



University of Manitoba Anthropology
Students' Association (UMASA)
Constitution

First Official Draft: 08/21/2022

Last Amended: 08/24/2022

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Definitions

Open Club: These clubs make up a large majority of groups on campus because their memberships are open to any undergraduate or graduate student of the University of Manitoba, so long as no less than two-thirds of the club is undergraduate students.

Executive: this is a label for individuals that take up positions at the top of the club's management hierarchy. These individuals are the final decision-makers for the club's business such as Operations, Finance, Events, and Marketing. Regardless of their label internally or externally, if the position is labeled as an executive to UMSU, we will view the individual as an integral position to the club who holds responsibility and oversight.

Signing Authority: this is a label for specific individuals who have authorization to sign cheques, contracts, or anything legally binding in relation the club. Usually this is in reference to individuals who have authority to manage and access bank accounts, but it can also be used in UMSU for individuals who can make contracts with UMSU.

Conflict of Interest: This conflict happens when an entity or individual becomes unreliable because of a clash between personal interests and professional duties or responsibilities. Such a conflict occurs when an organization or person has a specific interest in the outcome and serves to gain from it —such as money, status, knowledge, relationships, or reputation—which puts into question whether their actions, judgment, and/or decision-making can be neutral. (Investopedia)

Council: any person in power that has any duties or responsibilities to the club such as executives, council members, volunteers, etc.

Community: the members of the club which are usually the council and its members.

Member in good standing: this is the status of the member with respect to the club's internal conduct and rules whose main purpose is to civilly govern their community.

Stakeholder: a person or group who has a vested interest in an organization and can either affect or be affected by its operations and performance. Examples can be customers, businesses, communities, or governments. (Investopedia)

Committee: A group of members agreeing to act as permanent or semi-permanent volunteers for an event or project.

Section 1: Club Identity

Article 1a: Name

The name of the student club shall be University of Manitoba Anthropology Students' Association, also known as UMASA.

Article 1b: Purpose

The University of Manitoba Anthropology Students' Association exists to be the representative organization for Anthropology students at both the undergraduate and graduate levels, at the University of Manitoba. 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. They will hold workshops, study groups, an annual conference, publish an annual journal, monthly member meetings, fundraising events, educational events.

Article 1c: Club Status – Open

The University of Manitoba Anthropology Students' Association's Club Status is Open.

Article 1d: Membership

Membership of the club is Free and lasts for a full academic year, September to August. Individuals can join via sign-up form from the executive team.

Section 2: Club Executives

Article 2a: Terms of Office

The Terms of Office for all Executive Positions at UMASA will last *for at most* one year from the first day they were officially appointed. Individuals in executive roles will be dismissed from their term in office after one year, unless they have been fairly reappointed into office again.

Article 2b: Executive Officers and Duties

1) President (1 Person) or Co-Presidents (2 Persons)

- A. Act as a signing authority for UMASA
- B. Be the contact person for UMSU
- C. Attend Student Executive Assembly (SEA) Meetings on behalf of UMASA
- D. The Presidency and its duties may be shared between two members.
- E. The President(s) shall handle the day-to-day operations of UMASA and ensure that the organization runs efficiently.
- F. The President(s) shall be responsible for and oversee all UMASA activities.
- G. The President(s) shall be the official representative of UMASA and shall be subject to the directives of the members.

- H. The President(s) shall recommend to the members on matters affecting operational policies of UMASA.
- I. The President(s) shall forward all pertinent information from the Anthropology Department, UMSU, UMGSA 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.
- J. The President(s) shall call all UMASA General and Executive Meetings. The President(s) shall preside at all meetings of UMASA.
- K. 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).
- L. The President(s) shall ensure UMASA's adherence to UMSU, the UMGSA and other University of Manitoba policies.
- M. 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.
- N. The President(s) shall be responsible for renewing and maintaining the official University of Manitoba email address umasa@myumanitoba.ca.

