

# UM CrewSEC

Enacted: Month Date Year

## Bylaws and Constitution

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## Article 1 - General

- i. Name
  - a. The name of the group is UM CrewSEC.
- ii. Application
  - a. This Constitution shall apply to all members of UM CrewSEC as defined herein, and all proceedings, rulings, and remedies defined under and taken pursuant to this Constitution shall be exhaustive.
- iii. Jurisdiction and Compliance with UMSU and UMSU Clubs Policies and Procedures
  - a. The UM CrewSEC is a self-governing body in respect of all proceedings, resolutions, executive decisions, rulings, and appeals taken and administered pursuant to the authority of this Constitution.
  - b. UM CrewSEC will follow all bylaws, policies, and procedures of the University of Manitoba Students' Union (UMSU) especially those found in the UMSU Student Clubs Policies and Procedures document.
- iv. Mission and Vision
  - a. Mission: UM CrewSEC mission is to help local computer science students get connected with events happening worldwide such as hackathons and world-renowned conferences. We want to provide students with financial assistance, and provide support when planning travel logistics to attend events.
  - b. Vision: We strive to foster a culture of innovation by continuously engaging and encouraging students to get involved within the growing computer science community inside and outside of Manitoba. We believe all students, regardless of race, religion, political beliefs, sex, gender, age, sexual orientation or financial position, with an interest in computer science should have the ability to participate in the most trailblazing and thought-provoking events happening worldwide.

## Article 2 – Membership

- i. All students that are interested in project development shall be able to be a part of the UM CrewSEC community

## Article 3 – Definitions

- i. Terminology used in this document;
  - a. "Committee" – Executive Council
  - b. "Executives" – Members of the Executives Council.
  - c. "Group" – UM CrewSEC Student Group
  - d. "Regular Session" – The period from September 1<sup>st</sup> to April 30<sup>th</sup>, inclusive.
  - e. "Summer Session" – the period from May 1<sup>st</sup> to August 30<sup>th</sup>, inclusive
  - f. "University" – University of Manitoba
  - g. "Member" - Member of the UM CrewSEC Student Group

## Article 4 – Members

- i. UM CrewSEC will consist of the following executives members, who shall be voting members of the group:
  - a. President
  - b. Vice-President of Operation
  - c. Vice-President of Finance
  - d. Vice-President of Events
  - e. Vice-President of Communications
- ii. Voting members of the group will be appointed under terms of Article 7.
- iii. Non-voting members of the group will consist of the general population who are interested in joining.
- iv. Executives will hold their positions until they depart from the team, in the case that an executive member departs, another executive will be appointed under Article 7.
- v. Members may not be on academic or social probation.
- vi. In the absence of the Chair, another member of the committee shall act as chair

## Article 5 – Meetings

- i. As per the UMSU Student Clubs Policies and Procedures document. UM CrewSEC will hold a minimum of 2 meetings per Fall Semester, 2 meetings per Winter Semester, and 1 meeting over the summer months (May 1st -August 31st)
- ii. The President, in conjunction with the Vice-President of Operations, will prepare any motions and meeting dates for executive meetings.
- iii. UM CrewSEC executives shall keep a complete and accurate record of all minutes of each meeting. The President and Vice-President of Operations, upon approval by Council shall sign the minutes.
- iv. Robert’s Rules of Order shall govern meetings of council.
- v. Any decision of the chair can be overturned by a two-thirds vote of committee
- vi. Regrets for any meeting must be submitted to the chair prior to the meeting.

