Constitution for the
ENGLISH, FILM, AND THEATRE STUDENTS’ ASSOCIATION
at the University of Manitoba

1.0 Name
The name of the student group shall be The English, Film, and Theatre Students’ Association, also known by its acronym, EFTSA.

2.0 Purpose
The purpose of The English, Film, and Theatre Student Association is to unite students in programs offered by the Department of English, Film, and Theatre (henceforth, DEFT or the department) at the University of Manitoba. Beyond providing a community for these students EFTSA will work to improve their student experience by creating social and academic opportunities. EFTSA is not limited to students enrolled in the DEFT programs, but will offer a space for all students who may be interested in similar events.

EFTSA shall also seek to promote programs offered by the department to students in other streams, majors, programs, etc., as is deemed appropriate by the leadership of the student group, and to assist DEFT in the promotion of the department and programs to first students.

3.0 Membership
Membership shall conform to three categories, which follow, and membership will span September to August of each Academic Year.

3.1 English, Film, and Theatre Students
The category shall be open to any and all undergraduate students in programs, majors or minors, offered by the department, who wish to become part of the group.

3.2 First Year Students Planning to Enter DEFT Programs
First Year and/or U1 students who are planning to enter DEFT programs but are not yet ready to declare a major or minor, as per Faculty of Arts policies, shall be welcomed into EFTSA under this category.

3.3 Non-English, Film, and Theatre Undergraduates or Graduate Students
Students who are not undergraduate students in DEFT programs, but who wish to partake in EFTSA events. Admission to EFTSA under this category of membership may be limited at the discretion of the Governor in consultation with the Leadership to ensure the group maintains a membership not less than two thirds English, Film, and Theatre Undergraduates from categories described in 3.1 and 3.2. Also students who are not enrolled in DEFT programs, but want to participate in events.

Overall EFTSA will provide a place for any student who wishes to join.

4.0 Compliance with UMSU and UMSU Clubs Policies and Procedures
EFTSA will follow all bylaws, policies, and procedures of UMSU Student Clubs, and the University of Manitoba Students’ Union (UMSU).
5.0 Executive Officers and Duties
Executive Officers of EFTSA and their duties are outlined below. Members whose roles are Governors or Secretaries shall be known collectively as The Leadership, and are able to vote in Leadership matters in Executive Meetings of The English, Film, and Theatre Student Association.

5.1 The Governors

5.1.1 The Governor
The Governor shall be the elected leader of EFTSA, and their duties shall be as follows:
- Attend all meetings of EFTSA
- Act as a signing authority for EFTSA
- Act as spokesperson for EFTSA to the public
- Be the primary contact for UMSU.

5.1.2 The Deputy Governor
The Deputy Governor will assist the Governor in any way possible, and will be elected at the same time as The Governor in ordinary elections. The duties of the Deputy Governor shall be as follows:
- Attend all meetings of EFTSA
- Act as a signing authority for EFTSA
- Oversee the Secretaries’ work for EFTSA

5.2 The Secretaries
The Secretaries of EFTSA will be appointed by the newly elected Governor and Deputy Governor. They will be appointed to the following outlined positions, or similar roles depending on the number of people interested in filling secretary positions. The titles, positions, and responsibilities will be as follows:

5.2.1 Secretary for Student Affairs
The Secretary for Student Affairs will be the primary contact for the student members of EFTSA who wish to have their voices heard in Executive Meetings. The Secretary for Student Affairs shall be publicly available by email, and will bring forth concerns by the students at each Executive Meeting. They will work to manage the Facebook page, and help publicize all EFTSA events.

5.2.2 Secretary for University Affairs
The Secretary for University Affairs shall be the person responsible for liaising with the Department, The Faculty of Arts, The University of Manitoba, and the University of Manitoba Students Union as necessary. Responsibilities include creating communication pieces for the DEFT newsletter, and attending UMSU Club meetings when the Governor is unable to attend.

5.2.3 Secretary for Social Programming
The Secretary for Social Programming will be responsible for programming by EFTSA of a social nature, including meetings, pub nights, coffeehouses, and other events that they initiate.
5.2.4 Secretary for Academic Programming
The Secretary for Academic Programming will have oversight of planning of programming of an academic nature, including, but not limited to, events such as colloquia and other academic events, such as workshops.

