

Constitution

CONSTITUTION OF THE UNIVERSITY OF MANITOBA STUDENTS FOR A CULTURE OF LIFE

LAST REVISED:
JULY 17, 2013

Article 1 – Name of Club

1.1 The name of the club shall be University of Manitoba Students for a Culture of Life, hereafter referred to as UMSCL.

Article 2 – Purpose of the Club

2.1 The specific objectives of UMSCL are to:

- a) Inform and educate University of Manitoba students on life issues detracting from a culture of life such as abortion, euthanasia, assisted suicide, contraception, embryonic stem cell research, in-vitro fertilization, genocide, and child pornography;
- b) train and equip pro-life leaders within the UMSCL membership; and
- c) direct University of Manitoba students to various pro-life resources, such as crisis pregnancy and post-abortion centers.

2.2 The procedural objectives of UMSCL are to:

- a) Uphold the objectives and principles set out in articles 2 and 3 in a manner that aims to protect and respect human life, and to maintain an effective club for that purpose;
- b) provide members of UMSCL in good standing, who are also current students at the University, with an opportunity to engage in constructive and meaningful activities which further the cause of UMSCL;
- c) encourage and promote active participation of all members of UMSCL in UMSCL activities;
- d) promote and maintain amicable dialogue and cooperation with organizations and individuals on campus, in the community, and across Canada; and
- e) raise monies and maintain a fund to support the activities of UMSCL in fulfilling its other objectives, as set out in sections 2.1 and 2.2.

Article 3 – Guiding Principles

3.1 The members of UMSCL recognize that:

- a) Life begins at conception and ends at natural death; and
- b) all human beings, whether born or pre-born, are endowed with the right to life and have an inherent dignity which must be respected and recognized.

Article 4 - Membership

4.1 UMSCL shall maintain a membership of no less than ten (10) members, two-thirds (2/3) of whom must be members of the University of Manitoba Students' Union.

4.2 Membership in UMSCL is open to any person who adheres to the objectives and guiding principles, as set out in articles 2 and 3.

4.3 A membership fee of one (1) dollar minimum is to be paid annually, as set out in Section 4.5.

4.4 Memberships are valid until August 31st of the following school year in which they were purchased.

4.5 Membership fees are deemed to be optional or mandatory by the elected President.

4.6 Members of UMSCL may stand for election to the UMSCL executive only if they are in good standing with UMSCL.

4.7 Membership in UMSCL may be terminated in the case that a member's conduct, after he/she has had adequate opportunity to defend him/herself, is deemed by the Executive, by a simple majority of those present and voting, to be unbecoming or likely to adversely affect the interests and reputation of UMSCL.

Article 5 – Members of the Executive

- 5.1 The executive members of UMSCL are elected to their positions in accordance with section 10.1 through 10.6, inclusive, and must be members in good standing of the club during their term as members of the Executive.
- 5.2. The Executive members agree to be bound by the articles of this constitution in its entirety when they are acting on behalf of or in conjunction with UMSCL.
- 5.3. The Executive consists of the President, Vice-President, Treasurer, Secretary, Events Committee Chair, Promotions Committee Chair, and Recruitment Committee Chair.
- 5.4. The specific duties of the Executive members are defined as follows:
- 5.4.1 The purpose of the *President* is to guide the Executive Committee in all its endeavors. It is the responsibility of the *President* to ensure that regular meetings are held and that they are both effective and on topic. In the absence of enough members to fill the Executive Committee, the *President* may also fill the role of Treasurer and Recruitment Committee Chair. The duties and responsibilities of the President include:
- a) Providing leadership to the Board of Directors.
 - b) Making sure the Board adheres to its bylaws and constitution.
 - c) Preparing the Board's agenda with input from Board members.
 - d) Chairing meetings of the Board.
 - e) Encouraging Board members to participate in meetings and activities.
 - f) Keeping the Board's discussions on topic by summarizing issues.
 - g) Keeping the Board's activities focused on the organization's mission.
 - h) Evaluating the effectiveness of the Board's decision-making process.
 - i) Making sure that committee chairpersons are appointed.
 - j) Making sure there is a process to evaluate the effectiveness of Board members.
 - k) Acting as a signing officer for cheques and documents such as contracts and applications.
 - l) Playing a leading role in supporting fundraising activities.
 - m) Promoting the organizations' purpose in the community and to the media.
 - n) Preparing a report for the Annual General Meeting.
 - o) Training the new President

5.4.1.1 To be eligible for the position of *President*, the individual must:

- a) Be against abortion for all reasons and in all circumstances.
- b) Have been a member of the executive committee for one full school year (September to April) prior to nomination.
- c) Be a University of Manitoba student for the year they will be serving as *President*
- d) Be nominated for the position at the Annual General Meeting by a member of the executive committee or by a general member and backed by a member of the executive committee.
- e) Win at least 60% of the vote.

