



International Students' Community Center ICC
Constitution

First Official Draft: May 21, 2023

Last Amended: May 30, 2023

Table of Contents

<u>Definitions</u>		3
<u>Section 1: Community Identity</u>	4	
Article 1a: Name		4
Article 1b: Purpose		4
<u>Section 2: Community Executives</u>	5-8	
Article 2a: Terms of Office		5
Article 2b: Executive Officers and Duties		5-7
Article 2c: Executive Officer Dismissal Protocol		8
<u>Section 3: Executive Changeover</u>	8-12	
Article 3a: Conflict of Interest		8
Article 3b: Chief Returning Officer Appointment		9
Article 3c: Chief Returning Officer Duties		9
Article 3d: Executive Council Appointment Systems		9-11
Article 3e: Executive Transition Procedure		11-12
<u>Section 4: COMMUNITY Governance</u>	12-14	
Article 4a: Compliance with University of Manitoba Students' Union (UMSU) Policies		12
Article 4b: Compliance to a Sexual Violence Prevention Workshop		12
Article 4c: Compliance to the SRVC Disclosure Workshop		12
Article 4c: Compliance with University of Manitoba's Community Code of Conduct		12
Article 4d: Amendments to Constitution		12
Article 4e: Violations to Constitution		12-13

Definitions

Executive: this is a label for individuals that take up positions at the top of the community's management hierarchy. These individuals are the final decision-makers for the community's business such as Operations, Finance, Events, and Marketing. Regardless of their label internally or externally, if the position is labeled as an executive to UMSU, we will view the individual as an integral position to the community who holds responsibility and oversight.

Signing Authority: this is a label for specific individuals who have authorization to sign cheques, contracts, or anything legally binding in relation the community. Usually this is in reference to individuals who have authority to manage and access bank accounts, but it can also be used in UMSU for individuals who can make contracts with UMSU.

Conflict of Interest: This conflict happens when an entity or individual becomes unreliable because of a clash between personal interests and professional duties or responsibilities. Such a conflict occurs when an organization or person has a specific interest in the outcome and serves to gain from it —such as money, status, knowledge, relationships, or reputation—which puts into question whether their actions, judgment, and/or decision-making can be neutral. (Investopedia)

Council: any person in power that has any duties or responsibilities to the community such as executives, council members and other members with authority or hierarchical status.

Community: the members of the community which are usually the council and its general members.

Member in good standing: this is the status of the member with respect to the community's internal conduct and rules whose main purpose is to civilly govern their community.

Stakeholder: a person or group who has a vested interest in an organization and can either affect or be affected by its operations and performance. Examples can be customers, businesses, communities, or governments. (Investopedia)

ISR: International Students' Representative elected by UMSU.

Section 1: Community Identity

Article 1a: Name

The name of the community group is International Students' Community Center, also known as ICC

Article 1b: Purpose

The International Students' Community Center (ICC) is a vibrant hub overseen by the UMSU International Students' Representative, dedicated to fostering a sense of unity among international students at the University of Manitoba. Our primary objectives include organizing engaging social events that cater to the diverse needs and interests of our community members, as well as providing a platform for open discussions on topics that directly affect international students.

At the ICC, we strive to create an inclusive and welcoming environment where students from all corners of the world can come together, forge meaningful connections, and celebrate their cultural diversity. Through our carefully curated social events, we aim to promote cultural exchange, friendship, and a sense of belonging within the international student community.

Moreover, the ICC serves as a crucial forum for addressing pertinent issues and concerns faced by international students. We actively encourage dialogue and constructive conversations to address challenges such as visa matters, academic support, cultural adaptation, and any other topics that impact the well-being and success of our students.

By engaging with the ICC, international students gain access to a supportive network of peers, valuable resources, and a range of enriching experiences that contribute to their personal and academic growth. We strive to empower our students and ensure their time at the University of Manitoba is as rewarding and memorable as possible.

Join us at the International Students' Community Center, where diversity thrives, connections flourish, and international students find a second home on campus. Together, let's embrace cultural exchange, amplify our voices, and create a vibrant community that celebrates our shared experiences.

Section 2: Community Executives

Article 2a: Terms of Office

The Terms of Office for all Executive Positions at ICC will last *for at most* one year from the first day they were officially appointed. Individuals in executive roles will be dismissed from their term in office after one year unless they have been fairly reappointed into office again.

