

Laksh Constitution and Bylaws

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Article 1: Name and Purpose of Organization

This section states the name of the club, as well as an acronym or abbreviation. In the case of this group, there is no acronym. This section also outlines why the student club exists. This is where the mandate of the student club is introduced detailing what purpose the club shall serve.

The name of the student group shall be Laksh. Also known as Laksh at University of Manitoba. The word Laksh means goal; the word represents purpose and determination in an ongoing battle to achieve.

Laksh exists to bring together students interested in South Asian culture, to organize social events for members and individuals of the community, to provide a forum for discussion on South Asian community issues and implement ways to fix them. We want to bring people together and encourage peace between the South Asian communities in this time of division and talks of war. There is Unity in Diversity.

Article 2: Membership

This section describes who can be a member of the student club, how they can join, and how long their membership lasts

Membership is open to any University of Manitoba student with a keen interest to support the growth of South Asian culture.

Automatic Membership:

Any University of Manitoba student that attends a minimum of 1 event hosted by Laksh.

Active Membership:

Any University of Manitoba student that attends a minimum of 2 events hosted or co-hosted by Laksh throughout the academic year.

The classes of membership within the group are: executive, and general membership. Only current University of Manitoba students can hold voting executive membership rights. At least, half of the group's members must be University of Manitoba students at all times. International College of Manitoba Students can hold executive positions at the discretion of the President.

Article 3: Compliance with UMSU and UMSU Clubs Policies and Procedures

This section certifies that the student club recognizes the policies and by-laws of the Students' Union.

Laksh 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. Laksh will also follow all bylaws, policies and procedures of the Student Group Promotion and Affairs Committee (SGPAC).

Article 4: Executive Officers and Duties

Summary of Positions: - All executives shall be equal in voting power

a) President

The President shall be responsible for the overall operations of the group, deal with issues concerning the club and its individual members. All executives are also responsible for any specific tasks delegated to them by general resolution or the president.

b) Vice President - Internal

The Vice-President - Internal shall be responsible for overseeing the executives and dealing with issues concerning the club and its individual members.

c) Vice President - External

The Vice President - External acts as the liaison to UMSU student groups, UMSU service groups, and community organizations.

d) Vice President - Finance

The Vice President - Finance shall be responsible for overseeing the financial direction and strategy of the organization.

e) Vice President - Events

The Vice President - Events shall be responsible for planning the activities of the clubs system to club members and the broader community.

f) Vice President - Promotions

The Vice President - Promotions shall be responsible for managing all communications and building external relationships with the organization's constituencies, including funders and the media

g) Director of Internal Affairs

The Director of Internal shall be responsible for working with the Vice President - Internal in and assisting with their duties and dealing with issues concerning the club and its individual members.

h) Director of External Affairs

The Director of External Affairs works with the Vice President External in representing the club and assisting with their duties.

i) Director of Resources

The Director of Resources shall be responsible to keep a record of all the decisions and discussions that are held by the group

j) Director of Events

The Director of Events shall be responsible for working with the Vice President - Events to plan and organize club events and activities and assisting with their duties.

k) Promotions Coordinator

The Social Director shall be responsible for working with Vice President - Promotions to maintain the social media websites for Laksh

l) Website Coordinator

The Website Coordinator shall be responsible for working with Vice President - Promotions to maintain the website for Laksh

The following are the Executive Officers of Laksh along with their duties:

1. President

- a. Elected by the executive team of Laksh
- b. Attend all meetings of Laksh
- c. Act as a signing authority for Laksh
- d. Co-sign cheques with the Vice President - Finance
- e. Act as a liaison for the general public along with the VP - Internal
- f. Act as a liaison for UMSU along with the VP - External
- g. Act as Chair for external meetings if no other Chair or VP - External has been appointed
- h. Represents Laksh to outside bodies, including Departments, Faculties, the University, and businesses.
- i. Ensure the group funds remain in budget with local and corporate sponsors along with the VP - Finance
- j. Help facilitate the election at the end of Winter Term with the Vice President - Internal complying with all provisions outlined in article 5 of this document.
- k. Enforce that the transition report is done by April 30 of the executive council's term
- l. Complete any appropriate paperwork
- m. Perform any other duties incidental to the office of the President or directed by executives

2. Vice President - Internal

- a. Appointed by an executive committee and selected by the President
- b. Attend all meetings of Laksh
- c. Act as the liaison to UMSU student groups, UMSU service groups, and community organizations along with the Vice President - External
- d. Perform other duties incidental to this office within reasonable discretion as directed by the President and/or Council
- e. Lead all meetings of Laksh

