

UMISA CLUB CONSTITUTION

Article 1 (Name):

The name of the student group shall be the University of Manitoba Iranian Students Association, also known as UMISA.

Article 2 (Mandate):

UMISA's mandate is as follows:

- (1) Purpose: University of Manitoba Iranian Student Association is a non-political, non-religious group which aims to bring people especially the students, with interest in Iranian Heritage together. The association will organize cultural events as well as member meetings. UMISA's views and actions in no way represent the UMGSA/HSGSA, or the University of Manitoba.
- (2) Mission: UMISA will strive to bring students together from the same backgrounds, and to unite them to celebrate Iranian culture and heritage. UMISA will operate all 3 school terms as listed on the University of Manitoba academic calendar.
- (3) Strategy: UMISA will hold unconventional social events that are tailored to thrill-seeking students, and which result in doing cultural activities together in a peaceful and relaxed atmosphere. UMISA will follow all bylaws, policies, and procedures of the University of Manitoba Graduate Students' Association (UMGSA).

Article 3 (Membership):

General membership is open to any undergraduate and graduate (part-time and full-time), post-doc, and co-op students, faculty, alumni, and staff of the University of Manitoba, as long as no less than 25% of the club members are graduate students.

Registered membership is open to all undergraduate and graduate (part-time and full-time), post-doc, and co-op students of the University of Manitoba.

Memberships for the club last for a full academic year, September to August.

Article 4 (Membership Fees):

The UMISA membership fee is chargeless.

Article 5 (Executive Positions and Duties/Responsibilities):

The following are the Executive Officers of UMISA, along with their duties:

1- President:

- Attend all meetings of UMISA.
- Act as a signing authority for the club.
- Maintain general coordination and supervision over all the members.

- Be responsible for any duty not specifically assigned to another Executive member and can assign these responsibilities to other Executives.
- Be the contact person for UMGSA.
- Gain Veto power in the case of a tie breaker.
- May co-sign cheques alongside the VP in Finance.

2- Vice-President (Events and Operations):

- Attend all meetings of UMISA.
- Shall assume the role of acting President in the President's absence.
- Organize and coordinate special events during the regular seasons.
- Foster communication through proper management.
- Be responsible for organization and coordination of volunteers for all UMISA events and activities.

3- Vice-President (Finance and Academic Administration):

- Attend all the meetings of UMISA.
- Maintain adequate financial records of the club.
- Prepare and submit an annual budget for the club.
- Search and provide sponsors to increase the budget.
- Make a list of all UMISA properties (Website, purchases, etc.). Bring forward to executing meeting and make sure that all are under UMISA or the Executive names only.

4- Vice-President (Student Services):

- Attend all the meetings of UMISA.
- Present concerns of Iranian students and advise the club's administration.
- Act as a link and communicator between the club's committee and the students.
- Responsible for responding to students' general questions and concerns.
- Shall enforce task deadlines as delegated by the President.
- Notify the council and any guests of all council meetings in a timely fashion (council includes group executives and the group representatives).

5- Vice-President (Communication and Technology):

- Attend all the meetings of UMISA.
- Manage UMISA's social media and its official webpages.
- Be well-prepared to be the social media designer for the club.
- Be responsible to announce UMISA's social activities.
- Must ensure approval on any social media updates and posts from the executive members.
- Responsible for domain and host purchases and renewals, layout design, uploading and updating content and resolving otherwise minor technical issues.

Article 7 (Meetings):

The Executives will schedule at least one meeting a year for the entire UMISA membership.

There shall be at least one Executive meeting per month up to as many as required. All Executives should attend, and the meetings are called and chaired by the President. This is only open to the Executive members and those whom the Executive committee deems required.

Article 8 (Election Procedures):

Within the first week of each August, candidates who wish to be nominated for the Executive positions should inform the departing board and must be a registered member in good standing of UMISA at the time of their nomination. The departing board will collect a brief biography from each candidate and distribute them to all members of UMISA prior to voting. Voting will be open for at least two days and will be accessible for all registered members of UMISA. Votes will be counted by the departing board and the results will be sent to candidates and UMISA members afterward. It is the responsibility of the departing Executive to orient the newly elected executive officers to their jobs. If more than one person wishes to run for each Executive position, a vote of the membership will be held.

Article 9 (Amendments):

The Executive members are responsible for discussing any concerns or suggestions regarding the constitution. Any changes (amendments) to this constitution must be approved by a formal vote on the entire UMISA registered membership at a publicized meeting of the club. Majority decision wins. 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 registered members voting at the meeting in person or by proxy by electronic means. A copy of the amended constitution must be submitted to UMGSA within two weeks of the meeting.

Article 10 (Impeachment):

Impeachment of an executives or members may be in effect upon the violation of the UMISA constitution, UMGSA policies, municipal, provincial, or federal laws. A written complaint, with a clear mention of the violation, must be submitted to the President to be considered for impeachment. If the complaint is regarding the President, it will be reviewed by the VP Events and Operations. There will be an impeachment meeting regarding the complaint. At the impeachment meeting, the individual(s) who initiated the process will state their case. Afterwards, the individual(s) under impeachment will have an opportunity to defend their position(s) on the matter. There will be an election by a "YES/NO" secret ballot, tallied publicly by UMISA. The member(s) may be removed from their position(s) if voted on by two thirds of the current executive committee. The remaining executives may choose to call an immediate by-election to replace the newly vacant Executive member position(s).

Article 11 (Signing Officers):

- (1) President and VP Finance and Academic Administration have the authority to sign in financial matters.
- (2) President and VP Events and Operations have the authority to sign in any other general matters.

Article 12 (An agency clause):

- (1) UMISA is not an agent of the University Students' Council of the University of Manitoba, and its views and actions do not represent those of the UMGSA.
- (2) UMISA and its members are not permitted to sign contracts on behalf of the UMGSA.