

Article 1: Name

The name of the student group shall be the University of Manitoba Engineering Masters, also known as UME Masters.

Article 2: Purpose

UME Masters hopes to provide a setting for members to improve their communication skills in a professional-like setting. Feedback is provided in a constructive and non-judgmental manner, and members have the chance to slowly build their confidence and articulate themselves in a way which prepares them for presentations in a job setting, or in senior level engineering courses.

Article 3: Membership

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

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

UME Masters 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 UME Masters, along with their duties:

1. President
 - Oversees operation and delegates major tasks to executive officers
 - Acts as a signing authority for UME Masters
 - Chairs executive meeting
 - Acts as the main contact for UME Masters
2. Vice-President
 - Acts as spokesperson for UME Masters
 - Oversee social and academic events on behalf of UME Masters
 - Maintains website and event schedule is up to date
3. Treasurer
 - Acts as a signing authority for UME Masters
 - Prepare and submit an annual budget for UME Masters
4. Secretary
 - Keeps a list of current group members and coordinates room booking and assigns meeting speakers

Article 6: Executive Elections and Terms of Office

All UME Master elections for the upcoming year will occur no later than May 31st on an annual basis.

Prior to the election, the Vice-President will publicize the elections to the membership of UME Masters by scheduling a meeting. The Vice-President will administer the counting of votes by a simply Yea or Nay oral vote. He/she will also announce the election and inform UME Masters the results of the vote. A vote cannot be held if less than 2/3 of UME Masters' membership is present at the election meeting.

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

1. Candidates who wish to be nominated should inform the Vice-President 3 weeks prior to the election meeting, and must be a member in good standing of UME Masters at the time of their nomination. Good standing is given by regular meeting attendance (at annual meetings), and contribution to club activities.
2. The Vice-President will collect a brief biography and campaign platform from each candidate and distribute them in an e-mail to all members of UME Masters 1 week prior to the meeting voting.
3. Voting will be conducted at the beginning of the election meeting.

Article 7: 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 UME Masters (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 2 Executive meetings per semester during the academic year (4 total per year). The Executives will schedule at least 1 meeting a year for the entire UME Masters 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 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 UME Masters portal.