- f. Confirm organization of all meetings of Laksh
 - i. Room and equipment booking
 - ii. Promotion
 - g. Perform any other duties incidental to this office within reasonable discretion as directed by the President and/or Council;
3. Vice President - External
- a. Appointed by an executive committee and selected by the President
 - b. Attend all meetings of Laksh
 - c. Acts as a liaison to students between the executives and the members
 - d. Act as the liaison to UMSU student groups, UMSU service groups, and community organizations along with the Vice President - Internal
 - e. Responsible for overseeing the advertising of all Laksh events and events that may be of interest to the Laksh
 - f. Responsible for the creation of any promotional materials for any Laksh event, including posters, invites, banners, and other related materials along with VP - Promotions
 - g. Be thoroughly familiar with Robert's Rules of Order and these bylaws
 - h. Keep an active list of members of Laksh
 - i. Chair any meetings of the executives
 - j. Chair any general meetings of Laksh along with the Vice President - Internal
 - k. Receive resignation of executive officers and inform the executives of such resignations
 - l. Ensure that only voting members' votes are counted towards the passing or failing of a motion
 - m. Must make sure with the Director of Resources that non-voting members do not mistakenly submit votes that are counted towards executive decisions
 - n. Perform any other duties incidental to this office within reasonable discretion as directed by the President and/or Council
4. Vice President - Finance
- a. Appointed by an executive committee and selected by the President
 - b. Attend all meetings of Laksh
 - c. Prepare the group budget
 - d. Attend any Finance Workshops as organized for UMSU Student Groups
 - e. Must be thoroughly familiar with article 6 of this document
 - f. Co-sign cheques with the President
 - g. Administer Laksh finances and the financial records
 - h. Reimburse expenditures as outlined in article 6 of this document and be responsible for the payment of bills;
 - i. Make available all audits of the Laksh to any Student members upon request with more than two weeks of notice
 - j. Provide a bank statement including a statement of all transactions from the Laksh's financial institution monthly at a meeting for all executives to view

- k. Manage sponsorships with the Vice President - Events
 - l. Perform any other duties incidental to this office within reasonable discretion as directed by the President and/or Council;
5. Vice President - Events
- a. Appointed by an executive committee and selected by the President
 - b. Attend all meetings of Laksh
 - c. Coordinate and run events for the members
 - d. Coordinate team-building events for the executives
 - e. Coordinate a minimum of one event or cultural initiative in each term, as per the discretion of the executives
 - f. Work closely with the Vice President - Promotions to promote events
 - g. Work with Director of Events to plan events
 - h. Ensure there are an adequate number of events
 - i. Lead sub-committees for social events
 - j. Recruit volunteers for events along with the Vice President - External
 - k. Perform any other duties incidental to this office within reasonable discretion as directed by the President and/or Council
6. Vice President - Promotions
- a. Appointed by an executive committee and selected by the President
 - b. Responsible for the advertising of all Laksh events and events that may be of interest to Laksh
 - c. Responsible for the creation of any promotional materials for any Laksh event, including posters, invites, banners, and other related materials along with Vice President - Events
 - d. Responsible for obtaining support from artists to produce visual media for the group
 - e. Actively manage the social media for Laksh
 - f. Work with the website coordinator to manage content on website for promotional purposes
7. Director of Resources
- a. Appointed by an executive committee and selected by the President
 - b. Attend all meetings of Laksh
 - c. At the beginning of every general and special meeting, announce the name of every proxy, guest, and new executive present
 - d. Maintain careful and accurate typewritten minutes as the recording secretary for the Executive Committee
 - e. Maintain recorded files of all matters concerning Laksh
 - f. Ensure that the minutes of previous meetings and the agenda of the next meeting are available to all Executives at least 24 hours before the meeting and students upon request
 - g. Ensure that the minutes of previous Executive meetings and the agenda of the next meeting are available to all members of the Executive Committee only

- h. Ensure that the agenda for the upcoming student meeting and the minutes from the previous student meeting are publicly displayed
 - i. Display copies of the minutes publicly and to distribute copies of the minutes to all executives at least two days prior to each student meeting if requested
 - j. Assist the CRO with the administration of all Laksh-related elections, unless they are a candidate in the election
 - k. Assist the Vice President - Finance with the budget preparation and analysis at the discretion of the executives
 - l. Be responsible for administration of any surveys or questionnaires commissioned by the Executive Committee;
 - m. Check mail;
 - n. Perform any other duties with reasonable discretion as directed by the President and/or Council;
 - o. Calling meetings of the executive and general student meetings of Laksh.
 - p. Be responsible for preparing an agenda for regular meetings
 - q. Must make sure that non-voting members do not mistakenly submit votes that are counted towards executive decisions
8. Director of Events
- a. Appointed by the Vice President - Events
 - b. Attend all meetings of Laksh
 - c. Work with Vice President - Events to plan events and activities
 - d. Works with Promotions Coordinator to promote upcoming events
 - e. Perform any other duties incidental to this office within reasonable discretion as directed by the President and/or Council
9. Promotions Coordinator
- a. Appointed by the Vice President - Promotions
 - b. Attend all meetings of Laksh
 - c. Helps manage and create content for social media
 - d. Work with Vice President - Promotions to post social media content and promote the club
 - e. Works with Director of Events to promote the club events and activities through social media
 - f. Perform any other duties incidental to this office within reasonable discretion as directed by the President and/or Council
10. Website Coordinator
- a. Appointed by the President
 - b. Attend all meetings of Laksh
 - c. Keeps the website up to date by reflecting all the necessary information as needed
 - d. Works with the events team and Vice President - External to update the club events and activities on the website

