

## **Name of the Student Group**

The name of the student group shall be the United Nations International Children's Emergency Fund at University of Manitoba, also known as UNICEF at U of M.

## **Purpose of Group**

UNICEF at U of M is an advocate for children that seek to raise awareness and funding for children in need internationally and locally through charitable and social events.

## **Membership**

Membership is open to everyone, so long as at least two thirds of the member population are UMSU members. Memberships for the group will last for a full academic year, from September to August.

## **Compliance with UMSU/ UNICEF Policies and Procedures**

UNICEF at U of M will follow all bylaws, policies, and procedures of the University of Manitoba Students' Union (UMSU) and the United Nations International Children's Emergency Fund (UNICEF).

## **Executive Officers and Duties**

### **President**

- Attend all meetings of UNICEF at U of M
- Act as signing authority for UNICEF at U of M
- Act as spokesperson for UNICEF at U of M to the public
- Be the contact person for UMSU and UNICEF
- Act as chair for meetings if no other chair has been appointed

### **Vice President**

- Attend all meetings of UNICEF at U of M
- Act as a signing authority for UNICEF at U of M
- Be the contact person for UMSU and UNICEF when President is unavailable
- Oversee budgeting and finances
- Act as chair for meetings if no other chair has been appointed

### **Social Media and Communications Vice President**

- Organize advertising campaigns, manage brand and social media marketing on behalf of UNICEF at U of M

### **Events Coordinator Vice President**

- Plan and manage events on behalf of UNICEF at U of M

- Initiate and consolidate any collaborations with other organizations on behalf of UNICEF at U of M
- Be responsible for booking equipment from UMSU and venues for UNICEF at U of M events

#### **Volunteer Coordinator Vice President**

- Manage volunteers for UNICEF at U of M, including training and assigning roles for each volunteer during various events.

#### **External Relation Vice President**

- Contacting businesses, through email, phone, or in person, for potential partnerships.

#### **Finance Vice President**

- Maintain adequate financial records of UNICEF at U of M
- Prepare and submit an annual budget for UNICEF at U of M, as well as budget expenses for each UNICEF at U of M event

#### **Secretary**

- Record minutes of each meeting and prepare scheduling
  - Keep minutes of all meetings.
  - Post meeting and event reminders on Facebook group.
  - Keep a record of all members of UNICEF Queen's and their duties.
  - Work in collaboration with Co-Events Coordinators and plan executive team-building activities.
  - Work alongside conference to delegate and complete work.  
Help facilitate all events.

#### **Executive Elections and Terms of Office**

UNICEF at U of M elections for the upcoming year will occur no later than March 31<sup>st</sup>. Executive positions are only offered to members of UNICEF at U of M. Nominations will be self-appointed.

Prior to the election, the Executive shall appoint a Chief Returning Officer (CRO) to oversee the elections; the CRO does not have to be a member of UNICEF at U of M and cannot be a person who is running in the election.

The duties of the CRO are to:

Oversee and administer the elections for UNICEF at U of M

Hear and decide on any appeals or complaints related to the elections

Oversee and administer the counting of votes or ballots for the elections

Announce the results of the elections and inform UMSU of who next year's Executive will be voting for the upcoming year's Executive will be conducted as follows:

1. Nominations for the elected positions will last for 3 days. Any member who is interested may choose to run for one (1) Executive position.
2. Each candidate is allowed to campaign on behalf of themselves and any slate (or team) they are a part of during the campaigning period leading up to the election, which will last at least one week.
3. The CRO will collect a brief biography and campaign platform from each candidate and publicize it via email to all other members or other means prior to voting.
4. Voting will be open during one UNICEF at U of M meeting, and will be held in a safe and secure location accessible to all members of the group. Nominees may present their platform in a short 2-3 minute speech prior to voting.
5. The ballots will be collected by the CRO and counted; results will be sent to candidates and UNICEF at U of M members.

### **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 will assume office, it is the responsibility of the departing Executive to orient the newly elected executive officers to their jobs. This includes teaching the incoming executive about student group and Students' Union policies and procedures, transitioning custodianship of club records and materials (including office and mailbox keys, locker combinations and all passwords to all student group email accounts), and preparing the new Executive 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 the Students' Union, including submission of a complete annual report and the removal of all student group records and materials from the club office and locker, have been fulfilled before the incoming Executive assumes office.
- C. It is the responsibility of the departing President and VP 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 VP must arrange with the respective incoming Executive for the transition of the student group bank accounts into the incoming President's and VP names. These tasks are to be completed and their outputs delivered to the new Executive no later than the last day of April.
- D. It is the responsibility of the incoming Executive to assume custody of all student group records and materials and accountability for all financial activities of the student group (as outlined in Article 5) and for all club requirements to the Students' Union commencing with the first day of May.

### **Meetings**

U Manitoba UNICEF will hold an Executive meeting at least once a month, during the first week of the month. The president may call an Executive meeting at any time within a 48-hour notice. The Executive will schedule at least two meetings a year for the entire UNICEF at U of M membership.

### **Amendments to the Constitution**

Any Changes to this constitution must be approved by a formal vote of the entire student group membership at a publicized meeting of the group. The proposed changes must be made available to all members of the group at least 2 weeks before the meeting, and require the support of at least two-

thirds 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.