

U^{NE}ARTH



OFFICIAL CONSTITUTION

University of Manitoba Efficient and
Renewable Technology Hub



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Article 1- Name of the Society

Section 1.1

The name of the student group shall be the University of Manitoba Efficient and Renewable Technology Hub, with the acronym UMEARTH.

Article 2 - Purpose

Section 2.1

UMEARTH exists to bring together students at the University of Manitoba interested in the renewable energy and energy efficiency fields; specifically, to source and propagate knowledge pertaining to the renewable energy/energy efficiency field, and to apply this knowledge through campus development, events and tours.

Article 3 - Membership

Section 3.1

Any student who is registered at the University of Manitoba can become a member of UMEARTH. In agreement with UMSU regulations, at least two-thirds of all members shall be undergraduate students. Membership in the group lasts for a full academic year (September to April). To maintain membership, members should contribute to furthering the purpose of the group and/or be interested in environmental sustainability.

Article 4 - Compliance with UMSU/SGPAC Policies and Procedures

Section 4.1

UMEARTH will follow all bylaws, policies, and procedures of the University of Manitoba Students' Union (UMSU) and the Student Group Promotion and Affairs Committee (SGPAC).

Article 5: Executive Members and Responsibilities

Section 5.1

The Executive Council shall consist of the following members:

1. The President
2. The Vice President Internal (VPI)
3. The Vice President External (VPE)
4. The Vice President Administrative (VPA)
5. The Secretary

Section 5.2

The following Executive Officers and Representatives, listed in order of authority, must report the status of their positions to the President. The duties of the executive members shall be as follows:

a. *President:*

- i. Shall shape and direct the enthusiasms of UMERth.
- ii. Shall be the spokesperson for UMEARTH to the public.
- iii. Shall be the contact person for UMSU and UMEARTH.
- iv. Shall act as Chair for meetings if no other Chair has been appointed.
- v. Shall work closely with the VPA to ensure UMEARTH complies with its Budget.
- vi. Shall keep a permanent continuous official copy of the UMEARTH Constitution with all amendments properly documented.
- vii. Shall act as a signing authority for UMEARTH.
- viii. Shall attend all UMEARTH meetings.

b. *Vice President Internal:*

- i. Shall be responsible for acquiring knowledge of and promoting current and future campus developments at the University of Manitoba in the field of renewable energy, energy efficiency and environmental design.
- ii. Shall actively seek involvement and collaboration from other related student groups within the University of Manitoba.
- iii. Shall act as a signing authority for UMEARTH.
- iv. Shall act as a team leader for those directorships in his/her purview.
- v. Shall execute the duties of all directorships in his/her purview should the positions be unoccupied.
- vi. Shall attend all UMEARTH meetings.

c. *Vice President External:*

- i. Shall be responsible for collecting and distributing information regarding the renewable energy/energy efficiency industry. This includes, but is not limited to:
 - a. Industry contacts
 - b. Sponsorship
- ii. Shall raise awareness of the renewable energy/energy efficiency industry through events including, but not limited to:
 - a. Seminars
 - b. Tours
- iii. Shall act as a team leader for those directorships in his/her purview.
- iv. Shall execute the duties of all directorships in his/her purview should the positions be unoccupied.
- v. Shall attend all UMEARTH meetings.

d. *Vice President Administration*

- i. Shall be responsible for creation and maintenance of the UMEARTH website.
- ii. Shall oversee recruitment via an Annual General Meeting (AGM) and participation in related activities including fairs, advertising and advocacy.
- iii. Shall complete and maintain the UMEARTH Budget.
- iv. Shall actively seek conferences and competitions that directly relate to the interests of UMEARTH.
- v. Shall act as a team leader for those directorships in his/her purview.

- vi. Shall execute the duties of all directorships in his/her purview should the positions be unoccupied.
 - vii. Shall attend all UMEARTH meetings.
- e. *Secretary*
- i. Shall be responsible for handling and organizing all documents including member lists, monthly newsletters, meeting minutes and meeting agendas.
 - ii. Shall be responsible for organizing meeting locations and equipment.
 - iii. Shall take minutes at all UMEARTH official meetings and distribute them to all society members following.
 - iv. Shall oversee the construction and distribution of a monthly newsletter to society members outlining recent progress of the society and/or upcoming events.
 - v. Shall attend all UMEARTH meetings.

