

STEM Fellowship Constitution

University of Manitoba

August 23, 2017

1.0 Introduction

1.1.1 The name of this club is STEM Fellowship.

1.1.2 STEM stands for Science, Technology, Engineering and Math.

1.1.3 STEM Fellowship is the name of the national organization for which the founder of this club holds an executive position. This club is one of the university branches of the national STEM Fellowship organization.

1.2 This document serves as the Constitution for STEM Fellowship and shall thus guide activities and affairs of the club.

2.0 Objectives

2.1 The purpose of STEM Fellowship is:

(a) to provide a platform for students interested in STEM fields at the University of Manitoba to connect with like-minded students and professionals

(b) to create opportunities for University of Manitoba students to improve skills in scholarly writing, editing and publishing scientific journal articles

(c) to offer the opportunity for University of Manitoba students to attend workshops and hear from faculty and students who are engaged in research

(d) to enable students who attend STEM Fellowship editing workshops to obtain an official scholarly writing certification from Canadian Science Publishing

(e) to collaborate with STEM Fellowship's national high school ambassador network to provide high school students with research opportunities at the University of Manitoba

(f) to provide members with the opportunity to collaborate with the national STEM Fellowship organization and with university branches across the country via branch committee meetings

(g) to provide students with the opportunity to enhance skills in inquiry, collaboration, problem solving and data analysis by participating in inter-faculty competitions organized by the club members and executives

(h) to provide graduate and upper-year undergraduate students with opportunities to mentor younger students in STEM-related areas

3.0 Membership

3.1 Any student at the University of Manitoba who is interested in the STEM fields is welcome to become a member. Eligible members are not required to be pursuing a degree in the STEM fields.

3.2.1 Students can become members by filling out the online general member registration form.

3.2.2 Membership term is September 1 to August 31 of each academic year.

3.2.3 Membership is recurring unless the student leaves the university or expresses a desire to leave the club.

3.3 Any member in good standing is entitled to:

(a) receive advance notice regarding the time and location of STEM Fellowship meetings

(b) attend STEM Fellowship meetings and events

(c) speak openly and provide feedback at STEM Fellowship meetings

(d) vote for and suggest events for STEM Fellowship

(e) contribute to planning the events and activities of STEM Fellowship

(f) be eligible to become a STEM Fellowship executive

(g) contact any executive to set up a meeting in the case of a question or concern

(h) attend STEM Fellowship workshops at a discounted price

3.4 All members are considered to have general membership but are entitled to become an executive member by:

(a) completing the executive membership application by the deadline

(b) completing a successful interview with the president

3.5.1 Any member is also eligible to apply for a position with the events sub-committee at the commencement of each term. They may do so by:

(a) completing the events sub-committee application by the deadline date

(b) completing a successful interview with the president

3.5.2 A position on the events sub-committee requires more commitment than a general member but less than an executive position. The roles of the events committee member include:

(a) attending events sub-committee meetings

(b) collaborating with the executive team to plan events

(c) collaborating with the Vice President of Communications and the Faculty Representatives to promote the events to the student body

3.6 If a member decides to withdraw from the club, he or she must provide written notice to the president. Membership fee will not be refunded.

3.7.1 The STEM Fellowship executive team holds the right to remove a member at any time of the year under the following circumstances:

- (a) if the member fails to abide by the constitution
- (b) if the member demonstrates disrespect to anyone tied to the organization, including other members, executives and students and faculty participating in the club's events
- (c) if the member takes on responsibilities to organize club functions and fails on multiple occasions to fulfill these responsibilities
- (d) if the member is consistently disruptive during meetings and club events
- (e) if the member is involved in an ongoing conflict of interest, or conflict with another member that is not able to be resolved and is hindering the productivity of the organization
- (f) if the member engages in other inappropriate or offensive behaviors or causes anyone in the organization danger of any form

3.7.2 The removal of a member shall occur by a majority vote of executives, except in extreme circumstances where the member has violated the University code of conduct or the law, or poses danger to anyone tied to the organization. In this case, any executive who has witnessed these behaviors holds the right to remove the member.

3.8 At all times, STEM Fellowship shall have a minimum of 20 members, two thirds of whom must be current undergraduate students at the University of Manitoba.

