

## **RWANDA STUDENTS UNION**

### **Article I: Name**

The name of this union shall be Rwanda Students Union, hereby referred to as RSU

### **Article II: Purpose**

1. To bring together and unite Rwandan students in a community and to promote this unity.
2. To help Rwandan newcomers to be integrated in a welcoming community and get involved.
3. Promote Rwandan culture and raise awareness of history of Rwanda.

### **Article III: Membership**

1. Membership is open to all students of the University of Manitoba, International College of Manitoba or any other institution in Manitoba.
2. Membership can also be offered to past members of RSU who are no longer students, provided they have shown dedication to the union and its purpose during their time as members, or unless decided upon by special circumstances.
3. Only Rwandan students who have been members of RSU for at least one semester (4 months) are eligible for nomination and election of executive duties (if applicable).

### **Article IV: Compliance with UMSU and UMSU Clubs Policies and Procedures**

This section certifies that RSU recognizes and shall follow all the policies and by-laws of the University of Manitoba Students Union (UMSU) and the Student Group Promotion and Affairs Committee (SGPAC).

### **Article V: Executive Officers and Duties**

1. President
  - a) Attend all meetings of RSU
  - b) Act as a signing authority for RSU

- c) Act as spokesperson for RSU to the public
- d) Be the contact person for UMSU
- e) Act as Chair for meetings unless appointed otherwise
- f) In charge of coordinating the committee so as to be efficient

## 2. Vice President

- a) Attend all meetings of RSU
- b) Act as a signing authority for RSU
- c) Maintain adequate financial records of RSU
- d) Act as second spokesperson of RSU unless someone else is appointed
- e) Be second contact person of UMSU
- f) Report to the president unless stated otherwise

## 3. Treasurer

- a) Control and record of all financial transactions
- b) Responsible for collection of any revenues
- c) In charge of budgets of specific events or the yearly RSU budget
- d) Report to the vice-president unless stated otherwise

## 4. Secretary

- a) Spokesperson of RSU along with president and Vice president
- b) Organize, conduct and document meetings
- c) Attend all meetings of RSU
- d) In collaboration of event planner, in charge of venue of mostly executive meetings
- e) Report to the president unless stated otherwise

5. Event planner

- a) Attend all meetings of RSU
- b) In charge of Organization of all events associated with RSU in collaboration with committee and members of RSU
- c) Report to the vice-president

**Article VI: Executive Elections and Terms of Office**

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 RSU 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 RSU
2. Publicize the elections to the members of RSU
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:

- a) 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 RSU at the time of their nomination.
- b) 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.
- c) The CRO will collect a brief biography and campaign platform from each candidate and distribute them in an email to all members of RSU prior to voting.

d) 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.

e) The ballots will be collected by the CRO and counted; results will be sent to candidates and RSU members.

### **Article VII: Transition of the Executives**

1. 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 RSU 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.

2. 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.

3. It is the responsibility of the departing President and Treasurer 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 and treasurer must arrange with the respective incoming Executives for the transition of the student club's bank account(s) into the incoming President's and Treasurer's names unless agreed upon otherwise. These tasks are to be

completed and their credentials delivered to the new Executives no later than the last day of April.

4. 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 RSU (as outlined in Article V) and for all club requirements to UMSU commencing with the first day of May.

#### **Article VIII: Meetings**

The President may call an Executive meeting at any time by notifying the secretary 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 meetings per semester and one in the summer for all RSU members.

#### **Article IX: Amendments to the Constitution**

Any changes (amendments) to this constitution must be approved by a formal vote of all club members 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 two-thirds ( $2/3$ ) of the members including at least 60% ( $3/5$ ) of executives; the latter must all be present at the meeting to be counted.

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