This includes representing the interests of the wider membership and soliciting membership feedback prior to casting individual votes and also presenting the membership feedback at these meetings.
- iii. Department Council Representatives shall inform the UMASA membership of pertinent information from these meetings at General Meetings or via email communication.
- iv. All Department Council Representatives are elected positions voted upon by the General Membership.

(c) Graduate Programs Committee (3 persons - graduate students)

- i. Graduate Programs Committee representatives are responsible for attending any GPC meetings that are required of them by the department.
- ii. Graduate Programs Committee representatives are responsible for attending all departmental program and curriculum meetings and summarizing the outcome of graduate program related information at UMASA General Meetings.
- iii. All Graduate Program Committee representatives are elected positions voted on by the General Membership.

(d) Undergraduate Programs Committee (2 persons – Vice President, Undergraduate and one (1) additional undergraduate student)

- i. Undergraduate Programs Committee representatives are responsible for attending any UGPC meetings that are required of them by the department.
- ii. Undergraduate Programs Committee representatives are responsible for attending all program and curriculum meetings related to undergraduate programming and summarizing the outcome of these meetings at UMASA General Meetings.

- iii. The Undergraduate Programs Committee representatives shall consist of the Vice President, Undergraduate; and one (1) elected undergraduate individual voted on by the General Membership.

(e) UMASA Journal Editor (1 person) and Committee

- i. The Journal Committee shall establish a submission deadline at the onset of the academic year.
- ii. The Journal Committee shall be responsible for publishing one journal per academic year.
- iii. The Journal Committee shall be responsible for ensuring that papers put forth for publication do not commit plagiarism, or libel.
- iv. The Journal Committee shall be required to familiarize themselves with the University of Manitoba plagiarism tutorial at:
http://umanitoba.ca/student/resource/student_advocacy/AI-and-Student-Conduct-Tutorials.html
- v. The Journal Committee shall be required to familiarize themselves with Manitoba law regarding “The Defamation Act,” found at:
<http://web2.gov.mb.ca/laws/statutes/ccsm/d020e.php>
- vi. All work edited by the Journal Committee shall be refereed by the Journal Editor and at least two (2) individuals from the committee.
- vii. In the case where the Journal Editor, or a Journal Committee member, is submitting work for publication:
 1. The submitted work in question shall be refereed by at least two (2) other Journal Committee members.

(f) Manitoba Archaeological Society UMASA Student Representative

- i. The MAS student representative will be responsible for acting as a liaison between UMASA and the Manitoba Archaeological Society.
- ii. The MAS student representative will notify UMASA of all opportunities offered through MAS, as well as attend the annual conference (typically in September).

Article VIII. Elections and Terms of Office

Section 8.01. Elections for Executive positions shall take place during the final UMASA General Meeting of the academic year before the end of classes in April, so as to ensure that programming for the following academic year is set in place prior to September.

(a) The term shall be one year.

(b) The incoming Executive shall assume office May 1st.

Section 8.02. Elections for Committee positions shall take place during the first UMASA General Meeting of the academic year which will be held after the start of courses in September, so as to ensure that incoming students and new members have the opportunity to become involved in the Department of Anthropology and UMASA organization and governance.

(a) The term shall be one year.

(b) The incoming Committee positions shall commence their responsibilities immediately following the election in the fall term.

Section 8.03. Only graduate students shall vote on the position of Vice President, Graduate and only undergraduate members shall vote on the position of Vice President, Undergraduate.

Section 8.04. Members with elected positions may seek re-election.

Section 8.05. UMASA shall elect by a simple majority vote. In the case of a tie, the position shall be decided by a simple runoff election between the tied candidates. For any position to be filled by acclamation, the election shall be decided by a simple majority vote of the existing members.

Section 8.06. Prior to both elections (Executive & Committee), the current Executive shall appoint a Chief Returning Officer (CRO) to oversee the elections. The CRO does not have to be a member of UMASA and cannot be a person who is running in the election.

(a) The duties of the CRO are to:

- i. Oversee and administer the elections for UMASA.
- ii. Publicize the elections to the membership of UMASA.
- iii. Hear and decide on any appeals or complaints related to the elections.
- iv. Oversee and administer the counting of ballots for the elections and retention of ballots until the next election.
- v. Announce the results of the elections and inform UMSU of who next year's Executive will be, inform all UMASA members, and inform the University of Manitoba Anthropology Department Faculty and Staff.

