



University of Manitoba Anime Club (UMAnime)

Constitution

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ARTICLE I: NAME

The name of the student group shall be the **University of Manitoba Anime Club**. The shortened name for branding and day to day use is **UMAnime**.

ARTICLE II: PURPOSE OF CLUB

UMAnime exists as a social platform to bring together people who have any level of interest in anime and other connected aspects of similar culture!

Our student-run club is a welcoming place for all and we strive to provide a service that enhances our members' lives through running multiple initiatives. These initiatives stem from hosting social gatherings, screening events, and providing our members a socialization space.

ARTICLE III: COMPLIANCE WITH POLICIES AND PROCEDURES

3.01 UMSU POLICIES AND PROCEDURES

UMAnime 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.

3.02 UNIVERSITY OF MANITOBA POLICIES AND PROCEDURES

UMAnime will be operating in accordance to the governing documents of University of Manitoba.

Any disciplinary matters within the club may reference the 'Student Non-Academic Misconduct and Concerning Behaviour Procedure' to restrict certain member behaviours and member conduct.

ARTICLE IV: MEMBERSHIPS

4.01 GENERAL DETAILS

The classes of membership within the group are: executive, and general voting membership.

Membership is open to all students of the University of Manitoba (U of M) as well as the general public.

- According to UMSU Student Clubs Policies and Procedures (August 2017), Section XIII: Registered Club Agreement, at least two-thirds (2/3) of the group's members must be U of M students – **at all times**.
- To be eligible for voting membership rights, members must have held their membership for at least one month.

Membership for UManime lasts a full academic year:

- this membership is issued and effective in the beginning of September of the current year, then it expires at the end of October of next year.

Any memberships purchased between APRIL 1st and AUGUST 31st of that year will have the following conditions applied:

- The amount of months left on the membership must be explicitly told by an executive before being sold. Memberships sold here will expire at the end of October of that year.
- An executive can also offer a pre-order option to the member.
 - These pre-orders are for memberships that are issued and active at the beginning of September of that year. They will expire at the end of October of next year.
 - These will be available to the UManime membership body starting JULY 1st of that year to AUGUST 31st of that year.

4.02 RESCINDING MEMBERSHIP STATUS & BENEFITS

Being a member of UManime along with its benefits is considered a privilege.

If a member is in bad standing with the club due to not complying with UManime's Bylaws/Rules and/or Policies and Procedure highlighted under Article III, then the executives have the right to revoke of that individual's membership status and/or benefits.

4.03 MEMBERSHIP TIMELINE

Due to the membership system being a bit complex in regards to timing for all parties in the club (executives and members), the graphic below is a timeline to help assist with understanding when memberships are issued/expired, when to pre-order memberships, and when to best get a membership.

Legend

- Memberships with 1-6 months left for \$5
- Pre-orders available for next year's memberships

FAQ

What does the pink line mean?

It indicates that there are 6 months or less of the membership left for \$5. If a member chooses, they can wait for the pre-orders happening in July - August.

How does pre-ordering work?

During the beginning of July to end of August, you can see an executive to fill out a form and pay the membership fee. By doing so, you're able to get the membership right away. This membership becomes effective in September.

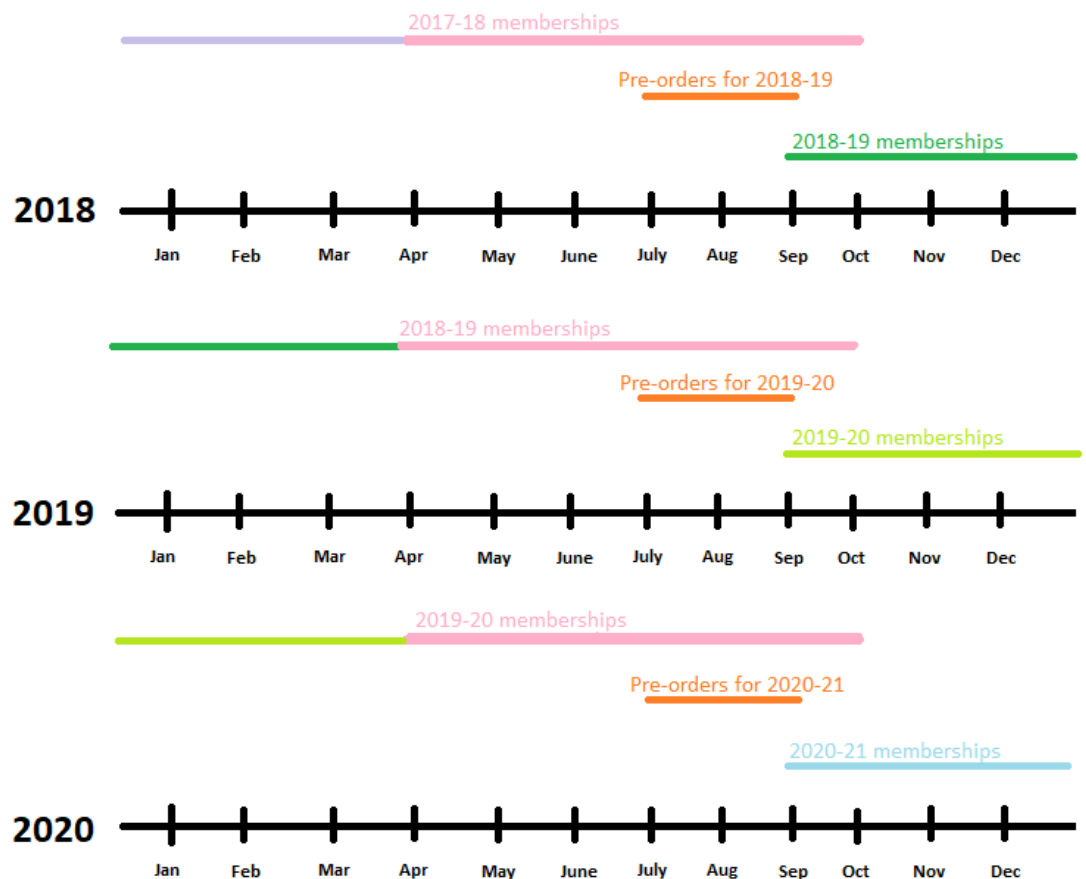
When are memberships active?

