

FRIENDS OF *Medicins Sans Frontieres* – UNIVERSITY OF MANITOBA GROUP CONSTITUTION

Article 1: Name

The name of the student group shall be the Friends of Medecins Sans Frontieres - University of Manitoba, also known as FoMSF - UofM.

Article 2: Purpose of Group

Friends of MSF - UofM exists to raise awareness of the work of Medecins Sans Frontieres (MSF)/Doctors Without Borders, while coordinating fundraisers with proceeds going to MSF Canada. The group would also encourage students to be aware of future opportunities with MSF Canada in their professional careers.

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.

FoMSF – UofM is an open student group; any undergraduate or graduate student at the University of Manitoba is free to join.

Article 4: Compliance with UMSU/SGPAC Policies and Procedures

Friends of MSF - UofM 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 Friends of MSF - UofM, along with their duties:

President

- Attend all meetings of Friends of MSF - UofM
- Act as a signing authority for Friends of MSF - UofM
- Act as spokesperson for Friends of MSF - UofM to the public
- Be the contact person for UMSU and SGPAC
- Be the direct contact person to MSF Canada
- Act as Chair for meetings if no other Chair has been appointed Must be an External Ambassador for CUCOH

Vice President - Finance

- Attend all meetings of Friends of MSF - UofM
- Act as a signing authority for Friends of MSF - UofM
- Maintain adequate financial records of Friends of MSF - UofM
- Prepare and submit an annual budget for Friends of MSF – UofM
- Be responsible for issuing tax receipts where applicable

Vice President – Events

- Attend all meetings of Friends of MSF - UofM
- Act as a signing authority for Friends of MSF - UofM
- Organize and oversee social, informational and fundraising events on behalf of Friends of MSF - UofM
- Be responsible for booking equipment from UMSU
- Work closely with VP Finance to fund all events
- Work closely with VP Public Relations in advertising for all events

Vice President – Fundraising

- Attend all meetings of Friends of MSF - UofM
- Act as a signing authority for Friends of MSF - UofM
- Be responsible for submitting proposals and applications for funding
- Ensure that the Friends of MSF club follows the rules set forth by the MSF policy for affiliated groups on fundraising.
- Be responsible for researching new funding opportunities (within the University and throughout the province of Manitoba)
- Work closely with VP Events to plan and organize Friends of MSF UofM and MSF specific fundraisers.

Vice President – Public Relations

- Attend all meetings of Friends of MSF - UofM
- Maintain a Friends of MSF - UofM Facebook group/page
- Maintain a Friends of MSF - UofM Twitter account
- Provide updates to events, fundraisers, and other projects via social media
- Facilitate and coordinate public relations and advertising, such as posters and in-class pitches.

Secretary

- Record and keep an account of minutes at every meeting
- Keep a record of executive member attendance and co-curricular records
- Create schedules for executive meetings, events, and volunteering hours
- Be responsible for meeting room bookings
- Maintain internal and external contact information
- Be responsible for “Thank You” cards on behalf of Friends of MSF UofM

Article 7: Elections

- In the case of a departing executive, the remaining executive committee will be responsible for electing a new executive, no later than March 31st.
- Executives must be currently enrolled, have a minimum of a 2.0 cumulative Grade Point Average and must not be on academic or social probation.
- Nominees must be an active member of Friends of MSF – UofM
- Nominees must have a full understanding of the constitution
- Nominees must have a full understanding of any outstanding projects in the repository.
- Elections will consist of a nomination process and a voting process.
- Nomination period will be one week for applications and one week for interviews.
- Elections period shall occur right after Nomination period and will be three days
- Amendments regarding elections can be made once the group gets larger in size.

Prior to an election period, the Executive shall appoint a Chief Returning Officer (CRO) to oversee the elections; the CRO does not have to be a member of Friends of MSF – UofM, and cannot be a person who is running in the election.

The duties of the CRO are to:

- Oversee and administer the elections for Friends of MSF – UofM
- Publicize the elections to the membership of Friends of MSF – UofM
- 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

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 VP 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 VP Finance must arrange with the respective incoming Executive for the transition of the student group bank accounts into the incoming President's and VP Finance's 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 Friends of MSF - UofM 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.