

The Constitution of the  
Women Of Manitoba Engineering Network  
University of Manitoba  
2018-2019

## **Article I – Name**

- 1.1 The name of this organization shall be the Women of Manitoba Engineering Network - abbreviated WOMEN.
- 1.2 The name “Executive” shall refer to the President and any member who takes on a leadership position or helps organize events.
- 1.3 The name “Council” shall refer to the voting members of WOMEN and any members holding an appointed position.
- 1.4 The name “Member” shall refer to every person in WOMEN who agrees with WOMEN values and wants to contribute to the process of bringing these values into fruition.

## **Article II – Affiliation**

- 2.1 WOMEN shall be affiliated with the University of Manitoba Students’ Union (UMSU), as a sanctioned student group.
- 2.2 WOMEN shall be affiliated with the University of Manitoba Engineering Society (UMES), as a sanctioned Engineering student group.

## **Article III – Mission Statement**

- 3.1 WOMEN shall be guided by its mission statement, vision, and values.

- 3.1.1 *WOMEN mission statement*

As a student group, WOMEN aims to provide resources, opportunities, and a sense of community to promote inclusivity and empower female identifying engineering students at the University of Manitoba.

- 3.1.2 *WOMEN vision*

To create an inclusive and diverse environment within the faculty of engineering where all students feel welcome and supported, and are able to succeed in their chosen programs.

### 3.1.3 *WOMEN values*

As a student group, WOMEN believes in the need for diversity and collaboration within engineering in order to successfully address the needs of the population being served by the engineering profession. WOMEN acknowledges the barriers marginalized and underrepresented groups face and the need to work towards challenging structural inequality. In light of this, WOMEN believes in working from an anti-oppressive, anti-colonial, and intersectional lens.

## **Article IV – Objective**

The primary objectives of the organization are as follows:

- 4.1 To provide opportunities and support to women in, or interested in, engineering.
- 4.2 To develop a socially conscious community through the collaboration of the faculty of engineering, as well as the University of Manitoba and to promote change, inclusion, and diversity within the student body.
- 4.3 To support and aid in amplifying the voices of marginalized groups within the Engineering student body.
- 4.4 To promote the development of leaders within our group and community who have a commitment to women’s rights, gender equality, and intersectionality.
- 4.5 To cultivate partnerships with similar-minded individuals or organizations and promote awareness of the structural inequalities present in society.

## **Article V - Membership**

- 5.1 Membership is open to any individual showing a commitment to furthering the objectives of WOMEN.

## **Article VI – Voting Members**

- 6.1 A voting member is a member who attends voting member meetings and who is on or has contributed to one or more teams, and attended at least three events.
- 6.2 Any student at the University of Manitoba is eligible to be a voting member as long as requirements of Article 6.1 are met.
- 6.3 Only members of WOMEN in good standing are eligible to hold voting member positions.
- 6.4 Any individual who is not a student at the University of Manitoba may act as a Consultant or Mentor to the student group and offer their advice, but ultimately cannot vote unless there is a tie in the group vote.
- 6.5 All voting members have the responsibility to:
  - 6.5.1 Contribute to the construction and execution of a WOMEN year plan which reflects the WOMEN group's vision and interests, as well as goals of the voting members and team leads.
  - 6.5.2 Act as a resource, coach, mentor and leader for the WOMEN group.
  - 6.5.3 Ensure the cohesion of and cooperation within the group.
  - 6.5.4 Recruit and support leaders from within the group, and ensure that teams will be sustained the following year.
  - 6.5.5 Remain up-to-date on issues relating to the committees, teams, or groups.
  - 6.5.6 Report, and later review any activity associated with their role using CHAMP.
  - 6.5.7 Begin training their successor immediately following voting member and team lead elections deemed to take place middle of February.
  - 6.5.8 Accomplish turnover with their successor by the end of May.
  - 6.5.9 Ultimately be responsible for their committee or team in meeting the goals specified by WOMEN's year plan.

#### **Article VII – Meetings**

- 7.1 General meetings will take place at least once a month during each regular session term.