2) Vice President, Undergraduate (1 Person)

- A. Act as a signing authority for UMASA
- B. 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.
- C. 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.
- D. The Vice President, Undergraduate shall act as one (1) of three (3) undergraduate Department Council Representatives as outlined in Article VII, Section 7.02.b.
- E. The Vice President, Undergraduate shall oversee the soliciting of new membership from undergraduate students.
- F. The Vice President, Undergraduate shall sit on the Undergraduate Programs Committee and attend all Undergraduate Program Committee meetings.
- G. The Vice President, Undergraduate will be charged with coordinating activities supporting SAAM.
- H. The Vice President, Undergraduate shall ensure that the UMASA Journal has a section specifically for SAAM related (applied anthropology) publications.
- I. The Vice President, Undergraduate shall organize at least one (1) colloquium a year that deals with applied anthropology in Manitoba.
- J. 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.

- K. The Vice President, Undergraduate shall utilize and update a SAAM page on the UMASA website, and encourage membership through SAAM.
- L. The Vice President, Undergraduate shall organize Co-Curricular Record to include all executive positions and volunteer committee positions and ensure all proceedings involving it are done throughout the academic year.

3) Treasurer, (1 Person)

- A. Act as a signing authority for UMASA
- B. The Treasurer shall account for all monies entering and leaving the UMASA bank account.
- C. In the interest of protecting the Treasurer from accusations of embezzlement in matters of events and fundraising:
- D. 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.
- E. 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.
- F. 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).
- G. 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.
- H. 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.
- I. The Treasurer shall produce and keep an updated budgetary report suitable for presentation to and review by external organizations.
- J. The Treasurer shall keep possession of the UMASA financial documents and possessions.
- K. The Treasurer shall be responsible for the financial operation of any undertaking by UMASA.
- L. The Treasurer shall act as a signing officer on all the UMASA bank account documents.
- M. The Treasurer shall automatically be part of the fundraising committee, but is not required to act as fundraising head.

4) Vice President, Graduate (1 Person)

- A. The Vice President, Graduate shall provide assistance to the President and other members of the Executive in the organization and coordination of events and projects as required, including the Manitoba Anthropology Students' Conference (MASC) and the UMASA Journal.
- B. 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. The Vice President, Graduate shall act as one (1) of the three (3) graduate Department Council Representatives as outlined in Article VII, Section 7.02.b.
- D. The Vice President, Graduate shall oversee the soliciting of new membership from graduate students.
- E. The Vice President, Graduate shall sit on the Graduate Programs Committee and attend all Graduate Programs Committee meetings.

5) Vice President, Graduate - UMGSA Liaison (1 person)

- A. The Vice President, Graduate - UMGSA Liaison shall be a graduate student UMASA member elected to represent UMASA with the University of Manitoba Graduate Students' Association (henceforth referred to as "UMGSA"), which includes, but is not limited to:
- B. Acting as liaison between the UMGSA and UMASA by representing UMASA at UMGSA meetings as a Department Representative. At the beginning of each academic year the Vice President, Graduate - UMGSA Liaison must follow the steps available at <http://www.umasa.org/become-a-councillor/> to become a Department Representative.
- C. Adhering to all required guidelines of Department Representatives in accordance with UMGSA regulations, including participating in required UMGSA Committees and meetings.
- D. The Vice President, Graduate - UMGSA Liaison shall be responsible for finding a suitable proxy in the event that they themselves cannot attend a meeting.
- E. To qualify for the December disbursement, the Vice President, Graduate - UMGSA Liaison, or a designated proxy, shall attend at least three (3) of the five (5) UMGSA Council Meetings held from May to November inclusive.
- F. To qualify for the April disbursement, the Vice President, Graduate - UMGSA Liaison, or a designated proxy, shall attend at least two (2) of the three (3) UMGSA Council Meetings held from December to March inclusive.
- G. The Vice President, Graduate -UMGSA Liaison must serve on one of UMGSA's Internal Committees.
- H. The Vice President, Graduate - UMGSA Liaison shall be responsible for applying for, or assisting UMASA Committees with UMGSA funding (<http://www.umgsa.org/special-project-grant>) for special UMASA events consistent with the aims and purposes of UMASA.
- I. The Vice President, Graduate - UMGSA Liaison shall be responsible for completing the UMGSA Annual Report to ensure UMASA receives the Department Allocation Grant (<http://www.umgsa.org/department-grant/>).

