



Science To Business Network - Manitoba Chapter

Constitution

Approved By S2BN-MB Membership: 25 Oct 2019
Submitted to UMSU: 29 Oct 2019

Article I: Name

The name of the student group shall be the Science To Business Network - Manitoba Chapter. Abbreviated as 'S2BN-MB'; hereinafter referred to as S2BN-MB.

Article II: Purpose of Group

S2BN exists to bring together students interested in scientific careers outside of academia or medicine, to organize events aimed at helping students in career development, and to host talks from industry leaders.

1. To foster a culture of innovation within and around the research and health care communities between academic trainees and industry professionals and to optimize the Canadian environment for commercialization of science and innovation;
2. To provide opportunities for University of Manitoba students to strengthen their professional development and soft skills;
3. To organize events aimed at helping students in career-related development and transitions, and organize networking events to connect like-minded professionals;

Article III: Compliance with UMSU/SGPAC Policies and Procedures

S2BN will follow all bylaws, policies, and procedures of the University of Manitoba Students' Union (UMSU) and the Student Group Promotion and Affairs Committee (SGPAC).

Article IV: Membership

1. Membership in S2BN is open to any undergraduate or graduate student at the University of Manitoba.
2. Classes of Members
 - a. Executive members are students playing an active role within S2BN in organizing, facilitating, and leading events including but not limited to:
 - i) Executive Meetings
 - ii) Workshops
 - iii) Invited speakers
 - iv) Chapter Meetings
 - b. General members include students who have a non-executive role
 - c. Advisors include faculty members, university staff, and private sector professionals interested in S2BN

3. Membership Fee
 - a. Members shall pay a \$5 yearly fee

Article V: Executive Officers and Duties

1. The Co-President
 - a. Has the primary responsibility for the administration of S2BN and the Executive team;
 - b. Administer the constitution and be responsible for ratifying the society according to UMSU/SGPAC policies and procedures.
 - c. Run all S2BN meetings on rotating basis.
 - d. Be the official spokesperson for the S2BN.
 - e. Be responsible for ensuring representation to all other societies when necessary.
 - f. Oversee all activities of the S2BN and be central in the planning and organization of events:
 - i. Point of contact with guest speakers and obtain all biographical and headshot material from speakers for advertisement purposes, unless otherwise discussed;
 - ii. Prepare comprehensive documentation for speakers including event objectives, questions, date/time/location, map, etc.
 - g. Perform the duties of the Treasurer/Secretary in the absence or disability of the(se) officer(s), prior to the re-election of these positions, excluding the minutes, which shall be delegated to someone other than the President or Vice-President.
2. The Event Coordinator/Treasurer
 - a. Author blog posts following monthly events for social media
 - b. Setup event venue and gather all materials from locker (e.g. pop, water, poster, signs);
 - c. Communicate with catering on the day of the event;
 - d. Photograph at all S2BN events;
 - e. Prepare posters for events
 - f. Organize methods of event advertising
 - g. Keep and maintain the financial books and accounts of the S2BN containing accurate records of all financial transactions (re: a general ledger, cheque book, bank deposit book, bank statements, bank reconciliations, and transaction records)
 - h. Supervise administration of S2BN funds in conjunction with the other signing officers.
 - i. Produce statements of the financial status of the S2BN as directed by the President.
 - j. Coordinating with the team to complete all reimbursements of purchases from S2BN accounts or alternate sources (e.g. DBMS, FHS, etc.)

Article VI Executive Elections and Terms of Office

Elections for the upcoming year will be held no later than March 31st.

Prior to the election, the executive will appoint a Chief Returning Officer to oversee the elections. The CRO does not have to be a member, 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 S2BN.
2. Publicize the elections to the membership of S2BN and decide on any appeals or complaints related to the elections
3. Oversee and administer the counting of votes or ballots for the elections
4. Announce the results of the elections and inform UMSU of who next year's Executive will be.

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

1. Nominations for the three elected positions will last for three days. Candidates who wish to be nominated should inform the CRO during that period, and must be a member in good standing of S2BN 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 a week.
3. The CRO will collect a brief biography and campaign platform from each candidate and distribute them in an email to all members of S2BN prior to voting.
4. Voting will occur during an Election Meeting organized by the CRO. Voting will occur by secret ballot.
5. The ballots will be collected by the CRO and counted; results will be sent to candidates and S2BN members.

Article VII Transition of the Executive

1. During the period of May 1st to April 30th, when the new Executive assumes office, it is the responsibility of the departing Executive to orient the newly elected executive officers to their job.
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 and Treasurer's 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 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 5) and for all club requirements to the Students' Union commencing with the first day of May.

Article VIII Meetings

The Co-Presidents may call an Executive meeting at any time, but must give the other Executive officers at least a week of notice. There shall be at least one Executive meeting per month during the academic year (September to April).

Meeting Types

1. Chapter Meeting/Networking - Open to all members (occurs once a semester)
2. Executive Committee Meetings (occurs once every two months)
3. Canadian Chapter Meetings - Two executives minimum should meet with the Canadian S2BN chapter, if such an occasion arises.

Article IX Amendments to the Constitution

Any changes (amendments) to this constitution must be approved by a formal vote of the entire student group membership at a publicized meeting of the group. The proposed changes must be made available to all members of the group at least two weeks before the meeting, and require the support of at least two-thirds 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.