

Association of Korean-Canadian Scientists and Engineers – University of Manitoba (AKCSE-UManitoba) Student Group Constitution

Article 1: Name

The club's official name will be Association of Korean-Canadian Scientists and Engineers University of Manitoba, also known as AKCSE-UManitoba.

Article 2: Purpose of Group

This club will serve:

1. To provide a network of support and resources for the professional and academic development of inspiring young students interested in science and engineering;
2. To offer members scholarships, academic and professional assistance, mentorship and networking opportunities so they can reach their full potential; and
3. To build friendships and partnerships with other organizations to promote Korean culture through involvement in science and engineering.

Article 3: Membership

1. Membership is open to any students of the University of Manitoba.
2. Membership for the group lasts for a full academic year, from September to August.
3. All executive members of the club are registered as University of Manitoba students.
4. No less than two-thirds of the club is undergraduate students.

Article 4: Compliance with UMSU/SGPAC Policies and Procedures

AKCSE-UManitoba 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 AKCSE-UManitoba, along with their duties:

- President
 - o Attend all meetings of AKCSE-UManitoba
 - o Chair all meetings
 - o Act as a signing authority of AKCSE-UManitoba
 - o Act as a representative for AKCSE-UManitoba to the public
 - o Be responsible for communication within AKCSE-UManitoba, and with other University of Manitoba student organizations
 - o Organize and coordinate events and activities

- Be responsible for email and communications

- Vice-President
 - Will assume all responsibilities of the President in his/her absence
 - Be the contact person for UMSU
 - Organize and coordinate events and activities
 - Advertise events to the club members in the group chat
 - Maintain the membership list of AKCSE-UManitoba
 - Responsible for caring the new members of the group

- Treasurer
 - Be responsible for overseeing all financial dealings of the club
 - Keep complete records of all financial dealings of the club
 - Present the annual income and spending at the end of the school year
 - Organize and coordinate events and activities

- Event & Advertisement
 - Responsible for making the advertising poster for events
 - Responsible, with help of the other group members, for advertising the event
 - Organize and coordinate events and activities
 - Responsible for getting the Coke Product form from UMSU prior to the event.

- Secretary
 - Responsible for supporting President, Vice President, Treasurer and Event Coordinators
 - Responsible, with help of the other group members, for advertising the event
 - Organize and coordinate events and activities
 - Responsible for booking event rooms
 - Responsible for managing group Facebook, Instagram, and other social media.

- First Year Student Representative
 - Responsible for supporting President, Vice President, Treasurer and Event Coordinators
 - Responsible, with help of the other group members, for advertising the event

- Organize and coordinate events and activities
- Responsible for clearly conveying thoughts of first year student members in the group.

Each executive's term is one year (From September till August) and may be renewed with an election.

Article 6: Executive Elections and Terms of Office

All AKCSE-UManitoba elections for the upcoming year will occur no later than March 31st. If there is any case or reason where elections cannot be made prior to March 31st, there will be an exception to hold the elections at any point thereafter. If that is the case, the elections must be completed by no later than early June.

Prior to the election, the Executives shall appoint a Chief Returning Officer (CRO) to oversee the elections; the CRO must not be a member of AKCSE-UManitoba, and cannot be a person who is running in the election.

The duties of the CRO are to:

- Oversee and administer the elections for AKCSE-UManitoba
- Publicize the elections to the membership of AKCSE-UManitoba
- Hear and decide on any appeals or complaints related to the elections
- Oversee and administer the counting of votes or ballots for the elections
- Announce the results of the elections and inform UMSU

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

1. Candidates may enter the election as individual positions.
2. Nominations for the two elected positions will last for one week. Candidates who wish to be nominated should inform the CRO during that period, and must be a member in good standing of AKCSE-UManitoba at the time of their nomination.
3. Nominated candidates are allowed to campaign on behalf of themselves and any slate (or team) they are a part of during the nomination week. At the end of the week, voting will occur.
4. The CRO will collect a maximum 250-word biography and campaign platform (if needed) from candidates and distribute them in an email to all members of AKCSE-UManitoba prior to voting.
5. Voting may be done in a meeting or online and will be open for three days, and will be held in a safe and secure location accessible to all members of the group. At least one poll clerk will be present at all times with the ballot box. The ballots will be collected by the CRO

and counted; results will be sent to the candidates and AKCSE-UManitoba members. If voting is done online, there is no need for a ballot box but results will be sent via email.

