

Umiss constitution

Article 1: Name

The name of the student group shall be The University of Manitoba Icelandic Student Society, also known as UMISS.

Article 2: Purpose of Club

UMISS is a group dedicated to bringing together the students in the Icelandic department and students interested in all things Icelandic, to organize regular social events, and to promote the Icelandic community on campus.

Article 3: Membership

Membership is open to any undergraduate or graduate student of the University of Manitoba, so long as they are taking or show interest in the Icelandic department and community.

Memberships for the club last for a full academic year, September to August. Students may renew their membership so long as they are enrolled as a student at the University of Manitoba.

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

UMISS 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 executives of UMISS, and their duties:

1) President

- a) Attend all meetings of UMISS
- b) Act as a signing authority for UMISS
- c) Maintain adequate financial records of UMISS
- d) Prepare and submit an annual budget for UMISS
- e) Act as spokesperson for UMISS to the public and Icelandic Department

- f) Be the contact person for UMSU

- g) Act as Chair for meetings
- 2) Vice President
 - a) Attend all meetings of UMISS
 - b) Act as a signing authority for UMISS
 - c) Maintain adequate financial records of UMISS
 - d) Prepare and submit an annual budget for UMISS
 - e) Organize and oversee social, academic and cultural events on behalf of UMISS
 - f) Be responsible for booking equipment from UMSU

Article 6: Executive Elections and Terms of Office

All UMISS 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 UMISS, 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 UMISS
- 2) Publicize the elections to the membership of UMISS
- 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 UMISS 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 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 UMISS 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 UMISS members. In a timely

manner after the election results have been tallied.

Article 7: 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 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 Vice-President 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 must arrange with the respective incoming Executives for the transition of the student club's bank account(s) into the incoming President's and Vice-President'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 UMISS (as outlined in Article 5) and for all club requirements to UMSU commencing with the first day of May.

Article 8: Meetings

The President may call an Executive meeting at any time, but must give all other members a minimum of 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 a year (one per Term) for the entire UMISS 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.

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 present and voting at the meeting.

A copy of the amended constitution must be submitted to UMSU within one week of the meeting via the UMSU UMISS portal.