- e. Perform any other duties incidental to this office within reasonable discretion as directed by the President and/or Council

11. Director of External Affairs

- a. Appointed by Vice President - External
- b. Attend all meetings of Laksh
- c. Helps acts as a liaison to students between the executives and the members
- d. Helps act as the liaison to UMSU student groups, UMSU service groups, and community organizations along with the Director of Internal Affairs and VP Internal.
- e. Responsible for helping with the advertising of all Laksh events and events that may be of interest to the Laksh
- f. Be thoroughly familiar with Robert's Rules of Order and these bylaws
- g. Perform any other duties incidental to this office within reasonable discretion as directed by the VP - External and/or Council

12. Director of Internal Affairs

- a. Appointed by Vice President - Internal
- b. Attend all meetings of Laksh
- c. Act as the liaison to UMSU student groups, UMSU service groups, and community organizations along with the Vice President - External
- d. Help with all member meetings of Laksh
- e. Confirm logistics of all member meetings of Laksh
 - i. Room and equipment booking
 - ii. Promotion
- f. Perform any other duties incidental to this office within reasonable discretion as directed by the VP Internal Affairs and/or Council;

13. All Executives shall:

- a. Report to the executives concerning their activities
- b. Participate and assist in all Laksh activities
- c. Declare any personal or financial interest in any expenditure of the group funds
- d. Comply with all regulations set out by the Campus Police of the Dean's Office, specifically those concerning smoking and drinking on campus;
- e. Be familiar with these Bylaws and not act outside the jurisdiction of their portfolio
- f. Prepare, in cooperation with other executives of the same position when applicable, an orientation package for the subsequent person to fill each position
- g. Attend all regular meetings.

Article 5: Executive Elections and Term Office

All Laksh 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 Laksh 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 Laksh
 - 2) Publicize the elections to the membership of Laksh
 - 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
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- 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 an executive member in good standing of Laksh 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 at most a week.
 - 3) The CRO will collect a brief biography and campaign platform from each candidate and distribute them in an email to all voting members of Laksh.
 - 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.

The ballots will be collected by the CRO and counted; results will be sent to candidates and Laksh members.

Article 6: Finances

The finances of Laksh shall be the responsibility of the Vice President - Finance, who shall draw up and supervise the budget of Laksh in consultation with the executives. The fiscal year of Laksh shall be from May 1st to April 30th. Every expenditure undertaken by Laksh or the Executives, as defined herein, shall be made by cheque. Cheques must be signed by the President and either a Co-President, the Director of Finance or the Vice-President. Cheques must be signed in the presence of one voting member of the Council. Expenditures must be approved by motion of Council prior to being spent. The President may make an unapproved expenditure if the situation is urgent and executives retrospectively approves the expenditure. If executives fail to approve the expenditure, then the President is

responsible for spending the cheque and shall owe Laksh the total amount written on the cheque.

An executive member may make at their own discretion a purchase of any amount using their own funds with intent to apply for a reimbursement. Any requests for reimbursement must be made with a receipt.

Single items (events, activities, etc.) over \$1,000 shall require the sourcing of multiple bids (3) and these quotes presented to the Vice President - Finance for their review.

A breakdown of costs for events/activities over \$500 must be submitted to the Vice President - Finance one week prior to the date of the event. The breakdown shall be required, even if the event budget has already been approved.

Article 7: Transition of 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 - 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.

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 Laksh (as outlined in Article 5) and for all club requirements to UMSU commencing with the first day of May.

Article 8: Member 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).

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 two weeks of the meeting via the UMSU portal or through the Laksh website.

Article 10: Founding Members and Current Executives

Current Executives

President: Aseespal Singh Sehgal
President: Reeyan John
VP - External: Isham Singh Behl
VP - Finance: Mitva Patel
VP - Events: Krisha Patel
VP - Promotions: Dhriti Badhwar
Director of Resources - Riya Patel
Director of Events - Divyam Nagpal

Founding Members

Aseespal Singh Sehgal
Reeyan John
Aniket Singh Mall
Isham Singh Behl
Mitva Patel
Krisha Patel
Riya Patel
Dhriti Badhwar

Important links

bit.ly/laksh_signup - Become a member
bit.ly/laksh_uid - Our Website
bit.ly/laksh_bylaws - Our Bylaws
bit.ly/laksh_minutes - Meeting minutes

bit.ly/laksh_slack - Join our Slack