

UMTAA Constitution

The name of this student group shall be The University of Manitoba Tea Appreciation Association, also known as UMTAA

The University of Manitoba Tea Appreciation Association would be a club where those who enjoy fine tea and good company could meet and discuss their favourite hot beverages. UMTAA would be an ideal place for like minded individuals interested in tea to come together and share their passion for all things tea-related. The main purpose of this club would be to educate its members on the different varieties and elements of tea, and to foster relationships between those interested in tea as a hobby.

Membership would be open to all undergraduate students currently attending the University of Manitoba. People who want to attend UMTAA meetings will have to email the president of UMTAA prior to their first meeting. This is to ensure there is enough tea for all members.

Memberships for the club would last during the fall and winter terms, September until May.

UMTAA 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.

The following are the Executive Officers of UMTAA, along with their duties:

1) President:

- a) Attend all meetings of UMTAA
- b) Act as signing authority for UMTAA
- c) Act as spokesperson for UMTAA to the public
- d) Be contact person for UMTAA
- e) Act as chair for meetings
- f) Coordinate who is bringing tea
- g) Supply materials needed (electric kettle, teapot, milk sugar, teacups, etc) for meetings

2) Vice President Finance:

- h) Attend all meetings of UMTAA
- i) Act as signing authority for UMTAA
- j) Maintain adequate financial records of UMTAA
- k) Prepare and submit an annual budget for UMTAA

3) Vice President Social Media:

- l) Attend all meetings of UMTAA

- m) Control all UMTAA social media (excluding email)
- n) Update social media pages at least once weekly
- o) Respond to all inquiries via social media regarding UMTAA

All UMTAA elections for the upcoming year will occur 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 UMTAA, 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 UMKnit
- 2) Publicize the elections to the membership of UMKnit
- 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

The Executives will be decided during a regular UMTAA meeting. Those who are interested in becoming part of the Executive Team will have time to discuss their plans and why they should be elected. Should more than one person be interested in any one executive position, a vote will take place at the end of the meeting. The CRO will be responsible for counting the votes and informing all members of UMTAA via email who the members of the Executive Team will be for the upcoming year. Note that to be an executive one must be a member of UMTAA at the time of the election and must have contributed tea to the club at least once during their membership.

The President may call an executive meeting at any time, but should provide at least one week of notice to all members. There will be at least one executive meeting per month during the fall and winter term.

Executives of UMTAA will schedule meetings biweekly (every two weeks) and submit an email with information about the meeting, as well as asking members to RSVP. Should at least 5 members RSVP, the meeting will occur. Should less than 5 members RSVP, the meeting will then be cancelled. A notice of cancellation will be sent to members at least one week before the scheduled meeting.

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 UMTAA portal.