

## **Section I – The Name**

Article 1) The Name of the here incorporated student organisation shall be the “University of Manitoba History Students Association (Undergraduate)”, and referred to as such hereafter.

Article 2) The short form of this name shall be “UMHiSA”.

## **Section II – Our Purpose**

Article 1) The purpose of the University of Manitoba History Students Association (Undergraduate) (UMHiSA) shall be to foster a sense of community among the undergraduate students of the University of Manitoba whose field of study involves a significant element of historical study.

## **Section III – Membership**

Article 1)

- A) Membership within the University of Manitoba History Students Association (Undergraduate) (UMHiSA) is open to all University of Manitoba Students who are studying history pursuant to a Minor, Major, or Honours Degree. As well as student's who are pursuing a Graduate or Doctorate level degree.
- B) Alumnae of this organisation are permitted to have voting rights for two (2) years following their graduation in order to facilitate a smooth transition from one cohort to another.

Article 2)

The term of membership for a member of the University of Manitoba History Students Association (Undergraduate) (UMHiSA) shall be from September to August of the Academic year during which they member has joined.

Article 3)

To join the University of Manitoba History Students Association (Undergraduate) (UMHiSA) a potential member must provide

- A) their name,
- B) their student number,
- C) their e-mail address or other contact information,
- D) whether their major/minor is among the list of accepted fields of study,

to the Membership Chair (or to a member charged by the Membership Chair for this purpose).

Article 4)

Undergraduate students must comprise a minimum of two-thirds (2/3) of the total membership of the University of Manitoba History Students Association (Undergraduate) (UMHiSA).

**Section IV – UMSU & SGPAC By-law and Policy Compliance**

Article 1)

The University of Manitoba History Students Association (Undergraduate) (UMHiSA) accepts and shall comply with the most current By-laws, Policies, and Procedures of both the University of Manitoba Students' Union (UMSU), and the Student Group Promotion and Affairs Committee (SGPAC).

Section V -- Executive Offices and Duties

Executive offices in the University of Manitoba History Students Association are open to student of the University of Manitoba currently pursuing (i) a Graduate degree in History (ii) an Honours degree in History, or (iii) have a Major in History.

The following are permanent Executive offices of UMHiSA which must be occupied every academic year, followed by their associated duties:

President:

The President shall be responsible for the overall operation of UMHiSA and chair all Association meetings. The President shall maintain an accurate list of members, and be able to provide said list within a reasonable time when requested. The President shall have signing authority for the Association. The President is the primary contact person for UMSU.

Vice-President:

The position of Vice-President is subordinate to that of the President. The duties and responsibilities of Vice-President are delegated from the President. In the case of absence of the President, the Vice-President will fulfill the duties and responsibilities assigned to the President in the constitution.

The following positions are discretionary Executive offices of UMHiSA, which will be filled depending on the needs of the Association, the size of the membership, and the discretion of the President, Vice-President, and faculty of the Department of History:

#### Treasurer:

The position of Treasurer is subordinate to that of the President and Vice-President. The duties and responsibilities of the Treasurer are delegated from the President. It is the duty of the Treasurer to keep accurate records of all financial transactions, and to generate financial status reports as required for the Vice-President, President, or Department Head. The Treasurer is also responsible for the facilitation of funding for Philosophy Students' Association events.

#### Secretary:

The position of Secretary is subordinate to that of the President and Vice-President. The duties and responsibilities of the Secretary are delegated from the President. It is the duty of the Secretary to record, publish, and distribute the Minutes of the meetings to the appropriate members, or as directed by the President.

#### Events Chair:

The position of Events Chair is subordinate to that of the President and Vice-President. The duties and responsibilities of the Events Chair are delegated by the President. It is the responsibility of the Events Chair to coordination of all events by UMHiSA.