- 7.2 A meeting agenda shall be distributed at least 24 hours before the general meeting.
- 7.3 General meetings shall be open to anyone wishing to participate.
- 7.4 General meetings shall be chaired by members according to their relevancy.
  - 7.4.1 The chair for a meeting shall be selected at the previous general meeting, or at any time in the interim, by the president or upon request of voting member.
  - 7.4.2 The first meeting of the school year shall be chaired by the president.
- 7.5 The first general meeting shall occur within the first three weeks of the school-year.
- 7.6 For issues relating to constitutional reform, budgetary changes, and WOMEN policy, a general vote will be required.
  - 7.6.1 For a vote to proceed, a quorum of 60% of the voting members will be required.
  - 7.6.2 All voting members of WOMEN, with the exception of the chairperson, shall be given voting rights.
  - 7.6.3 Voting members will be notified of a vote at least one week in advance of meeting in which vote will be held.
  - 7.6.4 In the event of a tie, the Consultant or Mentor shall cast their vote. If a tie remains, the chairperson shall cast the deciding vote.

### **Article VIII – Team Leads**

- 8.1 Any person registered as a student at the University of Manitoba and is part of the Faculty of Engineering, including being a prospective U1 student, is eligible to apply for a team lead position.
- 8.2 Team Leads are created at the discretion of the voting members.

- 8.2.1 Applicants must be must be voted in by a majority vote within the voting members.
- 8.2.2 The nominating member must submit a scope of work and possible ideas for the upcoming year for the Team Lead to the voting members.
- 8.3 Team Leads hold their position until the end of the school year in which they were elected, but are expected to coach the incoming Team Leads after voting member and team lead election takes place.

The following positions shall be held for a period of one year beginning on May 1 of each year.

8.4 ***President – Specific Role and Responsibilities***

- 8.4.1 Represents WOMEN to members, and appropriate third parties.
- 8.4.2 Provides general guidance and support for the members, voting members, team leads, and promotes the group’s vision.
- 8.4.3 Responsible for planning a general group turnover strategy, and for facilitating a smooth turnover by the group team leads by the end of the school year.
  - 8.4.3.1 Ultimately the team leads are responsible for their team’s turnover.
- 8.4.4 Supports the team leads in their year planning, activities, leadership development, as well as monitoring group health and morale.
- 8.4.5 Acts as one of three signing authorities for WOMEN.
- 8.4.6 Appoints the third signing authority for the WOMEN bank account.
- 8.4.7 Acts as a mediator between any member discrepancies that are group related.
- 8.4.8 Any duty not inconsistent with the abovementioned duties.

8.5 ***Finance – Specific Role and Responsibilities***

- 8.5.1 Administers the WOMEN bank account.
- 8.5.2 Creates the group budget.
  - 8.5.2.1 The group budget must be approved by the group executives.
- 8.5.3 Manages internal cash flows.
- 8.5.4 Ensures a high level of transparency and ethics in WOMEN's financial affairs.
- 8.5.5 Acts as a signing authority for WOMEN.
- 8.5.6 Applies for Engineering Endowment Fund.

**8.6 *Outreach Team Lead – Specific Role and Responsibilities***

- 8.6.1 Responsible for directing public engagement.
- 8.6.2 Organizes events planned by executive team to provide opportunities, services, and a way to connect for gender minorities.
  - 8.6.2.1 Works with the Promotion Team Lead to inform the student body about events.
  - 8.6.2.2 Ensures events are accessible to all students of different cultural and ethnic backgrounds, abilities, dietary restrictions, religious affiliations, gender identities, and sexualities.
- 8.6.3 Provides quotes for event costs.
- 8.6.4 Organizes volunteer for youth outreach events for partners in WISE and UMES.
- 8.6.5 Outreach Team Lead can have as many “Leads” as the work allows.

**8.7 *Administrative Team Lead – Specific Role and Responsibilities***

- 8.7.1 Prepares agenda for meetings and sends them out to team prior to meeting date.
- 8.7.2 Informs the executive team of upcoming meeting.
- 8.7.3 Takes meeting minutes, adds them to shared drive, and emails them to team post meeting.
- 8.7.4 Be the contact person for UMSU and be responsible for submitting necessary documents.

**8.8 *Communications Team Lead – Specific Role and Responsibilities***

- 8.8.1 Responsible for engaging the engineering community with social media relevant to WOMEN’s mission as stated in Article 3.1.1.
- 8.8.2 Responsible for maintaining and updating the WOMEN website, Instagram, and Facebook.
- 8.8.3 Responsible for posting articles, news, and events to Facebook.

**8.9 *Promotions Team Lead – Specific Role and Responsibilities***

- 8.9.1 Responsible for ensuring upcoming events are well promoted using all of the resources provided by UMES including but not limited to the chalkboard, the growl, and posters.
- 8.9.2 Submits request to UMES promotions for posters at least two weeks prior to event.
  - 8.9.2.1 Presents poster to executive team for approval.
  - 8.9.2.2 Ensure posters are finalized, stamped by UMES, and hung up for event a week in advance.
- 8.9.3 Books room for executive team meetings.