Section 8.07. Voting for the upcoming year's Executive will be conducted as follows:

- (a) Candidates who wish to be nominated for elected positions should inform the CRO during the designated pre-election period, and must be a member in good standing of UMASA at the time of their nomination.
- (b) The CRO will collect a brief biography and campaign platform from each candidate and distribute them in an e-mail to all members of UMASA prior to voting.
- (c) Voting will be held at the last UMASA General Meeting of the academic year and will be held on the University of Manitoba Campus in a room accessible to all members of the group.
- (d) The ballots will be collected by the CRO and counted.
- (e) Results will be sent to candidates, Anthropology Department staff and faculty, and to all UMASA members via email.

Section 8.08. Voting for the year's Committees will be conducted as follows:

- (a) Candidates who wish to be nominated for elected positions should inform the CRO during the designated pre-election period, and must be a member in good standing of UMASA at the time of their nomination.
- (b) The CRO will collect a brief biography and campaign platform from each candidate and distribute them in an e-mail to all members of UMASA prior to voting.
- (c) Voting will be held at the first UMASA General Meeting of the academic year and will be held on the University of Manitoba Campus in a room accessible to all members of the group.
- (d) The ballots will be collected by the CRO and counted.
- (e) Results will be sent to candidates and UMASA members via email.

Section 8.09. Absentee Votes:

- (a) UMASA membership may elect to send in their votes electronically via email directly to the CRO email.
- (b) The CRO will continue to collect absentee votes via email until the beginning of the meeting wherein the positions being voted upon are being decided.

Article IX. Transition of Executive

Section 9.01. During the transitional periods when the new Executive will assume office, it is the duty of the departing Executive to orient the newly elected Executive officers to their UMASA responsibilities. This includes orienting the incoming Executive about the student group and about UMSU and GSA policies and procedures, transitioning custodianship of UMASA records and materials, and preparing the new Executive to be effective in their roles for the next year's work.

Section 9.02. It is the responsibility of the departing President(s) to ensure that all student requirements to the UMSU, including submission of a complete annual report and the removal of all student group records and materials from the UMASA office and locker, have been fulfilled before the incoming Executive assumes office.

Section 9.03. It is the responsibility of the departing President(s) and Treasurer to bring all accounts up to date and to prepare any required financial statements of the group. In addition, the outgoing President(s) and Treasurer must arrange with the respective incoming Executive for the transition of the UMASA bank accounts into the incoming President's and Treasurer's names. These tasks are to be completed and their outputs delivered to the new Executive.

Section 9.04. It is the responsibility of the incoming Executive to assume custody of all UMASA records and materials and accountability for all financial activities of the student group and for all group requirements to UMSU.

Article X. Meetings

Section 10.01. The General Meetings of UMASA shall be conducted at least two times in each of the fall and winter terms, at a time and place designated by the President(s) and will be held on the University of Manitoba campus in a room accessible to all members of the group. General meetings will be open to University of Manitoba Anthropology Department students and/or anyone else interested, although voting privileges are reserved for UMASA members in good standing (see Article IV, Section 4.04).

Section 10.02. Executive meetings may be called when deemed necessary and will be held at least once per academic term. All members of the Executive are expected to be in attendance. Failure to attend any two consecutive Executive meetings or any three Executive meetings per academic term without having provided a legitimate reason to the President(s) within 48 hours of the missed meeting may result in the Executive member being relieved of their Executive duties, subject to the discretion of the membership.

Section 10.03. All UMASA meetings shall be governed by Robert's Rules of Order 11th edition (see <http://www.robertsrules.com/>) for details.

Section 10.04. The quorum for regular meetings of UMASA shall be 25% of the total voting membership.

Section 10.05. Notice of upcoming General Meetings shall be made no less than two weeks in advance of the meeting.

Section 10.06. Agenda(s), previous minutes, and any relevant documents for any meeting being held by UMASA must be sent out to relevant members no later than one week before the meeting occurs.

Article XI. Amendments to the Constitution

Section 11.01. In recognition of the flexible nature of UMASA, the constitution should, upon recommendation of any member, be reviewed and amended whenever necessary.

Section 11.02. The proposed changes must be made available to all members of the group at least two weeks before the meeting, and require the support of at least 2/3rds of the members present and voting at the meeting.

Section 11.03. The amended Constitution shall be prepared and an electronic copy will be given to each member of the UMASA and will be posted on the UMASA website.

Section 11.04. A copy of the amended constitution must be submitted to UMSU within two weeks of the meeting by the Social and Fundraising Director who is the UMASA and UMSU liaison.

Article XII. Common Space in N300 Duff Roblin

Section 12.01. The use of the Anthropology Department common room in Duff Roblin is understood to be a privilege for Anthropology Department students and rules governing its use shall be respected at all times.

Section 12.02. The common space rules will be posted in the room at all times and shall be respected.

Section 12.03. The rules shall be written by the Anthropology Department in conjunction with UMASA.