#### Honours and Majors Student Representative:

The position of the Honours and Majors Student Representative are subordinate to that of the President and Vice-President. The duties and responsibilities of the Representatives are delegated by the President, Vice-President, and/or History Department. It is the responsibility of the representatives to attend UMHiSA meetings, Department Council, and other relevant meetings to represent the needs of the students they represent.

### **Article VI: Executive Elections and Terms of Office**

- (i) The President and Vice-President shall be elected by the Full Members of the hilosophy Students' Association in an election to be held on or before March 31.
- (ii) Nominees for the office of President and Vice-President must have previously met the criteria as outlined in Article V (i-iii).
- (iii) The President must accept nominations, carry out the election, and serve as Chief Electoral Officer (CEO). In the case that the current serving President is running for re-election or election as Vice-President, the current serving Vice-President shall serve as CEO. If it is also the case that the current serving Vice-President is running for reelection for election as President, a CEO shall be appointed by the Full Members of the Philosophy Students' Association.
- (iv) The Chief Electoral Officer shall lay out a two-week nomination period to be well publicized by available means, i.e., using the Association bulletin and the Department

- mailing list.
- (v) A one-week campaign period shall follow the close of nominations, and the nominees' names shall be published.
  - (vi) A vote by secret ballot shall follow the campaign period. The Chief Electoral Officer shall provide the voting membership (see Article III above) with ballots initialled, prior to voting, by the Chief Electoral Officer. The ballot shall list the candidates in alphabetical order.
  - (vii) In the case where there is only one candidate the vote shall be a Yes/No vote.
  - (viii) Only in the case of a tie shall the Chief Electoral Officer vote.
  - (ix) In the case that no President/Vice-President has been elected by the members of the previous academic year, the Department of Philosophy may appoint a President and a Vice-President in the Fall session. The appointees must meet the criteria as specified in Article III above. These appointees shall be subject to ratification once a new membership has been established in the Fall according to Article III above.
  - (x) In the case that the Association membership is dissatisfied with the actions of the President and/or the Vice-President (or similarly dissatisfied with the actions of the Treasurer, and/or Secretary, should the positions be filled), a vote for recall can be held during any general assembly (see Article VIII below). A 60% majority of Full Members indicating dissatisfaction shall be sufficient to call an election, with a Chief Electoral Officer to be appointed by the Full Members of the Association.

#### **Article VII: Transition of the Executive**

- (i) 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 association and Students' Union policies and procedures, transitioning custodianship of Association records and materials (including office and mailbox keys, locker combinations and all passwords to all student group association email accounts), and preparing the new Executive to be effective in their roles for the next year's work.
- (ii) 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 association records and materials from the Association office and locker, have been fulfilled before the incoming Executive assumes office.
- (iii) It is the responsibility of the departing President and Vice-President or Treasurer (if elected) to bring all accounts up to date to the end of the fiscal year, and to prepare any required financial statements of the Association. In addition, the outgoing President, and Vice-President or Treasurer must arrange with the respective incoming Executive for the transition of the student association bank accounts into the incoming President and Vice-President's names. These tasks are to be completed and their outputs delivered to the new Executive no later than the last day of April.
- (iv) It is the responsibility of the incoming Executive to assume custody of all student association records and materials, and accountability for all financial activities of the

student association (as outlined in Article V) and for all Association requirements to the Students' Union commencing with the first day of May.

### **Article VIII: 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 term.

The Executive shall hold a general assembly at least once per term for the entire UMHiSA membership. An announcement regarding the date and time of these meetings will be made available to members at least one week in advance using the Department bulletin and mailing list. Meetings may be called by: (i) the President, (ii) two other Executive members, or (iii) three non-executive members

### **Article IX: Amendments to the Constitution**

Any changes (amendments) to this constitution must be approved by a formal vote of the entire voting membership (see Article III above) at a publicized meeting of the association.

The proposed changes must be made available to all members of the association at least one week 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.

This version of the Constitution of the Philosophy Students' Association of the University of Manitoba was passed and submitted to the Association archives on