

.devClub

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Bylaws and Constitution

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Article 1 – Name and Mandate

- i. The name of the club shall be .devClub, referring to a community of developers.
- ii. .devClub's mandate is to provide students of the University of Manitoba with a chance to gain some coding experience. It also gives students an opportunity to learn various engines, softwares, and consoles. This group is open, and any students interested in technology are welcome to join the community.

Article 2 – Definitions

- i. The terminology used in this document;
 - a. “Accessible” - Open and inclusive for all individuals, regardless of ability, background, status, etc.
 - b. “Co-Curricular Record” -a notation of participation in extracurricular activities on an academic transcript.
 - c. “Committee” – Executive Committee
 - d. “Executives” – Executives Members
 - e. “Group” – .devClub Student Group
 - f. “Regular Session” – The period from September 1st to April 30th, inclusive.
 - g. “Summer Session” – the period from May 1st to August 30th, inclusive
 - h. “University” – University of Manitoba
 - i. “UMSU” - University of Manitoba Students’ Union
 - j. “Local Hack Day” - An international annual Hackathon event administered by Major League Hacking

Article 3 – Compliance with UMSU and UMSU Clubs Policies and Procedures

- i. This section certifies that the student club recognizes the policies and by-laws of the Students' Union
- ii. .devClub 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. .devClub will also follow all bylaws, policies and procedures of the Student Group Promotion and Affairs Committee (SGPAC).
- iii. The documents governing .devClub are these Bylaws and the Robert's Rules of Order.

Article 4 – Members of Group

- i. .devClub will consist of the following executives members, who shall be voting members of the group:
 - a. President
 - b. Vice-President
 - c. Treasurer
 - d. Internal Executive
 - e. External Executive
 - f. Events Executive
 - g. Promotions Executive
- ii. Voting members of the group will be appointed under terms of Article 7.
- iii. Non-voting members of the group will consist of the general population who are interested in joining.
- iv. Executives will hold their positions until they depart from the team, in the case that an executive member departs, another executive will be appointed under Article 7.
- v. Members may not be on academic or social probation.
- vi. In the absence of the Chair, another member of the committee shall act as chair

Article 5 – Meetings

- i. During the summer session, there must be at least one meeting of the group. During Regular session, there must be a meeting of Council at least once every month while classes are in session.
- ii. The President, in conjunction with the Vice-President, will prepare any motions and meeting dates for executive meetings.
- iii. .devClub executives shall keep a complete and accurate record of all minutes of each meeting. The President and Vice-President, upon approval by Council shall sign the minutes.
- iv. Robert's Rules of Order shall govern meetings of council.
- v. Any decision of the chair can be overturned by a two-thirds vote of committee
- vi. Amendments to the agenda for any meeting must be submitted to the chair prior to the meeting.
- vii. The President may call an Executive meeting at any time, but must give all other members at least 48 hours notice. There shall be at least one Executive meeting per month during the academic year (September to April).

Article 6 – Executive Positions

- i. The President shall:
 - a. Be responsible for the overall operations of the group
 - b. Deal with issues concerning the club and its individual members.
 - c. Serve as signing authority on any group accounts
 - d. Be a voting member of .devClub for management decisions.
 - e. Call special meetings.
 - f. Attend all meetings.
 - g. Carry out provisions of the constitution.
 - h. Appoint chairpersons.
 - i. Distribute agenda for all meetings.
 - j. Act as a liaison for the general public along with the Executive External.
 - k. Act as a liaison for UMSU along with the Executive Internal.

- l. Act as Chair for external meetings if no other Chair or VP - External has been appointed.
 - m. Represents .devClub to outside bodies, including Departments, Faculties, the University, and businesses.
 - n. Ensure the group funds remain in budget with local and corporate sponsors along with the Treasurer.
 - o. Enforce that the transition report is done by April 30 of the executive council's term.
 - p. Complete any appropriate paperwork
 - q. Confirm CCR eligibility with UMSU on a 3 year basis.
 - r. Prepare an annual CCR report before March 30th.
 - s. Perform any other duties incidental to the office of the President or directed by executives.