Memberships are active from the **beginning of September** of that year. These then expire at the **end of October** of next year.

When should I buy a membership?

You can buy one anytime! Ideally, try to get one during the months of September or January to get the most out of your buck!

Memberships Timeline

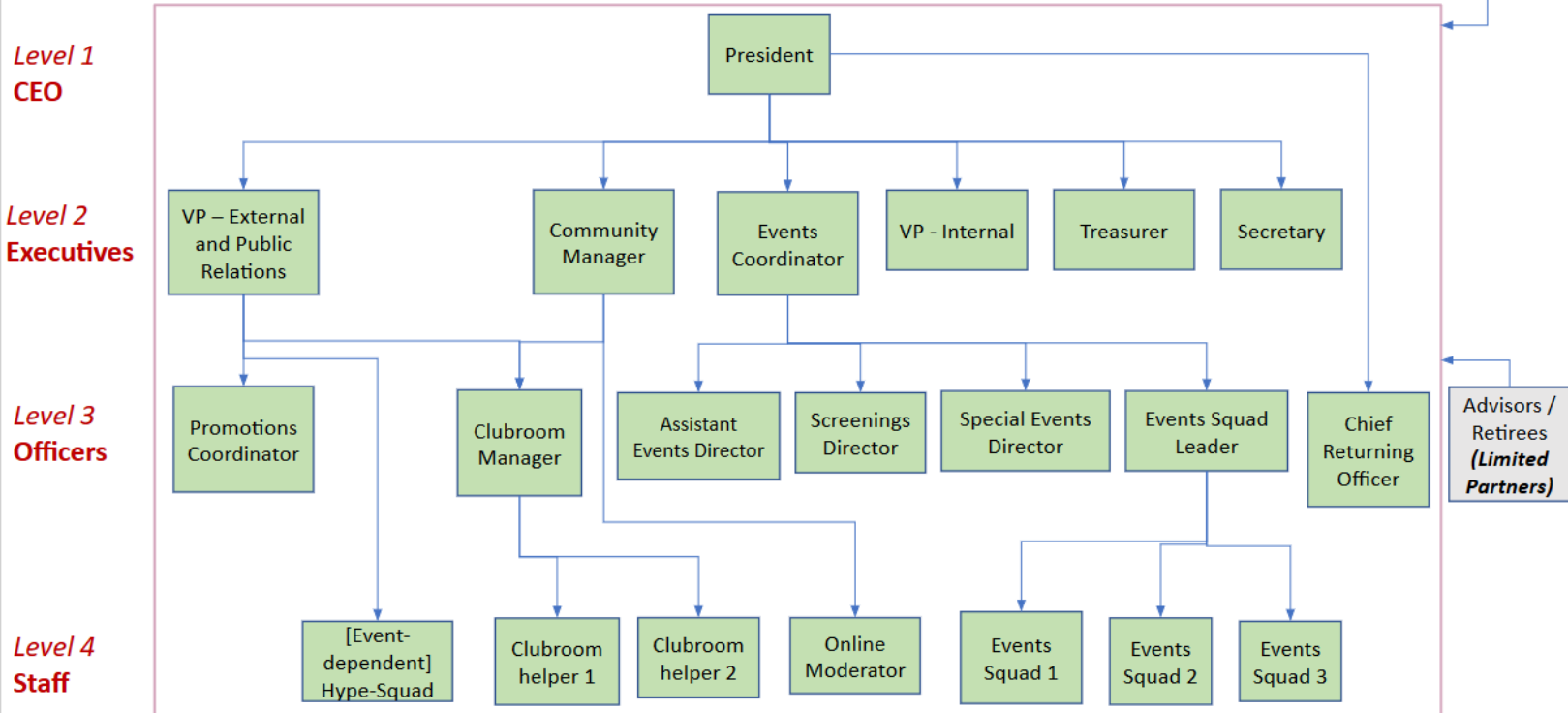


ARTICLE V: ORGANIZATION STRUCTURE

5.01 ORGANIZATION CHART



UMSU Student Group – Organizational Chart



Organization Chart was last updated on December 30th, 2018.

The pink box creates a barrier for the individuals of the administration team that represent UMANime.

- These individuals inside the box reap the rewards and losses from their individual and/or collective decision-making.
- These individuals outside the box **do not** incur benefits or liabilities for the decision-making of the organization, they are there for guidance and/or auditing purposes only.

