



Academic Year: **May 2021 - April 2022**

ARTICLE I: NAME

The name of the student group shall be Management Information System Association or 'MISA'

ARTICLE II: PURPOSE

MISA has 3 main purposes:

- Providing opportunities for students in the form of valuable networking with business professionals
- Providing resources for those interested in the MIS major, to get a better understanding of the field
- Providing a community dedicated towards MIS through online and offline means

ARTICLE III: COMPLIANCE WITH POLICIES AND PROCEDURES

UMSU POLICIES AND PROCEDURES

MISA 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.

UNIVERSITY OF MANITOBA POLICIES AND PROCEDURES

MISA will be operating in accordance with the governing documents of the University of Manitoba. Any disciplinary matters within the club may reference the 'Student Non-Academic Misconduct and Concerning Behaviour Procedure' to restrict certain member behaviours and member conduct.

ARTICLE IV: MEMBERSHIP

Membership is free and available to everyone, whether they are enrolled within the University of Manitoba or not.

Due to UMSU Student Club Manual (August 2020), Section XI: Registered Club Agreement, at least two-thirds (2/3) of the group's members must be U of M students at all times.

Membership will last for the full academic year, after which, the student will have to renew the membership.

ARTICLE V: EXECUTIVES AND DUTIES

Executive positions require no previous experience or qualifications. Applicants for executive positions must send in an application after which, they may be contacted for an interview. All applicants must be University of Manitoba students. If an applicant is applying for president of MISA, they must be a second-year or higher of their degree; majoring in MIS will be considered as an asset. More information in Article VII Executive positions include:

- Co-Presidents
 - Applying for funding
 - Approving expenses
 - Planning all MISA events
 - Holding executive and member meetings
 - Recruiting the Executive Committee
 - Issuing cheques
 - Be the Contact Person for UMSU

- Director of Finance
 - Creating a budget
 - Maintaining records of revenues, expenditures, and other financial information
 - Issuing cheques

- Director of Corporate Relations
 - Managing all communications between MISA and CSA in regards to corporate relations and sponsorship
 - Identifying new funding opportunities and assisting the group with new funding applications

- Directors of Logistics
 - Assist in the planning of MISA events
 - Plan the Biztek agenda with the help of Co-Presidents

- Director of Marketing
 - Creating all promotional materials for MISA
 - Printing and distributing all approved posters and/or flyers
 - Maintaining and updating MISA's presence on social media websites

The signing authorities will generally go to the Co-Presidents and Vice President of Finance.

ARTICLE VI: MEETING SCHEDULE

The president or any one of the executives may call meetings during the academic year. There should be at least one meeting during each semester with all executives and the co-presidents.

ARTICLE VII: EXECUTIVE SELECTION PROCESS

There will only be one position up for selection by the previous executive team and membership - President.

This Presidency position will follow different selection systems based on the following scenarios.

If there is 1 applicant for President and ***there was a genuine attempt to gather more prospective applicants (includes pushing other people into the position):***

- Selected by Application from Previous Executive Team

If there are 2 applicants for President and ***there was a genuine attempt to gather more prospective applicants (includes pushing other people into the position):***

- Selected by Application from Previous Executive Team

If there is 3 or more applicants for President and ***there was a genuine attempt to gather more prospective applicants (includes pushing other people into the position):***

- Unbiased Election system or selection process voted on by the MISA Executive Team
- Incompetent elections held are subjected to a re-do and results won't become final if the Commerce Students' Association deems the elections to be incompetently run.

Once the President is selected, they can hold applications for their desired executive team.

Executives who fail to fulfill their duties may be removed under a majority vote by the Executive Committee at an official meeting.

Terms of office are one year in duration.

ARTICLE VIII - EXECUTIVE TRANSITION

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

ARTICLE IX - ENACTMENT AND AMENDMENT

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.

The co-presidents shall communicate the proposed amendment to the MISA executive team a minimum of fifteen (15) days before the meeting.

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

ARTICLE X – EXECUTIVE ELECTIONS AND TERMS OF OFFICE

All MISA elections for the upcoming year will occur no later than March 31st 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 MISA, 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 MISA
- 2) Publicize the elections to the membership of MISA
- 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 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 MISA 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 at least a 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 MISA prior to voting.
- 4) Voting will be open for at least two days, and will be held in a safe and secure location accessible to all members of the club. At least one poll clerk will be present at all times with the ballot box.
- 5) The ballots will be collected by the CRO and counted; results will be sent to candidates and MISA members.