

University of Manitoba Hong Kong Society

**Constitution Proposal
September 2019 - August 2020**



Article I: Name of Student Group (Acronym)

The name of the student group shall be University of Manitoba Hong Kong Society, hereinafter referred to as UMHKSoc.

Article II: Purpose

University of Manitoba Hong Kong Society is a social and cultural organization in which we aim to unite Hong Kong students who study in U of M, and also to promote our Hong Kong local societal values to everyone. Our purpose is to act as a platform for all students to share their own experience and support one another while enjoying their UM life. We hope that our society can provide an opportunity for Hong Kong students to make more friends and connect with one another.

Article III: University of Manitoba Students' Union

UMHKSoc acknowledges and will abide by the Students' Union Bylaws and Policies unless otherwise approved by the Student Group Promotions and Affairs Committee (SGPAC). We are aware that UMHKSoc will no longer remain a recognized student group if a Policy or By-law is contravened without SGPAC ratification.

Article IV: Duties of Officers and/ or Executives

Duties that are recommended to be included are:

- a. Each Executive member is required to attend all meetings of the Student group. If not, the executive member has to provide a reasonable excuse which is agreed by ½ of executive members.
- b. The Executive shall adhere to the UMHKSoc constitution and utilize it for reference to operational decisions.
- c. Administrative Director will be responsible for minute taking at all meetings.

*The President and Vice President shall be responsible for all student group financial matters and shall serve as co-signing authorities for all student group financial transactions. The Administrative Director shall be responsible for submitting the Annual Report to the Students' Union each year.

The Executive and their respective duties of UMHKSoc shall consist of:

1. President (External)
 - a. Attend all meetings of UMHKSoc
 - b. In charge of all external affairs
 - c. Act as a signing authority for UMHKSoc
2. Vice President (Internal)
 - a. Attend all meetings of UMHKSoc
 - b. In charge of all internal affairs
 - c. Act as a signing authority for UMHKSoc
3. Marketing Director
 - a. Be responsible for events promotion
 - b. Be responsible for creating social media content
 - c. Provide advice on marketing strategies
4. Public Relations Director
 - a. Be responsible for seeking sponsorship for events
 - b. Be responsible for seeking discounts for student members
 - c. Be responsible for contacting other association
5. Event Director (2 Persons)
 - a. Be responsible for purchasing materials
 - b. Setup the event venue
 - c. Book the venue
 - d. Be familiar with the overall event rundown
 - e. Be responsible for helping students to sign up
6. Design Director
 - a. Be responsible for all design
 - b. Execution on the promotion strategy
7. Administrative Director
 - a. Be responsible for room booking
 - b. Be responsible for creating and organizing agenda
8. Financial Director
 - a. Prepare budgeting plan
 - b. Be responsible for expense claiming
 - c. Be responsible for keeping all the receipts and invoices
 - d. Keep checks on daily expense
 - e. Prepare and submit an annual budget for UMHKSoc

Article V: Elections

1. All executives have the right to vote for all the decisions made by the UMHKSoc. Each of their votes will have equal weights. Decision has to be passed by more than 50% of votes. If it happens to be a tie at the end, the president and vice president will have to cast the design vote to resolve the tie.

2. The entry of potential executive candidates have to be passed by at least ½ of the existing executive members

Article VI: Executive Terms of Office

The term of office for all Executive positions shall commence September 1st and end on August 31st of the following school year.

Article VII: Executive Elections

The election of a new student group Executive must take place no later than May 31st of each year to ensure a smooth transition from old Executive to new Executive. Prior to the election, the Executive shall appoint a Chief Election Officer (CEO) for the upcoming election. The CEO must be a person who is not running in the upcoming election. The CEO shall not vote in the upcoming election. The CEO shall be responsible for all duties associated with the upcoming election and shall provide proper notice to all student group members of the upcoming election.

Article VIII: Transition of the Executive

During the period from the beginning of August until the end of September, when the new executive will assume office, it is the responsibility of the existing Executive to orient the newly elected executive officers to their jobs. This includes teaching the incoming executive about the student group and students' Union policies and procedures, transitioning custodianship of student group records and materials (including office and mailbox keys, locker custodianship 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.

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 student group office and locker, have been fulfilled before the incoming Executive assumes office.

It is the responsibility of the existing President and Vice President to bring all accounts up to date to the end of the fiscal year, and to prepare any required financial statements of the student group. In addition, the outgoing President and Vice President must arrange with the respective incoming Executive for the transition of the student group bank accounts into the incoming President's and Vice President's names. These tasks are to be completed and their outputs delivered to the new Executive no later than the 30th September.

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 V) and for all student group requirements.

Article IX: Meeting Schedule

A committee meeting will be held at least once a month. Additional meetings will be held depending on special occasions, unexpected issues, and/ or request by any executives.

Article X: Enactment and Amendment (as per Annual General Meeting)

The constitution is only allowed to be revised once a year. All the executives and the supportive members will have their chance to discuss and decide what is needed to be revised on the proposal between June to August. The same voting method is used as all other decisions made by UMHKSoc. The change of proposal is then informed to all other members. Anytime between August and September, a general meeting is called at a specified time and location where every member is encouraged to vote to decide whether the constitution should be revised. All the potential changes will be discussed during the meeting and everyone can vote to decide whether each of them should be revised or not. Each of their votes will have equal weights. A minimum of 8 people must be presented for this general meeting and the total vote for change must at least $\frac{2}{3}$ of the total votes in order to change the constitution. Otherwise, the constitution shall remain unchanged.

In order to amend the constitution, the proposed amendment must be presented to the UMHKSoc members for consideration at least a week before the meeting in which it will be presented. This notice must be sent to all UMHKSoc members via email. As well, the proposal to amend the constitution must be included in the agenda for the meeting in which it will be presented.

Appendix I Organizational Structure

1. President (External)
 - a. Marketing Director
 - b. Public Relations Director
 - c. Event Director
2. Vice President (Internal)
 - a. Administrative Director
 - b. Financial Director
 - c. Design Director