

The University of Manitoba Actuarial Club Constitution

The University of Manitoba Actuarial Club (UMAC) is focused on developing a network for Actuarial Students at the University of Manitoba. Our goals are to create awareness of developments in the actuarial field and connect students with potential employers. We also organize a number of social activities that allow members to get to know each other and have some fun while taking a break from studying.

1. Name of Student Group: UMAC (University of Manitoba Actuarial Club)

2. Purpose

2.1. The Club's purpose is:

- 2.1.1. to organize events that bring together University of Manitoba Students and their potential employers (i.e. insurance companies and consulting firms) in various instructional and informative forums,
- 2.1.2. to provide students with the tools required to apply for and achieve actuarial employment,
- 2.1.3. to maintain and update study manuals that aid students in professional actuarial exam preparation,
- 2.1.4. to offer social events to bring members together.

2.2. Any related profits are:

- 2.2.1. used to cover unrealized expenses incurred in the current year,
- 2.2.2. deferred to the following year's fund.

3. Membership

3.1 Membership is open to any undergraduate or graduate student of the University of Manitoba.

- 3.1.1 Membership lasts a full academic year, September to August.

4. Compliance with UMSU/SGPAC Policies and Procedures

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

5. Duties of Executives

5.1. The President(s):

- 5.1.1. shall represent the Club at all public functions,
- 5.1.2. shall promote the Club on and off campus.
- 5.1.3. shall maintain communication with all members in good standing,
- 5.1.4. will attend all meetings,
- 5.1.5. shall be one of the three Executive members responsible for implementing the policy dictated in 2.1,
- 5.1.6. shall develop the current year's budget
- 5.1.7. shall assist in petitioning for funding,
- 5.1.8. approves all distribution of monies,

5.2. The Vice-President:

- 5.2.1. shall represent the President in the event of his/her absence,
- 5.2.2. shall give notice of all meetings to the members of the Club,
- 5.2.3. shall assist the President in his/her functions and other related duties as stated in 5.1.

5.3. The Treasurer

- 5.3.1. shall provide a yearly record of financial transactions to the Executive,
- 5.3.2. shall collect all monies owed to the Club.
- 5.3.3. shall petition for all funding

5.4. The Secretary

- 5.4.1. shall maintain an accurate record of all correspondence,
- 5.4.2. shall take accurate minutes of all meetings,
- 5.4.3. shall maintain and update the Club's website.
- 5.4.4. shall co-ordinate the Club's social media

5.5. The ASNA Representative

- 5.5.1. shall act as a liaison between the Club and the Actuarial Students National Association,
- 5.5.2. shall be responsible for the collection of all funds from students attending the ASNA convention.

5.6. Special Events Coordinator

- 5.6.1. shall participate in executive meetings,
- 5.6.2. shall keep second and third year students informed of the Club's functions.
- 5.6.3. shall be responsible for organizing study sessions and the mentorship program

5.7. Promotions Co-ordinator

- 5.7.1. shall promote the University of Manitoba's actuarial program to high school and University One students.
- 5.7.2. shall aid in the organization of, and represent the Club at various special events.
- 5.7.3. shall participate in executive meetings.

5.8. The Communications Chair

- 5.8.1. shall be responsible for the content and distribution of the Club's newsletter
- 5.8.2. shall keep students apprised of upcoming events, with methods such as direct contact, updating of the online calendar and social media

5.9. International Student Representative

- 5.9.1. shall be responsible for providing targeted support for International Students thereby increasing their participation in UMAC

5.9.2 shall be responsible for making UMAC executive and members aware of the issues and challenges faced by International Students

5.10. In the event of a co-presidency, the President and Vice-President shall share the combined duties of both positions and will perform the duties on a case-by-case basis.

6. Elections

6.1. The Executive and general members shall meet in late March or early April to elect a new Executive for the following year with the following details:

6.1.1. applications from members who wish to run for a position for the following year will have been submitted prior to this meeting,

6.1.2. the candidates will have declared Actuarial Mathematics as their major, with the exception of the Special Events Coordinator

6.1.3. the candidates will give speeches to persuade the voters and,

6.1.4. the general members who have been members in good standing for at least 30 days prior to the election shall elect the next year's executive through the candidates who receive the largest number of votes.

6.1.5. upon being elected as the next year's President and Vice-President, the candidates filling those roles shall elect to remain in these positions or to become co-presidents with combined duties as explained in 5.7. There can be only two co-presidents.

6.1.6. in the event a president runs alone and is successful, the vice-president will be selected through an interview process with the current outgoing president(s).

7. Transition of Executive

7.1 Following the completion of a successful election as outlined in 6.1, it is the responsibility of the current outgoing executive to orient the newly elected executive members to their jobs, and to prepare the new executive to be effective in their roles,

7.1.1 the current outgoing president(s) will assume responsibility for designating an appropriate transition period in which outgoing executive members must train and transition their position's respective duties to incoming executive members.

8. Meetings

8.1. The Executive shall meet at the beginning of each semester and continue to stay in contact throughout the semester using a convenient form of communication for all executives.

9. Enactment and Amendment

9.1. Constitutional revisions must be submitted in writing to the Executive no less than thirty days prior to the annual meeting,

9.1.1. revisions must be accompanied by the signatures of at least half of the members of the Club in good standing,

9.1.2. revisions shall require a unanimous vote by the Executive.