Linguistic-ISH Constitution

Linguistic Integrated Student Hub
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**Article 1: Name**

This section simply states the name of the club, as well as an acronym or abbreviation.

**Linguistic-ISH: Linguistic Integrated Student Hub**

**Article 2: Purpose of Organization**

This section outlines why the student club exists. This is where the mandate of the student club is introduced detailing what purpose the club shall serve.

The primary purpose of Linguistic-ISH is the representation of the linguistic student body. This includes linguistic majors, minors, or any other practices related to the field. The organization will hold social and academic events that integrate the wide interest of the students in the field.

**Article 3: Membership**

This section describes who can be a member of the student club, how they can join, and how long their membership lasts.

Membership is open to any University of Manitoba students with a keen interest in the field of linguistics. Interests include Speech Language Pathology, American Sign Language, Psycholinguistics, Linguistic Research and other general linguistic interest.

To become a member you must attend one meeting or event and pay a one time fee of five dollars. Once you are a member you will remain a member for as long as you’re a student at the University of Manitoba.

The purpose of the fee is to encourage participation and commitment to the club.

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

This section certifies that the student club recognizes the policies and by-laws of the Students’ Union.

Linguistic-ISH 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 Linguistic-ISH along with their duties:
1. **President**
   a. Elected by Linguistic-ISH members
   b. Attend all meetings of Linguistic-ISH
   c. Act as a signing authority for Linguistic-ISH
   d. Act as a liaison for the University of Manitoba Faculty of Linguistics
   e. Act as a liaison for the general public
   f. Act as a liaison for UMSU
   g. Act as Chair for external meetings if no other Chair has been appointed
   h. Oversees all social media promotion and email communication.
   i. Facilitate the Linguistic-ISH election at the end of Winter Term with the Vice President- Finance and Incorporation
   j. Update President- Executive Affiliations transition report by April 31 of her/his/their term
   k. Enforce that the transition report is done by April 30th of the executive council’s term

2. **Vice President- Membership and Administration**
   a. Appointed by the President
   b. Attend all meetings of Linguistic-ISH
   c. Lead all member meetings of Linguistic-ISH
   d. Keep an active list of members of Linguistic-ISH
   e. Act as a signing authority for Linguistic-ISH
   f. Act as a liaison between executive officers and the members
   g. Organize all member meetings of Linguistic-ISH
      i. Room and equipment booking
      ii. Promotion
   h. Update Vice President- Membership and Administration transition report by April 30th of her/his/their term

3. **Vice President- Events**
   a. Appointed by the President
   b. Attend all meetings of Linguistic-ISH
   c. Organize social events for Linguistic-ISH members to attend
   d. Lead Sub-Committees for social events
   e. Organize academic events for Linguistic-ISH members to attend
   f. Lead Sub-Committees for academic events
   g. Creates posts for and assists with social media
   h. Update Vice President- Events transition report by April 30th of her/his/their term

4. **Vice President- Finance and Incorporation**
   a. Appointed by the President
   b. Attend all meetings of Linguistic-ISH
c. Apply for funding from external organizations (UMSU, ASBC, etc.)
d. Act as a signing authority for Linguistic-ISH
e. Keep track of Linguistic-ISH financial activities
f. Update Linguistic-ISH constitution on a yearly basis with the President
g. Facilitate the Linguistic-ISH election at the end of Winter Term with the President
h. Update Vice President- Finance and Incorporation transition report by April 30th of her/his/their term

Article 6: Executive Elections and Term Office

All Linguistic-ISH 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 Linguistic-ISH 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 Linguistic-ISH
2) Publicize the elections to the membership of Linguistic-ISH
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 Linguistic-ISH 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 email to all members of Linguistic-ISH 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. At least one poll clerk will be present at all times with the ballot box.
5) The ballots will be collected by the CRO and counted; results will be sent to candidates and Linguistic-ISH members.

Article 7: Transition of 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 VicePresident 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 VicePresident 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 Linguistic-ISH (as outlined in Article 5) and for all club requirements to UMSU commencing with the first day of May.

Article 8: Member 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 per month during the academic year (September to April).

The Executives will schedule at least two member meetings a year for the entire Linguistic-ISH 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 OR through an online vote which has been made public for a minimum of 1 week. The online vote must be open for a full 24 hours.

If someone is unavailable to vote online this person is responsible for contacting an executive to make alternate arrangements.

The proposed changes must be made available to all members of the club at least two weeks before the vote takes place, and requires the support of at least two-thirds (2/3) of the members voting.

A copy of the amended constitution must be submitted to UMSU within two weeks of the meeting via the UMSU portal.