Article 2b: Executive Officers and Duties

1) President

- A. Elected as the UMSU Student representative for the International Student Community.
- B. Act as a signing authority for ICC
- C. Be the contact person for UMSU.
- D. Be responsible for the overall operations of the group.
- E. Deal with issues concerning the Community Group and its individual Members.
- F. Call special meetings.
- G. Attend all meetings.
- H. Carry out provisions of the constitution.
- I. Appoint chairpersons.
- J. Represents ICC to outside bodies, including Departments, Faculties, the University, and businesses.
- K. Ensure the group funds remain in budget with local and corporate sponsors along with the Treasurer.
- L. Enforce that the transition report is done by April 30 of the executive council's term.
- M. Perform any other duties incidental to the office of the President or directed by Council.

2) Vice President

- A. Be a voting member of ICC for management decisions..
- B. Assume the duties of the President, on direction of the President.
- C. Be Responsible for Overseeing all matters related to programming and events
- D. Be Responsible for Distributing all external communications including press releases, website content, signage and advertising.
- E. Serve as signing authority on any group accounts
- F. Attend all meetings
- G. Work with the ISR (President) and other UMSU Communities to hold the monthly Community Assembly.
- H. Perform other duties incidental to this office within reasonable discretion as directed by the President and/or Council

3) Treasurer

- A. Prepare the group budget.
- B. Administer and maintain group finance and group financial records
- C. Attend any Finance Workshops organised for UMSU Student Groups
- D. Advise the group on all finance and budget related activities
- E. Report to the executives at each executives meeting on the financial situation of the group
- F. Maintain a financial summary of group finances at every meeting
- G. Reimburse expenditures and be responsible for the payment of bills
- H. Co-sign cheques with the President

- I. Make available all audits of ICC to any Student members upon request with more than two weeks of notice
- J. Provide a bank statement including a statement of all transactions from the ICC financial institution every term for all executives to view
- K. Manage sponsorships with the Events Executive.
- L. Perform any other duties incidental to this office within reasonable discretion as directed by the President and/or Council;

4) Internal Executive

- A. Be responsible for overseeing the executives and dealing with issues concerning the Community Group and its individual members.
- B. Attend all meetings
- C. Record and keep minutes of all meetings.
- D. Receive resignation of executives and inform the executives of such resignations
- E. Confirm organisation of all meetings and events along with the Events Executive
- F. Room and equipment booking
- G. Coordinate team-building events for the executives
- H. Keep an active list of members of the Community Group
- I. Perform any other duties incidental to this office within reasonable discretion as directed by the President and/or Council;

5) Advocacy Executive

- A. Act as the liaison to UMSU student groups, UMSU service groups, and community organisations along with the Internal Executive.
- B. Attend all meetings
- C. Acts as a liaison to students between the Council and the members
- D. Support the group in advocacy for International Students'
- E. Attend relevant International Student Protests and provincial policy meetings
- F. Perform any other duties incidental to this office within reasonable discretion as directed by the President and/or Council

6) Events Executive

- A. Be responsible for planning the activities of the Community Group for the members and the broader community.
- B. Attend all meetings.
- C. Coordinate and run events for the members
- D. Coordinate a minimum of one event or initiative in each term, as per the discretion of the Council
- E. Work closely with the Promotions Executive to promote events
- F. Ensure there are an adequate number of social and academic events.
- G. Recruit and lead volunteers for events
- H. Keep track of all CCR requirements for all volunteers.
- I. Perform any other duties incidental to this office within reasonable discretion as directed by the President and/or Council

7) Promotions Executive

- A. Be responsible for managing all communications and building external relationships with the organisation's constituencies, including funders and the media.

- B. Responsible for the advertising of all ICC events and events that may be of interest to ICC.
- C. Responsible for the creation of any promotional materials for any ICC event, including posters, invites, banners, and other related materials along with Events Executive
- D. Communicate with UMSU and International center for promotions.
- E. Actively manage the social media for ICC
- F. Work with the council to manage content on website for promotional purposes

8) Chair

- A. Be familiar with Robert's Rules
- B. Prepare an agenda
- C. A non-voting member.
- D. Chair meetings in accordance with Robert's Rules
- E. Does not have to be an International student

-) All Executives

- A. Participate in voting on Community Group related activities.
- B. Participate and assist with Group activities.
- C. Be responsible for any specific tasks delegated to them by general resolution of Council or the president.
- D. Be familiar with these bylaws and the Robert's Rules of Order and not act outside the jurisdiction of their portfolio.
- E. Report to the Council concerning their activities
- F. Declare any personal or financial interest in any expenditure of the group funds
- G. Comply with all regulations set out by the Campus Police of the Dean's Office, specifically those concerning smoking and drinking on campus;
- H. Prepare, in cooperation with other executives of the same position when applicable, an orientation package for the subsequent person to fill each position.
- I. Attend all regular meetings.
- J. Hold office hours.