4.0 Structure

4.1.1 STEM Fellowship shall be governed by an executive team who is responsible for managing the affairs of the club.

4.1.2 The responsibilities of the executive team as a whole are to:

- (a) promote STEM Fellowship on campus
- (b) contribute to the organization of club meetings and events
- (c) foster a welcoming environment for other club executives and members
- (d) determine rules and procedures for club operation

4.2 STEM Fellowship shall be composed of between eight and ten executives determined by:

- (a) votes from the pre-existing executive team and president
- (b) impressions of the candidate's skills and experiences as demonstrated through the candidate's interview and written application
- (c) the founder in the circumstance that there is no pre-existing executive team

4.3 An executive member may resign from their position in the form of an email or letter to the president that allows at least 2 weeks' advance notice.

4.4.1 An executive member may be removed from the executive team by the president in the following circumstances:

- (a) if the member consistently fails to attend executive team meetings without adequate notice or a legitimate reason
- (b) if the member does not complete their duties in a timely manner
- (c) if the member consistently fails to communicate with the rest of the executive team about their duties and their progress
- (d) if the member demonstrates any of the behaviors that would result in the removal of a general club member as outlined in article 3.7

4.4.2 In the occurrence of the circumstances outlined in article 4.4.1, the president shall first issue a verbal and then written warning to the executive member in question and removal from the club shall only occur if behavior persists beyond these two warnings. However, in extreme circumstances where an executive has demonstrated inappropriate behaviors that strongly violate the University code of conduct or the law, the president holds the right to remove the member from the club without advance warning.

4.5 In the case of a vacancy of an executive position, an application for the position shall be distributed to all interested general members via email.

4.6 The term of office for the executive team is May 1 to April 30.

5.0 Executive members and their duties

5.1 The executive team shall comprise the following positions:

- (a) President
- (b) Treasurer
- (c) Vice President of Events and co-chair of the events sub-committee
- (d) Vice President of External Affairs
- (e) Vice President of Internal Affairs
- (f) Vice President of Scholarly Writing and co-chair of the events sub-committee
- (g) Vice President of Communications
- (h) Faculty Representatives (1-3)

5.2.1 The role of the President is to:

- (a) select and manage the executive team
- (b) collaborate with the VP Events, VP Scholarly Writing and VP External to oversee the club's events and develop content to present at workshops
- (c) promote the club and its events within the student body
- (d) chair all club meetings
- (e) complete the annual report
- (f) be the spokesperson for the club
- (g) remain in contact with the national STEM Fellowship organization via Slack messaging platform and online STEM Fellowship national branch

committee meetings

- (h) appoint a new president prior to graduation from the university
- (i) ensure compliance with the student union and university policy
- (j) be a co-signing authority for financial matters
- (k) update the VP Internal on the roles and progress made by executive members and work with him/her to delegate tasks to executives
- (l) offer guidance and feedback to other branch presidents at universities across the country
- (m) work with the VP communications and faculty representatives to develop strategies for increasing student engagement in club activities

5.2.2 The role of the Treasurer is to:

- (a) create an annual budget for club
- (b) keep track of cash flow and maintain all financial records
- (c) apply for sponsorships and grants to fund the club's activities
- (d) complete insurance paperwork
- (e) collaborate with treasurers from STEM Fellowship branches across Canada by attending national branch committee meetings and using Slack
- (f) be a co-signing authority for financial matters

5.2.3 The role of the Vice President of Events is to:

- (a) coordinate aspects of events including booking a venue, creating a schedule for the event, and developing interactive activities for the event
- (b) serve as a co-chair of the events sub-committee, which entails:
 - i) co-chairing events sub-committee meetings
 - ii) working with the events sub-committee to organize event logistics, plan event activities and hold general event brainstorming sessions

5.2.4 The role of the Vice President of External Affairs is to:

- (a) manage partnerships and communication with other organizations (including campus clubs/services and high schools when coordinating internships)
- (b) contact faculty to speak at events and to promote events
- (c) contact undergraduate and graduate students to mentor students and speak at networking panels

5.2.5 The role of the Vice President of Internal Affairs is to:

- (a) keep minutes of all official meetings
- (b) communicate with members and designate tasks for general members
- (c) prepare agendas and send out meeting notices upon request of the president
- (d) maintain the club's membership list
- (e) ensure good communication between members of the executive team as well as between members of the executive team and the events-subcommittee

(f) preside over club meetings in the absence of the president

(g) create and manage online registration and payment forms for events

5.2.6 The role of the Vice President of Scholarly Writing Outreach is to:

(a) collaborate with the national STEM Fellowship team, in particular the head of scholarly writing events, via Slack, to obtain their input on scholarly writing events

(b) work with VP Events and president to organize scholarly writing events incorporating resources from the national STEM Fellowship organization

