

A large, light blue circular graphic in the background. Inside the circle, there is a stylized flat Earth map of North America at the bottom. Above the map, there is a sun with rays on the right and several four-pointed stars on the left. The entire graphic is rendered in a light blue color.

University of Manitoba Flat Earth Society Club Constitution

Prepared by the University of Manitoba Flat Earth Society

Last Revision: March 25, 2018

Sample Constitution

Article 1: Name

The name of the student group shall be the University of Manitoba Flat Earth Society, also known as UMFES.

Article 2: Purpose of Club

UMFES exists to elucidate the truth and educate the youth through various outreach activities. This organization is based on scientific truths and disseminating them as well as confronting points of view that are not based in truth. Members will take part in discussions to understand, confront, and influence individuals who believe in nonsense such as anti-vaccination, flat earth theory, etc.

Article 3: Membership

Membership is open to any undergraduate or graduate student of the University of Manitoba, so long as no less than two-thirds of the club is undergraduate students.

Memberships in the club lasts for a full academic year, September to August.

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

UMFES 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

The following are the Executive Officers of UMFES, along with their duties:

- 1) President
 - a) Attend all meetings of UMFES
 - b) Act as a signing authority for UMFES
 - c) Be the contact person for UMSU
 - d) Act as Chair for meetings if no other Chair has been appointed
- 2) Vice President Finance
 - a) Attend all meetings of UMFES
 - b) Act as a signing authority for UMFES
 - c) Maintain adequate financial records of UMFES
 - d) Prepare and submit an annual budget for UMFES
- 3) Vice President Events
 - a) Attend all meetings of UMFES
 - b) Act as a signing authority for UMFES
 - c) Organize and oversee social, academic and cultural events on behalf of UMFES
 - d) Be responsible for booking equipment from UMSU
 - e) Take minutes during meetings

Article 6: Executive Elections and Terms of Office

All UMFES elections for the upcoming year will occur no later than March 31st on an annual basis.

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 UMFES and cannot be a person who is running in the election.

The duties of the CRO are to:

- 1) Oversee and administer the elections for UMFES
- 2) Publicize the elections to the membership of UMFES
- 3) Hear and decide on any appeals or complaints related to the elections
- 4) Oversee and administer the counting of votes or ballots for the elections
- 5) Announce the results of the elections and inform UMSU of who next year's Executive will be

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

- 1) Nominations for the elected positions will last for three days. Candidates who wish to be nominated should inform the CRO during that period and must be a member in good standing of UMFES at the time of their nomination.
- 2) Each nominated candidate can campaign on behalf of themselves and any slate (or team) they are a part of during the campaigning period, which will last for at least a week.
- 3) The CRO will collect a brief biography and campaign platform from each candidate and distribute them in an e-mail to all members of UMFES prior to voting.
- 4) Voting will be open for at least two days and will be held in a safe and secure location accessible to all members of the club.
- 5) The ballots will be collected by the CRO and counted; results will be sent to candidates and UMFES members.

Article 7: Transition of the 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 Vice-President Finance 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 and Vice-President Finance must arrange with the respective incoming Executives for the transition of the student club's bank account(s) into the incoming President's and Vice-President Finance'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 UMFES (as outlined in Article 5) and for all club requirements to UMSU commencing with the first day of May.

Article 8: Meetings

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 every other month during the academic year (September to April).

The Executives will schedule at least two meetings a year for the entire UMFES membership.

Article 9: Amendments to the Constitution

Any changes (amendments) to this constitution must be approved by a formal vote of the entire student club membership at a publicized meeting of the club.

The proposed changes must be made available to all members of the club at least two weeks before the meeting and require the support of at least three-fifths (3/5) 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 via the UMSU UMFES portal.