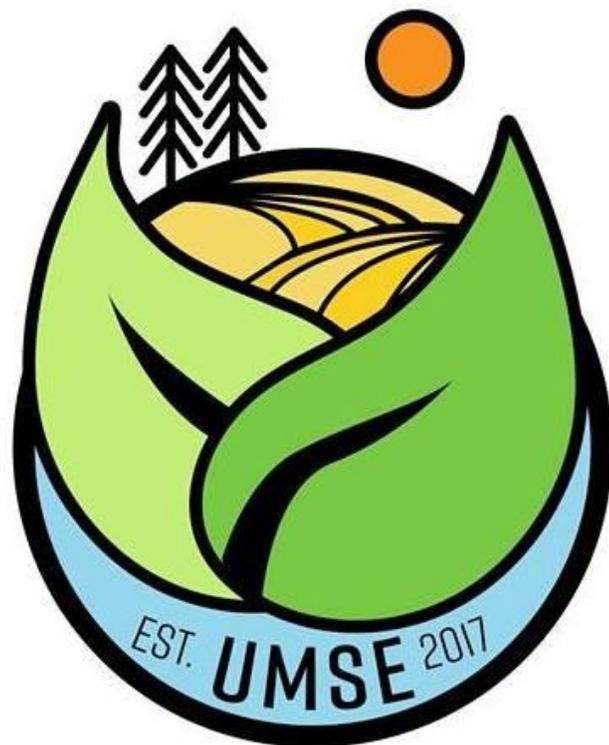


**University of Manitoba Students for the Environment (UMSE)
Constitution**



Article 1: Name

University of Manitoba Students for the Environment

Article 2: Purpose & Mission Statement

University of Manitoba Students for the Environment is a student led organization that will educate students, faculty, and staff at the University of Manitoba on ways to reduce their impact on the environment.

Article 3: Membership

3.1 Membership is open to any undergraduate or graduate student of the University of Manitoba.

3.2 Membership for UMSE last for a full academic year, from September 1st to August 31st.

3.3 All current members are voting members of UMSE.

3.3.1 Current members is defined as all members who have participated in a minimum of one event or meeting, or held membership for one month or longer.

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

4.1 UMSE 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.

Article 5: Executive Officers and Duties

5.1 President

5.1.1 Attend all meetings of UMSE.

5.1.2 Act as a signing authority for UMSE.

5.1.3 Be the contact person for all partner organizations.

5.1.4 Act as a spokesperson for UMSE to the public.

5.1.5 Shall maintain communication with all members.

5.1.6 Shall head the petitioning for funding.

5.1.7 Must partake in every voting matter brought forward by members.

5.1.8 Undertake or delegate any responsibilities of unfilled executive positions.

5.2 Vice President Operations

5.2.1 Attend all meetings of UMSE.

5.2.2 VP Operations must by default accept all duties delegated by the president.

5.2.3 Act as a stand in for any occasion the President must be absent.

5.2.4 Act as a spokesperson for UMSE to the public.

5.2.5 Be responsible for any booking and logistical requirements.

5.3 VP Marketing

5.3.1 Attend all meetings of UMSE.

5.3.2 Shall co-ordinate UMSE's social media presence.

5.3.3 Shall co-ordinate all promotional materials.

5.3.4 This position may be shared by two individuals and tasks be divided up by the President or by the two individuals.

5.3.6 VP Marketing must by default accept all duties delegated by the President.

5.4 VP Finance

5.4.1 Attend all meetings of UMSE.

5.4.2 Act as a signing authority for UMSE.

5.4.3 Shall collect all monies owed to UMSE.

5.4.4 Approve all distributions of monies.

5.4.5 All checks require the two signatures; the VP Finance's and one of either the President or VP Operations signature.

