

CONSTITUTION

Article I- Name

The name of the student group shall be University of Manitoba Bangladeshi Students' Association (UMBSA).

Article II- Objective

Section 1.1 UMBSA shall cater to the needs of all existing & incoming Bangladeshi students at the University of Manitoba and International College of Manitoba.

Section 1.2 UMBSA aims to promote some of the key aspects of Bangladeshi culture to the greater community here and arrange/organize various events solely or in affiliation with other associations or student groups.

Section 1.3 One of the key purposes of UMBSA is to introduce and actively promote cultural diversity among the students of Bangladesh and members of UMBSA and to foster friendship and better understanding both among members and with the wider community of university students.

Section 1.4 To cooperate with other student associations and volunteer at various times for other student groups, networks and university affiliated causes.

Article III- Membership

Section 1.1 Membership is available and restricted to all currently enrolled Bangladeshi Students at the University of Manitoba and International College of Manitoba.

Section 1.2 Membership will remain active for one full year from September 01 to August 31.

Section 1.3 Membership is free.

Article IV- Compliance with UMSU/SGPAC Policies and Procedures

UMBSA will follow all policies, procedures and bylaws of the University of Manitoba Student's Union (UMSU) and the Student Group Promotions and Affairs Committee (SGPAC).

Article V- Executive Officers and Duties

UMBSA shall have the following positions as executives and respective responsibilities:

President:

- Attend and coordinate all meetings of UMBSA
- Act as the official spokesperson for UMBSA
- Act as signing authority for UMBSA
- Be contact person for UMSU, UMGSA and SGAPC

Vice President External:

- Attend all meetings of UMBSA
- Coordinate all meetings of UMBSA on behalf of president
- Act as spokesperson for UMBSA
- Be contact person for UMSU, UMGSA and SGAPC
- Act as liaison for all external organizations and help facilitate and promote events and services
- Act as signing authority for UMBSA
- Handle bookings and reservations for the group, equipment's from UMSU and university catering service
- Attend all mandatory UMSU SGEAC (Student Group Executive Committee) meetings, note minutes and update BSAEC (BSA Executive Committee) accordingly. If unable to attend, make sure that a representative from BSAEC is present at the meeting and does the job.

Vice President Internal

- Attend all meetings of UMBSA
- Coordinate all meetings of UMBSA on behalf of president
- Act as spokesperson for UMBSA
- Act as signing authority for UMBSA
- Responsible for organizing many of the events, socials, fundraisers and activities hosted by UMBSA on campus.

Vice President Finance

- Attend all meetings of UMBSA
- Act as spokesperson for UMBSA
- Act as signing authority for UMBSA
- Preparation and maintenance of UMBSA budget and finances (funds, donations, grants)
- Handle bookings of equipment from UMSU and university catering service
- Present and disclose financial statements to the executive committee
- Handle cheques, make payments and reimburse and disburse various monetary payments.

Vice President Marketing

- Attend all meetings of UMBSA.
- Act as spokesperson for UMBSA.
- Act as signing authority for UMBSA.
- Manage the UMBSA webstore.
- Coordinate with VP Internal to organize and promote events and manage ticket sales.

- Maintain steady cash flow, handle and introduce ideas for fundraising and making sure they are followed through.

Vice President Communications

- Attend all meetings of UMBSA
- Act as spokesperson for UMBSA
- Act as signing authority for UMBSA
- Act as liaison for all external organizations and help facilitate and promote events and services with VP External
- Handle all and any means of digital communication within members and third-parties via website enquiries, physical mail, e-mail and social media.
- Is the primary contact in BSA for Student Life, UMSU, and all existing and incoming students interested in BSA affairs within the university.

Vice President Student Services

- Attend all meetings of UMBSA
- Act as spokesperson for UMBSA
- Manage all elements of volunteering, assessing and meeting an organisation's needs through recruitment, placement and retention of volunteers
- In charge of renewal of UMCommunityLink membership.
- Keep a record (log/database) of the volunteered service hours to update on UMCommunityLink for Co-Curricular Recognition and submit to Student Life at the end of academic year or as required by volunteers.
- Help facilitate and promote events and services with VP External and VP Communications.