5.02 POSITION DETAILS

For every position in this organization:

- Through conventional procedure:
 - They will be officially hired and instituted in May of current year.
 - They will be force retired of their position on May of next year.
- Through non-conventional procedure:
 - They will be officially hired and instated after May of current year.
 - They will be force retired of their position on May of next year or earlier.
- Force retirement will commence once an annual report is submitted in May of next year and a new President is chosen. Executives and Officers are not allowed to do another year without forced retirement and being selected again.

5.03 LIABILITIES NOTICE

President & Executives:

For their respective terms, all of these executives are agents for the UMANime Organization. As a result, they have the ability to form contractual relationships with 3rd parties. These contracts can be related to invoices, written promises to do something with other parties, incur liabilities, etc.

*If an agent incurs liabilities on behalf of UMANime - aka an agent forces UMANime to owe something. **All agents owe the creditor, in other words, all executives owe the creditor.*** We are an organization that has finances. If we owe somebody something, we are all liable.

Ownership of Liability:

*Keep in mind that if an individual incurs liabilities in their **own name**, that liability belongs to them.* An individual using their name is ONLY making them responsible for the liability.

An executive using UMANime's name, is making UMANime as an organization responsible.

Other Positions:

Due to other positions not having the ability to form contractual relationships with 3rd parties, these individuals are NOT personally liable for UMANime's liabilities.

However, they can be liable for liabilities they personally incur or owe to UMANime while working in these positions.

ARTICLE VI: EXECUTIVE POSITIONS AND DUTIES

These Executive positions run the UManime Organization. They are responsible for the executive decision-making of the club.

There are *no qualifications required* for these executive positions as these responsibilities and skills will be learned on the job as well as taught by the previous executive team plus advisors to the club.

If the positions are open via election or applications, then an applicant having previous experience with these responsibilities can consider that as an **asset**. Regardless, anyone can run/apply for these positions as long as they're a University of Manitoba Student.

The executive positions available are

- President
- Vice President - External & Public Relations
- Vice President - Internal
- Treasurer
- Community Manager
- Events Coordinator
- Secretary

Special notes:

The *responsibilities* described in each position may seem very complex and cumbersome to do but is realistically very simple to accomplish due to the simplistic nature and simplistic activities of the club.

The *transferable skills* learned are skills that can be transferred from this position to other positions. Examples from this position are useful for resumes and interviews.

The *time commitment* is estimated because every individual works differently and the amount of time they can put into the position is up to them.

President

The President is responsible for leading the executive team, for creating strategies to ensure the club is effective in the short and long-term, and for ensuring the club is running efficiently.

- Responsibilities:
 - Creates and/or maintains long-term strategy of the club to ensure future survivability
 - Creates short-term strategy to ensure the club is effective and efficient in the current year
 - Completes any required UMSU paperwork to be recognized as an UMSU student group and gather benefits for club operations
 - Ensures UManime fulfills ALL CONTRACTUAL obligations it agrees to with other parties and abides to **laws** that affect the club such as:
 - UMSU Student Clubs Policies and Procedures, University of Manitoba Student Conduct, UManime Constitution, Public Performance laws, Copyright laws, Government laws
 - Works with the whole EXECUTIVE team in regards to their main responsibilities and any other matters related to their specialization:
 - Works with Vice President - Treasurer in regards to club budgeting, financial statements, and any other matters related to finances.
 - Works with Vice President - Public Relations to create a marketing strategy and any other matters related to external stakeholders.
 - Works with Community Manager to resolve any internal club conflicts and any other matters related to the community.
 - Works with Events Coordinator to discuss events strategy, events details, and any other matters related to events.
 - Works with Secretary to ensure the exec team are meeting deadlines, discuss about ACE meetings, and any other matters related to administrative tasks.
 - Creates and/or maintains any administrative projects that may be beneficial for the club
 - Appoints a CRO to manage the election process
 - Produces a year-end Annual Report for submission to UMSU and UManime members
 - Acts as a signing authority for UManime
- Transferable Skills Learned:
 - Leadership, Organization Management, Communication Skills, Time Management
- Time Commitment: *Estimated:* 3-5 hours per week
 - This will also include meetings, reading exec communications, etc.
 - Time commitment will depend on how much work you want to put in.

Vice President - Treasurer

The Vice President (VP) Treasurer is responsible for all of the finances in regards to the club.

- Responsibilities:
 - Archives ALL receipts of Expenses & Deposits
 - Creates and maintains Club Budget Spreadsheet
 - Reconciles Bank statements with Club Budget Spreadsheet
 - Applies for Club Funding by UMSU (Operations, Events, Travel Grant)
 - Produces a Year-end Financial Report for Club Membership and UMSU for end of May/June/July;
 - this will encompass all expense receipts, deposits, budget spreadsheet, bank statements, financial statements, exec reports, etc.
 - **Confidential information will be blacked out for public viewing**
 - Acts as a signing authority for UMANime
- Transferable Skills Learned:
 - Money Management
 - Detail-oriented
 - Time Management
 - Communication Skills
- Time Commitment:
 - *Estimated:* 1-3 hours per week
 - This will also include meetings, reading exec communications, etc.
 - **Quality of the work** will depend on how much time you put in.