6) Social and Fundraising Director (1 person)

- A. 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.
- B. The Social and Fundraising Director shall organize activities that reflect the needs and interests of UMASA members.

C. The Social and Fundraising Director shall collaborate with the Indigenous Representative to occasionally organize events which reflect the interests of UMASA's Indigenous members.

D. The Social and Fundraising Director shall be an undergraduate student UMASA member elected to represent UMASA with UMSU, which includes:

E. Acting as liaison between UMSU and UMASA by representing UMASA at UMSU Student Group Executive Committee Meetings.

F. The Social and Fundraising Director shall be responsible for finding a suitable proxy in the event that they themselves cannot attend a meeting.

G. The 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.

(7) Communications Chair (1 person)

A. The Communications Chair shall work with the Social Media Coordinator to ensure relatively synchronous delivery of information to all UMASA members.

B. 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.

C. The Communications Chair shall, as needed, write letters on behalf of UMASA to other bodies.

D. The Communications Chair shall collect UMASA mail and distribute correspondence accordingly.

E. 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.

F. The Communications Chair shall oversee maintenance of the UMASA bulletin boards and the UMASA white board.

G. The Communications Chair shall keep the website updated with upcoming events and opportunities, and send out newsletter emails as appropriate.

H. The Communications Chair shall work with the Social Media Coordinator to make promotional materials for general UMASA activities, distributing them as deemed effective.

I. 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, making and diffusing feedback surveys, and maintaining the website.

J. The Communications Chair shall work in conjunction with the Anthropology Department to increase student visibility and to promote UMASA.

K. The Communications Chair shall work with the Social Media Coordinator to review and approve all social media posts prior to posting.

(8) Social Media Coordinator (1 person)

A. The Social Media Coordinator shall work with the Communications Chair to ensure relatively synchronous delivery of information to all UMASA members. ii. The Social Media Coordinator shall keep electronic communications platforms (social media) updated, including but not limited to Facebook, Instagram and Discord, with upcoming events and opportunities.

B. The Social Media Coordinator shall work with the Communications Chair to make promotional materials for general UMASA activities, distributing them as deemed effective.

C. The Social Media Coordinator shall strive to facilitate communications between UMASA members, the Executive, and other organizations, including but not limited to: setting up and maintaining all electronic communication platforms (social media) responding to queries via these platforms, and planning engaging campaigns and projects for social media platforms.

D. The Social Media Coordinator shall work in conjunction with the Anthropology Department to increase student visibility and promote UMASA.

E. The Social Media Coordinator shall lead the Social Media Committee.

F. The Social Media Coordinator shall delegate tasks to the committee members, shall ask them for help if needed and shall allow them to be creative in designing and coming up with ideas for posts.

G. The Social Media Coordinator shall have sole posting authority for all electronic communications platforms (social media) including but not limited to Facebook, Instagram and Discord. All posts made on these platforms must be approved by the Social Media Coordinator and Communications Chair prior to posting.

(9) Outreach Coordinator (1 person)

