

UMZIM

CONSTITUTION

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Article 1: Name

The name of the group is to be the University of Manitoba Zimbabwe Student Association, also known as UMZIM.

Article 2: Purpose of Group

UMZIM aims to:-

1. Provide support to both incoming and current International students, primarily Zimbabweans and assist them in adjusting to life in Canada.
2. Bring a sense of community to international students, primarily Zimbabwean students.
3. Facilitate cultural exchange between Canadians and International students, with a focus on exchanging Zimbabwean culture.
4. Practice philanthropy, particularly for the benefit of less economically developed nations, and in particular Zimbabwe.
5. Enable its members to develop themselves academically, socially and physically by providing or facilitating the relevant opportunities.

Article 3: Membership

1. Membership is open to any undergraduate or graduate student so long as no less than two-thirds of the group consists of University of Manitoba undergraduate students.
2. Non-students may not be part of the executive board.
3. UMZIM membership is perpetual, and can only be cancelled by submitting a letter of intent to the executive board through the Secretary General, or through a decision by the executive board to cancel membership for disciplinary reasons.

Article 4: Disciplinary Measures

1. Disciplinary measures can only be implemented by a unanimous vote of the board
2. The disciplinary measures for members include:
 - a. Verbal or written warning.
 - b. Suspension from the benefits of UMZIM membership.
 - c. Expulsion from UMZIM.
3. The already mentioned disciplinary measures may also be taken against the board or any member of the board.
 - a. Should there be need for disciplinary action against one or more board members (which any UMZIM member can propose), the Secretary General is to inform the general members of UMZIM, where they will take a vote at the next general meeting on what action to take concerning the board members in question.
4. In the event that the general members decide to remove the entire board, emergency elections are to be held.

Article 5: Compliance with UMSU/SGPAC Policies and Procedures

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

Article 6: The Executive Board, Duties and Other Offices

EXECUTIVE BOARD

1. Board members may be executive or non-executive, where executive members have voting rights and non-executive members do not. Only University of Manitoba students are allowed to be executive members of the board with voting rights.
2. The executive board is to have a minimum of 3 executive members at all times.
3. The board may decide on what positions to add or remove from the board and on whether or not such positions are to be executive or non-executive by way of vote.

OFFICERS

President

- The executive authority of UMZIM shall vest in the President and may be exercised by the president directly or through a Vice-President or any other branch of UMZIM.

Vice President

Secretary

Treasurer

Public Relations

OFFICER DUTIES

President

1. Act as a signing authority for UMZIM
2. Co-ordinate the planning of and maintain oversight over all the student groups activities
3. Plan, in consultation with the secretary, for executive meetings
4. Represents the student group in public settings
5. Ensures the co-operation of the different executive officers, and their departments to achieve the set goals.
6. Provides arbitration in the case of conflicts between members of the executive, and between general members where the vice-president may fail to resolve an issue.
7. Ensuring that the constitution is upheld.

Vice-President

1. Assists the president in carrying out his/her functions, and other functions, including any administrative tasks set out by the executive board, or as the president may assign.
2. Provides arbitration in the case of conflicts between general members.
3. Act as a signing authority for UMZIM as directed by the president.

Secretary General

1. UMZIM representative as needed in the event the President and/or Vice President are unable to carry out this function.

Meetings

1. Plan meetings in conjunction with the chair.
2. Taking Minutes during meetings
3. Ensuring that the agreed upon actions are carried through

Record Keeping

1. Maintaining a record of the members
2. Filing minutes and reports
3. Maintaining UMZIM's contacts
4. Keeping a record of UMZIM's activities

Communication

1. Internal communication, communication between the executive and the members
2. External communication, communication between UMZIM and individuals and entities outside UMZIM

Treasurer

1. Act as a signing authority for UMZIM where UMZIM finances are concerned as determined by the president or the executive board.

Banking and Record keeping

1. Maintaining the student group's financial records according to whatever UMZIM policies may be in place at the time.
2. Establishing the appropriate systems for book keeping and the flow of funds in and out of the student group.
3. Managing UMZIM's bank accounts.

Finances

1. Advises the executive on fundraising strategies
2. Assists in creating budgets

3. Advises on the creation, amendment and removal of the student groups financial policies
4. Monitors the budget
5. Maintains oversight over all of the student group's financial transactions

Public Relations

1. Acts as a spokesperson for UMZIM
2. Ensures UMZIM forms and maintains a favourable public image
3. Interacts with the media as needed
4. Form and maintain a liaison between UMZIM and the various groups and individuals that UMZIM will have contact with.
5. Performs those duties which may be assigned by the president or the executive.

Other Offices

1. Such departments, as already mentioned may be created by the board. They are to perform whatever duties and are subject to whatever policies the current board may determine, so long as such policies are not at odds with this constitution. The board may also determine whether such additional offices are to be considered as part of the board.

Article 7: Finances

1. All UMZIM revenue is to be collected into a consolidated fund, unless authorization to do otherwise is given by the executive board.
2. Policies concerning UMZIM finances are to be approved by the executive board.
3. The Treasurer is to prepare a report of all UMZIM transactions at the end of every semester for review by the board, and the general members.

Article 8: Succession

1. In the event that the president is demoted, resigns or is unable to perform his/her duties the vice-president shall assume the functions of the president until the current executive board's term of office ends, or until the president is once again able to resume his/her duties.
2. In the event that any board member is demoted, resigns or is unable to perform his/her duties, the president may designate a new board member till the end of the current executive boards term of office ends, or until the board member can resume the duties relevant to that members office.
3. Whenever a new board member is elected they are to be sworn in by the president, where the president is concerned; the president is to be sworn in by the previous president, former Vice President or former Secretary General, unless stated otherwise by this constitution.