## Article 6 – Executive Positions

- i. The President:
  - a. Be a voting member of UM CrewSEC for management decisions.
  - b. Call special meetings.
  - c. Carry out provisions of the constitution.
  - d. Appoint committees and chairpersons
  - e. Oversee all committee activities
  - f. Record and keep minutes of all meetings
  - g. Distribute agenda for all meeting
  - h. Serve as signing authority on any group accounts
  - i. Perform other duties as directed by the committee
- ii. The Vice President of Operation:
  - a. Be a voting member of UM CrewSEC for management decisions.
  - b. Assume the duties of the President, on direction of the President or committee.
  - c. Be responsive for:

- i. Overseeing all matters related to programming and events
    - ii. Preparing and distributing all external communications including press releases, website content, signage and advertising.
  - d. Serve as signing authority on any group accounts
- iii. The Vice President of Finance:
  - a. Shall work closely with the Executive council to perform the groups daily accounting functions.
  - b. Administer and maintain group finance and group financial records.
  - c. Advise the group on all finance and budget related activities
  - d. Ensure the financial viability and sustainability of the council.
  - e. Approve and monitor budgets, write cheques and invoices, and use his/her discretion regarding over budget or non-budget expenses that may arise.
  - f. Perform other duties as directed by the President or Committee
- iv. The Vice President of Communication:
  - a. Be a voting member of UM CrewSEC for management decisions.
  - b. Initiate and supervise social and competitive activities as the committee see fits.
  - c. Work in conjunction with Vice-President and President for any communications and sponsorships
  - d. Complete a full report on council activities for each meeting
  - e. Act as chair for meetings
  - f. Take minutes and have them signed by the President and the Vice President
  - g. Perform other duties as directed by the President or the Committee
  - h. Establish a line of communication with members regarding the latest logistic development in the planning process of an event
- v. The Vice-president of Events:
  - a. Be a voting member of UM CrewSEC for management decisions.
  - b. Oversees over the logistics of any events or trips that are in development.
  - c. Assume responsibility to ensure events run smoothly on the day-of.
  - d. Ensure that all events logistics are up to date.
  - e. Keep the executive committee updated throughout the planning of an event.
- vi. All members must:
  - a. Report to committee regarding their activities
  - b. Participate in voting on club related activities
  - c. Participate and assist with Group activities;
  - d. Be familiar with bylaws

## Article 7 – Elections

- i. In the case of a departing executive, the committee will be responsible for electing a new executive.
- ii. 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.
- iii. Nominees must have a full understanding of the constitution
- iv. Nominees must have a full understanding of any outstanding projects in the repository.

- v. Nominees are given an interview to check their knowledge of both point's iii and iv prior to their entry into the position.
- vi. Elections will consist of a nomination process and a voting process.
- vii. The Nomination period must be called by the President Prior to April 31<sup>st</sup>
- viii. Nomination period will be one week for applications and one week for interviews.
- ix. Elections period shall occur right after Nomination period and will be three days

## Article 8 – Finances

- i. Budget
  - a. The Vice President of Finance shall prepare, at the start of his term, with the consultation of the executive committee, a budget that span the duration of his term.
  - b. All expenses outside of the prepared budget must be approved by the Vice President of Finance prior to the expense being incurred. If the additional expense is not approved, The UM CrewSEC Council Member may not be reimbursed.
- ii. Budget procedure
  - a. The budget procedure shall be as follows:
    - i. The Vice President of Finance shall meet with the executive committee to discuss any financial strategies or plans for the upcoming year.
    - ii. Preparation of budgets in consultation with the individuals concerned
    - iii. Distribution of final proposed budgets for the coming year and actual income statement from previous year to the Executive Council
    - iv. The proposed budget must then be ratified by a successful vote of the Executive Council.
  - b. No executives shall spend any money on behalf of the Group that has not already been authorized by the committee or directly related to the budget assigned to that executive
  - c. The budget shall be made available to any group member upon request.
- iii. Bank Account
  - a. For the purpose of handling funds, a bank account shall be maintained each year in the name of UM CrewSEC. The Vice President of Finance, President, and Vice President of Operations shall be the joint signing officers, with two out of three signatures being required

## Article 9 – Amendments

- i. Amendments to the bylaws:
  - a. May only be made at a regular meeting of Committee
  - b. Require a two-thirds majority of voting members to be present and a two-thirds majority vote to pass.
- ii. Amendments to the bylaws require one week notice to committee members, unless amendments are unanimously passed by committee