

WAREHOUSE JOURNAL GROUP CONSTITUTION

Article 1: The name of this student group shall be Warehouse Journal, also known as WHJ

Article 2: WHJ exists to showcase the work of the interdisciplinary Faculty of Architecture and publish this work to be shared with the greater design community

Article 3: Membership is only available in the form of editorship. Any Faculty of Architecture student of ED3 level or higher may apply for editorship of the Warehouse Journal. Applications are held in December and editorship is from January to January and requires the most work during the summer months.

Article 4: WHJ 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 5: As the group only has membership in the form of editors [there may be 2 or 3 editors at one time] there is only one position, therefore all editors must act as executive officers and have signing duties.

Editor

- Attend all meetings of WHJ
- Act as signing authority for WHJ
- Act as spokesperson for WHJ to faculty and public
- Be the contact person for UMSU and SGPAC
- Maintain adequate financial record of WHJ
- Organize and oversee social, academic and cultural events on behalf of WHJ

Article 6: All WHJ elections for the upcoming year will occur no later than January 15th Prior to the election, editors shall appoint a committee member to oversee and sit in on and participate in the election process. Only 1 committee member is necessary if there are 2 editors, in the event that there are 3 editors, 2 committee members should be present.

Voting for the upcoming editors

- Applications and proposals will be collected by current editors
- Applications and proposals will be reviewed by current editors and committee member(s)
- All applicants will be interviewed by editors and committee member(s) in 1 day
- Voting will occur between current editors and committee member(s) immediately following interviews
- Decision should be made same day, or no more than 24 hours after interview process

Article 7:

A. During the period from the end of the second week of January to the first day of February the outgoing Editors should orient the newly elected Editors. Including touring the office, and transitioning ownership of email accounts, website, passwords and all club records and preparing the new Editors for the next year's work.

B. It is the responsibility of the departing Editor 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 Editors assumes office.

C. It is the responsibility of the departing Editors 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 Editors must arrange with the respective incoming Editors for the transition of the student group bank accounts into the incoming Editor's names. These tasks are to be completed and their outputs delivered to the new Editor no later than the last day of January.

D. It is the responsibility of the incoming Editor 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 February.

Article 8: Editors may call meetings at any time and the amount of meetings is at the discretion of the Editors, typically at least 3 meetings a week will be held.

Article 9: Any changes (amendments) to this constitution must be approved by a formal vote of all the Editors. 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.