Article 9: Executive Elections and Terms of Office

EXECUTIVE ELECTIONS

1. Every year the president is to initiate elections by calling for elections by January 31, where the executive will set a date for elections.
2. The Secretary General will then begin to accept nominations from any member of UMZIM, from the time the president calls for elections till 1 week before the date set for elections. Each member is only allowed to nominate one person, except in the case where a campaigning president may desire to nominate a slate.
3. The number of nominees running for any position in the board is to be limited to 3, should there be more than 3 nominees proposed by the members of UMZIM the executive board is to convene and vote on the 3 best candidates suitable for the position, their decisions are to be on the basis of who seems best to fulfill the duties of the office in question.
4. Nominees must be UMZIM members in good standing at the time of their nomination.
5. The Secretary General is to collect a brief biography of the candidates and their campaign platforms which are to be distributed to all UMZIM members via email prior to the election date.
6. A candidate is to be considered elected if the number of votes for the candidate is a majority
7. In the event that there is a tie between two or more candidates, the executive board will decide on the best candidate for the position.

TERM OF OFFICE

1. A term of office for the board is one year, from the first day of September till the last day of August in the succeeding year.

EMERGENCY ELECTIONS

1. In the event the entire board is removed, at a general assembly, the general members are to appoint a chairman for the remainder of the proceedings.
2. The duties of the chairman are to co-ordinate the remainder of the meeting.
3. Under the direction of the chairman the general members are to appoint an elections officer who will perform the elections.
 - a. The elections officer is to have access to all the resources of UMZIM for the purposes of running the elections in the following manner:
 - i. The elections officer is to ask for nominees for the positions of the board, should the general members fail to find nominees for all the positions in the board at the general meeting, the general members will have a period of one week to do so.
 - ii. Each position may only have 3 nominees; in the event that there are more than 3 nominees the first 3 nominees to be nominated and to accept their nomination are to be considered the 3 nominees for the position.

- iii. The elections officer will then collect the relevant campaign material from the nominees and distribute it to UMZIM general members.
- iv. The general assembly will then vote after a period of one week.
- v. A nominee is to be considered elected if they receive a majority of votes.
- vi. Once the new board is elected, the current board's term has ended.
- vii. They are to be sworn in by the elections officer no later than one week after they have been appointed.

4. Failure to fill the following positions:
 - President
 - Vice-President
 - Secretary General

Within the one week period allotted will result in the current board members maintaining their positions in the board until the next official elections or the next general meeting.

5. The incoming board's term of office will be from the time they are elected till the next official elections.

Article 10: Transition of the Executive

1. Once the incoming executive is elected, they are to attend all of the current executives meetings however this requirement may be waived by the president or the board.
2. It is the responsibility of the current board to educate the incoming board on their duties.
3. It is the president's responsibility to ensure that all of UMSU's requirements are met before the incoming executive takes office.
4. It is the responsibility of the president and treasurer to ensure that control of the student groups bank accounts are transferred to the incoming executive.
5. It is the responsibility of the incoming executive to acquire all the relevant records from the previous executive.
6. Prior to taking office, the incoming board must take the oath of office found within this constitution at a ceremony organized by the outgoing executive board.

Article 11: Meetings

1. The President may call for an executive meeting at any time of the month, at which point he is to inform the Secretary General, who will contact the relevant executive officers.
2. Executive officers are to receive at least 24 hours' notice.
3. There shall be at least one Executive meeting per month during the academic year (September to April).
4. The executive are to arrange a meeting for all the members of UMZIM at least four times a year.

5. The chair of any UMZIM general meeting, with the assistance of the Secretary General, is to ensure that time is allotted for the general members to speak on any issues or concerns they may have.

Article 12: Rights afforded to UMZIM members

1. UMZIM members reserve the right to freedom of expression, through the following channels:-
 - At UMZIM general meetings in the allotted time.
 - Through mass emails to general members as approved by the Secretary General.
2. Limitations may be placed on this freedom of expression by the executive where such expression may be deemed dangerous or harmful to UMZIM general members, the executive, the University of Manitoba community, the general public or to the public image of UMZIM.
3. UMZIM members are free to nominate and vote for whomever they wish provided such an action is not at odds with this constitution.
4. UMZIM members are free to cancel their membership at any given time.

Article 13: Rights afforded to the UMZIM Board

1. Any member of the board may resign at any time provided they satisfy the following:
 - a. A resignation letter is presented to the president
 - b. With at least 1 months' notice
2. A resignation from a board position does not cancel membership to UMZIM.
3. The president may waive these requirements as the situation may require.
4. Board members have the right to freedom of expression in the already mentioned channels as well as within any official executive board meeting. The already mentioned limitations on that expression also apply.

Article 14: Amendments to the Constitution

1. Any member may make a request for amendments to the constitution, at which point the said member is to submit a written proposal to the Secretary General in a format of the Secretary Generals choosing.
2. The Secretary General will distribute the proposal to UMZIM members at least 2 weeks prior to the next general meeting for the consideration of the entire UMZIM membership.
3. The Secretary General will then take a vote at the next UMZIM general assembly, should the proposal receive a majority vote, which is to be considered three-quarters of the group, then the proposed changes will take place. After the necessary changes have been made to the constitution the Secretary General is to distribute the copies of the new constitution to UMZIM general members and the new constitution is to be submitted to UMSU.

Oath of Office

All executive board members are to perform this oath of office.

I do solemnly affirm that I will serve UMZIM, in the position that I have been appointed, to the best of my ability to serve the executive and the general members for their benefit, and to uphold this constitution.