Article 2c: Executive Officer Dismissal Protocol

Executive Officer(s) that fail to uphold their basic duties outlined in **Article 2b** and/or violate any Governance articles in **Section 4: Community Governance** are subjected to temporary probation for a performance review. This performance review must be started and conducted by the President and requires a clear written assessment of the officer's performance versus the minimum threshold of the duties that the officer must do as outlined in **Article 2b** and/or

Section 4: Community Governance. Written assessment must be documented, dated, and stored in case the community is under investigation.

Criteria and reasoning for dismissal must not be discriminatory by nature and cannot be influenced by a person's race, ancestry, place of origin, colour, ethnic origin, creed, sex, sexual orientation, gender identity, gender expression, age, record of offences, marital status, family status or disability. Exceptions can only apply if they are legitimate factors that negatively affect performance. In that case, written minutes with a cover letter explanation must be documented when performing this exception. There must always be a clear record and reason for a dismissal.

If there are no written minutes, written notice, and/or the information presented in the documents are unfaithful before the dismissal, this is considered an unfair dismissal. A COMMUNITY that is under investigation and found to have performed an unfair dismissal(s) will be subjected to the disciplinary items in **Article 4e: Violations to Constitution.**

If an executive officer is dismissed, the community must follow **Section 3: Community Changeover** in order to follow the proper procedure(s) outlined to fill the vacant position(s).

Section 3: Executive Changeover

Article 3a: Conflict of Interest

A Conflict of Interest is defined as when an entity or individual becomes unreliable because of a clash between personal interests and professional duties or responsibilities. Such a conflict occurs when an organization or person has a specific interest in the outcome and serves to gain from it —such as money, status, knowledge, relationships, or reputation—which puts into question whether their actions, judgment, and/or decision-making can be neutral.

During an election process, conflicts of interest may arise. When they do, the individual who has professional duties or responsibilities related to organizing the democratic election procedure must identify their conflict of interest and withdraw from the role for that particular election. This is to guarantee a fair democratic process. Failure to identify the conflict of interest and/or withdraw from the role will be considered a violation to the community's constitution and the community will be subjected to the disciplinary items outlined in **Article 4e: Violations to Constitution.**

Results from a Democratic Election that had a conflict of interest may be subject to be voided. A rerun of the democratic election without any conflicts of interest may begin again for the open executive position(s).

Article 3b: Chief Returning Officer Appointment

Prior to the election, the Executives agree to appoint a Chief Returning Officer (CRO) to oversee the election. This CRO ensures the election is run competently, fairly, and transparently to its members and UMSU.

To ensure the election is run fairly and transparently, the CRO must...

- Not be a person who is running in the election
- Not have any conflicts of interest with the COMMUNITY’s management or electoral candidates. This conflict of interest is outlined in **Article 3a: Conflict of Interest**.
- Be neutral and unbiased about the COMMUNITY and their electoral candidates in their election through their professional duties.

If a member or members of executive team appoint CROs with a conflict of interest and continue to run elections with that conflict of interest, this is considered a violation to the constitution and the community is subjected to **Article 4e: Violations to Constitution**.

Article 3c: Chief Returning Officer Duties

The duties of the CRO are to:

- 1) Oversee and administer the elections for ICC
- 2) Publicize the elections to the membership of ICC
- 3) Hear and decide on any appeals or complaints related to the elections
- 4) Oversee and administer the electronic system’s results for votes of the election.
- 5) Announce the results of the elections and inform UMSU of who next year’s Executive will be

Article 3d: Council Appointment Systems

If there are open council position(s) available, positions can be appointed through either a democratic election procedure or an application selection procedure. It is up to the President to decide which procedure will best fit for the community and their community based on the status of the community at the time of council formation.

Note that the criteria and reasoning for any aspects of the council appointment – such as application, interviews, selection, etc. – must not be discriminatory by nature and should not factor a person’s race, ancestry, place of origin, colour, ethnic origin, creed, sex, sexual orientation, gender identity, gender expression, age, record of offences, marital status, family status or disability. Exceptions can only apply if they are legitimate factors that negatively affect performance. In that case, a cover letter explanation must be documented per exception.

If it is found that a council appointment was not appointed in good faith and the procedure was not followed, the action will be considered in violation of the constitution and the COMMUNITY will be subjected to **Article 4e: Violations to Constitution**.

A) Democratic Election Procedure:

All ICC Council elections for the upcoming year will occur no later than October 1st on an annual basis. Exceptions can only be made on a case-by-case basis such as an executive being dismissed.