Vice President - Public Relations

The Vice President (VP) Public Relations is responsible for forming relationships with external parties, for the marketing of the club, and for the club's branding in regards to stakeholders.

- **Responsibilities:**
 - Creates/assists in marketing strategy and delegating marketing materials for the club
 - Delegates who to contact external stakeholders representing UMANime and forms mutual beneficial partnerships
 - Collaborates with external stakeholders in regards to events, sponsors, etc.
 - Manages UMANime's student recruitment outings at events hosted by the University of Manitoba and/or Ai-kon
 - Manages UMANime's Ai-kon convention presence and volunteer team for Ai-kon table

- **Transferable Skills Learned:**
 - Marketing & Advertising
 - Corporate Relations
 - Communication Skills
 - Group Management
 - Time Management

- **Time Commitment:**
 - *Estimated:* 1-4 hours per week
 - This will also include meetings, readings exec communications, etc.
 - Time commitment will vary depending on tasks required from VP Public Relations

Community Manager

The Community Manager (CM) is responsible for creating, managing, and shaping the UMANime community.

- **Responsibilities:**
 - Creates any other social media platforms to connect with members
 - Maintains the structure of the social media platforms (Facebook, Discord)
 - Manages the communities on the social media platforms through rules and discipline
 - Creates proper moderation procedure, rules, and etiquette for moderation team
 - Shapes the community culture through interactions such as participation, events, etc.
 - Manages and resolves conflicts within the community whether it be via social media platforms, in real life, or the clubroom.

- **Transferable Skills Learned:**
 - Community Management
 - Conflict Problem Solving
 - Social Media Management
 - Communication Skills
 - Time Management

- **Time Commitment:**
 - *Estimated:* 2-3 hours per week
 - This will also include meetings, readings exec communications, etc.
 - Time commitment will also be affected by community activity as well

Events Coordinator

The Events Coordinator is responsible for how all the events are designed and managed. This person is also responsible for managing and leading an Events Team.

- **Responsibilities:**
 - Appoints and manages an Events Team - Screenings Director & Socials Director positions
 - Heads and designs ALL events
 - Plans meetings in relation to Events
 - Creates an INTERNAL events schedule that delegates responsibilities
 - Discusses with external parties about anything relevant to events
 - Ensures the events run smoothly

- **Transferable Skills Learned:**
 - Leadership
 - Events Management
 - Time Management
 - Group Management
 - Communication skills

- **Time Commitment:**
 - *Estimated:* 3-4 hours per week
 - This will also include being at events, meetings, reading exec communications, etc.
 - Time commitment will depend on the complexity of the event and how much time you want to put in.

Secretary

The Secretary is responsible for the administrative procedures and tasks that help keep the club operating. This person is also responsible for assisting in any tasks related to UMSU meetings and paperwork.

- Responsibilities:
 - Manages the Club membership database
 - Organizes files in the club's Google Drive
 - Performs ALL bookings at UMSU and/or GSA
 - Uses Google Calendar (or any Calendar app) to keep track of important dates related to UManime such as events, ACE Meetings, UMSU forms, etc.
 - Goes to Assembly of Club Executive (ACE) Meetings and writes notes for Exec team
 - Connects/Forwards other clubs at ACE Meetings to VP External for discussions

- Transferable Skills Learned:
 - Writing Skills
 - Communication Skills
 - Detail-oriented
 - Time Management

- Time Commitment:
 - *Estimated:* 1-3 hours per week
 - This will also include meetings, readings exec communications, etc.
 - Time Commitment will depend on number of tasks required

ARTICLE VII: OFFICER POSITIONS AND DUTIES

These positions duties are very important and can have a large impact on the club itself in the short and long-term such as running events, administrative work, running the election, etc. In order to have the club running the most efficiently and effectively, applicants are selected by the executives via application-based instead of election-based. As a result, these positions will be labeled as **Officers**.

There are *no qualifications required* for these positions as these responsibilities and skills will be learned on the job. New officers will be taught by the previous officers and executive team.

Thus, anyone can run/apply for these positions except for Chief Returning Officer due to having mandatory conditions - please see the job description for it.

An applicant with related experience to these positions can consider that as an **asset**.

The Officer positions are:

- Screenings Director
- Special Events Director
- Assistant Events Director
- Events Squad Leader

- Promotions Coordinator
- Clubroom Manager

- Chief Returning Officer (CRO)

Special notes:

The *responsibilities* described in each position may seem very complex and cumbersome to do but is realistically very simple to accomplish due to the simplistic nature and simplistic activities of the club.

The *transferable skills* learned are skills that can be transferred from this position to other positions. Examples from this position are useful for resumes and interviews.

The *time commitment* is estimated because every individual works differently and the amount of time they can put into the position is up to them.

Screenings Director

The Screenings Director is responsible for events that have a screenings element to it.

- **Responsibilities:**
 - Heads and designs *SCREENING* events
 - Requests screening permissions from anime distributors
 - Ensures anime club accounts with streaming services are active and renewed
 - Creates polling forms for meetup dates and anime to screen
 - Creates a screenings schedule for internal executive team and club membership

- **Transferable Skills Learned:**
 - Community Development
 - Events Management
 - Time Management
 - Communication skills

- **Time Commitment:**
 - *Estimated: 2-4 hours per week*
 - This will also include being at events, meetings, reading exec communications, etc.
 - Time commitment will depend on the complexity of the event and how much time you want to put in.

