

Manitoba Section CGS Student Chapter Constitution

Article 1: Name

The name of the student chapter shall be the Manitoba Section Canadian Geotechnical Society Student Chapter.

Article 2: Purpose of CGS Student Chapter

The Manitoba Section CGS Student Chapter is primarily focused on professional development of students and advancing the education of members in the field of geotechnical engineering. The Manitoba Section CGS Student Chapter strives to improve communication between the CGS Manitoba Section (local chapter of CGS) and student body and increase awareness of the geotechnical field through various public service activities. The Manitoba Section CGS Student Chapter is involved in three main areas: (1) technical activities, (2) community service, and (3) social events.

Article 3: Membership

Membership is open to any undergraduate or graduate student of the University of Manitoba. Membership for the Manitoba Section CGS Student Chapter will be for a full year (from September to September). There is no annual cost for undergraduate and graduate students to join the CGS Student Chapter unless an annual fee is enacted through by-law revisions.

Article 4: Compliance with CGS Policies and Procedures

The Manitoba Section CGS Student Chapter is responsible for abiding by the policies and procedures outlined by the Student Chapter requirements in the CGS Administration Manual and amendments set forth by the CGS Manitoba Section.

Article 5: Compliance with UMSU and UMSU Clubs and Policies and Procedures

The Manitoba Section CGS Student Chapter 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 6: Executive Committee

The Manitoba Section CGS Student Chapter is led by an Executive Committee comprised of six elected officials; the President, Vice-President, Treasurer, Secretary, Events Coordinator, and Student Outreach Coordinator. The Executive Committee is responsible to:

- Coordinate all events undertaken by the Student Chapter
- Hold regular Executive Committee meetings
- Hold one Annual General Meeting where the new Executive Committee will be elected
- Maintain financial solvency
- Cooperate with the CGS Manitoba Section
- Fulfill reporting requirements to the CGS Manitoba Section and CGS National: Annual report for activities from Jul 1st to Jun 30th and the half-year report for activities from July 1st to December 31st.

The following outlines specific duties of the Student Chapter Executive Committee (EC) members:

President:

- Plan and chair all EC meetings and the Annual General Meeting
- Prepare and distribute agendas for all meetings
- Act or appoint EC member to act as the liaison with CGS Manitoba Section. The president or delegated student EC member shall be a member of the CGS Manitoba Section.
- Liaise with the CGS EC Young Professional Representative
- Administer Student Chapter email accounts
- Administer internal documents
- Prepare Student Chapter Annual and Half-Year Reports
- Act as a signing authority for the Student Chapter

Vice-President:

- Assist president with duties
- Organize teams for engineering competitions (for example, the Midwest Regional GeoWall Competition)
- Organize special events (for example, Networking Events)

Treasurer:

- Compose and distribute sponsorship letters at start of school year
- Maintain ongoing budget
- Compose budgets and applications as required by the University
- Act as a signing authority for the Student Chapter

Secretary:

- Collect student membership forms
- Administer internal contact list of Student Chapter members
- Administer external contact list of "Friends of the Student Chapter"
- Prepare and distribute meeting minutes
- Update Student Chapter website and calendar
- Send email updates to Student Chapter members regarding general announcements

Events Coordinator:

- Reserve space and equipment to hold Student Chapter events and fundraising activities
- Order food and drinks for Student Chapter events as necessary
- Liaise with guest speakers to coordinate details of lectures
- Organize fundraising events

Student Outreach Coordinator:

- Assist secretary with collecting membership forms
- Recruit undergraduate student members
- Send email updates to Student Chapter members indicating upcoming events
- Create advertising flyers for Student Chapter events and fundraising activities

A Faculty Advisor of the Manitoba Section CGS Student Chapter provides guidance and support to the Student Chapter, as necessary. They are responsible for ensuring that all activities and events are conducted in a professional manner and in manner that aligns with the CGS and geotechnical community. The Faculty Advisor shall be a member of the Canadian Geotechnical Society.

At the Annual General Meeting, the Faculty Advisor is responsible for:

- Overseeing and administering the elections for the Manitoba Section CGS Student Chapter
- Act as an alternative banking signing authority for the Student Chapter if either the President or Treasurer are unavailable.

Article 7: Executive Elections and Terms of Office

All Manitoba Section CGS Student Chapter elections for the upcoming year will occur no later than March 31st on an annual basis.

The appointed Chief Returning Officer (CRO) will be the Faculty Advisor who will oversee the elections. If the Faculty Advisor is unable to oversee the election, the Executive Committee shall appoint a CRO prior to the election; the CRO does not have to be a member of the Manitoba Section CGS Student Chapter, 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 the Student Chapter
2. Publicize the elections to the membership of the Student Chapter
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 election and inform UMSU of who next year's Executive Committee will be

Voting for the upcoming year's Executive Committee 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 the Manitoba Section CGS Student Chapter at the time of 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 the Manitoba Section CGS Student Chapter prior to voting.

4. Voting will be open for at least two days, and will be held through a secure online polling system.
5. The votes will be counted by the CRO; results will be sent to the candidates and the Manitoba Section CGS Student Chapter members.

Article 8: Transition of the Executive

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 Committee to their job. 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.

It is the responsibility of the departing President to ensure that all student requirements to UMSU, including submission of a complete Executive Transitions 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 the office.

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 Chapter's bank account 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.

It is the responsibility of the incoming Executives to assume custody of all Student Chapter records and materials and accountability for all financial activities of the Manitoba Section CGS Student Chapter (as outlined in Article 6) and for all club requirements to UMSU commencing with the first day of May.

Article 9: Meetings

The President may call a meeting at any time, but must give the other Executive Committee members at least 72 hours notice. The following meetings will occur on an annual basis:

1. Officers Planning Meeting (end of September)
2. Officers Meeting: Update (end of December)
3. Officers Meeting: Annual Transition (beginning of April)

Article 10: Amendments to the Constitution / By-Laws

Any changes (amendments) to this constitution or the Student Chapter By-Laws must be ratified by a formal vote of the Student Chapter membership at a publicized meeting of the group and approved by the Local Section and CGS National. The proposed changes must be made available to all members of the Student Chapter at least one week before the meeting and require the support of at least two-thirds of the members present and voting at the meeting.