

ARISE Constitution

Advancing Rights for the Impoverished by Students and Educators

Last Revision: February 4, 2019

Article 1: Name

Advancing Rights for the Impoverished by Students and Educators (ARISE)

Article 2: Purpose of Club

ARISE exists to educate students in the community about women living in poverty in the community and abroad, to provide a platform to connect with local organizations and to engage in workshops throughout schools.

Article 3: Membership

Membership is open to any undergraduate 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

ARISE 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 ARISE, along with their duties:

- 1) Director
 - a) Attend all meetings of ARISE
 - b) Act as a signing authority for ARISE
 - c) Act as spokesperson for ARISE to the public
 - d) Be the contact person for UMSU
 - e) Prepare and submit an annual budget for ARISE
 - f) Act as Chair for meetings
- 2) Co-director
 - a) Attend all meetings of ARISE
 - b) Act as a signing authority for ARISE
 - c) Maintain adequate financial records of ARISE
 - d) Prepare and submit an annual budget for ARISE
 - e) Act as spokesperson for ARISE to the public
 - f) Be the contact person for UMSU
 - g) Act as Chair for meetings
- 3) Head of Marketing (x2)
 - a) Attend meetings of ARISE
 - b) Maintain ARISE's social media presence
 - c) Strategize promotional campaigns for ARISE
 - d) Promote ARISE's objectives around the community
- 4) Secretary
 - a) Attend all meetings of ARISE
 - b) Recording meeting's minutes
 - c) Maintaining a record of club activities and events
 - d) Be responsible for booking equipment from UMSU
- 5) Treasurer
 - a) Management of club funds
 - b) Budgeting for events and activities
- 6) Head of recruitment
 - a) Attend all meetings of ARISE

- b) Recruiting volunteers and potential members
- c) Organizing member roles
- d) Tracking volunteer hours

Article 6: Executive Elections and Terms of Office

The Directors will be appointed every 3 years and other Executives will be appointed every 2 years.

Voting for the election year's Executive will be conducted as follows:

- 1) Candidates must receive the approval of current executives. All candidates must be established members showcasing a strong ability to perform the responsibilities of the position.
- 2) Information of all candidates and their future directions for the organization will be distributed via e-mail to all members of ARISE 2 days prior to voting.
- 3) Voting will be held during a regular meeting and will be conducted anonymously in a fair and safe method.
- 4) The ballots will be electronically collected by the CRO and counted; results will be sent to candidates and ARISE members.

Article 7: Transition of the Executive

- 1) 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.
- 2) It is the responsibility of the departing Director to ensure that all student requirements to UMSU, including submission of a complete Executive Transition Form and

have been fulfilled before the incoming Executives assume office.

3) It is the responsibility of the departing Directors 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 Directors and Treasurer must arrange with the respective incoming Executives for the transition of the student club's bank account(s) into the incoming Directors' names. These tasks are to be completed and their credentials delivered to the new Executives no later than the last day of April.

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

Article 8: Meetings

Executive meetings are held on a weekly basis with regular members being expected to attend meetings at least twice a month to remain as a part of ARISE.

Article 9: Amendments to the Constitution

Changes must be accepted by all executives and supported by at least $\frac{2}{3}$ of the regular members. No changes will be made without being publicized to the members in a convenient manner to maintain transparency.