Socials Director

The Socials Director is responsible for events that has a social element to it and for ensuring event participants are socializing with each other.

- **Responsibilities:**
 - Heads and designs *SOCIAL* events
 - Researches, develops, and adapts social event activities for the anime club
 - Creates polling forms for meetup dates and social activity suggestions
 - Creates a social events schedule for internal and club membership
 - Communicates to club membership about ALL upcoming events (screenings & socials)

- **Transferable Skills Learned:**
 - Community Development
 - Events Management
 - Time Management
 - Communication Skills

- **Time Commitment:**
 - *Estimated:* 2-4 hours per week
 - This will also include being at events, meetings, readings exec communications, etc.
 - Time commitment will depend on the complexity of the event and how much time you want to put in.

Chief Returning Officer

The Chief Returning Officer (CRO) is responsible for overseeing the Accountability Officer election and/or Presidential election.

REQUIRED CONDITIONS:

Prior to the election, the Executive shall appoint a CRO.

When appointing the CRO, that person *does not* have to be a member of UManime, and ***cannot be a person who is running in the election.*** The CRO can also be an individual affiliated with UMSU if they are requested.

This appointment must be no later than **FEBRUARY 28th** of the year elections are being held.

Also, the CRO will ideally hold the election process during the first week of March and complete it by the third week of March.

All UManime elections for the upcoming year will occur no later than **MARCH 31st**.

The duties of the CRO are to:

1. Oversee and administer the elections for UManime
2. Publicize the elections and nominees to the membership of UManime
3. Hear and decide on any appeals or complaints related to the elections
4. Oversee and administer the counting of votes or ballots for the elections
5. Ensures the nominee campaigns are running in a fair manner and not in any derogatory way
6. Checks length of memberships of voting members to ensure they're eligible for voting rights
7. Announce the results of the elections and inform UMSU of who next year's Executive will be

When running the election process, the CRO will be using a private email to gather applications for the election and not the club email. This is to ensure previous executive teams cannot tamper the election process.

The CRO should attempt to run the voting process in a fair and equitable manner.

ARTICLE VIII: SUCCESSION SYSTEM

8.01 PURPOSE OF SUCCESSION SYSTEM

To select a new generation of executives to lead and accomplish UManime's organizational objectives such as host social gatherings, host screening events, and provide a welcoming socialization space for its members.

8.02 HISTORICAL CONTEXT OF ELECTORAL SUCCESSION SYSTEM (CURRENT SUCCESSION SYSTEM)

The amount of length that this election system has been used in this organization may have been since the formation of the club at 1997. In regards to concrete data, it is clear that the electoral succession system has been used as far back since 2011 to 2018 (Facebook Group data).

Currently, as of January 2nd, 2019; UManime has had their new executives selected through an electoral system.

Each executive position would be up for grabs through an electoral vote by the UManime membership body. This has proven to be very useful as executives are elected in because they represented the members and thus, are in these positions for the members.

8.03 RISKS WITH ELECTORAL SUCCESSION SYSTEM

There are unfortunately some risks to this electoral system that needs to be highlighted.

- The previous executive team *has no voice* in regards to the applicants running in the election.
- Through an electoral system, the selection process is through hearsay and promises versus merits of the individual. It is up to the membership body to determine if the applicant can properly do the job. This ends up being a popularity contest.
- There is no reassurance of cohesion in regards to the new executive team being elected in. Every position is being elected in and if there is no coordination then the cohesion of the team can be undetermined. Thus, the risk of an uncoordinated team can lead to an ineffective team for the organization's members.

8.04 APPLICATION SUCCESSION SYSTEM (NEW SUCCESSION SYSTEM)

This is a completely new succession system being proposed in 2019 and if accepted by the members in this constitution, it will come into effect replacing the ELECTORAL SUCCESS SYSTEM.

Here is how it will work:

1. The previous executive team, *before ending their terms*, will open up applications for only **one position** - that is the President's role. Protocol for this application procedure will be an adjusted version of the Hiring Protocol section described in this constitution (ARTICLE XV).
2. Selection of the new President will occur through this application process and the previous executive team will have a voice in regards to the shortlist of applicants for President.
3. A final pick will be determined for the new President amongst the shortlist by the previous executive team.

To ensure the new President has sufficient time to hire a new executive team and also be able to job-shadow the previous executive team, the selection of the new President must be no later than **FEBRUARY 28th** of the year the previous executive team are forced retired.

4. This new President will start opening up applications for their new executive team and that new President will personally pick their own executive team. Protocol for this application procedure will be the Hiring Protocol section described in this constitution (ARTICLE XV).
5. When the previous executive teams' terms are almost over, they will start the transition process in ARTICLE XI for the new executive team.

This new executive team will officially take their roles beginning of June of current year until end of May next year.

ARTICLE IX: ACCOUNTABILITY CLAUSE

9.01 PURPOSE OF CLAUSE

With the application succession system being put in place, the amount of representation and voice for the members is gone.

To ensure that future generations of members have a voice as well as also keep future executives in check. This article has been created to hold every executive team accountable by the members, this is through an evaluation of whether or not the executive team's decision-making was in the best interests of the members.