- A. The Outreach Coordinator shall facilitate public outreach activities and events in cooperation with the Department of Anthropology and outreach partners, particularly with a focus on high school students as an audience.
- B. The Outreach Coordinator shall become familiar with outreach activities that are already developed.
- C. The Outreach Coordinator shall maintain contact with outreach partners that have been established in previous years, including Let's Talk Science.
- D. The Outreach Coordinator shall become familiar with these outreach partners and their goals if necessary.
- E. The Outreach Coordinator shall provide frequent and clear communication with outreach partners when partnering with them for outreach events.
- F. The Outreach Coordinator shall maintain contact with the Department of Anthropology's Laboratory Supervisor throughout the academic year.
- G. The Outreach Coordinator shall communicate with the Laboratory Supervisor when laboratory space or laboratory materials will be needed for outreach activities or events, providing plenty of time to make arrangements.
- H. The Outreach Coordinator shall organize and participate in on-campus and in-laboratory activities for high school students. These activities shall be virtual if in-person activities are unable to be provided.
- I. The Outreach Coordinator shall cooperate with the Department of Anthropology's Laboratory Supervisor to discuss the date, time, materials needed, and classroom to be used.
- J. The Outreach Coordinator shall coordinate with the Communications Chair and the Social Media Coordinator to advertise events and student volunteer recruitment.
- K. The Outreach Coordinator shall recruit student volunteers to help with outreach throughout the academic year.
- L. The Outreach Coordinator shall train all student volunteers on the necessary outreach activities.
- viii. The Outreach Coordinator shall recruit faculty volunteers, and maintain contact with faculty volunteers from previous years, for outreach events.
- M. The Outreach Coordinator shall organize a faculty-led lecture for the general public with the cooperation of the Department of Anthropology.
- N. If so inclined, the Outreach Coordinator shall develop new on-campus or virtual activities.
- O. The Outreach Coordinator shall write a year-end report for both UMASA and the Department of Anthropology.

P. This report shall include, but is not limited to: summary of activities and events, the outreach partners through which outreach took place, number of public attendees, and which Department of Anthropology resources were used.

(9) Indigenous Representative (1 person)

A. The Indigenous Representative shall be an advocate for the interests and needs of UMASA's Indigenous members at the graduate and undergraduate levels to the UMASA executive team.

B. The Indigenous Representative shall work with the Social and Fundraising Director to occasionally organize activities that reflect the needs and interests of UMASA's Indigenous members.

C. The Indigenous Representative shall be in charge of organizing one event each year which informs members about matters of Truth and Reconciliation and repatriation projects occurring on campus and within the community.

D. The Indigenous Representative shall be a UMASA member elected to represent UMASA with other Indigenous student groups and other groups within the Indigenous community:

E. The Indigenous Representative shall act as a liaison between Indigenous student and community groups and UMASA by communicating with the groups about UMASA events.

F. The Indigenous Representative shall inform UMASA members of the events or opportunities being held by Indigenous student groups and within the community.

Article 2c: Executive Officer Dismissal Protocol

Executive Officer(s) that fail to uphold their basic duties outlined in **Article 2b** and/or violate any Governance articles in **Section 4: Club Governance** are subjected to temporary probation for a performance review. This performance review must be started and conducted by the President and requires a clear written assessment of the officer's performance versus the minimum threshold of the duties that the officer must do as outlined in **Article 2b** and/or **Section 4: Club Governance**. Written assessment must be documented, dated, and stored in case the club is under investigation.

Criteria and reasoning for dismissal must not be discriminatory by nature and cannot be influenced by a person's race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, record of offences, marital status, family status or disability. Exceptions can only apply if they are legitimate factors that negatively affect performance. In that case, written minutes with a cover letter explanation must be documented when performing this exception. There must always be a clear record and reason for a dismissal.

If there are no written minutes, written notice, and/or the information presented in the documents are unfaithful before the dismissal, this is considered an unfair dismissal. A club that is under investigation and found to have performed an unfair dismissal(s) will be subjected to the disciplinary items in **Article 4e: Violations to Constitution**.

If an executive officer is dismissed, the club must follow **Section 3: Club Changeover** in order to follow the proper procedure(s) outlined to fill the vacant position(s).

Article 2d: Elected and Volunteer Committees and Duties

Only UMASA members that are currently enrolled as a student (full or part time) at the University of Manitoba may hold a Committee position. The following are the committees of UMASA, along with their duties:

(1) Fundraising Committee

A. The Fundraising Committee in conjunction with the Social and Fundraising Director shall be responsible for establishing a fundraising goal for the academic year.

B. The Fundraising Committee shall coordinate fundraising events in accordance with UMASA and the University of Manitoba Regulations (e.g. Bake sales).

C. The Fundraising Committee is responsible for coordinating all financial transactions related to fundraising with the Treasurer.

D. 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.

E. With the exception of The Treasurer (see 6.02.d), all Fundraising Committee positions are volunteer positions.

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

A. Department Council Representatives are responsible for attending all Anthropology Department Council Meetings and summarizing the outcome of these meetings at UMASA General Meetings.

