

EFTSA Articles of Constitution

Article I. Name

Section One.

- A. The name of the student group shall be the English, Film, and Theatre Students' Association, also known by its acronym, EFTSA.

Article II. Statement of Purpose

Section One.

- A. The object of this association shall be to promote the academic and social interests of its membership. Furthermore, this Association shall seek to foster a unique and distinct student community at the University of Manitoba. Its primary goal shall be to unite members of the Department of English, Theatre, Film, and Media, henceforth referred by the acronym DETFM.

Article III. Membership

Section One.

Undergraduate students must make up at minimum two-thirds of the total membership.

- A. Membership shall conform to the following three categories and will span September to August of each academic year.

- I. English, Theatre, Film, and Media Students

- a. Membership will consist of all undergraduate students in programs, majors or minors, offered by DETFM.

- II. First Year Students Planning to Enter DETFM Programs

- a. First year and/or U1 students who are planning to enter DETFM programs but are not ready to declare a major or minor, as per Faculty of Arts policies.

- III. Graduate Students in DETFM

- a. Membership will consist of all students enrolled in a graduate program (masters or Ph.D.) in DETFM.

Article IV. Compliance with UMSU and UMSU Clubs Policies and Procedures *Section*

One.

- A. EFTSA 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 V. Authority *Section*

One.

- A. Authority in DETFM shall reside in the whole membership and be entrusted by the membership to a council to be known as the "English, Film, and Theatre Students' Association", hereafter referred to as the "Council".

- B. The Council shall consist of the following members, all of whom have full voting privileges, except where otherwise limited:

- i. President
- ii. Vice President
- iii. Director of Finance
- iv. Chairperson
- v. Director of Communications
- vi. Logistics Director
- vii. Director of Social Programming
- viii. Director of Academic Programming

Total position titles: 9

- C. No directorship may be shared, except as follows:

- i. The position of Director of Social Programming may be shared by two members.

Each Programming Director may vote on each motion individually.

- ii. The position of Director of Academic Programming may be shared by two members. Each Programming Director may vote on each motion individually.

D. Exceptions to position requirements:

- i. The position of Director of Communications may be held by a student who is not a member of DETFM.
- ii. The position of Director of Finance may be held by a student who is not a member of DETFM.

Section Two.

A. Under the authority of the Council there shall exist an Executive Council to be known as the “the English, Film, and Theatre Students’ Association Executive Council”, hereafter referred to as the “Executive Council”. The Executive Council shall be charged with specific and limited jurisdiction and responsibility as defined in Article VI, Section One.

B. The Executive Council shall consist of the following members, all of whom have full voting privileges, except where otherwise limited:

- i. President

- ii. Vice

President

- iii. Director of Finance

Total Members: 3

C. All motions, resolutions, and proposals brought forward from the Executive Council to Council must be approved by a majority voting of Executive Council members.

D. All motions, resolutions, and proposals brought forward from the Executive Council to Council must be supported on Council by the members of the Executive Council

- E. All meetings of the Executive Council shall be held on camera or in person, unless decided otherwise, for a specified period of time, by a majority of voting members on the Executive Council.

Article VI. Structure of the Council

Section One.

- A. The Executive Council shall exclusively have jurisdiction and responsibility in the following areas:
 - i. Approval of the council budget for adoption for the Council, presented no later than the fourth week of each semester.
 - ii. Control over the disbursement of Council funds under budgets duly approved by Council.
 - iii. Act as a signing body for the distribution of reimbursement cheques to Council member.
 - iv. Control over the assets of the Council.
 - v. Advisory authority to the Chairperson with respect to the agenda and timing of Council meetings.
- B. The Executive Council shall have plenary authority during the summer period (May through August). The Executive Council shall be bound to the presentation of a report to Council at the first meeting of the fall term, outlining its activities during the summer period.
- C. All other authority insofar as its decisions shall be subject to the approval of the Council during the academic year.
 - A. The Executive Council shall have the authority to reprimand members of Council

Section Two.

- A. All Executive Council members shall submit a typewritten report at the end of their term in office. The report shall summarize their activities and recommendations to future members. Executive Council members are responsible for all assigned duties, regardless of the means by which those duties are carried out.

B. President:

- I. Shall hold a seat on any DETFM councils and they shall faithfully represent the wishes of the Council and submit regular reports to the Executive Council concerning any decisions that affect the Association.
- II. Shall represent the Association in negotiations with the University of Manitoba Students' Union (UMSU).
- III. Shall be a member of all council committees.
- IV. Shall assume responsibility for adherence to this Constitution by the Council, Executive Council, Standing, and Ad Hoc Committees.
- V. Shall be responsible for applying, maintaining, and updating the Co-Curricular Record for the Counsel each term.
- VI. Be the contact person for UMSU
- VII. Act as a signing authority for EFTSA

C. Vice President:

- I. Shall hold a seat on any DETFM councils and they shall faithfully represent the wishes of the Council and submit regular reports to the Executive Council concerning any decisions that affect the Association.
- II. Shall be a member of all council committees.
- III. Shall record the minutes for the Executive Council meetings and be responsible for informing the Chairperson of the date of Executive Council meetings.
- IV. Shall provide a typed copy of the Executive Council minutes to the President and Director of Finance following each meeting of the Executive Council.
- V. Shall assume the duties of the President in the latter's absence or incapacity.

