

University of Manitoba Unmanned Aerial Systems

Constitution

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Article I: Name of Organization

1.1 The official name of the organization will be the University of Manitoba Unmanned Aerial Systems

1.2 The University of Manitoba Unmanned Aerial Systems may be referred to by the acronym UMUAS.

Article II: Purpose

The purpose of the UMUAS will be to compete in the Unmanned Systems Canada (USC) 2022 Student Unmanned Aircraft Systems (UAS) Competition.

Article III: Membership

3.1 Membership in UMUAS is open to all undergraduate students and graduated students of the University of Manitoba, so long as no less than two-thirds of the club is undergraduate students.

3.2 The term of membership for the UMUAS will be from September 1 – August 31 each year.

3.3 Each member shall be afforded the following rights through membership in UMUAS.

3.3.1 The right to participate and vote in group elections and meetings.

3.3.2 The right to communicate and to discuss and explore all ideas.

3.3.3 The right to organize/engage in activities/events that are reasonable and lawful.

3.4 Each member shall possess the following responsibilities relative to participation in UMUAS

3.4.1 Support the purpose of the organization.

3.4.2 Uphold the values of the organization.

3.4.3 Contribute constructively to the programs and activities offered by the organization.

3.4.4 Attend general meetings.

3.4.5 Abide by the constitution and subsequent official organizational documents.

3.4.6 Respect the rights of peers and fellow members.

3.4.7 Abide by University of Manitoba policies, procedures, and guidelines.

3.5 The UMUAS will collect a mandatory membership fee from each member each year. This fee will propose as part of the operating budget presented to general members for approval at a valid general meeting.

3.6 The UMUAS values and respects the personal information of its members. The UMUAS secures its member's information at all times and will not supply names or other confidential information to third parties.

3.7 The UMUAS will protect the privacy of member information and must use it only for the delivery of service and not for commercial gain.

Article IV: Executive

The executives of the organization shall include

1. Team Captain
 - a. Manage the whole organization
 - b. Be the contact person for UMSU
 - c. Act as a signing authority for UMUAS
2. Electrical Lead
 - a. Manage the electrical section
3. Mechanical Lead
 - a. Manage the mechanical section
4. Interfacing Lead
 - a. Manage the interfacing section
5. Mechanical Co-Lead
 - a. Help the Mechanical Lead to manage the mechanical section
6. Project Manager
 - a. Arrange the project documents and project schedule
7. Financial Manager
 - a. Manage the organization funds
 - b. Act as a signing authority for UMUAS
8. Pilot
 - a. Control the unmanned aerial systems

Article V: Finances

5.1 The funds of the organization shall be expended pursuant to the operating budget approved by the general membership at a valid general meeting

5.2 All Budgets shall be prepared by the team captain or section leads in accordance with the organization's priorities as determined by the executive committee in consultation with general members at a valid general meeting.

5.3 Financial Manager shall submit the reimbursement form to the faculty financial assistant.

Article VI: General Meetings

6.1 The purpose of general meeting is to update the information of each section.

6.2 The general meeting shall happen weekly.

6.3 The executive shall participate in each general meeting.

6.4 General meetings will be facilitated by the team captain of the organization. The President shall be responsible for:

6.41 Formulating and distributing an agenda for each meeting.

6.42 Ensuring appropriate conduct and leading the meeting in an efficient, reasonable manner.

6.43 Moderating the discussion at meetings according to the agenda.

Article VII: Emergency Meetings

7.1 Emergency meetings can be called for extenuating or unforeseen circumstances that may arise from time to time.

7.2 Notice of these meetings must be provided a minimum of 24 hours in advance through email.

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

UMUAS 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 IX: Executive Elections and Terms of Office

All UMUAS 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 UMUAS, 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 UMUAS
- 2) Publicize the elections to the membership of UMUAS
- 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 UMUAS 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 UMUAS 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 UMUAS members.

Article X: 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 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 UMUAS (as

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

Article XI: 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.