B. 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.

C. Department Council Representatives shall inform the UMASA membership of pertinent information from these meetings at General Meetings or via email communication.

D. All Department Council Representatives are elected positions voted upon by the General Membership.

(3) Graduate Programs Committee (3 persons - Vice President, Graduate and two (2) additional graduate students)

A. Graduate Programs Committee representatives are responsible for attending any GPC meetings that are required of them by the department.

B. 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.

C. All Graduate Program Committee representatives are elected positions voted on by the General Membership.

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

A. Undergraduate Programs Committee representatives are responsible for attending any UGPC meetings that are required of them by the department.

B. 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.

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

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

A. The Journal Committee shall establish a submission deadline at the onset of the academic year.

B. The Journal Committee shall be responsible for publishing one journal per academic year.

C. The Journal Committee shall be responsible for ensuring that papers put forth for publication do not commit plagiarism, or libel.

D. 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

E. 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>

F. All work edited by the Journal Committee shall be refereed by the Journal Editor and at least two (2) individuals from the committee.

G. In the case where the Journal Editor, or a Journal Committee member, is submitting work for publication:

H. The submitted work in question shall be refereed by at least two (2) other Journal Committee members.

(6) Social Media Committee (3 persons – Social Media Coordinator and two (2) additional students)

A. The Social Media Committee in conjunction with the Social Media Coordinator shall be responsible for planning and creating content on all social media platforms including, but not limited to, Facebook, Instagram, and Discord in order to keep UMASA members informed of the latest events and opportunities (eg. field school opportunities, job openings, events, fundraisers).

B. The Social Media Committee shall work under the directive of the Social Media Coordinator.

C. The Social Media Committee shall submit their proposals, ideas, or projects to the Social Media Coordinator for approval by the Social Media Coordinator and Communications Chair before the content is posted or “goes live”.

D. The Social Media Committee shall not have access to the social media login information. The Social Media Coordinator is responsible for posting, with the exception of a “takeover” or feature for a short time.

E. The Social Media Committee shall be free to use their creative freedom in creating posts, features, events, campaigns, and other partnerships.

(7) Manitoba Archaeological Society UMASA Student Representative

A. The MAS student representative will be responsible for acting as a liaison between UMASA and the Manitoba Archaeological Society.

B. The MAS student representative will notify UMASA of all opportunities offered through MAS, as well as attend the annual conference (typically in September).

Section 3: Club Changeover

Article 3a: Conflict of Interest

A Conflict of Interest is defined as when an entity or individual becomes unreliable because of a clash between personal interests and professional duties or responsibilities. Such a conflict occurs when an organization or person has a specific interest in the outcome and serves to gain

from it —such as money, status, knowledge, relationships, or reputation—which puts into question whether their actions, judgment, and/or decision-making can be neutral.

During an election process, conflicts of interest may arise. When they do, the individual who has professional duties or responsibilities related to organizing the democratic election procedure must identify their conflict of interest and withdraw from the role for that particular election. This is to guarantee a fair democratic process. Failure to identify the conflict of interest and/or withdraw from the role will be considered a violation to the club’s constitution and the club will be subjected to the disciplinary items outlined in **Article 4e: Violations to Constitution**.

Results from a Democratic Election that had a conflict of interest may be subject to be voided. A rerun of the democratic election without any conflicts of interest may begin again for the open executive position(s).

Article 3b: Chief Returning Officer Appointment

Prior to the election, the Executives agree to appoint a Chief Returning Officer (CRO) to oversee the election. This CRO ensures the election is run competently, fairly, and transparently to its members and UMSU.

To ensure the election is run fairly and transparently, the CRO must...

- Not be a person who is running in the election
- Not have any conflicts of interest with the club’s management or electoral candidates. This conflict of interest is outlined in **Article 3a: Conflict of Interest**.
- Be neutral and unbiased about the club and their electoral candidates in their election through their professional duties.

If a member or members of executive team appoint CROs with a conflict of interest and continue to run elections with that conflict of interest, this is considered a violation to the constitution and the club is subjected to **Article 4e: Violations to Constitution**.