- ii. The Vice President shall:
 - a. Be a voting member of .devClub for management decisions..
 - b. Assume the duties of the President, on direction of the President.
 - c. Be responsive for:
 - i. Overseeing all matters related to programming and events
 - ii. Distributing all external communications including press releases, website content, signage and advertising.
 - d. Serve as signing authority on any group accounts
 - e. Attend all meetings
 - f. Perform other duties incidental to this office within reasonable discretion as directed by the President and/or Council

- iii. Treasurer:
 - a. Prepare the group budget.
 - b. Administer and maintain group finance and group financial records
 - c. Attend any Finance Workshops organized for UMSU Student Groups
 - d. Advise the group on all finance and budget related activities
 - e. Report to the executives at each executives meeting on the financial situation of the group

- f. Maintain a financial summary of group finances at every meeting
 - g. Reimburse expenditures and be responsible for the payment of bills
 - h. Must be thoroughly familiar with article 8 of this document
 - i. Serve as signing authority on group accounts
 - j. Co-sign cheques with the President
 - k. Make available all audits of the .devClub to any Student members upon request with more than two weeks of notice
 - l. Provide a bank statement including a statement of all transactions from the .devClub's financial institution every term for all executives to view
 - m. Manage sponsorships with the Events Executive.
 - n. Perform any other duties incidental to this office within reasonable discretion as directed by the President and/or Council;
- iv. Internal Executive shall:
- a. Be responsible for overseeing the executives and dealing with issues concerning the club and its individual members.
 - b. Attend all meetings
 - c. Act as the liaison to UMSU student groups, UMSU service groups, and community organizations along with the External Executive
 - d. Record and keep minutes of all meetings.
 - e. Lead all member meetings of .devClub
 - f. Be thoroughly familiar with Robert's Rules of Order and these bylaws
 - g. Receive resignation of executives and inform the executives of such resignations
 - h. Confirm organization of all meetings and events along with the Events Executive
 - i. Room and equipment booking
 - ii. Promotion
 - i. Perform any other duties incidental to this office within reasonable discretion as directed by the President and/or Council;

- v. External Executive shall:
 - a. Act as the liaison to UMSU student groups, UMSU service groups, and community organizations along with the Internal Executive.
 - b. Attend all meetings
 - c. Acts as a liaison to students between the executives and the members
 - d. Keep an active list of members of the club
 - e. Chair any meetings of the executives
 - f. Chair any general meetings of .devClub along with the Internal Executive
 - g. Ensure that only voting members' votes are counted towards the passing or failing of a motion
 - h. Must make sure that non-voting members do not mistakenly submit votes that are counted towards executive decisions
 - i. Perform any other duties incidental to this office within reasonable discretion as directed by the President and/or Council

- vi. Events Executive shall:
 - a. Be responsible for planning the activities of the club for the members and the broader community.
 - b. Attend all meetings.
 - c. Coordinate and run events for the members
 - d. Coordinate team-building events for the executives
 - e. Coordinate a minimum of one event or academic initiative in each term, as per the discretion of the executives
 - f. Oversee the annual MLH Local Hack Day event for University of Manitoba
 - g. Work closely with the Promotions Executive to promote events
 - h. Work with the Events Executive to plan events
 - i. Ensure there are an adequate number of social and academic events.
 - j. Lead volunteers for social events and recruitment