5.2.5 Secretary for Treasury
The Secretary for Treasury will have the responsibility for oversight of financial matters for EFTSA, and will work in consultation with the Governor and Deputy Governor for budget matters, and with those responsible for the planning of events toward the use of their budgets.

6.0 Elections and Terms of Office
All EFTSA elections for the upcoming year will occur no later than April 30th. Prior to the election, the Executive shall appoint a Chief Returning Officer (CRO) to oversee the elections; the CRO does not have to be a member of EFTSA, and cannot be a person who is running in the election.

6.1 The duties of the Chief Returning Officer:
- Oversee and administer the elections for EFTSA
- Publicize the elections to the membership of EFTSA
- Hear and decide on any appeals or complaints related to the elections
- Oversee and administer the counting of votes or ballots for the elections
- Announce the results of the elections and inform UMSU of who next year’s Executive will be

6.2 Voting for the upcoming year’s Executive will be conducted as follows:
- Nominations for the two 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 EFTSA at the time of their nomination.
- Any members of The Leadership running for election to be a Governor shall resign their seat prior to the start of campaigning in writing to The Governor.
- Each nominated candidate is allowed to campaign on behalf of themselves during the campaigning period, which will last for at least a week.
- The CRO will collect a brief biography and campaign platform from each candidate and distribute them in an email to all members of EFTSA prior to voting.
- Voting will be open for at least two days, and will be held in a safe and secure location accessible to all members of the group. Elections can be conducted online to allow more people the opportunity to vote.
- The ballots will be collected by the CRO and counted; results will be sent to candidates and EFTSA members.

7.0 Transition of The Governors
7.1 During the period from the end of April until the beginning of May, when the new it is the responsibility of the departing Executive to orient the newly elected executive officers to their jobs. This includes teaching the incoming executive about student group and Students’ Union policies and procedures, transitioning custodianship of club records and materials (including office and mailbox keys, locker combinations and all passwords to all student group email accounts), and preparing the new Executive to be effective in
their roles for the next year's work.

7.2 It is the responsibility of the departing Governor to ensure that all student requirements to the Students’ Union, including submission of a complete annual report and the removal of all student group records and materials from the club office and locker, have been fulfilled before the incoming Executive assumes office.

7.3 It is the responsibility of the departing Governor and Deputy Governor to bring all accounts up to date to the end of the fiscal year, and to prepare any required financial statements of the club. In addition, the outgoing Governor and Deputy Governor must arrange with the respective incoming Executive for the transition of the student group bank accounts into the incoming Governor’s and Deputy Governor’s names, as well as arrange for the Transition of Executive to be submitted of UMSU. These tasks are to be completed and their outputs delivered to the new Executive no later than the last day of May.

7.4 It is the responsibility of the incoming Executive to assume custody of all student group records and materials and accountability for all financial activities of the student group and for all club requirements to the Students’ Union commencing by the end of May.

8.0 Meetings
This section will outline the two types of meetings which will be held by EFTSA, as follows:

8.1 Executive Meetings
Executive Meetings shall be held not less than four times per year, and can be called at any time with 48 hours notice by the Governor or Deputy Governor to all members entitled to attendance of an Executive Meeting. Those in attendance should be the Governors and Secretaries.

8.2 Town Halls
Town Hall meetings are to be held not less than twice per year, once in the Fall Term, and once in the Winter Term. These meetings are open to all members of the University community who may wish to have their voices heard directly on matters. In attendance as the “panel” at the front of the room, shall be The Governor, The Deputy Governor, the Secretaries, and others whom the Governors feel should be present for questions by the community.

11.0 Amendments to the Constitution
Any changes (amendments) to this constitution must be approved by a formal vote of the entire student group membership at a publicized town hall meeting of the group, and require the use of a referendum ballot at that meeting, counted by the Secretary for Treasury. 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 two thirds of the members present and voting at the meeting.
A copy of the amended constitution must be submitted to UMSU within two weeks of the meeting.