Vice President Media

- Attend all meetings of UMBSA
- Create permanent visual images for an exceptional range of creative, technical and documentary purposes and seeking out appropriate photographic subjects and opportunities; working in different locations and different circumstances to capture the right image
- Understanding digital photography and keeping up to date with trends, developments and new techniques
- Receiving a brief or outline of footage and a short list, script or screenplay; capture and assemble raw footage, editing it, writing voiceover/commentary, suggesting or selecting music etc.

Executive members (3-4 positions)

- Act as voting members on various decisions of the UMBSA executive committee
- Cooperate and coordinate with other committee members to help pursue objectives of UMBSA and organize events
- Manage volunteers for events and act as liaison between UMBSA and the student community

Note: All Executive Officers (excluding the President) can opt to have an assistant, if they feel the need to have one, who has to be nominated to the Executive Committee (EC) by the officer concerned and who shall be approved by the EC at the EC meeting.

Section1.1 Even though the members of the executive committee each have their separate set of responsibilities, it is understood from experience that responsibilities may overlap sometimes and

all executives are encouraged to work together for the greater betterment of the group and student community. Any confusion with responsibility must be sorted at the executive meetings.

Section 1.2 It is mandatory for all executive committee members to attend meetings and share responsibilities of other members in case of valid absence.

Article VI- General Regulations and Code of Conduct of the Executive Committee (EC)

Behaviour

Section 1.1 All UMBSA executive members shall maintain a professional relationship when working for UMBSA. This means they must behave and present themselves professionally and maintain an ethical code of conduct with their fellow executives and other members of the community.

Section 1.2 UMBSA does not entertain or encourage the use of abusive language. So any use of such language and behavior is unwelcomed and subject to penalty.

Section 1.3 Members of the executive committee are all voting members and UMBSA promotes freedom of thoughts and ideas, so everyone is entitled to their free ideas and opinion. Discouraging or demotivating any member by violating such rights would reflect on poor leadership skills and is considered against the primary purpose of UMBSA.

Attendance

Section 1.4 Attendance is mandatory for all executives at the executive meeting.

Section 1.5 Any executive who misses three consecutive meetings will be subject to evaluation and may be sent to probation.

Section 1.6 Absence during major/annual events without pre-approval and valid reason is restricted and subject to penalty.

Reimbursement & Disbursement of Funds

Section 1.7 Reimbursement of UMBSA fund can only be done with valid receipts. Receipt is required but not mandatory for funds less than \$10.

Section 1.8 Reimbursement and disbursements of fund shall be approved first in the executive meeting and all related expenses must be mentioned in the meeting minutes.

Section 1.9 If an executive or executives under any circumstances decide to spend money from BSA fund “unilaterally” without consulting all or majority of the group, then the liability of

reimbursement will not fall upon BSA and in such cases the money spent, be it for BSA will solely be the responsibility of the individual executive or executives.

Section 2.0 At times of urgency, at least three signing members of UMBSA (President, VP Internal & External) must be consulted and decision must be approved from all three to grant authorization of the fund.

Political Belief

Section 2.1 UMBSA and members of the executive committee shall not support or side with any particular political group or agenda under the banner of UMBSA. The sole purpose of UMBSA shall centre on the University of Manitoba student community.

Section 2.2 Using UMBSA to organize political rallies and acting on behalf of political agendas is solely prohibited for both UMBSA and members of the executive committee.

Section 2.3 Advertisement of self-political interest on the Facebook group and website of UMBSA is restricted. Any posts or comment that would remotely indicate such activities shall be removed and members must be presented with warnings.

Section 2.4 Every individual including the members of the executive committee are entitled to their respective political views. However any actions or conduct impairing the integrity of UMBSA is subject to penalty as per Article IX Section 1.1

Sexual Harassment

Section 2.4 Harassment in a workplace, or other professional or social situation, involving the making of unwanted sexual advances or obscene remarks and discrimination based on sex will be considered as sexual harassment.

Section 2.5 Such harassment shall be dealt with delicacy and urgency.

Section 2.6 If an allegation of such type is made against any member, UMBSA shall form a disciplinary committee consisting of 4 members who are not related to the incident at question. The disciplinary committee upon the completion of the investigation must present their findings to the executive committee.

Section 2.7 Proof or indication of such alleged behaviour is subject to penalty and the individual in question must be removed from the group immediately severing any and all relationship with UMBSA.

