

University of Manitoba EngiQueers Constitution

2019-2020

Prepared by the 2019-2020 UMEQ Executive team

Definitions

- i The "Association" refers to the Engineers Geoscientists Manitoba also known as EGM.
- ii "BOTS" means the Board of Technical Societies.
- iii "Executive" shall refer to any member who takes on a leadership position or helps organize events.
- iv "EEF" means Engineering Endowment Fund
- v "Queer" is used as an inclusive term that encompasses a wide range of identities including but not limited to: queer, trans, two spirit, lesbian, gay, bisexual, asexual, intersex, genderqueer, gender non-conforming, and non-binary.
- vi "2SLGBTQ+" is an acronym that stands for two-spirit, lesbian, gay, bisexual, trans, queer, and other identities.

Article I – Name

- 1.1 The name of this student group shall be the University of Manitoba EngiQueers, also known as UMEngiQueers, and hereafter abbreviated as UMEQ and referred to as "the Group".
- 1.2 The name of the national organization shall be EngiQueers Canada.

Article II – Affiliation

- 2.1 UMEQ shall be affiliated with EngiQueers Canada and its associated chapters throughout Canada.

- 2.2 UMEQ shall be affiliated with the University of Manitoba Students' Union (UMSU) as a sanctioned student group.
- 2.3 UMEQ shall be affiliated with the University of Manitoba Engineering Society (UMES) as a sanctioned engineering student group.

Article III – Mission Statement

UMEQ shall be guided by its mission statement, vision, and values.

3.1 *UMEQ Mission Statement*

UMEQ aims to create visibility, space, and a community for queer engineering students at the University of Manitoba through social connection, advocacy, education, and professional development.

3.2 *UMEQ Vision*

UMEQ's vision is to create an inclusive and diverse environment within the faculty of engineering where all students feel welcome, safe, and supported, allowing them to succeed in their chosen programs. Alongside this, UMEQ strives to create a culture of change within the engineering industry that empowers diverse folks to fully engage with their profession while being open about who they are.

3.3 *UMEQ Values*

As a student group, UMEQ believes in the need for diversity, representation, and collaboration within engineering in order to successfully address the needs of the populations being served by the engineering profession. UMEQ acknowledges the barriers marginalized and underrepresented groups face and the need to work towards challenging structural inequality at all levels. UMEQ believes in developing a political voice to advocate for change. UMEQ acknowledges the importance of amplifying the voices and lived experiences of the most marginalized. In light of this, UMEQ believes in working from an anti-colonial, anti-oppressive, and intersectional lens.

Article IV – Objective

The primary objectives of UMEQ are as follows:

- 4.1 To increase the visibility of queer identified folks in engineering through the creation of a supportive community.
- 4.2 To support and aid in amplifying the voices of marginalized and underrepresented groups within the Engineering student body with a focus on queer voices.
- 4.3 To develop a socially conscious community and promote awareness of the structural inequalities present in society and the engineering field through collaboration with the Faculty of Engineering, the University of Manitoba, and similar minded individuals, groups, or organizations.
- 4.4 To promote the development of leaders within our group and community who have a commitment to intersectionality and equity within engineering.

Article V - Membership

- 5.1 Membership is open to any undergraduate or graduate students intending to join the field of engineering after graduation. Membership lasts for one full academic year (September through August) and is automatically renewed in August. Membership may be ended by the individual at any time by contacting an Executive member.

Article VI – Compliance with UMSU and UMSU Clubs Policies and Procedures

- 6.1 UMEQ 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 VII – Executive Roles and Duties

7.1 President - Roles and Duties

- 7.1.1 Manages Executives and group communication while providing general guidance and support in promoting UMEQ's vision.
- 7.1.2 Acts as the face of UMEQ in media and represents UMEQ to appropriate third parties.
- 7.1.3 Responsible for delegating tasks and seeing them to completion.
- 7.1.4 Supports the executive team in the year's planning, activities, and leadership development, as well as monitoring the Group's health and morale.
- 7.1.5 Responsible for chairing meetings.
- 7.1.6 Researches further development of UMEQ.
- 7.1.7 Acts as one of two signing authorities for UMEQ.
- 7.1.8 Acts as a mediator between any member discrepancies that are group related.