Prior to the election, the President shall appoint a Chief Returning Officer (CRO) to oversee the elections via the procedure outlined in **Article 3b: Chief Returning Officer Appointment**

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

1. The vacant council position(s) must be posted adequately and competently advertised to the community's membership at least 2 weeks in advanced. This post must be shown through at least the community's membership email list and social media.
2. 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 ICC at the time of their nomination.
3. 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.
4. The CRO will collect a brief biography and campaign platform from each candidate and distribute them all to the community's current membership e-mail list of ICC prior to voting. This list must be of members from the current academic year and any tampering of this list will void the election results as well as constitute as a constitution violation.
5. Voting will be open for at least two days, and will be held through a secure online voting platform. It has to be accessible to all members of the community.
6. The results from the online voting platform will be collected by the CRO. These results will be sent to candidates and ICC members.

Any tampering of the democratic voting process outlined here will constitute as a violation to the constitution and the community is subjected to **Article 4e: Violations to Constitution**.

B) Application Selection Procedure:

All ICC Council Positions must be filled for the upcoming year by no later than October 1st on an annual basis. Exceptions can only be made on a case-by-case basis such as an executive being dismissed.

Before advertising the vacant council position(s), the new President must appoint a Selections Committee to assist in selecting the upcoming year's Council:

- The appointment of the Selections Committee individuals must be chosen through a democratic vote from the previous year's council.
- If the Selections Committee does not consist of the new President and last year's 10 Council Members, then this procedure cannot be enacted. In total, you will have 11 members on this committee. This is considered the general standard for the Selections Committee structure.
- In the case that the Selections Committee cannot be appointed due to not fulfilling the requirements, the President must use the Democratic Election Procedure outlined above.

Appointment for the upcoming year's Council will be conducted as follows:

1. The vacant council position(s) must be posted adequately and competently advertised to the community's membership at least 2 weeks in advanced. This post must be shown through at least the community's membership email list and social media.
2. When gathering all of the applications, they all must be given a chance for an interview. Applications can be voided if the application's information is objectively not considered complete.
3. When interviewing the candidates for the vacant positions, these must be held and approached in a fair manner.
4. Documentation for each candidate's interview must take place for review and auditing purposes.
5. When interviews are over, the Selections Committee must review the documentation for each candidate's interview for the selected vacant position.
6. Selection of Candidate for the position must be agreed upon via a majority vote from the Selections Committee.
7. The offer must be presented to the first candidate of choice.
8. If the offer is not accepted, then the offer must be presented to the runner-up and it will continue until the list is exhausted.
9. If the position remains vacant, the President can choose to redo the appointment procedure in this article or remove that position entirely.
10. Once the selection process is over and the positions are filled, the new President is responsible for announcing to each candidate individually if they have gotten the position or not.

Any tampering of the process outlined here will constitute as a violation to the constitution and the COMMUNITY is subjected to **Article 4e: Violations to Constitution**.

Article 3e: Executive Transition Procedure

- 1) The moment when an incoming executive(s) has been officially named to be appointed into their new role, the transition procedure starts immediately. Ideally, this should be around the mid-end of the Winter Term or beginning of the Summer Term.
- 2) The departing executive(s) must prepare and transition the incoming executive(s) into their respective roles. This includes teaching the incoming executives about the student COMMUNITY, UMSU policies and procedures, and completing UMSU Administrative paperwork such as the annual COMMUNITY renewal.
- 3) The departing executives must transition all COMMUNITY records, offline and online accounts, bank accounts, and materials to the incoming executives in order for them to be effective in their roles.
- 4) The incoming executives are responsible for the custody of all student COMMUNITY records, materials, and accountability for all future financial activities of the COMMUNITY.

5) The departing President and Finance executive must bring all accounts up to date to the end of the fiscal year. They must also prepare any required financial statements of the community. The old executive signing authorities' must hand over control of the community's bank account and any related items to the new executive signing authorities.

It is imperative that signing authorities' hand over the community's bank account on a yearly basis. If the executive team fails to take the appropriate and formal steps to transfer this authority, credit scores may be negatively affected by the bank; or the community's bank account may receive other disciplinary action from the financial institution for not taking the proper steps when transitioning their bank accounts.

The reason this is important is because personal information gets attached to bank accounts. If your name remains attached to a community's bank account after you have finished your term, you may be liable for future actions you have no part in simply because your name was left as an active member of the account.

If you are unsure about your working relationship and status with the bank, please talk to your bank's appropriate representative and they should be able to provide any and all information about your community's bank account.

