

**University of Manitoba New Democrats  
Constitution**

**Enacted as of  
January 9<sup>th</sup>, 2020**

**Note:** *The University of Manitoba campuses are located on the original lands of Anishinaabeg, Cree, Oji-Cree, Dakota, and the Dene peoples, and on the homeland of the Métis Nation.*

## **Article I: Name of the Club**

The name of the club is to be the University of Manitoba Young New Democrats. In French the club is to be called *les Neo-Democrates de l'Université du Manitoba*.

## **Article II: Definitions**

The definitions of this constitution shall follow as such:

1. The “club”/”UMND” refers to the University of Manitoba New Democrats;
2. The “MYND” refers to the Manitoba Young New Democrats;
3. “UMSU” refers to the University of Manitoba Student’s Union;
4. The “Federal Party” refers to the New Democratic Party of Canada;
5. The “Provincial Party” refers to the New Democratic Party of Manitoba;
6. “General Membership” refers to members at large of the club;
7. “Officer” refers to the executives of the club;
8. The “Executive” refers to the Executive Officers.

## **Article III: Purpose of the Club**

The purpose of the club is to:

1. Promote the participation of youth in the democratic process;
2. Represent and advocate for young members of the union who identify themselves as New Democratic Party supporters within UMSU;
3. Promote the principles and goals of the New Democratic Party, both federally and provincially;
4. Assist and maintain contact with the Manitoba Young New Democrats.

## **Article IV: Membership**

Those eligible for membership of the club are required to be an undergraduate or graduate student of the University of Manitoba, as long as two-thirds of the club is undergraduate students.

## **Article V: Compliance with UMSU and UMSU Clubs Policies and Procedures**

The UMND will follow all bylaws, policies, and procedures of the University of Manitoba Students’ Union (UMSU) especially those found in the UMSU Student Policies and Procedures document.

## **Article VI: Compliance with the MYND Constitution**

The UMYND will follow the constitution of the MYND, especially Article XI-Party Leadership and Nomination Elections.

## **Article VII: Executive Officers and Duties**

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

1. Two Co-Chairs:
  - a. Jointly act as the Chief Executive Officer of the club;
  - b. Attend all Club meetings;
  - c. Act as signing authorities for UMND;
  - d. Act as the spokespeople for the club;
  - e. Act as liaisons between the club and the MYND;
  - f. Attend all meetings of the MYND;
  - g. Be the contact for UMSU.
2. The Secretary:
  - a. Ensure that accurate minutes are taken and kept at all General and Executive meetings;
  - b. Maintain records of the constitution, special rules of order, and standing rules;
  - c. Keep the Club's membership roll.
3. The Treasurer:
  - a. act as the Chief Financial Officer of the Club;
  - b. keep accurate financial records;
  - c. present an accurate financial statement to each General and Executive meetings, including an annual financial report to the annual general meeting;
  - d. ensure that the UMYND complies with financial requirements administered by UMSU.
4. General Membership Representative:
  - a. There shall always be at least one General Membership Representative, but no more than three.
  - b. Act as the representative of the General Membership at Executive Meetings;
  - c. Be appointed by the General Membership at the first club meeting of the year, and no later than September.

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

All UMND elections for the upcoming year will occur no later than March 31st on an annual basis.

In order to qualify for an Executive position, all candidates must be

1. Paying members of the New Democratic Party.
2. Be enrolled at the University of Manitoba.

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 UMND, 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 UMND
2. Publicize the elections to the membership of UMND
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

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

1. Nominations for the 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 UMND 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 e-mail to all members of UMND prior to voting.
4. Voting will be open for at least two days, and will be held in a safe and secure location accessible to all members of the club. At least one poll clerk will be present at all times with the ballot box.
5. The ballots will be collected by the CRO and counted; results will be sent to candidates and UMND members.

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

1. During the period from the end of the second week of April until the first day of May, when the new Executive team will assume office, 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 student club and UMSU policies and procedures, transitioning club records and materials (including office, locker combinations, all passwords to all student club social media accounts, and the club's bank account), and preparing the new Executives to be effective in their roles for the next year's work.

2. It is the responsibility of the departing Co-Chairs 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.

3. It is the responsibility of the departing Co-Chairs 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 Co-Chairs and Treasurer must arrange with the respective

incoming Executives for the transition of the student club's bank account(s) into the incoming Co-Chairs' 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.

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 UMND (as outlined in Article VI) and for all club requirements to UMSU commencing with the first day of May.

#### **Article X: Meetings**

1. Executive Meetings may be called by:
  - a. The Co-Chairs at any time, but must give all other executives at least 48 hours' notice. There shall be at least one Executive meeting per month during the academic year (September to April).
2. The Executives will schedule at least two General Meetings a year for the entire UMND membership.
3. General Meetings may be called by:
  - a. The Executive Officers;
  - b. The written request of third of the General Membership.
  - c. Quorum for General Meetings shall consist of five members of the club.

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

1. 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.
2. 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.
3. A copy of the amended constitution must be submitted to UMSU within two weeks of the meeting via the UMSU UNMND portal.