5.4.2 It is the duty of the *Vice President* to assist the *President* in over-seeing the executive council. The *Vice-President* is to fill in whenever the *President* is unable to fulfill his/her duties, regardless of the capacity. In the absence of enough members to fill the Executive Committee, the *Vice-President* may also fill the role of *Events Committee Chair* or *Promotion Committee Chair*. The duties and responsibilities of the Vice-President include:

- a) Serving on the Executive Committee.
- b) Acting in the absence of the President.
- c) Learning the duties of the President and keeps informed on key issues.
- d) Working closely as consultant and advisor to the President.
- e) Preparing to serve a future term as President.
- f) Acting as a signing officer for cheques and other documents.
- g) Heading up one of the major committees.
- h) Training the new Vice-President.

5.4.2.1 To be eligible for the position of *Vice-President*, the individual must:

- a) Be against abortion for all reasons and in all circumstances.
- b) Have been a member of the executive committee for one full school year (September to April) prior to nomination.
- c) Be a University of Manitoba student for the year they will be serving as *Vice-President*.
- d) Be nominated for the position at the Annual General Meeting by a member of the executive committee or by a general member and backed by a member of the executive committee.
- e) Win at least 60% of the vote.

5.4.3 It is the duty of the *Treasurer* to ensure that the finances are kept in order and that everything is accurately recorded. The *Treasurer* must provide a report at every Executive Committee meeting informing members of the state of the finances. In the absence of enough members to fill the Executive Committee, the role of *Treasurer* may also be filled by the *President*. The duties and responsibilities of the Treasurer include:

- a) Serves on the Executive Committee.
- b) Gives regular reports to the Board on the financial state of the organization.
- c) Keeps financial reports on file.
- d) Acts as signing officer, with President or Vice-President, for cheques and other documents.
- e) Trains the new Treasurer.

5.4.3.1 To be eligible for the position of *Treasurer*, the individual must:

- a) Be against abortion for all reasons and in all circumstances.
- b) Have been a member of the executive committee for one full school year (September to April) prior to nomination.
- c) Be a University of Manitoba student for the year they will be serving as *Treasurer*.
- d) Be nominated for the position at the Annual General Meeting by a member of the executive committee or by a general member and backed by a member of the executive committee.
- e) Win at least 60% of the vote.

5.4.4 It is the duty of the *Secretary* to keep transparent, consistent records of everything that happens at all meetings. The *Secretary* keeps all members informed about meetings and what happened at said meetings. In the absence of enough members to fill the Executive Committee, the *Secretary* may also fill the role of *Events Committee Chair* or *Promotion Committee Chair*. The duties and responsibilities of the Secretary include:

- a) Serves on the Executive Committee
- b) Keeps copies of the organization's bylaws and the Board's policy statements.
- c) Notifies Board Members of Meetings.
- d) Brings official minute book to meetings.
- e) Keeps record of Board attendance.
- f) Makes sure there is a quorum at Board meetings.
- g) Keeps accurate minutes of meetings.
- h) Records all motions and decisions of meetings.

- i) Signs Board minutes to attest to their accuracy.
- j) Records all corrections to minutes.
- k) Keeps copies of minutes for both Board and committee meetings.
- l) Distributes copies of minutes to Board Members promptly after meetings.
- m) Conducts, and keeps record of, general Board correspondence.
- n) In the absence of the President and Vice-President, chairs Board meetings until the election of an alternative President.
- o) Submits all room bookings/equipment bookings to appropriate school administration.
- p) Trains the new Secretary.

5.4.4.1 To be eligible for the position of *Secretary*, the individual must:

- a) Be against abortion for all reasons and in all circumstances.
- b) Have been a member of the executive committee for one full school year (September to April) prior to nomination.
- c) Be a University of Manitoba student for the year they will be serving as *Secretary*.
- d) Be nominated for the position at the Annual General Meeting by a member of the executive committee or by a general member and backed by a member of the executive committee.
- e) Win at least 60% of the vote.