Article 6 - Executive Elections and Terms of Office

Section 6.1

All UMEARTH elections for the upcoming year will occur no later than the end of April. The position of Chief Returning Officer (CRO) falls to the outgoing president or an appointed Society Member of his or her choosing.

Section 6.2

The responsibilities of the CRO are as follows:

- Assume responsibility for the integrity of the voting and the counting of votes
- Oversee and administer the elections for UMEARTH
- Publicize the elections to the membership of UMEARTH
- Announce the results of the elections and inform UMSU of next year's executive members
- Hear and decide on any appeals or complaints related to the elections

Section 7 – Voting

Section 7.1

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

- Nominations for the elected positions will last for one week. Candidates who wish to be nominated should inform the CRO during that period, and must be a member in good standing of UMEARTH at the time of their nomination.
- The CRO will collect a brief biography and campaign platform from each candidate and distribute him or her in an e-mail to all members of UMEARTH prior to voting.
- Voting will be open for at least 2 days, and will be held in a location accessible to all members of UMEARTH.
- The votes will be tabulated by the CRO and results will be sent to all UMEARTH members.

Article 8 – Directorships

Section 8.1

Directorships shall include, but not be limited to: campus integration, promotions, professional relations (PR) and community involvement.

Section 8.2

The following Directorships must report the status of their positions to the Vice President Internal:

- Campus Integration

The following Directorships must report the status of their positions to the Vice President External:

- Professional Relations
- Community Involvement

The following Directorships must report the status of their positions to the Vice President Administrative:

- Promotions

Article 9 – Transition and Executive

Section 9.1

The period from the end of elections until the last day of August is denoted the Transition Period. During this time, new executive members will assume office. It is the responsibility of the departing executive members to orient the newly elected executive members to their jobs. This includes mentoring and preparing the incoming executive members for their new roles in UMEARTH. Group records and materials (mailbox keys and passwords to all UMEARTH accounts) must be shared with incoming members during this period.

Section 9.2

The departing President must ensure all obligations to the Students' Union, including submission of a complete annual report, have been fulfilled before the Transition Period.

Section 9.3

It is the responsibility of the departing President and VPA to bring all accounts up to date to the end of the fiscal year and to prepare any required financial statements of UMEARTH. The student group bank accounts must also be transitioned from the departing President and VPA to the respective incoming executive members. This must be completed no later than the last day of April.

Section 9.4

It is the responsibility of the incoming Executive to assume custody of all student group records and materials, accountability for all financial activities of the student group and for all club requirements to the Students' Union commencing at the end of the Transition Period.

Article 10: Meetings

Section 10.1 – General Meetings

General meetings are to be dedicated to keeping members up to date on all UMEARTH activities and developments in the renewable energy/energy efficiency field. All Society Members shall attend general meetings once a term during the academic year (September - April).

Section 10.2 – Executive Meetings

Executive meetings are to be dedicated to time-critical action items, governance of UMEARTH, and UMEARTH administrative tasks. The President may call an executive meeting at any time, but must give the other Executive Officers at least 48 hours notice. There shall be at least one executive meeting once a month during the academic year (September to April).

Section 10.2.1

Minutes shall be taken at each executive and general meeting.

Section 10.3 – Annual General Meeting

The UMEARTH Annual General Meeting will take place during the first term of the Regular Session, within two weeks of class commencement. All Executive Offices will present a project plan for the upcoming school year. Notification of the Annual General Meeting date, time, and location must be made available to Society Members a minimum of two (2) weeks prior to the meeting. Minutes shall be taken.

Article 11: Amendments to the Constitution

Section 11.1

Any amendments to this constitution must be approved by a formal vote of the members of UMEARTH. The proposed changes must be made available to all members one-week prior to the vote. Amendments to this constitution require 2/3 agreement of the voting members. A copy of the amended constitution must be submitted to UMSU within two weeks of the vote.