(c) serve as a co-chair of the events sub-committee which entails:

i) co-chairing events sub-committee meetings

ii) working with the events sub-committee on developing content for events and workshops

5.2.7 The role of the Vice President of Communications is to:

(a) promote membership of the club

(b) promote club events and meetings through social media, posters, presentations and other promotional methods

(c) connect with other organizations on campus to spread awareness about the club

5.2.7 The role of the Faculty Representatives is to:

(a) provide a representative voice for students in the respective faculty

(b) promote STEM Fellowship and events to students in the given faculty

(c) work with VP events when creating inter-faculty competitions

5.3.1 Transitions of executive positions shall begin in April of each academic year once new executives are appointed.

5.3.2 Outgoing executives are responsible for training their successors over a period that shall last two calendar weeks.

5.3.3 Outgoing executives are responsible for ensuring that executives have ClubHub accounts and Slack accounts for positions requiring it.

5.3.4 Outgoing executives are responsible for completing all end of year responsibilities to the Students Union.

6.0 Meetings

6.1 Weekly or bi-weekly executive team meetings shall be chaired by the president.

6.1.1 The executive team shall meet to coordinate events, manage club affairs and discuss progress on individual tasks and responsibilities.

6.1.2 Meeting times shall be coordinated by the president, by use of a Doodle poll to take into account the availability of executive members. Five calendar days' notice shall be provided for all executive team meetings.

6.1.3 In the event that additional meetings are required, special meetings can be called by the president, following consensus of the executive team, at least 3 calendar days prior to the meeting.

6.1.4 Quorum for executive team meetings shall be the presence of at least 4 executives in addition to the president.

6.1.5 Executive meetings are not open to general members or the public but are open to events sub-committee members. Meeting minutes shall be shared with all executive members and events sub-committee members.

6.1.6 Only executive members have the power to vote at executive team meetings. Each member, including the president, shall have one vote; however, the president shall have two votes only in the case of a tie.

6.2.1 Events sub-committee meetings shall be held once or twice a month and shall be chaired by the VP Events and VP Scholarly Writing.

6.2.2 The events sub-committee meetings shall be called by the VP Events and VP Scholarly Writing, who must provide 5 calendar days' notice to all events subcommittee members.

6.2.3 The events sub-committee meetings are open to events sub-committee members, executive members and general members. Meeting minutes shall be shared with all executive members, events sub-committee members and any other attendees of the meeting.

6.2.4 Quorum for events sub-committee meetings shall be 50% of the events sub-committee members.

6.2.5 Events sub-committee members and co-chairs, in addition to the president, are eligible to vote at events sub-committee meetings. A tie vote means that the motion is defeated, as neither the co-chairs nor the president have a second vote in the case of a tie.

6.3.1 STEM Fellowship shall have an Annual General Meeting, chaired by the president, for the purpose of:

- (a) amending the constitution
- (b) reviewing the club's activities and successes over the year
- (c) planning an overview of the year's events
- (d) reviewing the club's financial statements

6.3.2 Notice of the Annual General Meeting shall be given at least 2 calendar weeks in advance. This notice shall provide the time, location and agenda of the meeting, which shall be determined by the president.

6.3.3 Quorum for the Annual General Meeting shall be 30% of the members and at least 5 executives.

6.3.4 Annual General Meetings are open to the public and meeting minutes will be available to the public via the Facebook page.

6.3.5 Club members and executives each hold one vote. The president does not have a second vote in the case of a tie vote.

6.4.1 General meetings shall be held twice a semester with two weeks' notice for the

purpose of providing general members with the opportunity to provide feedback about the club and contribute their ideas for club events.

6.4.2 Procedures and rules regarding the proceeding of general meetings shall be the same as the procedures for Annual General Meetings outlined in article 6.3.2 to 6.3.5 above.

7.0 Amendments to the Constitution

7.1 This constitution may be amended during the Annual General Meeting.

7.2 Amendments to the constitution require majority vote of at least 5 executives and two-thirds of members present at an Annual General Meeting.

7.3 The amended constitution shall take effect immediately following approval at the Annual General Meeting.

7.4 Proposed changes to the constitution must be outlined in the notice for the Annual General Meeting to be considered. Members may submit changes to the president to be included in the notice.

7.5 The amended constitution shall be submitted to the SU within two weeks of the Annual General Meeting.

8.0 Dissolution

8.1 The club shall not redistribute its property or assets back to the members.

8.2 Any leftover funds shall be given to the national STEM Fellowship organization to be used at other STEM Fellowship university branches throughout Canada.