5.4.5 It is the job of the *Events Committee Chair* to fill a committee of six to eight general members and oversee the working of the *Events Committee*. All UMSSCL events will be planned by the Events Committee and approved by the Executive Council. In the absence of enough members to fill the Executive Committee, the role of *Events Committee Chair* may also be filled by the *Vice-President* or *Secretary*. The duties and responsibilities of the Events Committee Chair include:

- a) Serves on the Executive Committee.
- b) Reviews the terms of reference and mandate of the committee as outlined by the Board.
- c) Orients members to the committee's mandate and position in the organization.
- d) Calls committee meetings and develops agenda with the input of the members.
- e) Chairs committee meetings.
- f) Encourages members to participate.
- g) Keeps discussion on topic by summarizing issues.
- h) Guides the committee through its meetings to fulfill the committee's purpose.

- i) Delegates appropriate tasks to individual committee members.
- j) Knows staff members' role on committees and makes sure they have an opportunity to be heard before recommendations are sent to the Board.
- k) Plans and evaluates the committee's work with the help of the members.
- l) Makes sure meeting minutes and other relevant information are recorded and filed.
- m) Maintains a committee of six to eight members.

5.4.5.1 To be eligible for the position of *Events Committee Chair*, the individual must:

- a) Be against abortion for all reasons and in all circumstances.
- b) Have been a member of the executive committee for one full semester (September to December, January to April) prior to nomination.
- c) The above requirement can be waived by executive vote resulting in 60%+ agreement.
- d) Be a University of Manitoba student for the year they will be serving as *Events Committee Chair*.
- e) Be appointed by the current year *President*.

5.4.6 It is the job of the *Promotion Committee Chair* to fill a committee of six to eight general members and oversee the working of the *Promotion Committee*. All UMSCL promotion (posters, Facebook, Twitter, the blog, etc) will be planned by the Promotion Committee and approved by the Executive Council. In the absence of enough members to fill the Executive Committee, the role of *Promotion Committee Chair* may also be filled by the *Vice-President* or *Secretary*. The duties and responsibilities of the Promotion Committee Chair include:

- a) Serves on the Executive Committee.
- b) Reviews the terms of reference and mandate of the committee as outlined by the Board.
- c) Orients members to the committee's mandate and position in the organization.
- d) Calls committee meetings and develops agenda with the input of the members.
- e) Chairs committee meetings.
- f) Encourages members to participate.
- g) Keeps discussion on topic by summarizing issues.
- h) Guides the committee through its meetings to fulfill the committee's purpose.
- i) Delegates appropriate tasks to individual committee members.
- j) Knows staff members' role on committees and makes sure they have an opportunity to be heard before recommendations are sent to the Board.
- k) Plans and evaluates the committee's work with the help of the members.

- l) Makes sure meeting minutes and other relevant information are recorded and filed.
- m) Maintains a committee of six to eight members.

5.4.6.1 To be eligible for the position of *Promotion Committee Chair*, the individual must:

- a) Be against abortion for all reasons and in all circumstances.
- b) Have been a member of the executive committee for one full semester (September to December, January to April) prior to nomination.
- c) The above requirement can be waived by executive vote resulting in 60%+ agreement.
- d) Be a University of Manitoba student for the year they will be serving as *Promotion Committee Chair*.
- e) Be appointed by the current year *President*.

5.4.7 It is the job of the *Recruitment Committee Chair* to fill a committee of six to eight general members and oversee the working of the *Recruitment Committee*. All UM SCL recruitment will be planned by the Recruitment Committee and approved by the Executive Council. In the absence of enough members to fill the Executive Committee, the role of *Recruitment Committee Chair* may also be filled by the *President*. The duties and responsibilities of the Recruitment Committee Chair include:

- a) Serves on the Executive Committee.
- b) Recruits an appropriate number of committee members to carry out the mandate for all three committees.
- c) Keeps lists of officers, Board Members, committees and General Membership.
- d) Oversees Recruitment week.
- e) Orients members to the committee's mandate and position in the organization.
- f) Calls committee meetings and develops agenda with the input of the members.
- g) Chairs committee meetings.
- h) Encourages members to participate.
- i) Keeps discussion on topic by summarizing issues.
- j) Guides the committee through its meetings to fulfill the committee's purpose.
- k) Delegates appropriate tasks to individual committee members.
- l) Knows staff members' role on committees and makes sure they have an opportunity to be heard before recommendations are sent to the Board.
- m) Plans and evaluates the committee's work with the help of the members.
- n) Makes sure meeting minutes and other relevant information are recorded and filed.

o) Maintains a committee of six to eight members.