7.2 Secretary - Role and Duties

- 7.2.1 This position is to be held by a first year student, but in the case of not finding an interested party, it can be held by any student.
- 7.2.2 Responsible for guiding recruitment of first year students.
- 7.2.3 Prepares agendas for meetings and sends them out prior to meeting date.
- 7.2.4 Takes meeting minutes, adds them to the shared drive, and emails them to the Group within 3 days of meeting.
- 7.2.5 In charge of maintaining organization of the shared google drive.
- 7.2.6 Acts as a liaison for new members throughout the year.

7.3 Sponsorship/Treasurer - Role and Duties

- 7.3.1 Seeks sponsorship for UMEQ.
 - 7.3.1.1 Responsible for gathering member and Executive support in preparing and submitting the EEF application.
- 7.3.2 Responsible for creating and maintaining the budget.
- 7.3.3 Administers the UMEQ bank account.
- 7.3.4 Acts as one of two signing authorities for UMEQ.
- 7.3.5 Responsible for processing reimbursements and managing internal cash flows.
- 7.3.6 Acts as treasurer for socials and events.

- 7.3.7 Manages excess funds.
 - 7.3.7.1 Allocates excess funds to conferences or social events or outings.

- 7.4 Socials - Role and Duties
 - 7.4.1 Plans social events for UMEQ members.
 - 7.4.2 Coordinates outings to queer events in the city.
 - 7.4.3 Ensures that events are accessible to all students and that accessibility information is available.
 - 7.4.4 Responsible for ensuring that events are promoted using the applicable resources provided by UMES, including but not limited to the chalkboard, the Growl, and posters.

- 7.5 Education and Advocacy - Role and Duties
 - 7.5.1 Organizes campaigns regarding language, gender, and sexuality within engineering.
 - 7.5.2 Collaborates with UMES outreach events to provide queer engineering representation to highschool students.
 - 7.5.3 Organizes language of sexuality or anti-oppression training.
 - 7.5.4 Advocates for inclusive spaces.
 - 7.5.5 Researches how to change destructive and oppressive cultures within engineering.

- 7.6 Community Relations - Role and Duties
 - 7.6.1 Maintains connection to EngiQueers Canada.
 - 7.6.2 Connects with other EngiQueers chapters.
 - 7.6.3 Organizes membership at the beginning of the year.
 - 7.6.4 Connects and develops relationships with other queer focused groups on campus and in the city.
 - 7.6.5 Attends relevant meetings hosted by other queer groups such as the RPM community meeting on campus. If they are not able to attend, they are responsible for finding a proxy to attend on their behalf.
 - 7.6.5.1 Provides the Executive team with important updates from other groups and seeks opportunities for collaboration.
 - 7.6.6 Manages social media.
 - 7.6.7 Collaborates with the Executive team to promote events through social media.

- 7.7 Professional Development - Role and Duties
 - 7.7.1 Organize networking events between students and professionals.
 - 7.7.2 Seeks professional development opportunities for members through workshops, lectures, and conferences.
 - 7.7.3 Researches new ways to improve student's professional skill set.

- 7.7.4 Responsible for the promotion of professional development events through the relevant resources provided by UMES.

Article VIII – Elections

- 8.1 All UMEQ elections for the upcoming year will occur no later than March 31st on an annual basis.
- 8.2 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 UMEQ, and cannot be a person who is running in the election.
- 8.3 The duties of the CRO are to:
 - 8.3.1 Oversee and administer the elections for UMEQ.
 - 8.3.2 Publicize the elections to the membership of UMEQ.
 - 8.3.3 Hear and decide any appeals or complaints related to the elections in a timely manner.
 - 8.3.4 Oversee and administer the counting of votes or ballots for the elections if hard copy ballots are used.
 - 8.3.5 Oversee and administer a secure online voting platform for the elections if online ballots are used.
 - 8.3.6 Announce the results of the elections to the membership of UMEQ and inform UMSU of next year's Executive.
- 8.4 Voting for the upcoming year's Executive will be conducted as follows:
 - 8.4.1 There are three main parts to elections schedule:
 - 8.4.1.1 A nomination period for a minimum of five (5) business days.
 - 8.4.1.2 A campaigning period for a minimum of three (3) business days.
 - 8.4.1.3 A voting period for a minimum of five (5) business days.
 - 8.4.2 The start of the nomination period for the elected positions must be announced to the entire membership of UMEQ.
 - 8.4.3 Candidates must inform the CRO during that nomination period of their intent to run in the elections. Candidates must be a member of UMEQ in good standing at the time of their nomination.
 - 8.4.4 Candidates must run as individuals and cannot have common branding. They must campaign solely for themselves and by themselves.
 - 8.4.5 In the event that there is only one candidate running for a position, an election must still be done for that position.

