

# **Constitution:**

## **Article 1: Name**

The name of the student group will be the University of Manitoba's Classics Students' Collective, abbreviated as UMCSC.

## **Article 2: Purpose of the Group**

The purpose of the University of Manitoba's Classics Students' Collective is to connect students that are either studying, or interested in Classical studies in order to promote interest in Antiquity. UMCSC will also function as a body to organise events related to Classical studies, and to provide a space and social network for studying together. Events will be a balance between academic (i.e. conferences), and social gatherings (i.e. movie nights).

## **Article 3: Membership**

Membership is open to any current University of Manitoba student, so long as no less than two-thirds of the group is comprised of undergraduate students. Membership for the group lasts for a full academic year, i.e. September to August. In order to become a member of the UMCSC, students must sign an official membership form, and attend a minimum of one formal meeting per academic term (Fall and Winter).

## **Article 4: Compliance with UMSU/SGPAC Policies and Procedures**

UMCSC will follow all bylaws, policies, and procedures of the University of Manitoba Students' Union (UMSU) and the Student Group Promotion and Affairs Committee (SGPAC).

## **Article 5: Executive Officers and Duties**

The following are the Executive officers of UMCSC, along with their duties:

**Archon (President):** The *Archon* must attend every meeting if possible, as well as be the contact person for UMSU and SGPAC. Moreover, the *Archon* will call, plan, and chair the formal meetings each week. The *Archon* has signing authority for UMCSC, which is only effective in conjunction with the *Prytanis*' signature.

**Prytanis (Vice President):** The *Prytanis* must attend every meeting if possible, and assist the president in fulfilling their duties. The *Prytanis* will act as a chair for formal meetings when the *Archon* cannot attend. The *Prytanis* has signing authority for UMCSC, which is only effective in conjunction with the *Archon*'s signature.

**Choregos (Event Planner):** The *Choregos* must attend eighty percent of the formal meetings per academic term, Fall and Winter. The *Choregos* is responsible for organising and overseeing social, academic, and cultural events on behalf of UMCSC. The *Choregos* is also responsible for booking equipment and catering from UMSU, with the compliance of the *Tamias*.

**Tamias (Finance/Treasurer):** The *Tamias* must attend eighty percent of the formal meetings per academic term, Fall and Winter. The *Tamias* is responsible for cheques, annual budgets, and financial records. The *Tamias* has signing authority for financial matters, to be approved by the *Archon* or *Prytanis*.

**Logographer (Secretary):** The *Logographer* must attend all meetings, with any available executive member to fill in when necessary. The *Logographer* is responsible for taking minutes, keeping track of the people who attend each meeting, taking role call, and serving as the representative and contact person for diplomatic matters.

If any of the executives fail to comply with their expected duties, the Collective may debate and decide to strip the magistrate of their office, and subsequently replace them.

## **Article 7: Executive Elections and Terms of Office**

All UMCSC elections for the upcoming year will occur no later than March 31 (i.e. the elections for the Fall/Winter 2017/2018 semester are to occur by March 31, 2017).

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 UMCSC, and cannot be a person who is running in the election.

The duties of the CRO are to:

- Oversee and administer the elections for UMCSC.
- Publicise the elections to the membership of UMCSC.
- 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 election and inform UMSU whom next year's Executive shall be.

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

1. Formal 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 have attended seventy-five percent of the meetings. If there is a lack of people who have met the attendance quota, a candidate can be chosen.
2. Nominated candidates are 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.
3. The CRO will collect a campaign platform from each candidate, and distribute them in an email to all members of UMCSC prior to voting.

4. 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. At least one poll clerk will be present at all times with the ballot box.
5. The ballots will be collected by the CRO and counted; results will be sent to candidates and UMCSC members.

#### **Article 8: Transition of the Executive**

- A. During the final week of April, when the new Executive will assume office, 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 the 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 upcoming year's work.
- B. It is the responsibility of the departing *Archon* 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 new incoming Executive assumes office.
- C. It is the responsibility of the departing *Archon* and *Tamias* 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 *Archon* and *Tamias* must arrange with the respective incoming Executive for the transition of the student group bank accounts into the incoming *Archon* and *Tamias*' names. These tasks are to be completed and their outputs delivered to the new Executive no later than the last day of April.
- D. 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 (as outlined in Article 5) and for all club requirements to the Students' Union commencing with the first day of May.

### **Article 9: Meetings**

The *Archon* may call an Executive meeting at any time, but must give the other Executive officers at least 48 hours notice. There shall be at least one Executive meeting per month during the academic year (September to April).

The Executive will schedule at least one meeting per month within the academic year for the entire UMCSC membership.

### **Article 10: 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 publicised meeting of the group.

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.