

Political Studies Film Club Constitution

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Article 1: Name

The name of the student club shall be Political Studies Film Club, also known as PSFC.

Article 2: Purpose of Club

PSFC exists to celebrate the political power of film, to bring together students interested in film, and to provide a forum for discussion for issues related to the intersection of politics and film.

Article 3: Membership

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

Membership for the club lasts a full academic year, from September to August.

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

PSFC 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 PSFC, along with their duties:

1) President

- a) Attend all meetings of PSFC
- b) Act as a signing authority for PSFC c) Act as spokesperson for PSFC to the public
- d) Be the contact person for UMSU
- e) Act as Chair for meetings if no other Chair has been appointed

2) Vice President Finance

- a) Attend all meetings of PSFC
- b) Act as a signing authority for PSFC
- c) Maintain adequate financial records of PSFC
- d) Prepare and submit an annual budget for PSFC

3) Vice President Events

- a) Attend all meetings of PSFC
- b) Organize and oversee social, academic and cultural events on behalf of PSFC
- c) Be responsible for booking equipment from UMSU

Article 6: Elections and Terms of Office

All PSFC elections for the upcoming year will be held no later than March 31st on an annual basis.

Prior to the election, the Executives shall appoint a Chief Returning Officer (CRO) to oversee the elections; the CRO does not have to be a member of PSFC, and cannot be a person who is running in the election. The duties of the CRO are to:

- 1) Oversee and administer the elections for PSFC
- 2) Publicize the elections to the membership of PSFC
- 3) Hear and decide on any appeals or complaints related to the elections
- 4) Oversee and administer the counting of votes or ballots for the elections
- 5) Announce the results of the elections and inform UMSU of who next year's Executive will be

Executive positions will be elected at a meeting of PSFC.

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

- 1) Nomination of candidates will occur during the three days before the scheduled election. Candidates wishing to be nominated should inform the CRO of their intention during that period.
- 2) Nominated candidates will not be permitted to campaign on behalf of themselves or any slate they are part of during the election period.
- 3) At a designated meeting, all members in attendance will vote in a secret ballot for one of the nominated candidates. Voting will be open only during the designated meeting.
- 4) Votes will be collected and counted by the CRO following the meeting. The results will be announced to PSFC members and the candidates by the CRO.

As the group grows, a more formal election process can be implemented and Article 7 of this constitution will be amended to reflect the new election process.

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 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.

- C. C. 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.
- D. 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 PSFC (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 one Executive meeting per month during the academic year.

The Executive will schedule one meeting a year for the entire PSFC membership in the Fall semester, and one meeting a year for the entire PFSC membership in the Winter semester.

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.