This clause **allows the membership body to have a representative** as well as **give members enough power to initiate proceedings to dismiss executive teams that do not hold the members' best interests.**

9.02A *REPRESENTATIVE*: SELECTING THE ACCOUNTABILITY OFFICER

Considering the application succession system is removing the representative of the membership body, a new position is created to ensure this representative of the people remains.

This new position is an **Accountability Officer**. It is an individual that represents the members as well as has the power to initiate proceedings to dismiss executive teams that do not hold the members' best interests.

The selection of an Accountability Officer occurs through an Electoral System (See ARTICLE X). This will first require a selection of the Chief Returning Officer (CRO) by the previous executive team and that CRO to organize the election proceedings.

Before the selection of an Accountability Officer occurs, applicants must have the following qualifications or their application/selection can become invalid:

- This Accountability Officer MUST NOT be part of the new executive team or be part of any committee of that new executive team (they can act as an advisor/auditor though). That is considered a huge conflict of interest and reduces effectiveness of position.
- Accountability Officer MUST have been an University of Manitoba student at the time of hiring.

9.02B DUTIES OF THE ACCOUNTABILITY OFFICER

Once an Accountability Officer has been selected for the position, the following are required for the individual to effectively do their job - basic necessities:

- Training from previous Accountability Officer
- A consistently updated list of the membership of UManime

If an executive team fails to provide the basic necessities to this Accountability Officer whether unintentional or not, the Accountability Officer is allowed to initiate proceedings to dismiss the current executive team (9.03A).

Tampering with the effectiveness of an Accountability Officer is a violation of the Accountability Clause, disrespecting the member's voice, and should not be taken lightly.

This Accountability Officer also has the right to request confidential information from the executive team for auditing purposes of their activities. Information can be financial, internal documents, etc. Purpose of this role is to watch what the executive team is doing and deliver any information that the whole membership should know about if the executive team isn't work in their best interests.

9.02C DISMISSING THE ACCOUNTABILITY OFFICER

There is a plausibility of an Accountability Officer either not properly representing the members or stepping down from their position.

The membership body is allowed to dismiss the current accountability officer if they feel the individual is not doing a proper job.

There are three methods of dismissing this person:

1. Accountability Officer stepping down from their position and holding an election for members to vote in a new Accountability Officer.
2. Members voting in a new Accountability Officer at the next election.
3. **Special Case:** If the actions of the accountability officer are extremely harmful and shows the individual is unfit, the members can collectively talk to the University of Manitoba Union to negotiate means of dismissing the accountability officer.

9.03A *PROTOCOL*: SETTING UP DISMISSAL OF EXECUTIVE TEAMS

To prevent a case of multiple generations of executives not working in the members' best interests, this protocol is here to hold those executives and their network accountable for their actions.

This protocol is **very destructive** and should only be used in cases where it is necessary. The current Accountability Officer has the power to initiate this protocol by setting up a meeting - 2 weeks in advance with all of the membership of UManime to determine whether they should dismiss the executive team.

The executive team in question is allowed to appeal to the members at the meeting itself and the meeting results should be notified to the University of Manitoba Student Union's (UMSU) Clubs Manager.

ONE of the following conditions are required before this protocol can be initiated:

- Executive Team did not host at least 2 *adequate* events per term: Fall Term (Sept to Dec) or Winter Term (Jan to Apr)
 - *NOTE - this condition doesn't apply to the Summer Term (Jun to Aug)*
 - **Measurement of Adequacy:** the work submitted through events must be adequate enough to the majority of the club members voting ($\frac{2}{3}$ of ALL eligible member voters).
- Executive Team fails to submit an *adequate* Annual Report by end of May
 - This annual report should abide by the Annual Report Recruitments in ARTICLE XII.
 - **Measurement of Adequacy:** the annual report submitted must meet the requirements as well as be adequate enough to the majority of the club members voting ($\frac{2}{3}$ of ALL eligible member voters).
- Executive Team fails to foster a welcoming environment of the club
 - **Measurement of Welcoming:** In order to measure this subjective requirement, the majority of the club members voting ($\frac{2}{3}$ of ALL eligible member voters) must agree that the club is not welcoming.
- Executive team's decision-making in real life violates the articles of this constitution that governs the executives.

- **Measurement:** If the procedure done by the executive team does not follow the mentioned outline in the constitution.
- Specific Articles to note - ARTICLE 3, 4, 10, 15, & 17.

Note - with the transition and selections of new executive teams, ***both the previous and new executive teams can be dismissed if either team fails to properly uphold their duties.*** For example: previous executive team fails to submit an annual report, the new executive team can be dismissed.

This is because the new executive team is an extension of the previous executive team, the poor actions of the previous executive team will reflect on the new executive team as they were selected by them specifically.

9.03B *PROTOCOL: VOTING FOR DISMISSAL*

This will be at the meeting itself, the Accountability Officer is responsible by ensuring that the members voting are all legitimate.

To have the current executive team be dismissed, the majority of the membership must vote in favour of it. This is 66% (2/3rd) of the present members voting at the meeting. The announcement of the results to the membership body by the Accountability Officer.

If the results are not in favour of dismissing the executive team, things stay as-is.

9.03C *PROTOCOL: DISMISSAL APPROVED*

It actually happened, the dismissal was approved.

