

**Name:**

The name of the student group shall be the University of Manitoba Central Entertainment Social Association, also known as UMCESA.

**Purpose of the club:**

It is inevitable that there will be some homesickness when studying abroad. The original intention of this organization is to gather the overseas Chinese students to provide a place for Chinese students to be called "home". We will organize a variety of activities to enhance the friendship between the students and spread positive energy.

**Membership:**

Membership is open to any undergraduate or graduate Chinese student of the University of Manitoba.

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

UMCESA 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.

**Executive Officers and Duties:**

- 1) President
  - a) Attend all meetings of UMCESA
  - b) Act as a signing authority for UMCESA
  - c) Act as spokesperson for UMCESA to the public
  - d) Be the contact person for UMSU
  - e) Act as Chair for meetings if no other Chair has been appointed
  
- 2) Vice President Finance
  - a) Attend all meetings of UMCESA
  - b) Act as a signing authority for UMCESA
  - c) Maintain adequate financial records of UMCESA
  - d) Prepare and submit an annual budget for UMCESA
  
- 3) Vice President Events
  - a) Attend all meetings of UMCESA
  - b) Organize and oversee social, academic and cultural events on behalf of UMCESA
  - c) Be responsible for booking equipment from UMSU

**Executive Elections and Terms of Office:**

All UMCESA elections for the upcoming year will occur no later than March 1<sup>st</sup> 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 UMCESA 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 UMCESA
- 2) Publicize the elections to the membership of UMCESA
- 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 UMCESA at the time of their nomination.
- 2) Each nominated candidate can 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 e-mail to all members of UMCESA 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 always be present with the ballot box.
- 5) The ballots will be collected by the CRO and counted; results will be sent to candidates and UMCESA members.

### **Transition of the Executive:**

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. 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. It is the responsibility of the departing President and Vice- President 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 Vice- President 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. 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 UMCESA and for all club requirements to UMSU commencing with the first day of May.

### **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 meetings a year for the entire UMCESA membership.

**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 two weeks of the meeting via the UMSU UMCESA portal.