

University of Manitoba Dairy Club Constitution

Article 1: Name

The name of this student group shall be the University of Manitoba Dairy Club, or UMDC for short.

Article 2: Purpose of the UMDC

The UMDC's mission statement is as follows:

The University of Manitoba Dairy Club is a student-run organization dedicated to improving and promoting the dairy industry through science, community service, fundraising, club activities, and educational events. We will also make time for fun, offer opportunities for travel, and teamwork.

Article 3: Membership

Membership is open to any undergraduate or graduate student of the University of Manitoba interested in dairy, and any alumni of the University of Manitoba so long as no less than two-thirds of the club is undergraduate students.

A current membership list shall be kept with the secretary.

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

UMDC will follow all bylaws, policies, and procedures of the University of Manitoba Students' Union (UMSU), especially those found in the UMSU Student Clubs Policies & Procedures document.

Article 5: Executive Officers and Duties

60% of The Executive must be comprised of U of M undergraduate students

➤ President

- Overseeing and coordinating the rest of the Executive Officers
- Leading executive and general meetings
- Ensures designation of an Officer at all mandatory UMSU meetings

- Vice President Internal
 - Oversees all internal committee heads
 - Logistics head for all internal events / field trips
 - Aids treasurer for funding applications

- Vice President External
 - Oversees all external committee heads
 - Communication with outside companies / businesses for fundraising purposes
 - Communication with outside companies for field trips, tours, etc.
 - In charge of communicating job postings to members

- Secretary
 - Recording meeting minutes & meeting agendas
 - Maintaining a current list of members with contact information
 - Communicates meeting times and activities with club members
 - Documents changes to the club constitution and updates the new constitution

- Treasurer
 - In charge of UMDC bank account and cosigning any cheques made by the club
 - Completing applications for funding
 - Ensures that there are sufficient funds to proceed with club activities
 - Ensures that club members or other parties are reimbursed accordingly for any personal spending on behalf of the club

- Committee Heads
 - Will be appointed based on specific duties including but not limited to Purchasing, Marketing, Sales, Production, etc.
 - A committee will be designated as either an internal committee or an external committee, and the Committee Head will report to the corresponding Vice President
 - All duties of committee heads will be varied, based on the committee. Duties of committees and will be decided or modified anytime by discussion with general members.

Article 6: Executive Elections and Terms of Office

Elections for Executive positions will be held the day after Winter Exam Period on an annual basis. Students are only eligible to run if they are students at the U of M for the full school year.

Elections will be run by the Faculty Advisor at a publicized general meeting of all members. Executives will be elected by a majority vote of all present members. Members running must

declare their candidacy to the Faculty Advisor at least one week prior to the Election Meeting with a statement of intent.

Committee Heads will be appointed at any general meeting by a majority vote of all present club members.

Article 7: Transition of the Executive

All incoming Executive Members will shadow their respective outgoing Executive Member for two weeks after elections. Shadowing will include:

- Introducing the incoming member to any key liaisons within the dairy industry or within the U of M framework
- Acquainting the incoming member with all duties
- Acquainting the incoming member with all important documents relevant to their duties
- Update incoming member on ongoing communications by CCing them in emails
- Outgoing member must be available to answer questions made by incoming member

Incoming Members will assume office and outgoing members will no longer hold executive duties starting two weeks after Executive Position Elections of each year.

Article 8: Meetings

General meetings will occur at least once a month during the academic year (September to April), with notice given to all general members at least one week in advance.

General meetings may also occur during the summer term (May to August), with notice given to all general members at least one week in advance. However, changes to the Constitution may not be made during summer meetings.

Executive meetings will not be scheduled on a regular basis. The President may call for an executive meeting, and must give notice to all Executive Officers at least 72 hours in advance.

Article 9: Amendments to the Constitution

Any changes to this constitution must be approved by a formal vote of the entire membership of the UMDC at a publicized general meeting. Proposed changes must be made available to the entire membership at least one week before the general meeting. Proposed changes to this constitution will be implemented provided that two-thirds of the assembled general members and Executive Officers vote in favour of the changes.

Last Revision: February 6th, 2020

Approved changes to this constitution must be documented by the secretary, and the updated constitution will have the vote date placed in the top right corner as the latest revision date. A copy of the new constitution must be submitted by the secretary to UMSU within two weeks after the formal vote.