The Accountability Officer must let the University of Manitoba Student Union know about this approval of dismissing the entire current executive team by the membership body before proceeding.

Due to the removal of all of the executives, there will be an election held for the new President.

In this case, the Accountability Officer will act as the Chief Returning Officer here and organize the election for the new President amongst the membership body. This election will bar the President of the executive team that got dismissed earlier.

This Election process will be similar to ARTICLE X. The new President elected by the membership body will then start recruiting their own executive team. With this new network of executives, the direction of UMANime should be better.

ARTICLE X: ELECTORAL PROCESS

ELECTIONS TIMELINE

These elections will be used for either the Presidential position or Accountability Officer position depending on the circumstances that arises. Elections are not limited to those two positions.

Voting in elections will be conducted in the following phases:

Introduction:

Once the CRO is appointed, the executive team will allow the CRO to introduce themselves to the club membership and introduce the formal guidelines/rules for the election. A tentative schedule of the election will then be posted by the CRO.

First nomination period:

- 1A. Nominations for the open position will last for AT LEAST three days. Candidates who wish to be nominated should inform the CRO during that period, and must be a member in good standing of UMANime at the time of their nomination.
- 2A. One day after the nomination period, the CRO will be announcing the candidates running for these positions. **If there are position(s) with zero candidates running**, another nomination period will commence for ONLY those empty positions.

Second nomination period:

This nomination period occurs because there were zero candidates running for one or more positions last nomination period.

- 1B. Nominations for the any empty elected positions will last for AT LEAST three days again. Candidates who wish to be nominated should inform the CRO during that period, and must be a member in good standing of UMANime at the time of their nomination.
- 2B. One day after this second nomination period, the CRO will be announcing the candidates running for these positions.

In the event that there are still position(s) with zero candidates running for it after the second nomination period, it is up to the old executive team's discretion on how to approach and resolve this situation.

Campaign period:

3. Once ALL of the positions have nominees running for it and they are all announced, 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**.
4. **Two days prior to voting**, the CRO will collect a brief biography and campaign platform from each candidate and distribute them to all eligible voting members of UMANime via email.
5. Voting will be open for at least two days, and will be held at a safe and secure website accessible to all members of the group. The poll clerk organizing the voting website can also be the CRO running the election.

Conclusion:

6. The ballots will be collected by the CRO and counted.
7. Results will be sent to candidates and the results will be sent to the whole UMANime membership body.
8. After the results have been announced, the old executive team will start the transition period.

ARTICLE XI: TRANSITION OF THE EXECUTIVE

The old executives are executives from the previous year stepping down from their positions and the new elected executives are executives that were elected into their positions for the upcoming year.

A) Transition Period - Timeline

After the election results are announced, there will be a period of transitioning out the old executives and transitioning in the new elected executives. By that time, the new Executive will assume office and it is the responsibility of the departing Executive to orient the newly elected executive officers to their jobs.

This transition period will start from the **FIRST WEEK** of April to the **LAST DAY** of May.

- If the old executive is able to sufficiently train the new executive before the **LAST DAY** of May and have completed their other obligations during the transition, the old executive can choose to be relieved from their position temporarily until retirement date.
- The training date does not have to end by the last day of May and can be extended to the last day of August if the old executive chooses this option.

B) Transition Period - Old Executive Obligations

All OLD EXECUTIVES are responsible for the following:

- teaching the incoming executive about student group and University of Manitoba Students' Union (UMSU) 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),
- changing important passwords to group accounts (emails, bank account, etc.),
- a submission of a complete annual report to University of Manitoba Students' Union (UMSU) and the Accountability Officer
- a submission of a modified annual report for UManime membership; this modification has redacted very personal information that does not need to be shared publicly
- and preparing the new Executive to be effective in their roles for the next year's work.

The departing **PRESIDENT** is responsible for the following:

- the removal of all student group records and materials from the club office
- the completion of all necessary documents for transitioning in the new executives for the upcoming year such as the Executive Transition Form .

The departing **PRESIDENT**, **TREASURER**, and **SECRETARY** are responsible for the following:

- bring all accounts up to date to the end of the fiscal year, and to prepare any required financial statements of the club

- must arrange with the respective incoming Executive for the transition of the student group bank accounts into the incoming President, Treasurer, and Secretary's names.
- These tasks are to be completed and their outputs delivered to the new Executive no later than the LAST DAY of May.

C) Transition Period - Incoming Executive Obligations

It is the responsibility of the incoming Executive:

- To receive adequate training from the old executives
- To assume student group records and materials for the new year
- To be accountable for all financial activities of the student group for the new year
- To fulfill club requirements to the University of Manitoba Students' Union for the new year
- To fulfill their responsibilities that are part of their position as outlined in their job descriptions

ARTICLE XII: ANNUAL REPORT REQUIREMENTS

There is a requirement of submitting a complete annual report to University of Manitoba Students' Union (UMSU) and the Accountability Officer, as well as a modified annual report to the UManime membership. This responsibility is put on ALL executive teams of UManime and is due by the end of MAY each year.

The main purpose of an annual report is to inform UMSU and the UManime membership about the executive's activities during their elected year in a transparent manner. Transparency helps UMSU and the UManime membership hold the elected executives accountable for their decision-making during their terms.