Article 3c: Chief Returning Officer Duties

The duties of the CRO are to:

- 1) Oversee and administer the elections for UMASA
- 2) Publicize the elections to the membership of UMASA
- 3) Hear and decide on any appeals or complaints related to the elections
- 4) Oversee and administer the electronic system’s results for votes of the election.
- 5) Announce the results of the elections and inform UMSU of who next year’s Executive will be

Article 3d: President Appointment Procedure

All UMASA Presidential elections for the upcoming year will occur no later than March 31st on an annual basis.

Prior to the election, the Executives shall appoint a Chief Returning Officer (CRO) to oversee the elections via the procedure outlined in **Article 3b: Chief Returning Officer Appointment**

Voting for the upcoming year's President will be conducted as follows:

1. The electoral President position must be posted adequately and competently advertised to the club's membership at least 2 weeks in advanced. This post must be shown through at least the club's membership email list and social media.
2. Nominations for the elected position will last for three days. Candidates who wish to be nominated should inform the CRO during that period, and must be a member in good standing of UMASA at the time of their nomination.
3. Each nominated candidate is allowed to campaign on behalf of themselves and any slate (or team) they are a part of during the campaigning period, which will last for at least a week.
4. The CRO will collect a brief biography and campaign platform from each candidate and distribute them all to the club's current membership e-mail list of UMASA prior to voting. This list must be of members from the current academic year and any tampering of this list will void the election results as well as constitute as a constitution violation.
5. Voting will be open for at least two days, and will be held through a secure online voting platform. It has to be accessible to all members of the club.
6. The results from the online voting platform will be collected by the CRO. These results will be sent to candidates and UMASA members.

Any tampering of the democratic voting process outlined here will constitute as a violation to the constitution and the club is subjected to **Article 4e: Violations to Constitution**.

Article 3e: Council Appointment Systems

If there are open council position(s) available, positions can be appointed through either a democratic election procedure or an application selection procedure. It is up to the President to decide which procedure will best fit for the club and their community based on the status of the club at the time of council formation.

Note that the criteria and reasoning for any aspects of the council appointment – such as application, interviews, selection, etc. – must not be discriminatory by nature and should not factor a person's race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, record of offences, marital status, family status or disability. Exceptions can only apply if they are legitimate factors that negatively affect performance. In that case, a cover letter explanation must be documented per exception.

If it is found that a council appointment was not appointed in good faith and the procedure was not followed, the action will be considered in violation of the constitution and the club will be subjected to **Article 4e: Violations to Constitution**.

A) Democratic Election Procedure:

All UMASA Council elections for the upcoming year will occur no later than October 1st on an annual basis. Exceptions can only be made on a case-by-case basis such as an executive being dismissed.

Prior to the election, the President shall appoint a Chief Returning Officer (CRO) to oversee the elections via the procedure outlined in **Article 3b: Chief Returning Officer Appointment**

Voting for the upcoming year's Council will be conducted as follows:

1. The vacant council position(s) must be posted adequately and competently advertised to the club's membership at least 2 weeks in advanced. This post must be shown through at least the club's membership email list and social media.
2. Nominations for the elected positions will last for three days. Candidates who wish to be nominated should inform the CRO during that period, and must be a member in good standing of UMASA at the time of their nomination.
3. Each nominated candidate is allowed to campaign on behalf of themselves and any slate (or team) they are a part of during the campaigning period, which will last for at least a week.
4. The CRO will collect a brief biography and campaign platform from each candidate and distribute them all to the club's current membership e-mail list of UMASA prior to voting. This list must be of members from the current academic year and any tampering of this list will void the election results as well as constitute as a constitution violation.
5. Voting will be open for at least two days, and will be held through a secure online voting platform. It has to be accessible to all members of the club.
6. The results from the online voting platform will be collected by the CRO. These results will be sent to candidates and UMASA members.

Any tampering of the democratic voting process outlined here will constitute as a violation to the constitution and the club is subjected to **Article 4e: Violations to Constitution**.