6. The candidates require the majority of votes to win.

Article 7: Transition of the Executive

1. During the period from the end of the second week of April until the first day of September, when the new Executives will resume office, it is the responsibility of the departing Executives to orient the newly elected Executives to their jobs. This includes teaching the new Executives about student group and Students' Union policies and procedures, transitioning custodianship of club records and materials (including office and mailbox keys, locker combinations and all passwords to all student group email accounts), and preparing the new Executive to be effective in their roles for the next year's work.
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's and Treasurer's names. These tasks are to be complete and their outputs 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 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.
5. If for some reason the new council has not been elected prior to April, voting can occur at anytime thereafter and the transition period will extend until the positions are filled.

Article 8: Non-executive/Appointed Officers and Duties

(* **Following positions are available to be appointed if required**)

- 1) Event Coordinator
 - o Oversee and coordinate the programming activities and events of the club
 - o Will be responsible for advertising and promoting AKCSE-UManitoba activities and events
- 2) Faculty of Engineering Representative
 - o Will represent the opinions and concerns of the students in the Faculty of Engineering to AKCSE-UManitoba and will also represent AKCSE-UManitoba to the students in the Faculty of Engineering
 - o Will work closely with the executive and non-executive members to promote AKCSE-UManitoba in the Faculty of Engineering

- 3) Faculty of Science Representative
 - o Will represent the opinions and concerns of the students in the Faculty of Science to AKCSE-UManitoba and will also represent AKCSE-UManitoba to the students in the Faculty of Science
 - o Will work closely with the executive and non-executive members to promote AKCSE-UManitoba in the Faculty of Science

- 4) Information Technology (IT) Master
 - o Oversee and coordinate the AKCSE-UManitoba website, FaceBook group, Twitter, and any other form of electronic communication for AKCSE-UManitoba

Article 9: Application Process for Non-executive/Appointed Officers

The newly elected executive officers can appoint non-executive officers through an application and interview process. The new executive can receive applications for the 5 non-elected positions no earlier than April 1st and no later than May 1st. Applications will require a cover letter and resume, including past experiences and extra-curricular activities. Interviews for these positions can be conducted until May 31st. Selections will have no bias and will be based on the candidate's resume and interview process. If there are no applications for the appointed positions within the given timeframe, the incoming executive may appoint individuals for the vacant positions throughout the school year. The incoming and outgoing executive members will conduct the interviews and appoint the successful candidates.

Article 10: Meetings

The President may call an Executive meeting at any time, but must give the other Executive officers at least 48 hours notice. There shall be at least one Executive Meeting bi-monthly during the academic year (September to April).

The Executive will schedule at least two general meetings during the school year, which includes the Annual General Meeting and members will be informed of each of these meetings at least seven (7) days in advance.

Article 11: Amendments

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.

Article 12: Impeachment

Any member of the club who commits an act, which negatively affects the interests of the club and its members may be given a notice of impeachment.

The impeached individual shall have the right to defend his/her actions.

However, a vote of at least two-thirds of the members present and voting at the meeting may result in the removal of the impeached individual from the club and loss of any privileges associated with AKCSE-UManitoba.

Article 13: Membership Fee

The executive will set an annual membership fee of \$10.

Article 14: Refund Policy

A member may apply to the club for a refund within one month of becoming a member if:

- There has been a misinterpretation of the club's mandate and proposed activities as specified to the member when signing onto the club; and
- There have been any circumstances that seriously hamper the ability for the club members to enjoy their membership.
- The member did not attend a single event within the first month of the school year

Extenuating circumstances include, but are not limited to: serious organizational issues within the club executive that led to a lack of communication to its members, or lack of programming as promoted to its members.

If the club and its members cannot resolve the refund issue, the club or the member may request assistance from the Clubs Coordinator to act as a mediator between the club and the member to reach a resolution.

Article 15: Financial Reporting

An annual report of financial statements must be provided to the AKCSE-UManitoba members at the end of the academic year (no later than August).

Article 16: Annual Planning

The Executive must inform the members of the annual plan for the academic year at the beginning of their term (no later than the end of September).

Revised: September 15th, 2014

Revised: October 20th, 2014

Revised: September 5th, 2016

Revised: August 22nd, 2017

Revised: August 12th, 2018

Revised: August 26th, 2020

Revised: September 14th, 2020

Revised: August 12th, 2021

Revised: August 13th, 2021