5.4.7.1 To be eligible for the position of *Recruitment Committee Chair*, the individual must:

- a) Be against abortion for all reasons and in all circumstances.
- b) Have been a member of the executive committee for one full semester (September to December, January to April) prior to nomination.
- c) The above requirement can be waived by executive vote resulting in 60%+ agreement.
- d) Be a University of Manitoba student for the year they will be serving as *Recruitment Committee Chair*.
- e) Be appointed by the current year *President*.

5.5. At least two members of the Executive shall have signing authority of the UMSCL bank account at all times.

5.6. The Executive is charged with the collective responsibility of effectively planning, organizing, and executing club activities and events, with the purpose of fulfilling the objectives of UMSCL as set out in Section 2. The Executive are to work as a team to fulfill their duties, when appropriate, with the support and assistance of the other Executive, and must stay within budgetary or other constraints set out by the Executive.

5.7. Any specific duties not outlined above and/or Executive positions that are not filled during the election shall be temporarily assigned as is deemed appropriate by the Executive. Furthermore, the Executive may assign the above duties to different members than are explicitly stated, depending on the skills and abilities of, and time constraints upon, those members.

Article 6 – Meetings of the Executive

6.1. There are to be regular meetings of the Executive and any other interested members of UMSCL for purposes such as events planning, group instruction and education, etc.

6.2. Meetings will take place at the minimum of once every month, with the following exceptions:

extenuating circumstances or a meeting is deemed unnecessary by the President due to a lack of material to be presented or discussed at that date.

Article 7 – Meetings of the General Membership

7.1. Meetings of the general membership of UMSCL are called by the President and must be held at least once in the fall semester and once in the winter semester.

7.2. Quorum for any meeting of the UMSCL general membership shall be a goal of 25% UMSCL members in good standing, in addition to the Executive.

7.3. Any and all reasonable efforts shall be made to notify each member of UMSCL of meetings of the general membership, beginning at least one (1) week prior to their occurrence.

Article 8 – Amending the Constitution

8.1. The constitution may be amended by a two-thirds (2/3) majority of those present and voting at the annual general meeting or any other official meeting of the general membership.

8.2. UMSCL will ensure that UMSU is promptly supplied with an updated version of its constitution if and when such is requested.

Article 9 – Annual General Meetings

9.1. Any and all reasonable efforts shall be made to notify each member of UMSCL of meetings of the annual general membership, to be distinguished from a general membership meeting, at least one (1) week prior to its occurrence.

9.2. The annual general meeting must be held prior to the official end of the winter semester or before April 15th of each year, whichever is sooner.

9.3. At the annual general meeting, all positions of the Executive are open for election in accordance with Section 3.5.

9.4. An individual shall only be permitted to participate and/or vote in the annual general meeting if they are a member of UMSCL in good standing, and have been so for one (1) week prior to the holding of the annual general meeting.

Article 10 – Election of the Executive

10.1. Election of the Executive shall be by secret ballot and coordinated by a Chief Returning Officer, hereinafter known as the CRO, appointed by the Executive in the year previous to the election, who is not running for any of the positions that are up for election, and who shall not vote in the relevant election.

10.2. The CRO shall be responsible for all duties associated with the relevant election and shall insure that proper advance notice is provided to all club members, as concerns that election.

10.3. The CRO shall tabulate the votes and announce the name of the candidate elected to each position.

10.4. Any member, in good standing, of UMSCL may call for a re-count of any vote taken by secret ballot.

10.5. For a candidate to be elected to a position of the Executive, he/she must receive more votes than any one individual who is also running for that same position.

10.6. In the case of an uncontested candidate, he/she will be subject to a general yes/no vote. To be elected, the individual must receive more "yes" votes than "no".

Article 11 – Removal of a Member of the Executive

- 11.1. A two-thirds (2/3) affirmative vote of the Executive present and voting, at any executive meeting, may remove any member of the Executive from office, if such a member has substantially failed to perform his/her duties as described by this constitution.
- 11.2. No member of the Executive shall be removed by a vote under Section 11.1, until the member in question has been given a reasonable opportunity to defend him/herself before the Executive, against relevant accusations prior to the vote.
- 11.3. Should any member of the Executive be unwilling or unable to perform his/her duties as defined herein, and/or the member in question has been removed from office, the Executive may elect a member of UMSCL, in good standing, to serve as an acting member of the Executive.