

The U of M Timeless Classics Book Club's Constitution

Prepared by the UofMbookclub

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Introduction

The U of M Timeless Classics Book Club (UofMbookclub) constitution has been written to set out the basic rules the club will follow and to provide direction for the club.

Constitution

Article 1: Name

The name of the student group shall be the U of M Timeless Classics Book Club, also known as UofMbookclub.

Article 2: Purpose of Club

The UofMbookclub brings together book lovers and like-minded individuals at the University of Manitoba interested in reading and discussing great literature. It also organizes social events and activities for the book-loving community at the university and provides a forum for discussing works of classic literature. We define “classics” as works that have vehemently stood the test of time and have undeniable, lasting proclaimed value. Joining the club is a great way to ensure you can allocate time outside of your academics for valuable reading– whether for personal development or your own enjoyment!

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 are undergraduates. Memberships for the club last for a full academic year, commencing on September 1st and ending on August 31st.

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

UofMbookclub 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 UofMbookclub, along with their duties:

President:

- a) Manage general UofMbookclub affairs and ensure the general function of the club
- b) Act as Chair for meetings
- c) Adequately prepare for and direct book discussions effectively
- d) Maintain communication with and direct members of the Executive team
- e) Attend all meetings of UofMbookclub
- f) Act as a signing authority for UofMbookclub
- g) Act as spokesperson for UofMbookclub to the public
- h) Be the contact person for UMSU
- i) Organize, oversee, and attend all events held by UofMbookclub
- j) Manage UofMbookclub's social media accounts
- k) Promote the UofMbookclub to students at the University of Manitoba

Vice President:

- a) Adequately prepare for and direct book discussions effectively
- b) Act as Chair for meetings in the case of absence of the President
- c) Ensure the general function of UofMbookclub
- d) Attend all meetings of UofMbookclub
- e) Act as a signing authority for UofMbookclub
- f) Organize, oversee, and attend all events held by UofMbookclub
- g) Promote the UofMbookclub to students at the University of Manitoba

Secretary:

- a) Ensure the general function of UofMbookclub
- b) Attend all meetings of UofMbookclub
- c) Take attendance in UofMbookclub meetings and maintain a current membership list
- d) Adequately prepare for and help direct book discussions effectively
- e) Maintain adequate financial records for UofMbookclub
- f) Be responsible for booking equipment from UMSU
- g) Organize, oversee, and attend all events held by UofMbookclub
- h) Promote the UofMbookclub to students at the University of Manitoba

Article 6: Executive Elections and Terms of Office

All UofMbookclub elections for the upcoming academic year will occur in the month of March on an annual basis. Each executive team shall last one academic year (from September to August). Candidates may nominate themselves for election. Current Executives may run for re-election or for an alternative position.

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 UofMbookclub and cannot be running in the election.

The duties of the CRO are to:

- 1) Oversee and administer the elections for UofMbookclub
- 2) Publicize the elections to the membership of UofMbookclub via email
- 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 the upcoming Executive team

Voting for the upcoming year's Executive team 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 at the time of their nomination.
- 2) The CRO will collect a brief biography and campaign platform from each candidate and distribute them via e-mail to all members of UofMbookclub prior to voting.
- 3) Voting will take place over the course of a given day and will be held in a location accessible to all members of the club. At least one poll clerk will be present at all times with the ballot box.
- 4) The ballots will be collected and tallied by the CRO, and results will be sent to all UofMbookclub members.

Article 7: Transition of the Executive

- A. In the months following the UofMbookclub elections, it is the responsibility of the departing Executives to orient the newly elected Executive Officers into their respective positions. This includes teaching the incoming Executives about UMSU policies and procedures, transitioning club records and materials (including office and locker combinations and passwords to all club social media accounts), and preparing the new Executives to be effective in their roles for the upcoming year.
- B. It is the responsibility of the outgoing 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, Vice President, and Secretary 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 into the incoming Executives' names. These tasks are to be completed and their credentials delivered to the new Executives no later than one month following the election.
- 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 UofMbookclub and all club requirements to UMSU commencing September 1st.

Article 8: Meetings

The UofMbookclub will meet at least once a month to discuss the book being read. A new book will be voted on every two, three, or four months (depending on an estimated and agreed upon length of time for finishing the book at hand). All members will be encouraged to provide new book suggestions and nominations.

The President may call an Executive meeting at any time but must give all other members of the Executive team at least 48 hours' notice. There must be at least one Executive meeting every four months.

Article 9: Amendments to the Constitution

Any changes 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 prior to 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 via the UMSU UofMbookclub portal.