CoRS-SA
College of Rehabilitation Sciences
Students’ Association Constitution
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Article 1: Name, Object, and Membership

1.1: The name of the association is “College of Rehabilitation Sciences Students’ Association”, and may be abbreviated to “CoRS-SA”.

1.2: The name of the student council may be abbreviated “CoRS-SC”

1.3: The following abbreviations will be used throughout this document:
   a. OT – Occupational Therapy
   b. PT – Physical Therapy
   c. RT – Respiratory Therapy

1.4: Senior and Junior Members
   a. A “Senior” member of council is recognized as a second year student in their respective stream,
   b. A “Junior” member of council is recognized as a first year student in their respective program.

1.5: The objective and mandate of College of Rehabilitation Sciences Students’ Association is to:
   a. Advocate for the interests of its members,
   b. Improve the academic and non-academic experience of the College of Rehabilitation Sciences students at the University of Manitoba,
   c. Administer and organize student programs, events, and projects for the benefit of its members.

1.6: All students enrolled in College of Rehabilitation Sciences at the University of Manitoba are members of College of Rehabilitation Sciences Students’ Association (CoRS-SA) and all members of the CoRS-SA are eligible to be members of the CoRS-SC if elected by their peers.

1.7: Third year RT students are to fully represented by a single third year representative and this is to be the only position a third year RT student is to hold on the CoRS-SC due to the demand of their program.

Article 2: Council and Officers

2.1: The College of Rehabilitation Sciences Student Council is comprised of the following Officers:
   a. Three Presidents (one each from OT, PT, and RT)
   b. Three Vice Presidents (one each from OT, PT, and RT)
c. One Treasurer

d. One Secretary

e. One UMSU Representative (RT)

f. One Student Senator

g. Two HSGSA Representatives (OT & PT)

h. Four Winnipeg Interdisciplinary Student-Run Health (WISH) Clinic Representatives

i. Three Senior Events Representatives (one each from OT, PT, and RT)

j. Three Junior Events Representatives (one each from OT, PT, and RT)

k. Three Senior Open House Representatives (one each from OT, PT, and RT)

l. Three Junior Open House Representatives (one each from OT, PT, and RT)

m. Three Senior Yearbook Representatives (one each from OT, PT, and RT)

n. Three Junior Yearbook Representatives (one each from OT, PT, and RT)

o. Three Senior Graduation Representatives (one each from OT, PT, and RT)

p. Three Junior Graduation Representatives (one each from OT, PT, and RT)

q. Three Senior Job Fair Representatives (one each from OT, PT, and RT)

r. Three Junior Job Fair Representatives (one each from OT, PT, and RT)

s. One Senior Communications Representative (from OT, PT, or RT)

t. One Junior Communications Representative (from OT, PT, or RT)

u. One Third Year RT Class Representative

2.2: Length of Term in Office:

a. When elected, the following Officers will serve a one-year term, ending on June 30th:

i. President,

ii. Vice-President,

iii. Treasurer,

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1 Any registered student at the University of Manitoba is allowed to volunteer at the WISH Clinic; in the CoRS this position has traditionally been filled by OT and PT students. There should be a minimum of one OT and one PT Senior and Junior representative from second and first year, respectively. WISH representatives should not exceed four (4) in any given year on the Council.
iv. Secretary,
v. Senate Representative,
vi. HSGSA Representative,
 vii. UMSU Representative,
viii. Third Year RT Representative.
b. To ensure the continuity of CoRS-SC initiatives each year, the following Officers will a **two-year term** when elected during the general elections in September:
   i. Events Representative,
   ii. Communications Representative,
   iii. Open House Representative,
   iv. Graduation Representative,
   v. Job Fair Representative,
   vi. Yearbook Representative,
   vii. WISH Clinic Representative.
c. In the event that an Officer does not wish to fulfill the second year of their position, the Officer must request to be removed from that position in writing to the Executive Committee no later than August 15th in the year that they are to start their second term. The position will then be filled in the September elections.

d. Officers elected in the general elections in September begin their term in office immediately upon being elected or appointed to the position, unless otherwise set by Council.

e. The following Officers elected in a by-election in May or appointed by the Executive Committee begin their term in office July 1st:
   i. President (OT, PT, and RT)
   ii. Secretary
   iii. Treasurer
   iv. Student Senator
   v. UMSU Representative

f. **Yearbook Representatives Graduation Representatives** understand that their duties may extend beyond the June 30th end date due to graduation dates and agree to follow through with any duties that are required to complete an ongoing project.
2.3: Vacancies on Council:

a. Vacancies for the positions of UMSU Representative (RT), Student Senator, HSGSA Representatives (OT & PT), may only be filled through a by-election. The Executive Committee may appoint a member of the association temporarily to the position until such time as the position can be filled through a by-election.

b. All other positions may be filled either through by-election or appointment by Executive Committee.

