

# *CONSTITUTION OF THE UNIVERSITY OF MANITOBA PRECIOUS STONES GROUP*

## **Article 1: Name**

The name of the student group shall be the University of Manitoba Precious Stones, also known as UM-PS.

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

Precious Stones exists for mentorship; character developments; life skills and selfless service to the community and mankind among students of University of Manitoba and their community.

## **Article 3: Membership**

Membership is open to any undergraduate or graduate student of the University of Manitoba, so long as no less than two-thirds of the group is undergraduate students.  
Memberships for the group last for a full academic year, September to August.

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

UM-PS 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 UM-PS, along with their duties:

### President

- Attend meetings of UM-PS
- Act as a signing authority for UM-PS
- Act as spokesperson for UM-PS to the public
- Be the contact person for UMSU and SGPAC
- Act as Chair for meetings if no other Chair has been appointed
- Oversight for day to day running

### Vice President

- Attend meetings of UM-PS
- Act as a signing authority for UM-PS
- Organize and oversee religious, social, academic and cultural events on behalf of UM-PS

Responsible for events and programs  
Responsible for all discipleship and mentorship duties  
Responsible for follow up and foundational programs

#### Secretary

Attend meetings of UM-PS  
Responsible for arrangements for meetings  
Maintain records of minutes of meetings  
Responsible for members register  
Responsible for intercessory and welfare programs

Responsible for welfare of all members

Maintain adequate financial records of UM-PS

Prepare and submit an annual budget for UM-PS  
Be responsible for booking equipment from UMSU

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

All UM-PS elections for the upcoming year will occur no later than March 31<sup>st</sup>.

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 UM-PS, and cannot be a person who is running in the election.

The duties of the CRO are to:

Oversee and administer the elections for UM-PS

Publicize the elections to the membership of UM-PS

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

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

1. Nominations for the three 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 UM-PS at the time of their nomination.
2. 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.
3. The CRO will collect a brief biography and campaign platform from each candidate and distribute them in an e-mail to all members of UM-PS 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, and will
5. The ballots will be collected by the CRO and counted; results will be sent to candidates and UM-PS members.

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

A. During the period from the end of the second week of April until the first day of May, 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 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.

B. It is the responsibility of the departing President 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.

C. It is the responsibility of the departing President and Secretary 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 President and Secretary must arrange with the respective incoming Executive for the transition of the student group bank accounts into the incoming President's and Secretary 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 President 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 two meetings a year for the entire UM-PS 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 publicized 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.