

U of M

Chess Club Constitution

Last revision April 29, 2019

Article 1: Name

The name of the student group shall be U of M Chess Club, also known as UMChess.

Article 2: Purpose

UMChess exists to provide a place for chess enthusiasts to gather, share knowledge, socialize, and play games.

Article 3: Membership

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

Memberships for the club last for a full academic year, September to August.

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

UMChess 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 the Executive Officers of UMChess, along with their duties:

1) President

- a) Attend all meetings of UMChess
- b) Act as spokesperson for UMChess to the public
- c) Be the contact person for UMSU
- d) Act as Chair for meetings if no other Chair has been appointed
- e) Maintain adequate financial records of UMChess
- f) Prepare and submit an annual budget for UMChess

2) Vice President

- a) Attend all meetings of UMChess
- b) Act as a signing authority for UMChess
- c) Organize and oversee events on behalf of UMChess
- d) Be responsible for booking equipment from UMSU

3) Signing Officer

- a) Act as a signing authority for UMChess
- b) Appointed by the Vice President

Article 6: Elections

All UMChess elections for the upcoming year will occur at a club meeting no later than March 31st on an annual basis.

At least one week prior to the election, all candidates will submit applications to club email. Candidates must be members in good standing with UMChess at the time of application. A list of candidates will then be emailed out to the club one week prior to the election day.

The application will consist of the candidate's name, position they are running for, and a short description of themselves and why they are running (optional).

Voting will be conducted as follows:

- 1) Applications will be accepted in the week leading up to the election meeting.
- 2) Voting will be open for the duration of the meeting
- 3) Results will be announced at the end of the meeting

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 Vice President and Signing Officer 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 Vice

President and Signing Officer must arrange with the respective incoming Executives for the transition of the student club's bank account(s) into the incoming Vice President's and Signing Officer'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 UMChess (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 at least 48 hours notice. There shall be at least two Executive meetings per term during the academic year (September to April) The Executives will schedule at least two meetings a year for the entire UMChess 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 one week 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 UMChess portal.