

FENGHUA CLUB CONSTITUTION

Name

The name of the student group shall be the Fenghua Club.

Purpose of Fenghua Club

Fenghua Club exists to help Chinese students to fit the new environment and get more new friends, make their daily life more colorful.

Membership

Membership is open to any undergraduate or graduate student of the University of Manitoba, as well as ICM and ELC students of the University of Manitoba.

Memberships for the group last for a full academic year, September to August.

Compliance with UMSU/SGPAC Policies and Procedures

Fenghua Club will follow all bylaws, policies, and procedures of the University of Manitoba Students' Union (UMSU) and the Student Group Promotion and Affairs Committee (SGPAC).

Executive Officers and Duties

The following are the Executive officers of Fenghua Club, along with their duties:

President

- Attend all meetings of Fenghua Club
- Act as a signing authority for Fenghua Club
- Act as spokesperson for Fenghua Club to the public
- Be the contact person for UMSU and SGPAC
- Act as Chair for meetings if no other Chair has been appointed

Vice President (Finance)

- Attend all meetings of Fenghua Club
- Act as a signing authority for Fenghua Club
- Maintain adequate financial records of Fenghua Club
- Prepare and submit an annual budget for Fenghua Club

Vice President (Events)

- Attend all meetings of Fenghua Club
- Organize and oversee social, academic and cultural events on behalf of Fenghua Club
- Be responsible for booking equipment from UMSU

Executive Elections and Terms of Office

All Fenghua Club elections for the upcoming year will occur no later than March 31st.

Prior to the election, the Executive shall appoint a Chief Returning Officer (CRO) to oversee the elections; the CRO does not have to be a member of Fenghua Club, and cannot be a person who is running in the election.

The duties of the CRO are to:

- Oversee and administer the elections for Fenghua Club
- Publicize the elections to the membership of Fenghua Club
- Hear and decide on any appeals or complaints related to the elections
- Oversee and administer the counting of votes or ballots for the elections
- 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 three 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 Fenghua Club at the time of their nomination.
2. Each nominated candidate is allowed to 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 Fenghua Club 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 group. At least one poll clerk will be present at all times with the ballot box, and will
5. The ballots will be collected by the CRO and counted; results will be sent to candidates and Fenghua Club members.

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 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 group and Students' Union policies and procedures, transitioning custodianship of club records and materials (including office and mailbox keys, locker combinations and all passwords to all student group email accounts), and preparing the new Executive 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 the Students' Union, including submission of a complete annual report and the removal of all student group records and materials from the club office and locker, have been fulfilled before the incoming Executive assumes office.
- C. It is the responsibility of the departing President and VP 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 VP Finance must arrange with the respective incoming Executive for the transition of the student group bank accounts into the incoming President's and VP Finance's names. These tasks are to be completed and their outputs delivered to the new Executive no later than the last day of April.
- D. It is the responsibility of the incoming Executive to assume custody of all student group records and materials and accountability for all financial activities of the student group (as outlined in Article 5) and for all club requirements to the Students' Union commencing with the first day of May.

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 month during the academic year (September to April).

The Executive will schedule at least two meetings a year for the entire Fenghua Club membership.

Amendments to the Constitution

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

The proposed changes must be made available to all members of the group at least two weeks 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.