**Article IX – Elections**



- 9.1 Any voting members of WOMEN are eligible to vote at elections.
- 9.2 Any individual who will be returning as a student at the University of Manitoba the following year is eligible to run for a position.
  - 9.2.1 In the event that there is no returning student at the University of Manitoba who is running for a position, special permission may be granted to that individual by returning students at the University of Manitoba as a voting member.
- 9.3 The Team Lead and Presidential election will be held before the second week of March.
- 9.4 Quorum at the elections shall be 50% of WOMEN voting members.
  - 9.4.1 Quorum is required to proceed with the elections.
  - 9.4.2 voting members may designate a proxy using a physical, signed document.
  - 9.4.3 registered members having designated a proxy who is present shall be counted towards the quorum.
- 9.5 The election process is to be chaired, and votes are to be counted by the Chief Returning Officer (CRO).
  - 9.5.1 The CRO must be a member of WOMEN not running for one of the positions to be voted on.
  - 9.5.2 The CRO must be elected by the voting members through a two-thirds majority vote at least four weeks prior to the turnover meeting.
- 9.6 The CRO must notify the general membership and campus community of the date of elections, as well as the available positions at least three weeks prior to elections.
- 9.7 Individuals running for a position need to make their intentions known to the CRO a week prior to the elections.
- 9.8 Candidates must comply with any requirements pertaining to their application as specified by the CRO.

- 9.9 Elections voting shall be performed through a discussion of the individual and then a secret ballot vote.
  - 9.9.1 Elections shall be determined by a majority vote.
  - 9.9.2 In the event of a tie, mentors shall cast a vote, and if a tie remains the CRO will cast the deciding vote.
- 9.10 By-elections shall be held within three weeks of an Team Lead position becoming vacant, providing that there are nominees for the position.
  - 9.10.1 By-elections shall follow the same procedures as the general elections.

### **Article X – Signing Officers**

- 10.1 The WOMEN signatories shall consist of Finance, the President, and a third individual to be nominated by the President, and voted in by the voting members a two-thirds majority vote.
  - 10.1.1 In the event that the President’s nomination is rejected, the voting members will be asked to vote via secret ballot for the WOMEN member of choice.
- 10.2 Any decision requiring a signature and which will result in a binding agreement, shall be decided by a two-thirds (2/3) majority vote by the membership.

### **Article XI - Finances**

- 11.1 ***Macro Finances***
  - 11.1.1 The Team Lead of Finance must prepare a draft budget to be submitted to the voting members as part of their year plan.
  - 11.1.2 A final draft of the budget must be approved by voting members at the annual general meeting by a two-thirds (2/3) majority vote.
  - 11.1.3 Any budgetary amendments must be approved by voting members by a two-thirds (2/3) majority vote.
  - 11.1.4 A budgetary review will take place at the beginning of the second term of the school year, at which time a revised budget is presented to the

membership, and the annual financial situation is reviewed.

## 11.2 ***Micro Finances***

- 11.2.1 Expenditures in excess of two hundred dollars (\$200) must be approved by the majority of the voting members.
- 11.2.2 All donations requiring a tax receipt shall be submitted promptly to the Team Lead of Finance.
- 11.2.3 Any person claiming expenses from WOMEN is required to submit proof of purchase along with an expense claim form indicating:
  - 11.2.3.1 The name of the claimer,
  - 11.2.3.2 The reason for the expense,
  - 11.2.3.3 The amount to be reimbursed, with the associated GST indicated
- 11.2.4 Expense claims are to be processed within a week of receipt,
  - 11.2.4.1 All issued cheques must be signed by two of the three signatories.
- 11.2.5 All financial records shall be kept for no less than seven (7) years from the date of origin.
- 11.2.6 The following items are to be filed by the Team Lead of Finance as part of their records:
  - 11.2.6.1 Expense claim forms (invoices of any kind), along with any associated cheques,
  - 11.2.6.2 Copies of all incoming and outgoing cheques,
  - 11.2.6.3 Records of all other financial transactions.
- 11.2.7 All incoming funding must be deposited within a week of receipt.

