

**WORLD UNIVERSITY SERVICE OF  
CANADA (WUSC)  
UNIVERSITY OF MANITOBA CHAPTER  
CONSTITUTION**

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Last revision February 18, 2019

### **ARTICLE 1: NAME**

The name of this organization shall be the University of Manitoba World University Service of Canada, also known as UM WUSC.

### **ARTICLE 2: PURPOSE**

The purpose of this committee is as follows:

- Support the Student Refugee Program (SRP) which gives educational opportunities to student refugees across Canada every year;
- Publicize and or participate in WUSC's overseas opportunities, such as the International Seminar Program, and Students Without Borders internships, volunteer and work placement opportunities;
- Network with other WUSC committees and program participants to learn from their international development experiences; and
- Foster solidarity with other like-minded groups

### **ARTICLE 3: MEMBERSHIP**

Membership in this committee is open to all students (both undergraduate and graduate), faculty, and staff at the University of Manitoba, so long as no less than two-thirds of the club is undergraduate students. There will be no fee for membership. Memberships last for all members from September to August each year.

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

UM WUSC 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 UM WUSC, along with their duties:

- 1) Chairperson
  - a) Attend all executive meetings of UM WUSC
  - b) Act as a signing authority for UM WUSC
  - c) Act as a spokesperson for UM WUSC to the public
  - d) Act as the contact person for UMSU
  - e) Act as the Chair for executive meetings
  - f) Oversee the activities of all subdivisions of UM WUSC, and collect reports from all executives as the Chairperson sees fit

- g) Ensure all potential SRP students are eligible for admittance to the University of Manitoba
  - h) Submit the new student application on behalf of all SRP students for the upcoming year, and ensure that SRP students are registered for their designated programs and courses
  - i) Complete and submit the Intent to Sponsor form for the upcoming academic year
  - j) Keep track of volunteer hours for events and update the Co-Curricular Record (CCR) as necessary
  - k) Act as the primary contact for the WUSC head office in Ottawa
  - l) Serve on the selection committee for new SRP students, as long as no conflicts of interest exist
- 2) Events Coordinator
- a) Attend all executive meetings of UM WUSC
  - b) Attend all UM WUSC Events Team meetings
  - c) Organize and oversee cultural and fundraising events on behalf of UM WUSC
  - d) Act as a signing authority for UM WUSC
  - e) Assign roles to Events Team members when organizing events such as fundraisers (for example, assign one or two members to book equipment from UMSU if necessary)
- 3) Social Events Coordinator
- a) Attend all executive meetings of UM WUSC
  - b) Attend all UM WUSC Events Team meetings
  - c) Organize and oversee social events on behalf of UM WUSC
- 4) Financial Executive
- a) Attend all executive meetings of UM WUSC
  - b) Act as a signing authority for UM WUSC
  - c) Maintain adequate financial records of UM WUSC
  - d) Prepare and submit an annual budget for UM WUSC
- 5) Student Refugee Program Coordinator
- a) Attend all executive meetings of UM WUSC
  - b) Act as the primary connection between SRP students and the UM WUSC executive committee
  - c) Ensure that the needs of the SRP students are being met
- 6) Communications Team Executive
- a) Attend all executive meetings of UM WUSC

- b) Attend all UM WUSC Communications Team/Events Team meetings
- c) Manage all UM WUSC social media accounts
- d) Organize and oversee all communication outreach initiatives for social, cultural, and fundraising events held both on and off campus

### **Article 6: Executive Elections and Terms of Office**

All UM WUSC elections for the upcoming year will occur no later than March 31st on an annual basis.

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

- 1) Nominations for the elected positions will occur at an UM WUSC meeting, and will directly be followed by the vote. All nominated individuals must be a member in good standing of UM WUSC at the time of their nomination.
- 2) Each nominated UM WUSC member may provide a brief speech as to why they believe they are the best choice for the Executive position.
- 3) Members will submit the name of the candidate they are voting for to a ballot box at the meeting. A member not currently on the Executive Team will count the votes and will then announce to the group who has been elected to the Executive position.
- 4) Results will be sent to candidates and UM WUSC members not in attendance at 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 Chairperson 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 Chairperson and Financial Executive 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 Chairperson and Financial Executive must arrange with the respective incoming Executives for the transition of the student club's bank account(s) into the incoming Chairperson's and Financial Executive'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 UM WUSC (as outlined in Article 5) and for all club requirements to UMSU commencing with the first day of May.

### **Article 8: Meetings**

The Chairperson 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 responsible for each subdivision of the committee will be required to schedule at least one meeting per month with the designated members. The Executives must give their subcommittee members at least 48 hours notice of a meeting.

The Executives will schedule at least one meeting per year for the entire University of Manitoba World University Service of Canada 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 to the constitution must be approved by the serving Chairperson, as well as at least one Executive member. Any proposed changes to the constitution must be discussed at a club Executive meeting. If the Executive Team believes that the proposed changes to the constitution would best serve the needs and function of the University of Manitoba World University Service of Canada committee, the Executive Team will arrange a meeting where all current club members will have the opportunity to vote on the proposed changes to the constitution.

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 University of Manitoba World University Service of Canada portal.