D. Director of Finance:

- I. Shall present a budget for the Council, presented no later than fourth week of each semester.
- II. Shall apply for funding each semester including but not limited to:

- a. UMSU funding.
 - b. Art's Endowment Funding.
- III. Shall keep the financial books, accounts, and records of the Association.
 - IV. Shall implement the budgetary procedures defined within the Association budget.
 - V. Shall have the Association's financial books audited at least once per year.
 - V. Shall assume the duties of the Vice President in the latter's absence or incapacity.
 - VI. Act as a signing authority for EFTSA

Section Three.

A. All Directors and Council members not on the Executive Council shall submit a type written report at the end of their term in office. The report will summarize their activities and recommendations to future members. All members outlined in this section are ultimately responsible for all assigned duties, regardless of the means by which those duties are carried out.

B. The Chairperson

- I. Shall act as Chairperson of Council.
- II. Shall vote only in the event of a tie.
- III. Shall be responsible for drawing up the agenda for each meeting in conjunction with the Executive Council and in accordance with the guidelines defined in Article XI.
- IV. Shall be responsible for the establishment of a date and time for all Council meetings in conjunction with the Executive Council and other Council members.
- V. Shall follow the guidelines set out in Article XI.
- VI. Shall provide all Council members with a copy of this Constitution at the first meeting in the fall of the year.

VII. Shall post notice of all the Council meetings at least one week prior to each meeting in the event that meetings are not held on a regular schedule.

VIII. Shall read this Constitution at the first meeting of the fall term.

D. The Director of Communications

I. Shall foster any activity affecting the relations of the Association with outside bodies and shall be responsible for all promotional activities assigned to them by other Directors.

II. Shall be responsible for the provision of information regarding the Association's activities to any form of media, be it internal or external, and shall provide to Council reports on the communications between the Association and other bodies and/or individuals.

III. Shall be responsible for the approval of all material posted on poster boards throughout the University. Shall propose poster approval policy and procedures to be adopted by Council at the beginning of the academic term.

IV. Shall act as a liaison between the Association and the Public Relations Officer of DETFM.

V. Shall propose promotional guidelines to be adopted by Council at the beginning of the academic term (this being the process by which Directors may make requests for promotional materials.)

VI. Shall, at the beginning of the fall academic term, propose an advertising agenda to be adopted by Council for the remainder of the academic year.

VII. Shall be the co-chairs – with the President – of the marketing Committee in the event one is created.

E. The Director of Social Programming

I. Shall be responsible for the organizing, decorating, licensing, and promotional planning for all programmed social functions sponsored by the Association.

II. Shall ensure that all Association social events follow established University alcohol policies.

III. Shall be the co-chairs – with the President – of the Social Programming Committee in the event one is created.

- IV. Shall, along with the Director of Academic Programming, be responsible of hosting a start of term event for current and prospective Association members.
- F. The Director of Academic Programming
- I. Shall be responsible for the organizing, decorating, licensing, and promotional planning for all programmed academic functions sponsored by the Association.
 - II. Shall, along with the Director of Social Programming, be responsible of hosting a start of term event for current and prospective Association members.
 - III. Shall ensure that all Association social events follow established University alcohol policies.
 - IV. Shall be the co-chairs – with the President – of the Academic Committee in the event one is created.
- G. Logistics Director
- I. Assist in the execution of club events and initiatives by working directly with the Director of Academic Programming, Director of Social Programming, and Director of Communications.
- H. Chief Returning Officer
- I. Oversee and administer the elections for the Council as per Article IIX.
 - II. Publicize the elections to the membership of the Council.
 - III. Hear and decide on any appeals or complaints related to the elections.
 - IV. Oversee and administer the counting of votes or ballots for the elections.
 - V. Announce the results of the elections and inform UMSU and the Student Services Assistant of DETFM who the next term's President and Vice president will be.

Article VII. Qualifications

Section One.

- A. All members of the Council, with exception to the Director of Communications and Director of Finance, shall be bona fide members of the DETFM as described in Article Three.

Section Two.

- A. The President shall be a student entering their third or later year of study at the University of Manitoba.
- B. The Vice President shall be a student entering their second or later year of study at the University of Manitoba.
- C. The President and Vice President shall be required to take at least 18 credit hours of study during the regular session.

Article VII. Resignations, Vacancies, and Incapacity *Section*

One.

