



University of Manitoba Debating Union Constitution

Prepared by the University of Manitoba Debating Union

Introduction

The University of Manitoba Debating Union constitution has been written to provide the process and procedures of the aforementioned club. Its intention is to clearly set out the rules our club will follow and provide direction for the membership.

Article 1: Name

The name of the student group shall be the University of Manitoba Debating Union, also known as UMDU.

Article 2: Purpose of Club

UMDU exists to give students interested in debating an opportunity to meet regularly in order to discuss and contest various topics relating to areas such as, but not limited to, international relations, politics, social issues, legal justice, religion, science and technology, and sports.

Furthermore, its members shall travel to compete against other universities as a registrant of the Canadian University Society for Intercollegiate Debate (CUSID). It is a subset of the Western region of CUSID, comprised of Alberta, British Columbia, Manitoba, Saskatchewan, the Territories, and Alaska.

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 UMDU is comprised of undergraduate students.

Memberships for UMDU last the complete academic year, commencing on September 1st and ending on August 31st.

Article 4: Compliance with UMSU and UMSU Clubs Policies and Procedures

UMDU will follow all bylaws, policies, and procedures of the University of Manitoba Students' Union (UMSU), particularly those found in the UMSU Student Clubs Policies and Procedures document.

Article 5: Meetings

The UMDU membership will meet at least once every two weeks.

The President may call an Executive meeting at any time, but must give all other members of the Executive at least 48 hours notice prior to doing so. There shall be at least one Executive meeting per term (September-December and January-April).

Article 6: Executive Officers and Duties

The Executive shall be comprised of the President, Vice President, Treasurer, and Secretary. In addition to the responsibilities listed below, the Executive shall have the

ability to fill any vacancies in its formation. Any such positions shall be acted upon in the interim, appointed by the other Executive members, until such point as the next election is held.

The following are the Executive Officers of UMDU, along with their duties:

1. President
 - a. Attend meetings of UMDU
 - b. Act as a signing authority for UMDU
 - c. Ensure the general function of UMDU
 - d. Promote UMDU within the membership and to outside interests
 - e. Maintain communication with all other members of the Executive
 - f. Serve as the spokesperson for UMDU to the public
 - g. Be the contact person for UMSU
 - h. Compile a formal report at his/her term's end with the assistance of the Vice President

2. Vice President
 - a. Attend meetings of UMDU
 - b. Act as a signing authority for UMDU
 - c. Ensure the general function of UMDU
 - d. Call and chair all meetings of the Executive
 - e. Assist the President in compiling a formal report at his/her term's end

3. Treasurer
 - a. Attend meetings of UMDU
 - b. Act as a signing authority for UMDU
 - c. Maintain all financial records of UMDU
 - d. Prepare and submit an annual budget for UMDU
 - e. Produce any other financial reports as requested

4. Secretary
 - a. Attend meetings of UMDU
 - b. Ensure meetings and written records of all meetings of the Executive are kept and distributed as necessary
 - c. Be responsible for maintaining a current membership list

Article 7: Executive Elections and Terms of Office

UMDU elections for the upcoming academic year will occur within the month of March on an annual basis. Elections will be held during the same period for all Executive positions.

By virtue of the annual elections, each Executive term shall last one academic year. Current Executive members may run for re-election or for election to an alternative position.

Candidates must be registered students of the University of Manitoba. They may nominate themselves, but must be seconded by one additional member.

Elections shall be overseen by the outgoing President, unless he/she is running for re-election, in which case such duty shall be passed along to the next highest ranking Executive member. If all Executives are running for re-election, a Chief Returning Officer (CRO) shall be appointed to oversee the elections. The CRO can be, but is not required to be, a member of UMDU. He/she cannot be a person who is running in the elections.

The duties of the CRO are to:

1. Oversee and administer the elections for UMDU
2. Publicize the elections to the membership of UMDU via email
3. Oversee and administer the counting of votes for the elections
4. Announce the results of the elections to the UMDU membership and inform UMSU of the upcoming Executive

Voting for the upcoming year's Executive will be conducted as follows:

1. Nominations for the elected positions will last for two days. Candidates wishing to be nominated must be seconded by one additional member. The candidate must inform the CRO of their intention to run during the nomination period.
2. Each candidate whose nomination has been approved shall be allowed to campaign during a campaign period spanning one week.
3. The CRO will collect and distribute to all UMDU members via email a short biography from each candidate running.
4. Voting will take place using a secret ballot system, with one ballot per member of UMDU, and will be held over the course of a given day in a secure location accessible to all members of UMDU.
5. Ballots will be collected and tallied by the CRO, following which he/she will send the results to the candidates and full membership of UMDU. In order to be elected, a candidate must receive a majority of the votes cast.

Article 8: Transition of the Executive

In the month following the results of the Executive elections, it is the responsibility of the outgoing Executives to orient the incoming Executive Officers to their respective positions. This includes educating the incoming Executives about student club and UMSU policies and procedures, transitioning UMDU records and materials (including office, locker combinations, and all passwords to all student club social media accounts), and preparing the new Executives to be successful in their roles for the upcoming year's work.

It is the responsibility of the outgoing President to ensure that all student requirements to UMSU, including submission of a complete Executive Transition Form and the removal of all student club records and materials from the UMDU office and locker, have been fulfilled before the incoming Executives assume office.

It is the responsibility of the departing President and Treasurer 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 Treasurer must arrange with the respective incoming Executives for the transition of the student club's bank account(s) into the incoming President's and Treasurer's names. These tasks are to be completed and their credentials delivered to the new Executives no later than one month following the elections.

It is the responsibility of the incoming Executives to assume custody of all student club records and materials and accountability for all financial activities of UMDU and for all club requirements to UMSU commencing with the first day following the month-long transition period.

Article 9: Amendments to the Constitution

Any and all amendments to this constitution must be approved by a vote of the membership of UMDU at a publicized meeting.

The proposed changes must be made available to all members of the club 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.