

## **UMCIM Constitution**

### **Article 1: Name**

Canadian Institute of Mining U of M Student Chapter-UMCIM

### **Article 2: Purpose of Club**

UMCIM exists to bring together students enrolled within the department of Geological Sciences who are interested in the Canadian mining industry, and to provide further involvement in the field of economic geology. An additional purpose will be to connect students with industry professionals. This will be achieved through field trips to various mining districts across Manitoba and holding informal events to introduce students with professional geologists. The ultimate goal of the chapter is to prepare students for a successful career in the Canadian mining industry.

### **Article 3: Membership**

Membership is open to any undergraduate or graduate student currently enrolled in the department of Geological Sciences or civil/mechanical engineering. Memberships will span a full academic year.

### **Article 4: Compliance with UMSU regulations**

UMCIM will abide by the guidelines stated in the UMSU Student Clubs Policies and Procedures document.

### **Article 5: Executive Committee**

- 1) President
  - a. Attend all UMCIM meetings
  - b. Act as spokesperson for the UMCIM
  - c. Act as the signing authority
  - d. Act as contact person for UMSU
  - e. Organize field trips
- 2) Vice-President
  - a. Attend all UMCIM meetings
  - b. Organize academic events
  - c. Preside over the Executive Committee in the absence of the president
- 3) Treasurer
  - a. Attend all UMCIM meeting
  - b. Prepare and submit annual budget for UMCIM
- 4) Secretary
  - a. Attend all UMCIM meetings
  - b. Record minutes for all Student Chapter meetings
- 5) Faculty Advisor
  - a. Attends all UMCIM meetings
  - b. Provides professional guidance

## **Article 6: Meetings**

The President, Vice-President or Faculty advisor may call executive meetings at any time but must give all other members at least 2 days' notice. There will be at least one executive meeting a month during the academic year (September to April). Meetings must be attended by all executive members (if possible) and non-executive members are encouraged to attend.

## **Article 7: Amendments to the Constitution**

Any changes to the constitution must be approved by a vote of the entire student body of the club. Any proposed changes must be publicized to the entire chapter a minimum of one week prior to the vote and require the supporting vote of a minimum of two-thirds of the members and three-fifths of the Executive Committee.

A copy of the amended constitution must be submitted to UMSU within two weeks of the meeting.

## **Article 8: Executive Elections and Terms of Office**

UMCIM elections for the upcoming academic year must be completed by April 1<sup>st</sup>. The executive council shall appoint a Chief Returning Officer (CRO) to oversee the elections; the CRO cannot be a person who is running in the election.

The duties of the CRO are to:

- 1) Oversee and administer the elections
- 2) Publicize the elections to the membership of the UMCIM.
- 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 to all members of the Department of Geological Sciences

Voting for the upcoming years executives will be conducted as follows:

- 1) The nomination period for the five elected positions will last for seven days. Candidates who wish to be nominated should inform the CRO during that period, and must be a member of the UMCIM in good standing at the time of their nomination.
- 2) Each nominated candidate is allowed to campaign on behalf of themselves and any slate (or team) they are a part of during the campaigning period, which will last for at least one week.
- 3) The CRO will collect a campaigning platform from each candidate and distribute them in an e-mail to all members of the UMCIM prior to voting.
- 4) Voting will be open for 48 hours, and will be held in a safe and secure location accessible to all members. At least one poll clerk will be present at all time with the ballot box.
- 5) The ballots will be collected by the CRO and counted; results will be sent to candidates and all members of the UMCIM

## **Article 9: Transition of the Executive**

- 1) During the period from April 1st to May 1st, it is the responsibility of the departing executives to orient the newly elected executive officers to their respective position. This includes informing the incoming executive about the UMCIM's policies and procedures, transitioning custodianship of club records and materials (including Debit cards, and Cheque books), and preparing the new executive to be effective in their roles for the next year's work.
- 2) 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.
- 3) It is the responsibility of the departing President and Treasurer 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 Treasurer must arrange with the respective incoming Executive for the transition of the student group bank accounts into the incoming President's and Vice-Presidents names. These tasks are to be completed and their outputs delivered to the new executive no later than the last day of April.
- 4) It is the responsibility of the incoming executives to assume custody of all student group records and materials and accountability for all financial activities of the student group

Developed by the UMCIM