

The University of Manitoba Supply Chain Organization CONSTITUTION

Article 1: Name

The name of the student group shall be the University of Manitoba Supply Chain Organization, also known as UMSCO.

Article 2: Purpose of Group

UMSCO is a student-run group operating out of the Asper School of Business. The main purpose of UMSCO is to provide information, resources and networking opportunities to students who major in Supply Chain Management and Logistics, or to those who are interested in the field.

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 the group is undergraduate students.

Memberships for the group last for a full academic year, September to August.

Article 4: Compliance with UMSU/SGPAC Policies and Procedures

UMSCO will follow all bylaws, policies, and procedures of the University of Manitoba Students' Union (UMSU) and the Student Group Promotion and Affairs Committee (SGPAC).

Article 5: Executive Officers and Duties

The following are the Executive officers of UMSCO, along with their duties:

President:

- Oversee all UMSCO activity and events to ensure members receive as much support for SCM and logistics
- Become the point of contact for all questions and inquiries about UMSCO (including faculty, external business, students, CSA, STAGs, etc.)
- Represent UMSCO at monthly STAG meetings

- Represent UMSCO at faculty SCM department meetings (usually held 3rd Friday of the month)
- Work closely with faculty, dean's office, transport institute, CSA and other STAGS to promote growth of membership and exposure for the group
- Liaise with external companies to secure guest speakers and generate sponsorship
- Stay up to date on events and happenings in Asper that are of interest to UMSCO members and to inform members of these events
- Keep financials in order
- Sit on the board of APICS and be the student chapter president

Vice President

- Secure guest speakers for monthly meetings
- Take care of thank you gifts for guest speakers
- Secure sponsorship and attendance of companies for Meet and Greet
- Work with externals for the maximum benefit of both UMSCO and external party

Director of Finance:

- Director of Finance and President has signing authority
- Prepare budget and perform bank reconciliation per month and term
- Prepare case competition budgets, proposals and reimbursements
- Support other exec member in financial issues for different events
- Preparing invoices and cheques and become the contact for all the inquiries regarding invoices and funding
- Manage membership fee records and funding documents
- Prepare financial budget

Director of Professional Development

- Plan, implement and manage all logistical activities regarding to Meet & Greet event:
 - Work along with the President and VP to secure company attendees
 - Contact venues to negotiate price and services
 - Assist Director of Finance in preparing financial budgets
 - Assist Director of Marketing/Communications in managing marketing
- Work on new potential events including company crawl or mock interview

Director of Academic Programming

- Plan, implement and manage all logistical activities regarding to Local Case Competition
 - Work along with the President and VP to secure professor and employer judges
 - Design related activities including training on analysis and presentation skills
 - Find the case question by asking the department or buying from other sources
 - Assist Director of Finance in preparing financial budgets

- o Assist Director of Marketing/Communications in managing marketing
- Schedule and managing recruiting team for external case competitions

Director of Marketing and Communications:

- Actively upkeep all social media platforms (Instagram, Twitter, Facebook) and UMSCO website
- Design and distribute banners, posters, tickets, etc and whiteboard marketing
- Inform members about all UMSCO's events through e-mails
- Keep track distribution list by adding/removing email addresses
- Schedule booth in the fishbowl and class speaking for member recruiting and event promoting
- Work with CSA marketing team on events (through email/person to get exposure on bi-weekly emails, all calendars, computer screens, etc)
- Work with other exec member to design marketing plan for different events
- Become the co-point of contact for all questions and inquiries about UMSCO (including students, STAGs)
- Keep track member list from different sources and time .

Graduate Student Representative

- Represent UMSCO at faculty SCM department's meetings along with President
- Involved in planning and implementing new activities that support the involvement of graduate students
- Work closely with faculty, dean's office, transport institute, CSA to promote growth of membership and exposure for the group
- Support Director of Academic Programming in preparing for the Local competitions and other external case competitions in term of academic perspectives
- Promote UMSCO's events and activities to the graduate student and be the connection between graduate students and UMSCO
- Take initiate to support all activities and events of UMSCO

Article 7: Executive Elections and Terms of Office

All UMSCO Executive recruitment for the upcoming year will occur no later than March 31st.

UMSCO will be open to nominations of candidates for all roles of the Executive. All nominated and interested candidates will be responsible to complete an application and interview process. It will be up to the outgoing Executive committee to appoint the incoming Executive team for the following year. The results will be sent to candidates and UMSCO members.

Article 8: Transition of the Executive

A. During the period from the end of the second week of April until the first day of May, when the new Executive will assume office, it is the responsibility of the departing Executive 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.

B. 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.

C. It is the responsibility of the departing President and VP Finance 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 Finance must arrange with the respective incoming Executive for the transition of the student group bank accounts into the incoming President's and VP Finance's names. These tasks are to be completed and their outputs delivered to the new Executive no later than the last day of April.

D. 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 (as outlined in Article 5) and for all club requirements to the Students' Union commencing with the first day of May.

Article 9: Meetings

The President may call an Executive meeting at any time, but must give the other Executive officers at least 48 hours notice. There shall be at least one Executive meeting per month during the academic year (September to April).

The Executive will schedule at least five meetings a year for the entire UMSCO membership.

Article 10: Amendments to the Constitution

Any changes (amendments) to this constitution must be approved by a formal vote of the entire student group membership at a publicized meeting of the group.

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