B) Application Selection Procedure:

All UMASA Council Positions must be filled for the upcoming year by no later than October 1st on an annual basis. Exceptions can only be made on a case-by-case basis such as an executive being dismissed.

Before advertising the vacant council position(s), the new President must appoint a Selections Committee to assist in selecting the upcoming year's Council:

- The appointment of the Selections Committee individuals must be chosen through a democratic vote from the previous year's council.
- If the Selections Committee does not consist of the new President and last year's 10 Council Members, then this procedure cannot be enacted. In total, you will have 11 members on this committee. This is considered the general standard for the Selections Committee structure.
- In the case that the Selections Committee cannot be appointed due to not fulfilling the requirements, the President must use the Democratic Election Procedure outlined above.

Appointment for the upcoming year's Council will be conducted as follows:

1. The vacant council position(s) must be posted adequately and competently advertised to the club's membership at least 2 weeks in advanced. This post must be shown through at least the club's membership email list and social media.
2. When gathering all of the applications, they all must be given a chance for an interview. Applications can be voided if the application's information is objectively not considered complete.
3. When interviewing the candidates for the vacant positions, these must be held and approached in a fair manner.
4. Documentation for each candidate's interview must take place for review and auditing purposes.
5. When interviews are over, the Selections Committee must review the documentation for each candidate's interview for the selected vacant position.
6. Selection of Candidate for the position must be agreed upon via a majority vote from the Selections Committee.
7. The offer must be presented to the first candidate of choice.
8. If the offer is not accepted, then the offer must be presented to the runner-up and it will continue until the list is exhausted.
9. If the position remains vacant, the President can choose to redo the appointment procedure in this article or remove that position entirely.
10. Once the selection process is over and the positions are filled, the new President is responsible for announcing to each candidate individually if they have gotten the position or not.

Any tampering of the process outlined here will constitute as a violation to the constitution and the club is subjected to **Article 4e: Violations to Constitution**.

Article 3f: Executive Transition Procedure

- 1) The moment when an incoming executive(s) has been officially named to be appointed into their new role, the transition procedure starts immediately. Ideally, this should be around the mid-end of the Winter Term or beginning of the Summer Term.
- 2) The departing executive(s) must prepare and transition the incoming executive(s) into their respective roles. This includes teaching the incoming executives about the student club, UMSU policies and procedures, and completing UMSU Administrative paperwork such as the annual club renewal.
- 3) The departing executives must transition all club records, offline and online accounts, bank accounts, and materials to the incoming executives in order for them to be effective in their roles.
- 4) The incoming executives are responsible for the custody of all student club records, materials, and accountability for all future financial activities of the club.
- 5) The departing President and Finance executive must bring all accounts up to date to the end of the fiscal year. They must also prepare any required financial statements of the club. The old executive signing authorities' must hand over control of the club's bank account and any related items to the new executive signing authorities.

It is imperative that signing authorities' hand over the club's bank account on a yearly basis. If the executive team fails to take the appropriate and formal steps to transfer this authority, credit scores may be negatively affected by the bank; or the club's bank account may receive other disciplinary action from the financial institution for not taking the proper steps when transitioning their bank accounts.

The reason this is important is because personal information gets attached to bank accounts. If your name remains attached to a club's bank account after you have finished your term, you may be liable for future actions you have no part in simply because your name was left as an active member of the account.

If you are unsure about your working relationship and status with the bank, please talk to your bank's appropriate representative and they should be able to provide any and all information about your club's bank account.

Section 4: Club Governance

Article 4a: Compliance with University of Manitoba Students' Union (UMSU) Policies

UMASA will comply with the University of Manitoba Students' Union (UMSU) and follow all of its bylaws, policies, procedures, and any mandatory training workshop required. Also, UMASA will follow the policies and procedures found in the UMSU Student Clubs Policies and Procedures document.