2.4: Duties of Officers:

a. Presidents (OT, PT and RT):
   i. Act as the official spokesperson for the CoRS-SA,
   ii. Represent the association to the College & Administration,
   iii. Be a representative and sit on:
      a. Faculty Council,
      b. Student Initiative Fund (SIF) Committee,
      c. Council Executive,
      d. Bannatyne Board of Senior Sticks (B-BOSS),
      e. CoRS Endowment Fund Committee,
      f. Any other committee that requires executive student council representation
   iv. Be an ex-officio member of all committees on Council,
   v. Plan and organize CoRS Welcome Lunch, Welcome Back BBQ, and Welcome Back Social,
   vi. Report from CoRS Committee meetings to share with the student council of relevant and pertinent information,
   vii. Chair and prepare the agenda for all meetings of the association, except where directed by Council,
   viii. Act as the Chief Returning Officer (CRO) to run elections and by-elections with the help of an officer acting as the Deputy CRO,
   ix. Be responsible for the care of the keys to the CoRS-SC Office in Rm. 112 Brodie
   x. Ensure that all officers perform their assigned duties,
   xi. Advertise and appoint students to any CoRS Committees that require student representation,
xii. Meet regularly with the CoRS Dean,

xiii. Alternate chairing meetings of CoRS-SC

xiv. Act as a signing authority for the association,

xv. Shall not hold any other Officer position on council,

xvi. Perform other duties as assigned by Council or assigned by this Constitution.

b. **Vice-President (OT, PT, and RT):**
   
i. Assist the Presidents in their duties,
   
   ii. Represent the association on committees appointed by the President of their respective streams,
   
   iii. Prepare a report from CoRS Committee meetings to share with the student council of relevant and pertinent information,
   
   iv. Chair and Act as a signing authority for the association, with the Treasurer being the other signature on any cheque,
   
   v. Chair and prepare the agenda for all monthly CoRS-SC meetings in the absence of the President, except where directed by Council,
   
   vi. Ordering food for monthly CoRS-SC meetings,
   
   vii. Safe handling of their key to the CoRS-SC Office in Rm. 112 Brodie,
   
   viii. Perform other duties as assigned by Council or assigned by this Constitution.

c. **Treasurer:**
   
i. Collect and maintain the financial records of the association,
   
   ii. Provide auditors all financial records as required,
   
   iii. Update the Council at each monthly CoRS-SC meeting on the financial status of the association,
   
   iv. Act as a signing authority for the association, with one of the Presidents being the other signature on any cheque,
   
   v. Complete Department Grant Application with the HSGSA Representative bi-annually,
   
   vi. Complete Department Grant Application with UMSU Representative bi-annually, if required,
   
   vii. Work with the Executive Committee to form a line budget between the months of May to September,
viii. Ensure that reimbursements to council members for CoRS-SC related expenses are done in a timely manner and if unable to do so will communicate with the Presidents or Vice-Presidents to do so,
ix. Receive and deposit all sums payable to the student council and appointed committees in a timely manner, and if unable to do so will communicate with the Presidents or Vice-Presidents to do so,
x. Perform other duties as assigned by Council or assigned by this Constitution.

d. Secretary:
i. Take accurate minutes of meetings of Council and the Executive Committee,
ii. Distribute Council meeting minutes to members of Council via email as well as post a hardcopy on the CoRS Student bulletin board located near the mailboxes within one week of the meeting date,
iii. Keep on file a current copy of the constitution of the association, and distribute it accordingly,
iv. Distribute notice of meetings to members of the association and Council members,
v. Book the room for monthly CoRS-SC meetings,
vi. Perform other duties as assigned by Council or assigned by this Constitution.

