



PENNYDROPS

**Winnipeg Chapter**  
*Club Constitution*



# PennyDrops Winnipeg – Club Constitution

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## **Article I: Name of the Organization**

The Organization shall be known as PennyDrops Winnipeg, and from now on shall be referred to as the Organization.

## **Article II: Purpose of the Organization**

PennyDrops is a student-run non-profit organization dedicated to the advancement of financial education in Canada. Our mission is to ensure that all Canadian high school and university students are adequately prepared to handle their personal finances upon graduation by providing financial literacy education nationwide.

To execute our mission, PennyDrops Winnipeg sends university-level mentors out into surrounding high schools to deliver our workshop-based curriculum and hosts financial literacy workshops at the University for students to attend.

## **Article III: Structure**

The General Membership shall be the legislative body of the organization and shall be composed of all members.

The Executive shall be the Administrative body of the organization and shall be composed of members elected by the General Membership.

## **Article IV: Membership**

There shall be one level of membership within the organization:

- PennyDrops Mentor
  - As a mentor, members have an opportunity to learn about financial literacy and then make an impact on other students' lives by sharing these learning's with them
    - ◆ PennyDrops has a developed curriculum to follow which makes hosting the workshops easy – so, the primary role of a mentor is to understand and deliver this curriculum
    - ◆ No prior financial knowledge is required to be a PennyDrops Mentor – we provide all the training you need
  - Not able to vote
  - Able to run for other Executive Positions
  - No fee to join
  - Membership in the organization shall be valid for the entire academic school year
  - If a member of the organization violates the organization's Constitution or UMSU's Constitution and disciplinary action is being considered, the Executive shall report it to the Clubs and Societies Commissioners.



## Article V: Executive

Positions on the executive team include:

- President – *1 position*
  - Responsibilities Include:
    - ◆ Overseeing executive team, finances, relationship with national team, ensuring execution
- VP Marketing – *1 position*
  - Responsibilities Include:
    - ◆ Recruitment of mentors, sign-up list for University workshops, marketing of events, maintaining Facebook page, writing blog posts
- VP Finance – *1 position*
  - Responsibilities include:
    - ◆ Managing University program, recruiting high schools, organization with high schools and logistical planning for workshops
    - ◆ Maintaining the books and submitting expense reports to PennyDrops for reimbursement
- VP Operations – *1 to 4 positions*
  - Responsibilities Include:
    - ◆ Managing University program, recruiting high schools, organization with high schools and logistical planning for workshops
  - Note: number of position is dependent on the expected reach of PennyDrops Winnipeg in terms of both high school students and university students attending the University Program

## Article VI: Meetings

Meetings can be called at any time, as long as at least one-third of the executive team can attend. However, in the event of an election, all must be in attendance (either virtually or in person) for the vote to be binding. These meetings are open to and advertised for the executive team only (with the exception of recruitment meetings and mentor meetings).

A recruitment meeting can be called by the president of the executive team and will be promoted to the public through various outlets (Ex. Facebook page, Posters, General Announcements).

A Mentor Meeting can be called by the president of the executive team and will be announced to PennyDrops Mentors using various outlets (email, Facebook chat, etc.).

## Article VII: Elections

There is no term for a position on the executive team. The only requirement for maintaining your role is that you are or will be enrolled at the University full-time for a minimum of one semester in the current school year (September 20XX – August 20XX + 1).



Elections will be held on an at-need basis. Primarily, this is when there is an open position on the executive team or when the current team is unable to meet capacity and decides to bring another member on-board. Any election must be open to the public (announced on the Facebook page) for a minimum of 1-week prior to the selection period. No nomination is required, a candidate must submit an application to the executive team, who will read over every application and select candidates to interview. The executive team will vote on who is awarded the position (majority vote). If the vote results in a tie, the current president has the deciding vote. There is no minimum number of candidates to be interviewed, and if no candidates meet the requirements, the position may remain vacant.

If a member of the executive will be graduating within 6-months, they will be able to post their position and hire a replacement before stepping down. During this transition phase, the executive team may have more than the maximum members (7) outlined in article V, which is fine as this will be used as a training phase.

### **Article VIII: Impeachment**

An executive member can only be impeached if all other members of the executive team vote to remove them. Only the president can call a vote to impeach a member, and this must be announced a week before the vote.

If members of the executive team want to impeach the president, they will have to call for a meeting unanimously (full executive team excluding the president).

### **Article IX: Amendments**

Amendments can be made to the constitution at any time with a vote from the executive team. All members must be present for this vote (either virtually or in person), and at least 2/3 of the team must vote in favour including the President of the Organization.

### **Article X: Dissolution of the Organization**

Upon dissolution of the Organization, all assets gained through UMSU shall be returned to UMSU and all other assets shall be given to PennyDrops.