- k. Recruit volunteers for events along with the External Executive
 - l. Keep track of all CCR requirements for all volunteers.
 - m. Perform any other duties incidental to this office within reasonable discretion as directed by the President and/or Council
- vii. Promotions Executive shall:
- a. Be responsible for managing all communications and building external relationships with the organization's constituencies, including funders and the media.
 - b. Responsible for the advertising of all .devClub events and events that may be of interest to .devClub
 - c. Responsible for the creation of any promotional materials for any .devClub event, including posters, invites, banners, and other related materials along with Events Executive and External Executive.
 - d. Responsible for obtaining support from creators to produce visual media for the group.
 - e. Actively manage the social media for .devClub
 - f. Work with the team to manage content on website for promotional purposes
- viii. All members must:
- a. Report to committee regarding their activities,
 - b. Participate in voting on club related activities.
 - c. Participate and assist with Group activities.
 - d. Be responsible for any specific tasks delegated to them by general resolution or the president.
 - e. Be familiar with these bylaws and the Robert's Rules of Order and not act outside the jurisdiction of their portfolio.
 - f. Report to the executives concerning their activities
 - g. Declare any personal or financial interest in any expenditure of the group funds
 - h. Comply with all regulations set out by the Campus Police of the Dean's Office, specifically those concerning smoking and drinking on campus;
 - i. Prepare, in cooperation with other executives of the same position when applicable, an orientation

- package for the subsequent person to fill each position
- j. Attend all regular meetings.

Article 7 – Elections

- i. Elections for the upcoming year will occur no later than March 31st on an annual basis.
- ii. In the case of a departing executive, the committee will be responsible for electing a new executive.
- iii. Executives must be currently enrolled, have a minimum of a 2.0 cumulative Grade Point Average and must not be on academic or social probation.
- iv. Nominees must have a full understanding of the constitution
- v. Nominees must have a full understanding of any outstanding projects.
- vi. Nominees are given an interview to check their knowledge of both point's iii and iv prior to their entry into the position.
- vii. Elections will consist of a nomination process and a voting process.
- viii. Nomination period will be at least one week for applications and one week for interviews.
- ix. Elections period shall occur right after Nomination period and will be minimum three days

Prior to the election, the Executives shall appoint a Chief Returning Officer (CRO) to oversee the elections; the CRO does not have to be a member of .devClub and cannot be a person who is running in the election.

The duties of the CRO are to:

- I. Oversee and administer the elections for .devClub
- II. Publicize the elections to the membership of .devClub
- III. Hear and decide on any appeals or complaints related to the elections
- IV. Oversee and administer the counting of votes or ballots for the elections

- V. Announce the results of the elections and inform UMSU of who next year's Executive will be

Article 8 – Finances

- i. The finances of the group will be the responsibility of the Treasurer. They will formulate the budget in conjunction with the council
- ii. No executives shall spend any money on behalf of the Group that has not already been authorized by the committee or directly related to the budget assigned to that executive
- iii. For all approved budgetary expenses under \$1000, payments will be made by an executive member using their own funds with intent to apply for a reimbursement. Any requests for reimbursement will only be accepted when requested with a valid receipt. Any large expenses will be handled by cheque.
- iv. All cheques must be signed by two of the three valid signing authorities. These authorities being President, Vice President and Treasurer.

Article 9 - Transition of Executive

- A. During the period from the end of the second week of April until the first day of May, when the new Executive team will assume office, it is the responsibility of the departing Executives to orient the newly elected Executive Officers to their jobs. This includes teaching the incoming Executives about student club and UMSU policies and procedures, transitioning club records and materials (including office, locker combinations, all passwords to all student club social media accounts, and the club's bank account), and preparing the new Executives 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 UMSU, including submission of a complete Executive Transition Form and the removal of all student club records and materials from the club office and

locker, have been fulfilled before the incoming Executives assume office.

- C. 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, Vice 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 and Vice President, and Treasurer's names. These tasks are to be completed and their credentials delivered to the new Executives no later than the last day of April.

- D. 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 .devClub (as outlined in Article 7) and for all club requirements to UMSU commencing with the first day of May.

Article 10 – Amendments

- i. Amendments to the bylaws:
 - a. May only be made at a regular meeting of Committee
 - b. Require a two-thirds majority of voting members to be present and a two-thirds majority vote to pass.
- ii. Amendments to the bylaws require one week notice to committee members, unless amendments are unanimously passed by committee
- iii. A copy of the amended constitution must be submitted to UMSU within two weeks of the meeting via the UMSU portal or through the website.