f. UMSU Representative (RT):
i. Conduct electronic communication with UMSU and other University of Manitoba personnel through official university email accounts, as per the Student Email Accounts and Communication Policy,
   a. Representative may use the [insert CoRS-Sa email] for such communication, the information of which will be provided for them at the start of their term
   b. Initiate contact with UMSU and complete the necessary steps required to confirm active councillorship
ii. Attend meetings of UMSU Council and represent the members of the association at those meetings,
   a. Representatives must be in attendance to at least two-thirds (2/3) of the total biweekly UMSU council meetings that occur over the course of their term,
b. Representatives must attend the Bannatyne Semi-Annual General Meeting and Bannatyne Annual General Meeting,

c. Representatives must attempt to find a proxy attendee in the event they are not able to attend an UMSU Council Meeting,

iii. Regularly report to UMSU Council on CORS-SC and its activities and address any issues affecting the association or its members,

iv. Regularly report to CoRS-SC on UMSU and its activities, particularly where they affect the association’s membership,

a. Representatives should familiarize themselves with UMSU Governing Documents, notably the UMSU Position Statement Book to foresee any stances that may contradict the efforts of the CoRS-SC,

v. Participate in the campaigns and activities of UMSU, if possible, a. Representatives can stand on subcommittees as proposed by UMSU, at their own discretion,

vi. Complete the Department Grand Application with the Treasurer bi-annually, if required and,

vii. Perform other duties as assigned by Council or assigned by the Constitution.

g. **Student Senator**

i. Attend meetings of the University Senate and represent the members of the association at those meetings,

ii. Attend a minimum of eight (8) out of the ten (10) meetings of the University Senate at Fort Garry campus and represent the members of the association at those meetings,

iii. Attend a minimum of six (6) out of eight (8) Student Senate Caucus meetings at Fort Garry campus and represent the members of the association at those meetings

iv. Regularly report to Council on the Senate and its activities, particularly where they affect the association’s membership,

v. Perform other duties as assigned by Council or assigned by this Constitution.

h. **Health Sciences Graduate Students Association (HSGSA) Representative (OT and PT):**

i. Attend meeting of the HSGSA Council and represent the members of the association at those meetings,
ii. Regularly report to Council on the HSGSA and its activities, particularly where they affect the association's membership,

iii. Complete the Department Grand Application with the Treasurer bi-annually,

iv. Perform other duties as assigned by Council or assigned by this Constitution.

i. Winnipeg Interdisciplinary Student-Run Health (WISH) Clinic Representative:
   
i. Attend meetings of the WISH Clinic Executive Committee and represent the members of the association at those meetings,
   
ii. Regularly report to Council on the WISH Clinic and its activities, particularly where they affect the association’s membership,
   
iii. Recruit student volunteers to the WISH Clinic,
   
iv. Contact and collaborate with other healthcare student associations to organize events/initiatives that promote interprofessionalism, if possible,
   
v. Perform other duties as assigned by Council or assigned by this Constitution.

j. Third Year RT Representative
   
i. Represent the interests of third year RT students to council,
   
ii. Attend meetings regularly or have a report submitted to the RT President prior to monthly meetings to report on behalf of third year RT students,
   
iii. Work in conjunction with committees and provide any information or materials that are required that that committee,
   
iv. Perform other duties as assigned by Council or assigned by this Constitution.

k. Communications Representative
   
i. Participate in and support the activities of the Communications Committee,
   
ii. Perform other duties as assigned by Council or assigned by this Constitution.

l. Events Representative
   
i. Participate in and support the activities of the Events Committee,
   
ii. Perform other duties as assigned by Council or assigned by this Constitution.

m. Open House Representative
   
i. Participate in and support the activities of the Open House Committee,
   
ii. Perform other duties as assigned by Council or assigned by this Constitution.

n. Yearbook Representative
   
i. Participate in and support the activities of the Yearbook Committee,
   
ii. Perform other duties as assigned by Council or assigned by this Constitution.
o. **Job Fair Representative**
   i. Participate in and support the activities of the Job Fair Committee,
   ii. Perform other duties as assigned by Council or assigned by this Constitution.

p. **Graduation Representative**
   i. Participate in and support the activities of the Graduation Committee,
   ii. Perform other duties as assigned by Council or assigned by this Constitution.

2.5: Officers may only be removed from office for cause by disciplinary proceedings as provided for by Robert’s Rules of Order, with the exception of the UMSU Representative(s) and Student Senator(s), who may only be removed from office by the processes set out by UMSU Council and the University Senate, respectively.

**Article 3: Council Meetings / Rules of Order**

3.1: The current edition of the Robert’s Rules of Order Newly Revised will govern CoRS-SC in all cases, except where they are inconsistent with either this constitution or any special rules of order adopted by Council.

3.2: **Meeting attendance** is encouraged for all meetings.
   a. A council member has only one vote, even in the event that one committee is reporting on behalf of their entire committee.
   b. For committees, **only one representative** from each committee is required to attend and share on behalf of the entire committee if no motion is being voted on.
   c. Meetings where a motion is to be voted on, all members must attend.
   d. All committees must have a representative at a majority of meetings during the year. If meeting attendance becomes an issue, as deemed by the Executive Committee, the Executive Committee must meet with the respective committee to discuss attendance policy; disciplinary action can be taken by the Executive Committee.