## **Article XII – Impeachment Procedures**

- 12.1 Any member of the council, including President, Vice-Presidents, or Team Leads of WOMEN deemed to be failing in their duties may be removed from office through the following procedure:
  - 12.1.1 The President will first approach the member on a one-to-one basis in order to communicate the details pertaining to the Executives' interpretation of their failure to perform their duties. The explanation will include reference to specific occurrences, will be based on fact, and will constitute the first warning.
    - 12.1.1.1 If the member in question is the president, the president shall be approached by any one member of the executive.
  - 12.1.2 If the member has not made an attempt to rectify the problem, a second notification will be held. The will of the voting member to impeach a member will be communicated to them at this meeting.
  - 12.1.3 A written motion shall be submitted to the President requesting an Impeachment Hearing for the council member in question.
  - 12.1.4 The President shall bring the request of a vote of impeachment to the next Voting Member Meeting:
    - 12.1.4.1 The member in question shall not be permitted to vote.
    - 12.1.4.2 If approved by a majority vote, the President may relieve the member of their duties.
  - 12.1.5 The member in question shall be given the opportunity to defend their position at the Impeachment Hearing if they so choose.
    - 12.1.5.1 The voting member and the member in question shall choose a time and location for the Impeachment Hearing to be heard.
    - 12.1.5.2 The Impeachment Hearing may be deferred no more than one time.
    - 12.1.5.3 The member in question shall not be permitted to have more than one Impeachment Hearing.

12.1.5.4 After the Impeachment Hearing, a majority vote shall relieve the member in question of their duties.

12.1.6 The voting members shall fill impeached member's position as they see fit.

12.1.7 If the situation encounters high tension among members, any individual who feels they are involved or affected by the situation has the right to call for a `Conflict and Resolution Meeting`.

12.1.7.1 The request for this meeting will be sent to the President, where the President is then responsible for locating a mediator who is unrelated to the situation or individuals.

12.1.7.2 This meeting will then follow the same process to the Impeachment Hearing.

### **Article XIII – Turnover**

13.1 All leaders must complete turnover with their successors before May.

13.2 The turnover process shall be administered by the outgoing president.

13.3 Transition of the voting members officially occurs on the first day of May, annually.

### **Article XIV – Conference of Diversity in Engineering (CDE)**

14.1 Delegate(s) will be chosen by a selections committee consisting of:

14.1.1 A returning delegate,

14.1.1.1 If there is no returning delegate then a Team Lead will fill this position.

14.1.2 The President,

14.1.3 Two executive members, elected with a majority vote by the voting members,

- 14.1.4 One volunteer member, elected with a majority vote by the voting members.
  - 14.1.4.1 Volunteer members are to be nominated by a member of the voting members; self-nomination is permissible.
- 14.2 The CDE Delegate application process will proceed as follows:
  - 14.2.1 CDE Delegate application will be advertised at least one month before the application is due.
  - 14.2.2 Prospective applicants are required to submit a one-page application detailing their intention and reasons for applying to attend the conference.
  - 14.2.3 In order to provide equitable opportunities, applicants who self identify as a minority or marginalized group will be prioritized.
  - 14.2.4 The number of delegates chosen to attend the conference will depend on the allowance of the budget.
- 14.3 Subsidization for the conference is to be incorporated into the WOMEN budget, and may be adjusted as part of the budgetary review at the beginning of the school year. Aim is to fully subsidize chosen delegate(s) if possible, to reduce financial barrier.
  - 14.3.1 Delegate(s) is also required to apply for UMSU Travel Grant.

### **Article XV – Annual General Meeting**

- 15.1 The President must call an Annual General Meeting (AGM) during the summer term, immediately following the completion of year plans by the voting members.
- 15.2 All voting members of WOMEN in good standing are eligible to vote at the AGM.
- 15.3 The agenda for the AGM shall consist of:
  - 15.3.1 A call to order, to be seconded,
  - 15.3.2 A review of the WOMEN budget, submitted by the VP Finance,

15.3.2.1 A motion must be passed to accept the proposed budget, and must be seconded.

15.3.3 A review of year plans, as submitted by the voting members,

15.3.3.1 A motion must be passed to accept each of the proposed year plans, and must be seconded.

15.3.4 A motion to adjourn, to be seconded.

### **Article XVI – Amendments**

16.1 Any member of WOMEN can submit a proposal for an amendment to the WOMEN Constitution at any general meeting.

16.2 The amendment shall require a majority vote of two-thirds (2/3) of the members present at the meeting to pass.

16.3 The voting method used shall depend on the item being voted on, if a request for a secret ballot vote is issued, it must be adopted as the method for that vote.

16.4 An amendment must be distributed to all members at least one (1) week before voting.