The details for the annual report are the following:

1. Introduction: Executive Team and Club Structure (REQUIRED)
 - a. **Responsibility: All Executives**
2. President Report (OPTIONAL)
 - a. **Responsibility: President**
 - b. A brief summary of what the President thought about the whole year
3. Community Report (OPTIONAL)
 - a. **Responsibility: Community Manager**
 - b. A brief summary of how the community was like throughout the whole year and any other misc. details
4. Events Team Report (REQUIRED)
 - a. **Responsibility: Events Team**
 - b. A brief summary of all events conducted throughout the whole year and any other misc. details that the Events Team would like to report
5. Financial Report (REQUIRED)
 - a. **Responsibility: Vice President - Treasurer**
 - b. A report from the Treasurer showing a spreadsheet and all Financial documents
6. Sponsorships Report (REQUIRED)
 - a. **Responsibility: Vice President - Public Relations**
 - b. A report from Public Relations about the Sponsors/External Parties worked with
7. Conclusion: Final words and Thanks (REQUIRED)
 - a. **Responsibility: All Executives**
 - b. Final words to wrap up the year

Any section that says REQUIRED are sections that MUST be in the annual report.

ARTICLE XIII: MEETINGS

The President may call an Executive meeting at any time. To ensure the Executive meetings are organized in a fair manner to accommodate executives personal schedules, meetings should ideally be organized a week before announced internally unless other circumstances arise.

There shall be at least one Executive meeting per month during the academic year (September to April). These Executive meetings can be called by other executives if approved by the President.

The Executive will schedule at least two meetings a year for the entire UManime membership.

According to UMSU Student Clubs Policies and Procedures (August 2017), there's a requirement of two meetings in the fall term, two meetings in the winter term, and one meeting over the Summer.

Ideally, the Summer meeting will be a General Assembly meeting for the club membership. General Assembly meetings describe concerns from members about the club, the annual report, operations questions, future plans, financials, etc.

ARTICLE XIV: OTHER VOLUNTEER POSITIONS

There may also be certain circumstances where extra volunteer positions are required. For example: a Moderator that works under the Community Manager.

These positions will be recruited via the hiring protocol described in ARTICLE ???.

These volunteer positions should not have a retirement date that exceeds beyond end of May next year.

ARTICLE XV: HIRING PROTOCOL

To ensure the hiring of executives and volunteer positions in the club are done in a fair and equitable manner, this hiring protocol is required by ALL executive teams for the following scenarios:

1. The executive team is needing volunteers for certain circumstances
 - a. For Officer positions such as Screenings Director, Socials Director, and CRO; there *must* be an application and interview process.
 - b. Other volunteer positions can have an application and/or an interview process by the executive team.
2. An executive resigns before election season and a replacement is required for the rest of the executive's term
 - a. This executive position *must* have an application and interview process by the executive team.

The protocol requires the following steps to be initiated by all executives:

1. The open position is publicized to the whole UManime membership body
 - a. Executive positions are open to **only** University of Manitoba Students
2. The executive team gives appropriate directions towards sending applications for that open position
3. There is *at least* a 48 hour time period towards accepting applications
4. To avoid discrimination while hiring, applicants screened via applications and/or interviews **should not ask/consider** any of the following for the open position:
 - a. Affiliations, Ancestry (that includes colour or race), Age, Disability, Family status (including pregnancy and breastfeeding), Gender identity or gender expression, Nationality Origin/Citizenship, Relationship status (marital, single, etc.), Sexual orientation
 - b. Personal questions related to appearance, home ownership, and personal financial situation.
5. Once applicants are chosen, there must be reasonable effort to contact all applicants about their application results.\

ARTICLE XVI: RESIGNATION PROTOCOL

This article describes the protocol for individuals resigning before their expected position's retirement date. The retirement date is the date that allows an individual to transfer their position from one individual to another *or* the position is not required anymore.

- For an executive position or specialized volunteer position, this expected date occurs around the period of transitioning executive teams (April/May).
- For a volunteer position, this expected date is when the executive team relieves volunteers of their positions.

The protocol for individuals resigning before their expected retirement date goes as follows:

1. Inform and communicate to the executive team about their resignation intent and date *at least a week* before their intended resignation date unless other circumstances arises. This one week allows the executive team to initiate the hiring protocol in Article XII.
2. Transfer to the executive team all important materials and documents that can assist the replacement to be effective with their new position.

ARTICLE XVII: AMENDMENTS TO THE CONSTITUTION

If any executive team would like to perform amendments to this constitution, the following steps must be followed:

1. Make a copy of the constitution and put in the proposed constitution amendments. This new constitution will be called 'proposed constitution.'
2. Submit the proposed constitution to the University of Manitoba Students' Union (UMSU) before announcing the publicized meeting to approve the proposed amendments.
3. Publicize the proposed constitution to the UManime membership group AT LEAST TWO WEEKS before hosting a publicized meeting approving the amendments. There should also be a document that details the significant changes and call it 'change log'.
4. At the publicized meeting, any changes (amendments) to this constitution must be approved by a formal vote of the entire student group membership. The proposed changes must REQUIRE the support of at least **two-thirds** (2/3) of the members present and voting at the meeting.
5. Once the proposed changes are approved by the student group membership, the proposed constitution must again be submitted to UMSU for the constitution to be officially updated.