- A. In the event of the resignation or incapacity of the President, the Vice President shall assume their office for the term of the original holder, and the position of Vice President will be filled according to the procedure outlined in Article VII, Section Two and Article IIX.

Section Two.

- A. In the event of the resignation or incapacity of any other council member, the Executive Council shall nominate a replacement, subject to a two-thirds majority vote at the next Council meeting.

Section Three.

- A. In the event of a council member needing to take a leave of absence due to mental health reasons, the Executive Council shall allow them to miss two meetings in a row.
- B. If the council member should need to relinquish their assigned duties for any period of time, due to mental health reasons, the Executive Council shall briefly occupy their role.

Article IIX. Democratic Provisions

Section One.

- A. The President and Vice Presidents may run as individual candidates and must be elected Association membership.

Section Two.

- B. All other positions shall be elected individually and voted on by the Council. A two thirds majority vote is required for the candidate to gain the position.

Section Three.

- A. In the event of only one candidate or slate running for a position on Executive Council, they shall be subject to a yes/no confirmation vote by the Association membership.

Section Four.

- A. In the event of only one candidate running for a position not on the Executive Council, they shall assume the position by acclamation.

Section Five.

- A. All Council elections for the upcoming year will occur no later than April 30th. Prior to the election, the Executive shall appoint a Chief Returning Officer (CRO) to oversee the elections; the CRO does not have to be a member of the Association and cannot be a person who is running in the election.

Section Six.

- A. The process for the President and Vice President Elections will be as follows:
 - Nominations for the two elected positions will last for three days. Candidates who wish to be nominated should inform the CRO during that period and meet the standards as stated in Article VII, Section Two.
 - I. Any members of the Council running for the positions of President or Vice President shall resign their seat prior to the start of campaigning in writing to President and CRO.
 - II. Each nominated candidate is allowed to campaign on behalf of themselves during the campaigning period, which will last for two days.
 - III. The CRO will collect a brief biography and campaign platform from each candidate and distribute them in an email to all members of the Association prior to voting.
 - IV. Candidates are not permitted to campaign for themselves in small course related groups or chats, or in any of their courses.
 - V. The campaign period shall last begin at 8:30am on the first day of the campaign period and close at 5:00pm on the second day of the campaign period.

- VI. Voting will open at 8:30am the day immediately following the end of the campaign period and end at 5:00pm.
- a. Voting shall be held in a safe and secure location accessible to all members of the group.
 - b. Elections may be conducted online following UMSU protocols.

Article IX. Ad Hoc Committees of Council

Section One.

- A. Council may create Ad Hoc Committees of Council.

Section Two.

- A. Ad Hoc Committees must have a particular mandate and a set period of existence contained in its Terms of Reference.

Section Three.

- A. Ad Hoc Committees must have a Chair, a Vice Chair, and a secretary.

Section Four.

- A. Ad Hoc Committees shall present written reports to each meeting of Council.

Section Five.

- A. Ad Hoc Committees shall cease to exist once they have fulfilled their mandate or pass the date set for their dissolution.

Section Six.

- A. Ad Hoc Committees shall contain at least two members of Council and at least one atlarge member of the Association.

Section Seven.

- A. Ad Hoc Committees shall hold their first meeting within 30 days of their creation, or the Committee shall cease to exist.

Article X. Amendment Procedure

Section One.

- A. Any amendment to the Articles of this Constitution requires adherence to the following procedure:
- B. Amendments must be passed by a unanimous vote of the Council in one meeting, or by a two-thirds majority vote in two consecutive meetings.
- C. Notice of motion of any amendments must be given at the meeting immediately prior to the meeting at which the motion is to be entertained.

Section Two.

- A. Any amendment to the Bylaws of this Constitution requires adherence to the following procedure:
 - I. Amendments must be passed by a two-thirds vote of Council.
 - II. Notice of motion of any amendments must be given at the meeting immediately prior to the meeting at which the motion is to be entertained.

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.

Article XI. Meeting Protocol

Section One

- A. The meeting procedure shall be as follows:
 - I. The meeting shall be called to order by the Chairperson.

- II. The Chairperson will confirm that previous meetings report was read and will need two confirmations.
 - III. The order of reports shall be President, Vice President, Director of Finance, Director of Social Programming, Director of Academic Programming, Director of Communications.
 - IV. Any new business unrelated to a specific can be presented.
 - V. Chairperson shall request for two members to second the call to adjournment.
 - VI. The Chairperson shall adjourn the meeting and state the time the meeting is adjourned. **Article XII. Enactment** *Section One*.
- B. This Constitution shall come into full force and effect on September 16th, 2021.

Article XII 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 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 and Director of 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 and Director of Finance must arrange with the respective incoming Executives for the transition of the student club's bank account(s) into the incoming President's and Director of 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 Council (as outlined in Article 6) and for all club requirements to UMSU commencing with the first day of May.