5.4.6 Develop and submit an annual budget for UMSE, as well as any financial implications.

5.4.7 VP Finance must by default accept all duties delegated by the President.

5.5 Executive Assistant

5.5.1 Attend all meetings of UMSE.

5.5.2 Shall track memberships and referral system.

5.5.3 Shall take minutes from all meetings.

5.5.4 Shall assist in educational research activities for VP Marketing.

5.5.5 Shall accept by default all duties assigned by the President within reasonable expectations of an assistant role.

Article 6: Executive policies

6.1 Any Executive officer deemed to be not adequately performing their duties as outlined shall be given written notice of their pending assessment.

6.2 Once said Executive(s) receive notice, they shall be given at minimum one week to provide a defense statement.

6.3 All other Executives will participate in a vote to determine whether the Executive in question shall maintain their position.

6.4 The Executive Assistant does not receive voting rights for executive-level decisions.

6.5 Any Executive who, under any circumstance, withdraws from their entire course load for the term must also voluntarily withdraw from their position, and a by-election will be held.

6.5.1 Any Executive who take part in a co-op, co-op like term, or exchange may retain their position (excluding the President) if they believe they can retain their participation and contribute adequately to meetings and events through other means. This is applicable so long as said Executive is not away for two or more terms.

Article 7: Executive Elections and Terms of Office

7.1 All UMSE elections will occur no later than April 1st.

7.2 To run for an UMSE Executive position, they must have a strong interest in the protection of the environment for future generations, as well as be a current undergraduate or graduate student at the University of Manitoba.

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

7.3.1 Nominations for the positions of President, Vice President Operations, and Vice President Finance outlined in Article 5, will last for seven days. Vice President Marketing shall be an appointed role due to its unique nature requiring specific skills and interest. Executive Assistant shall be an appointed role as well.

7.3.2 Candidates who wish to be nominated should inform the current President during that period and have a strong interest in protecting the environment for future generations.

7.3.3 Any student who wishes to be nominated for President must be a member of UMSE for a minimum of one academic term (or 3 months) and continue to be a member during the year they are running for, as well as having a strong interest in protecting the environment for future generations.

7.3.4 Each nominated candidate can campaign on behalf of themselves during the campaigning period, lasting a minimum of two days and a maximum of four days.

7.3.5 The President will collect a brief biography and campaign platform from each candidate and distribute them in an e-mail to all members of UMSE prior to voting.

7.3.6 All candidates may give speeches to persuade voters.

7.3.7 Voting period will immediately follow the campaigning period, and be held on a secure website accessible to all members of the group. Voting will be tracked by the Executive Assistant.

7.3.8 Voting for executives are done by current members of UMSE.

7.3.9 All ballots will be counted by the Executive Assistant, and results sent to candidates and UMSE members within 24 hours of verifying the voting outcome. Nominees are encouraged to be present when verifying voting outcome. Should the Executive Assistant be unable to perform these duties it will fall to any current executive member who is not campaigning for a new position.

7.3.10 Once the incoming President has been confirmed and transitioned accordingly, they may select members to fill the appointed Executive positions at any point during their Presidency.

Article 8: Transition of Executive Positions

8.1 Following the completion of a successful election outlined in Article 7, it is the responsibility of the current outgoing executives to bring all accounts up to date, transition all respective accounts (bank, social media, etc.) to their newly-elected executive, orient the newly-elected executive members to their positions, and to prepare the new executive to be effective in their positions.

8.2 The newly-elected executives must familiarize themselves with the terms and conditions outlined in the UMSE Constitution.

Article 9: Meetings

9.1 The President may call an executive meeting at any time, but must give all other executives at minimum 48 hours notice.

9.2 There must be a minimum of twice per term for all UMSE members, unless otherwise notified by the President. Executives shall meet once a month, with 48 hours notice given for regrets.

Article 10: Amendments to the Constitution

10.1 Any changes (amendments) to this constitution must be approved by a formal vote of all members in attendance at a publicized meeting of the club.

10.2 Email votes are acceptable so long as they are received prior to the end of the meeting.

10.3 Votes will be counted at the end of the meeting to allow time for email votes to be received.

10.4 Any amendment proposed must be made public to UMSE members a minimum of one week prior to the meeting, and require the support of a two-thirds majority (consisting of a minimum of two thirds of the executives).