

University of Manitoba WIC Group Constitution

Article 1: Name

The name of the student group shall be the University of Manitoba Working for Inclusivity in Chemical Sciences, also known as UMWIC.

Article 2: Purpose of Club

The purpose of this group is to promote inclusivity, equity, and diversity in the chemical community across Winnipeg by organizing social events, workshops and fundraisers in support of the UMWIC group.

Article 3: Membership

Membership is open to any undergraduate or graduate student in the field of chemistry and biochemistry, passionate about promoting inclusivity, equity, and diversity within their fields. Members can sign up by submitting an online form or submitting a PDF of membership form via email to the UMWIC email account (wic.manitoba@gmail.com). Memberships for the club last for a full academic year, September to August.

Article 4: Compliance with UMSU and UMSU Clubs Policies and Procedures

UMWIC 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 5: Executive Officers and Duties

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

- 1) President/Co-President
 - a. Attend all meetings and events of UMWIC
 - b. Act as a signing authority for UMWIC
 - c. Act as a spokesperson for UMWIC to the public
 - d. Be the contact person for UMWIC
 - e. Act as Chair for meetings if no other chair has been appointed
 - f. Help plan and/or delegate planning of events
 - g. Act as liaison to faculty members
 - h. Assume roles of Vice President Finance and/or Vice President Recruitment if no member is filling these roles
- 2) Vice President Finance
 - a. Attend all meetings and events of UMWIC
 - b. Act as a signing authority for UMWIC
 - c. Maintain adequate financial records of UMWIC
 - d. Apply for funding as events require
- 3) Vice President Recruitment
 - a. Attend all meetings and events of UMWIC
 - b. Contact new members at the beginning of the year
 - c. Promote WIC by going to undergraduate classes at the beginning of the year

Article 6: Executive Elections and Terms of Office

All UMWIC elections for the upcoming year will occur no later than April 1st on an annual basis. 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 UMWIC, 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 UMWIC
- 2) Hear 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 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 UMWIC 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 one 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 UMWIC prior to voting.
- 4) Voting will be open for one day, and will be held via electronic voting platform, such as "DoodlePoll" or another online voting platform. It is the responsibility of the CRO to organize and monitor the online voting.
- 5) The CRO will announce the results to the candidates and UMWIC members via email after voting has closed.

Article 7: Transition of the Executive

- A. 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.
- B. It is the responsibility of the departing President/Co-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.
- C. It is the responsibility of the departing President/Co-President and Vice-President Finance 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/Co-President and Vice-

President Finance must arrange with the respective incoming Executives for the transition of the student club's bank account(s) into the incoming President's/Co-President's and Vice-President Finance's names. These tasks are to be completed and their credentials delivered to the new Executives no later than the last day of April.

- D. 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 UMWIC (as outlined in Article 5) and for all club requirements to UMSU commencing with the first day of May.

Article 8: Meetings

The President/Co-President may call an Executive meeting at any time, but must give all other members at least 48 hours notice. There shall be at least two Executive meetings per semester during the academic year (September to April). The frequency of meetings will depend on upcoming events. The Executives will schedule at least two meetings a year for the entire UMWIC membership.

Article 9: Amendments to the Constitution

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