Section 4: Community Governance

Article 4a: Compliance with University of Manitoba Students' Union (UMSU) Policies

ICC will comply with the University of Manitoba Students' Union (UMSU) and follow all of its bylaws, policies, procedures, and any mandatory training workshop required.

These bylaws, policies, procedures, and workshops are designed with fostering a healthy safe environment in the community's and protecting students. When a community does not follow the bylaws, policies, procedures, or workshops, then a community may be investigated. When being investigated, the community will comply with cooperating and providing the necessary documents as well as information. Any community that acts unfaithfully in the investigation process will be subjected to **Article 4e: Violations to Constitution**.

If any article in the community's constitution is in direct conflict with **Article 4a: Compliance with UMSU Policies**, then **Article 4a** will take first priority and dismiss the effect of the other conflicting article. This is to ensure that communities are compliant with UMSU policies which are designed to protect students.

Article 4b: Compliance to a Sexual Violence Prevention Workshop

To prevent sexual violence, ICC council agrees to attend a sexual violence prevention workshop at UMSU's discretion and direction. ICC council agree to be held accountable for their community's conduct with respect to sexual violence.

At any UMSU approved workshop, ICC council agrees to learn, apply, and adapt the content in the workshop towards their own community.

This requirement must be completed before the end of the Fall semester in the academic year. Exceptions can be made on a case-by-case basis based on Student Group Services' discretion.

Article 4c: Compliance with the SVRC Disclosure Workshop

To better educate Community Representatives on how to handle the disclosures of sensitive topics, the ICC representative agrees to attend the SVRC Disclosure Workshop.

At the UMSU approved workshop, the ICC representative agrees to learn, apply, and adapt the content in the workshop toward their own community.

This requirement must be completed before the end of the Fall semester in the academic year. Exceptions can be made on a case-by-case basis based on Student Group Services' discretion.

Article 4d: Compliance with University of Manitoba's Community Code of Conduct

To foster an inclusive and welcoming community, ICC will follow the code of conduct and behaviors expected of the University of Manitoba community outlined by the University of Manitoba Administration.

Also, ICC agrees to foster an environment that does not encourage STUDENT NON-ACADEMIC MISCONDUCT AND CONCERNING BEHAVIOUR outlined by the University of Manitoba.

Article 4e: Amendments to Constitution

Any changes (amendments) to this constitution must first be presented and reviewed by UMSU Student Group Services to ensure they align with UMSU policy. Once approved by Student Group Services, the constitution must then be approved by a formal vote of the entire student community membership at a publicized meeting. This meeting can be hosted in-person or virtual.

The student community membership list is generally held by the executive council and the council is responsible for communicating these constitution changes to the members. Failure to communicate these changes and failure to host a publicized meeting qualifies as a violation to the constitution.

The proposed changes must be made available to all members of the community at least two weeks before the meeting. To vote in favour of the amendment, this vote requires the support of at least two-thirds (2/3) of the members present and voting at the meeting. After the members of the community approve the constitution, a copy of the amended constitution must be submitted to UMSU to be considered officially updated.

To prevent corruption, **Section 4: Governance** and its associated articles cannot be changed (amended). These articles can only be changed if the change is mandated by UMSU explicitly in writing or the change was first proposed to UMSU by the community's council and the

community has received explicit approval of the change by UMSU Student Group Services in writing.

Article 4f: Violations to Constitution

When an executive or multiple executives violate(s) the article(s) in this constitution, the following disciplinary actions will come into effect:

- 1) To avoid any conflict of interest, UMSU oversees any violations of constitutions. Every situation will be different and thus, UMSU will always have full oversight and discretion regarding what the verdict is, when the verdict takes place, and decide if disciplinary action is necessary. This is to guarantee a fair process and the well-being of students, the community, the overall campus community, and relevant stakeholders. UMSU will be responsible for explaining the violation and the possible repercussions. UMSU will also provide recommendations for how the community can move forward after the violation and consequences are settled.
- 2) To maintain equity, the severity of repercussions will depend on the weight of the constitution violation and the specifics of the situation. UMSU will act as a neutral third party in assessing the infringement and will pass down an appropriate conclusion on the matter. This will be based on precedent and UMSU bylaw parameters.
- 3) Depending on the severity of the violation, ICC may lose our recognition status, community funding, services, benefits, be expelled from UMSU, and/or receive repercussions from relevant stakeholders. Individual executive(s) may be dismissed from their term in office, lose benefits, lose services, expelled from the community, and/or receive personal repercussions from relevant stakeholders.

Please note that this is not an exhaustive list of disciplinary punishments as UMSU will have full discretion regarding the matter.

ICC agrees and understands the content above regarding what may happen if they violate their own constitution.