These bylaws, policies, procedures, and workshops are designed with fostering a healthy safe environment in the clubs and protecting students. When a club does not follow the bylaws,

policies, procedures, or workshops, then a club may be investigated. When being investigated, the club will comply with cooperating and providing the necessary documents as well as information. Any club that acts unfaithfully in the investigation process will be subjected to **Article 4e: Violations to Constitution.**

If any article in the club's constitution is in direct conflict with **Article 4a: Compliance with UMSU Policies**, then **Article 4a** will take first priority and dismiss the effect of the other conflicting article. This is to ensure that clubs are compliant with UMSU policies which are designed to protect students.

Article 4b: Compliance to a Sexual Violence Prevention Workshop

To prevent sexual violence, UMASA council agrees to attend a sexual violence prevention workshop at UMSU's discretion and direction. UMASA council agrees to be held accountable for their community's conduct with respect to sexual violence.

At this workshop, usually hosted by Justice for Women's University of Manitoba Club, UMASA council agrees to learn, apply, and adapt the content in the workshop towards their own club's community. If Justice for Women's University of Manitoba Club is absent, UMSU will have full discretion in determining who will host these workshops.

The completion of the workshop is required before UMASA can be recognized as a club by UMSU. This requirement must be completed before the end of the Fall semester in the academic year. Exceptions can be made on a case-by-case basis based on Student Group Services' discretion such as timing of club renewal.

Article 4c: Compliance with University of Manitoba's Community Code of Conduct

To foster an inclusive and welcoming community, UMASA will follow the code of conduct and behaviors expected of the University of Manitoba community outlined by the University of Manitoba Administration.

Also, UMASA agrees to foster an environment that does not encourage STUDENT NON-ACADEMIC MISCONDUCT AND CONCERNING BEHAVIOUR outlined by the University of Manitoba.

Article 4d: Amendments to Constitution

Any changes (amendments) to this constitution must first be presented and reviewed by UMSU Student Group Services to ensure they align with UMSU policy. Once approved by Student Group Services, the constitution must then be approved by a formal vote of the entire student club membership at a publicized meeting. This meeting can be hosted in-person or virtual.

The student club membership list is generally held by the executive council and the council is responsible for communicating these constitution changes to the members. Failure to

communicate these changes and failure to host a publicized meeting qualifies as a violation to the constitution.

The proposed changes must be made available to all members of the club at least two weeks before the meeting. To vote in favour of the amendment, this vote requires the support of at least two-thirds (2/3) of the members present and voting at the meeting. After the members of the club approve the constitution, a copy of the amended constitution must be submitted to UMSU to be considered officially updated.

To prevent corruption, **Section 4: Governance** and its associated articles cannot be changed (amended). These articles can only be changed if the change is mandated by UMSU explicitly in writing or the change was first proposed to UMSU by the club's council and the club has received explicit approval of the change by UMSU Student Group Services in writing.

Article 4e: Violations to Constitution

When an executive or multiple executives violate(s) the article(s) in this constitution, the following disciplinary actions will come into effect:

- 1) To avoid any conflict of interest, UMSU oversees any violations of constitutions. Every situation will be different and thus, UMSU will always have full oversight and discretion regarding what the verdict is, when the verdict takes place, and decide if disciplinary action is necessary. This is to guarantee a fair process and the well-being of students, the club, the overall campus community, and relevant stakeholders. UMSU will be responsible for explaining the violation and the possible repercussions. UMSU will also provide recommendations for how the club can move forward after the violation and consequences are settled.
- 2) To maintain equity, the severity of repercussions will depend on the weight of the constitution violation and the specifics of the situation. UMSU will act as a neutral third party in assessing the infringement and will pass down an appropriate conclusion on the matter. This will be based on precedent and UMSU bylaw parameters.
- 3) Depending on the severity of the violation, UMASA may lose our recognition status, club funding, services, benefits, be expelled from UMSU, and/or receive repercussions from relevant stakeholders. Individual executive(s) may be dismissed from their term in office, lose benefits, lose services, expelled from the club, and/or receive personal repercussions from relevant stakeholders. Relevant stakeholders most importantly include the University of Manitoba Administration.

Please note that this is not an exhaustive list of disciplinary punishments as UMSU will have full discretion regarding the matter.

UMASA agrees and understands the content above regarding what may happen if they violate their own constitution.