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# THE CONSTITUTION OF

## UMPINOY: UNIVERSITY OF MANITOBA FILIPINO STUDENTS' GROUP

LAST REVISED:  
SEPTEMBER 11, 2014

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### I. NAME OF GROUP

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1. The name of this organization shall be UMPinoy: University of Manitoba Filipino Students' Group, hereinafter referred to as UMPinoy.

### II. PURPOSE

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1. The objectives of UMPinoy are:
  1. To establish a strong Filipino community and to promote the cultural aspect of the Philippines in the University of Manitoba.
  2. To promote post-secondary education to the Filipino youth of Winnipeg through the financial assistance of bursaries.

### III. MEMBERSHIP

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1. Membership is open to all undergraduate students, graduate students and alumni – Filipino and non-Filipino alike – of the University of Manitoba.
2. Any student of the University of Manitoba is eligible to be an active member and may hold office.
3. Membership must be renewed every year in September, during recruitment.

### IV. COMPLIANCE WITH UMSU/SGPAC POLICIES AND PROCEDURES

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

## V. GOVERNING STRUCTURE

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1. The Executive Body consists of the Department of External Affairs, Department of Internal Affairs, and Department of Finance.
2. The duties of each department are defined as follows:
  1. Department of External Affairs – Director: is the liason to UMSU, student groups, and other Filipino groups outside the university. The Director of External Affairs (DoEA) is the representative of UMPinoy in the Philippine Heritage Council of Manitoba and acts as the organization’s spokesperson to the general public at large. He/she is in charge of advertisement and promotion of events to the members, delegating other duties as assigned to the Members of External Affairs, and writing articles for the media (eg. Filipino Journal). The Department of External Affairs runs its respective committees, however it is the DoEA who heads them: Recruitment Committee, Extra Events Committee, and Big Event Committee (where applicable).
  2. Department of External Affairs – Member: is one of the three Bodymember positions within the Department that report to the DoEA. A Member of External Affairs (MoEA) assists the DoEA in advertisement and promotion of events and meetings as well as the running of the department’s corresponding committees: Recruitment Committee, Extra Events Committee, and Big Event Committee (where applicable).
  3. Department of Internal Affairs – Director: is in charge of the organization’s housekeeping. The Director of Internal Affairs (DoIA) keeps records of members’ contact information, maintains the Gmail account, and remains in contact with the members. The DoIA moderates UMPinoy’s online accounts, delegating other duties as assigned to the Members of Internal Affairs. The DoIA allots the assignment of writing articles for the Filipino Journal to other Bodymembers or general members and edits the articles. The DoIA fills out forms for bake sales, basketball tournaments, room booking, equipment rental, and other UMSU forms. He/she must undergo the UMSU Equipment Rental Training and must be the one to sign out keys to rooms and equipment. The DoIA is the composer of meeting agendas, transcriber of meeting minutes and the manager of the UMPinoy Officer Manual.
  4. Department of Internal Affairs – Member: is one of the three Bodymember positions within the Department that report to the DoIA. A Member of Internal Affairs (MoIA) assists the DoIA with his/her duties eg. Moderating the website. In the absence of the DoIA, MoIAs must be trained to handle the equipment that is available for rental by UMSU and sign-out keys for room usage. MoIA draws up event reports and assessments, transcribes meeting minutes in the absence of the DoIA and also makes entries for the UMPinoy Officer Manual.
  5. Department of Finance – Director: acts as bookkeeper and accountant for UMPinoy. The Director of Finance (DoF) keeps track of the ‘income’ made through bake sales, basketball tournaments, other fundraisers, and donations as well as the expenses spent during events. The DoF is the distributor of reimbursements and delegates other duties

as assigned to the Members of Finance. He/She is the keeper and keyholder of the cashbox, making deposits and withdrawals from the bank account when necessary. The Department of Finance runs its respective committees, however it is the DoF who heads them: Bake Sale Committee, Basketball Tournament Committee.

6. Department of Finance – Member: is one of the three Bodymember positions within the Department that report to the DoF. A Member of Finance (MoF) assists the DoF with his/her duties as well as the running of the department’s corresponding committees: Bake Sale Committee, Basketball Tournament Committee. Duties as part of the Bake Sale Committee include keeping track of contributors and reimbursements, recounting the monies at the end of the sale, looking over the calculations made by the DoF, and certifying the Bake Sale Report. Duties as part of the Basketball Tournament Committee include keeping track of participants and spectators, enforcing payment for fees from attendees, and recounting monies at the end of the tournament.
3. Any specific duties not outlined above shall be assigned to specific individuals as deemed appropriate by the Body. Furthermore, the Body may assign the above duties to different members than are explicitly stated, depending on the skills and abilities of, and time constraints upon, those members.
4. The Body is charged with the collective responsibility of effectively planning, organizing, and executing organization activities and events, with the purpose of fulfilling the objectives of UMPinoy. The Body is to work as a team to fulfill their duties, where appropriate, with the support and assistance of the other members, and must stay within financial or other constraints set out by the Body.

## **VI. ELECTIONS OF THE OFFICERS**

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1. Nominations are to be held by the end of February so that the elections may be held in March in solidarity with the UMSU elections as well as the faculty elections. If the nomination process is held late however, elections may be held by the last week of classes in April.
2. Qualifications necessary to hold a Director position in the organization:
  1. Must be an active member of the organization
  2. Must be able to perform all duties of the position efficiently
  3. Directors may not hold more than one office
3. During nominations, a person must second the original motion in order to accept the member as an official candidate for said position. Members nominated may refuse their nomination and if they do so, they will automatically be out of the candidacy for that position. Members may nominate themselves as well. Maximum number of Director candidates per position may be three (3).
4. Qualifications necessary to hold an executive position in the organization:

1. Must show interest and commitment in being active in the organization
  2. Involvement in previous organization events is desired, but not necessary
  3. Must be available for executive meetings and easily accessible through correspondence
  4. Executive officers may only belong to one department at a time
  5. Executive officers may hold a position on the Body so long as they maintain the confidence of the Body
5. When nominated, candidates for executive membership need only affirmation in an election unless there are more than three (3) executive member candidates; in that case, elections are held for which three nominees will hold executive membership.
  6. Votes shall be cast by secret ballot; however, when there is only one candidate for an office, votes will be taken for affirmation. Officers shall be elected by the highest number of votes. In the event of a tie, there will be a revote. If the result of the revote is still a tie, the election shall be decided by the flip of a coin.
  7. If the position of Director becomes vacant as the result of resignation, ineligibility or recall, one of the Members of the respective Department shall assume the office of Director of said Department. Vacancies in any other elected office shall be filled by an election held at the next regular meeting where the vacancy was announced. Nominations may be made at the meeting where the vacancy is announced, and nominations may also be made from the floor at the time of election.

## **VII. MEETINGS OF THE BODY**

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1. There are to be meetings of the Body for purposes such as event planning, group instruction, briefing of updates, etc.
  1. Body meetings will take place at least twice a month.
2. Directors have the right to call a meeting with the Body on short-term notice for the purposes of dealing with material which cannot be covered in the next scheduled Body meeting, or necessitates immediate action.

## **VIII. MEETINGS OF THE GENERAL MEMBERS**

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1. General Meetings for all members will take place at least once a month.
2. Any and all reasonable efforts shall be made to notify each member of UMPinoy of general meetings, beginning at least one (1) week before their occurrence.

## **IX. AMENDMENTS TO THE CONSTITUTION**

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1. Amendments to the Constitution may occur during the Executive Planning Retreat during the summer before the new Executives assume their positions. A majority agreement is required for the amendment to be made.