General Note

Section 2.8 In the event that any of the above regulations is broken or misinterpreted, UMBSA shall sought to a peaceful resolution first. If all means fail then the executive committee members

responsible for the matter at question shall be subject to penalty resulting in removal from the group.

Section 2.9 UMBSA executive committee members will be also subject to penalty if an individual breaks university policy, disciplinary rules, UMSU and SGPAC policy.

Article VII- Executive elections and Terms of office

Section 1.1 All UMBSA elections must occur by no later than August.

Section 1.2 Executive elections will be conducted by a Chief Returning Officer (CRO) and a Deputy Chief Returning Officer. The Chief Returning Officer will be nominated by the existing executive committee and the Deputy Chief Returning officer may be nominated by the Chief returning officer or existing executive committee.

Section 1.3 The duties of the CRO are to:

- Oversee and administer the elections for UMBSA
- Publicize the elections to the members of UMBSA and to the voting community
- 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 executives will be

Section 1.4 The Deputy Chief Returning officer shall follow the same duties as the Chief under the supervision of the Chief Returning Officer.

Section 1.5 The Chief Returning Officer and the Deputy Chief Returning Officer must be a University of Manitoba active student or instructor enrolled in a program and must be a Bangladeshi

Section 1.6 Voting for the executive committee will be conducted as follows:

- Members who wish to be nominated must have a clear understanding of the constitution of UMBSA.
- Members who wish to be nominated must be an active student of University of Manitoba.
- Members who wish to be nominated as President must have minimum 1 year experience as an executive member in any student group at University of Manitoba or ICM.
- Nomination for the executive posts will last up to one week.
- The voting poll will remain open for at least three days.
- Each nominated member is allowed to campaign for themselves or for a slate during the campaign period. During the voting period, the candidates cannot campaign for themselves. There is no restriction on the number of members on a slate.
- The CRO will collect a brief biography and campaign platform for each candidate and distribute or share them in a public platform with the members of UMBSA

- The votes can be conducted electronically by verifying that all voting members are legit and members of UMBSA
- Votes will be counted by CRO and share the result with the candidates and members of UMBSA at the end of the voting period.
- If the CRO finds conclusive evidence of unethical actions on part of any nominee, an appropriate penalty will be dealt out. Unethical actions include but are not limited to forcing voters to vote a certain way, slandering opponents, encouraging voter fraud etc.

Article VIII-Transition of the Executive

Section 1.1 It is the responsibility of the departing Executive committee 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.

Section 1.2 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.

Section 1.3 It is the responsibility of the departing President and VP 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 must arrange with the respective incoming Executive for the transition of the student group bank accounts into the incoming President's and VP's names.

Section 1.4 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 and for all club requirements to the Students' Union.

Article IX-Removal of Executive

Section 1.1 Motion to remove an executive from office shall be due to his/her incompetence. Incompetence shall be defined as failure to fulfill any duty prescribed by the constitution and its By-laws.

Conduct Impairing the Integrity of UMBSA

Section 1.2 A vote of non-confidence may be called for any executive by a written request from at least 2/3rd of all executive members.

Section 1.3 Motion to remove the President or Vice-president can be done by approval of at least 2/3rd of the executive committee.

Section 1.4 A replacement shall be found for the post of the removed executive.

Article X-Meetings

Section 1.1 A meeting of the executive committee can be called anytime by the President, VP External or VP Internal.

Section 1.2 Each executive committee meeting must be announced 48 hours prior to the meeting time with the location.

Section 1.3 Attendance is mandatory and excusable as outlined per Article VI Section 1.4-1.5 of the UMBSA constitution.

Article XI- Events

Section 1.1 Every UMBSA committee shall host a minimum of four events during their executive term.

Section 1.2 Each executive committee shall host at least one event involving the incoming freshmen international students, one event for outreach toward the overall student community and one sporting event.

Section 1.3 All of the events shall be open to any and all student irrespective of nationality, caste, religion, race or ethnicity.

Article XII-Amendment to the Constitution

Section 1.1 This constitution is subject to amendment. Any changes in the constitution must be approved by 2/3rd of the members of the executive committee.

Section 1.2 Each executive committee is entitled to modify the constitution according to their own requirement. However it must at all times follow the UMSU and SGPAC policy and its By-laws.

Article XIII- Election Policy

Section 1.1 If there is an uncontested position, there will be a referendum, where the candidate can be elected into position with 50% or more YES votes.