Article 1: Name of the Group:
The official name of the student group is “The University of Manitoba German Students’ Association.” in German “Verein der GermanistikstudentInnen”

Article 2: Purpose of the Group
The University of Manitoba German Students Association is a student group for students studying the German language, native German speakers or anyone interested in German culture. It exists to organize regular social events for students of Germans at the University of Manitoba (not excluding events within the German community of Manitoba), and to provide a forum for discussion for issues related to studying the German language and experiencing German culture. Through our various activities we strive to promote an environment where students can feel free to practise and improve their language skills, experience and promote German culture and meet other students with similar interests.

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. You do not have to be registered in a German and Slavic Department course in order to be a member. In order to be a member the Students name, student number and email are required. Memberships for the group last for a full academic year, from September to August.

Article 4: Compliance with UMSU/SGPAC Policies and Procedures
The University of Manitoba German Students’ Association 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 The University of Manitoba German Students’ Association, along with their duties:

The council works together on most tasks and often will require help from one another. A comprehensive but not exhaustive list of the roles from each position are as follows. Every position requires hard work, planning and cooperation with the other executive members and the German Students Association as a whole.

Two Co-presidents
- Attend every executive meeting
- Should understand their responsibility as the representatives of the group
- Act as a signing authority for The University of Manitoba German Students Association
- Work with the other executives as a team, making fair and well thought out decisions
- Be the contact person for UMSU and SGPAC
• Sends emails to the club members and answers emails
• Act as representatives to and of the faculty
• Manage the Facebook, twitter and email accounts and communicate with individuals and the public

**Treasurer**
• Meet deadlines on time (Files and deposits)
• Maintain adequate financial records of The University of Manitoba German Students’ Association
• Works with public relations/events coordinator to budget for events, buying supplies etc
• Be familiar and responsible with money
• Has email access to keep track of money and events

**Secretary**
• Answer emails on time and direct questions to the executive/member that would be able to help
• Keeps detailed minutes of each meeting (therefore, must attend each meeting)
• Sends out minutes from meetings to go over in the next meeting
• Ensures all paperwork is ready for the meetings

**Director of Events**
• Organizing events and recruiting volunteers for events
• Work with the other executives to make sure everything works out (finance for budget, pr for promoting, secretary etc)
• Promotes Events

**Article 6: Executive Elections and Terms of Office**
All German Students’ Association elections for the upcoming year will occur no later than March 31st.

Prior to the election, the Executive shall appoint a Moderator from the Department of German and Slavic Studies to oversee the elections. The duties of the Moderator are to:

• Oversee and administer the elections
• Publicize the elections to the membership
• 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. Elections will take place at a meeting which will occur no later than March 31st.
2. The appointed Elections Moderator will inform current German Students’ Association members no later than two weeks before the election of the executive roles, eligibility and election procedures. In this time before the election the moderator will collect the names of candidates for the executive positions.
3. Candidates who wish to be nominated should inform the Moderator no later than 7 days prior to the election meeting period. Eligible candidates are students registered in the German Department at the University of Manitoba, they must be a member in good standing of the German Students’ Association at the time of their nomination, and sign an elections form acknowledging that they are a member of the German Students Association, understand the processes and purpose of the association and that they will abide by the responsibilities bestowed upon them if elected.

4. The Moderator will collect a brief biography, campaign platform, and elections form from each candidate and distribute the names and short biography in an email to all members 1 week prior to voting.

5. Candidates can run for up to 3 positions. A student can only hold one executive position. In the event that they are elected into more than one position, the higher ranked position will hold and the other positions will be given to the candidate with the second most votes.

6. In the event of only one student running for a position the members present will be asked if anyone objects to the candidate being elected into the position.

7. Voting will take place at the election meeting where all of the candidates have a chance to read their bio and elections platform to the members at the meeting.

8. A ballot containing all of the candidates for all of the positions will be given to each member.

9. Results will be announced to candidates and members by the Moderator.

10. All members of the executive council must make an effort to come to executive meetings and planned events. Failure to do so will result in a re-evaluation of their position by the executive council and the elections committee.

11. In the event that no election was held or there is no executive council due to dissolution of the club throughout the year then members of the club can begin the elections process at a later date after the beginning of the school year with permission and guidance from a German Faculty Representative.

**Article 7: Transition of the Executive**

A. During the period from the end of the second week of September until the first day of October, 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 keys to 101 C Tier, 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 Director of Finance 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 Finance Chair must arrange with the respective incoming Executive for the transition of the student group bank accounts into the incoming President’s and Finance Chair’s names. These tasks are to be
completed and their outputs delivered to the new Executive no later than the last day of September.

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 starting with the first day of May.

E. The executive is also responsible to appoint a member before the end of September based on the Following Criteria.

German Exchange Representative:
- Be a German Exchange Student
- Ensure accurate representation of German culture and language
- Come to executive meetings
- Promote interaction between members and the German Exchange Students

Article 8: Meetings
The President(s) 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 German Students’ Association membership.

Article 9: Amendments to the Constitution
Any changes (amendments) to this constitution must be approved by the executive council by a formal vote.

The proposed changes must be made available to all members of the German Students’ Association and if no concerns arise A copy of the amended constitution must be submitted to UMSU within two weeks of the meeting. If concerns arise the German Students’ Association should take these into consideration.