- 8.4.6 The CRO will collect a brief biography and campaign platform from each candidate prior to the campaigning period. The CRO will distribute all the candidates' biographies and campaign platforms to the entire membership of UM EngiQueers via email at the start of the campaigning period. The schedule for campaigning and voting as well as the instructions for voting must be communicated to the membership at this time.
- 8.4.7 The CRO must email the membership to announce the start of the voting period as well as the instructions for voting. Voting will be open after the end of the campaigning period.
- 8.4.8 Results of the elections will be sent to the candidates as well as the membership for UMEQ.
- 8.4.9 In the event that a position remains vacant, the newly elected Executive must decide on how they will fill that role. Options include but are not limited to, running a by-election, appointing a UMEQ member to fill the role via an application-based process, or reassigning tasks within the Executive to fulfill the role of unelected positions.
- 8.4.10 The newly elected Executive must communicate the goals for the upcoming year to the membership of UMEQ.

Article IX – Transition of the Executive

- 9.1 During the period from the end of the second week of April until the first day of May, there will be a transition period. 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 policies, procedures, transition club records and materials, including office, locker combinations, all passwords to all student club social media accounts, and UMEQ's bank account, as well as preparing the new Executives to be effective in their roles for the next year's work.
- 9.2 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.

- 9.3 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 Executives for the transition of the student club's bank accounts into the incoming President and Treasurer's names. These tasks are to be completed and their credentials delivered to the new Executives no later than the last day of April.
- 9.4 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 UMEQ and for all club requirements to UMSU.

Article X – Meetings

- 10.1 When selecting a time for an Executive meeting, the President should propose five (5) or more meeting times one week in advance, and then select the meeting time with the best predicted attendance. If time does not permit for this procedure, the President may call an Executive meeting at any time, but must give all other members at least 48 hours notice.
- 10.2 There shall be at least one Executive meeting per month during the academic year, defined as September through April.
- 10.3 The Executives will schedule at least two meetings a year for the entire UMEQ membership. An information session, event brainstorming session, or any other social event where every member is invited may count towards these meetings.

Article XI - Finances

- 11.1 The Treasurer must prepare a draft budget that reflects members' ideas and intent for the upcoming year.
- 11.2 A final draft of the budget must be approved by members through a vote, requiring two-thirds (2/3) majority vote.

- 11.3 Any budgetary amendments must be approved by members through a two-thirds (2/3) majority vote.
- 11.4 A budgetary review will take place at the beginning of the winter term, at which time a revised budget is presented to the membership and the annual financial situation is reviewed.
- 11.5 Any person claiming expenses from UMEQ is required to submit to the Treasurer a proof of purchase, most commonly a receipt, along with an expense claim form indicating:
 - 11.5.1 The name of the claimant,
 - 11.5.2 The reason for the expense,
 - 11.5.3 The amount to be reimbursed.
- 11.6 Expense claims are to be processed within two weeks of receipt,
 - 11.6.1 Proper EEF reimbursement procedure must be followed if the reimbursement is to be from the EEF.
 - 11.6.2 If UMEQ cheques need to be issued, they must be signed by two of the signatories.
- 11.7 The following items are to be filed by the Treasurer as part of their records:
 - 11.7.1 Expense claim forms, along with any associated cheques,
 - 11.7.2 Copies of all incoming and outgoing cheques,
 - 11.7.3 Records of all other financial transactions.
- 11.8 All incoming funding must be deposited within two weeks of receipt.

Article XII – Amendments

- 12.1 Any member of UMEQ can submit a proposal for an amendment to be made to this constitution at any general meeting.
- 12.2 Any proposed amendments to this constitution must be publicized at least one (1) week prior to voting via email to all general members on the UMEQ student contact list.
- 12.3 Amendments to this constitution will be approved or denied via vote at a publicized meeting. The date and time of the meeting will be announced to

all general members concurrently with the proposed amendments.

- 12.4 Amendment approval meetings must be attended by the entirety of the current Executive team. Attendance for general members is voluntary.
- 12.5 A proposed amendment will require the support of at least two-thirds (2/3) of the members present and voting at the meeting to gain approval.
- 12.6 If a request for a secret ballot is made, it will be adopted as the method for the vote.
- 12.7 A copy of the amended constitution must be submitted to UMSU within two weeks of voting.