3.3: **Quorum**: is defined as a simple majority of current voting members of Council.

3.4: **Motions**
   a. Prior notice shall be given with the exact wording of the motion, along with all supporting documents, to be distributed no less than 2 days before the motion can be voted on by Council.
3.5: Meetings will be scheduled:
   a. As needed by the Presidents during the months of May to August, and
   b. Monthly during the months of September to April on a schedule proposed by the Executive Committee and adopted by Council.

3.6: Special meetings of Council may be called by either the President or a petition from at least one-quarter of Council members.

3.7: Notice & agenda of Council meetings (including special meetings) must be distributed to Council members at least 2 days prior to the meeting taking place and will be done by the Secretary, unless otherwise specified.

3.8: Minutes of Council meetings will be available to members of the association.

Article 4: Transition Meeting

4.1: College of Rehabilitation Sciences Executive Council, along with the Dean of the college and the department heads will hold one transition meeting in June as scheduled by the Dean’s Assistant.

4.2: Attendance is comprised of both incoming and outgoing executive student council members.

Article 5: Executive Committee

5.1: The Executive Committee of Council shall be:
   a. The 3 Presidents (OT, PT and RT) (alternating as Chair)
   b. The 3 Vice-Presidents (OT, PT and RT)
   c. Secretary
   d. Treasurer

5.2: The Executive Committee is authorized to administer the day-to-day affairs of the association between Council meetings, to propose recommendations for action to the Council, and to act on the association’s behalf on issues that cannot wait until the subsequent meeting of Council.

5.3: Decisions made by the Executive Committee on behalf of the Council in between meetings are subject to ratification by Council at the subsequent meeting.

5.4: Work with the Treasurer to form a line budget between the months of May to September.
Article 6: Other Committees

6.1: The Standing Committees of the association are as follows:

a. Communication Committee
b. Events Committee
c. Open House Committee
d. Yearbook Committee
e. Job Fair Committee
f. Graduation Committee

6.2: Council may create special committees of Council. The motion to create a special committee must state who is on that committee (or how they are to be chosen/appointed), the mandate for the committee, and the date that the committee is wound up.

6.3: Each committee containing three senior and three junior representatives must have equal representation from each program (i.e. one senior and junior member from OT, PT, and RT). Communication committee is the exception and can be comprised of OT, PT, or RT CoRS-SA members.

6.4: Committee Chairperson:

A committee chair is a person on the committee that coordinates and runs the meeting. It is not mandatory but encouraged that the first committee meeting a chair is chosen. The Chairperson is responsible for the following:

a. Reporting on their respective committees’ actions at CoRS-SC meetings; if unable to attend, shall send a proxy to report in their place,
b. Bringing all committee expenditures to Council to be voted on for approval,
c. Shall set and distribute an agenda to committee members, conduct regular monthly committee meetings, schedule further meetings as appropriate, and delegate responsibilities to various committee members,
d. Shall be responsible for formulating tentative budgets for their respective committees.

6.5: Communication Committee

a. The Communication Committee’s membership is comprised of:
i. Senior Communications Rep
ii. Junior Communications Rep

b. The Communication Committee is responsible for:

i. Compiling and keeping an up-to-date student council contact list,

ii. Contacting all CoRS programs and recording all exam dates onto a calendar, which is to be posted on the CoRS bulletin board,

iii. Compiling a monthly calendar with all CoRS program events and posting it on the CoRS bulletin board,

iv. Communicate all CoRS-SA activities through advertisement (i.e. Facebook, posters, emails, bulletin board),

v. Work with administrative staff to keep the CoRS webpage up-to-date,

vi. Propose any committee expenditures to Council for approval,

vii. Providing Council with regular updates through reports by the Chairperson at CoRS-SC meetings.

6.6: Events Committee

a. The Events Committee’s membership is comprised of:

i. Three Senior Events Representatives

ii. Three Junior Events Representatives

b. The Events Committee is responsible for:

i. Proposing and planning events held by the association,

ii. Providing assistance with the implementation and logistics of events held by the association,

iii. Propose any committee expenditures to Council for approval,

iv. Providing Council with regular updates through reports by the Chairperson at CoRS-SC meetings.

6.7: Open House Committee

a. The Open House Committee’s membership is comprised of:

i. Three Senior Open House Representatives

ii. Three Junior Open House Representatives

b. The Open House Committee is responsible for:
i. Organizing and implementing Open House,
ii. Propose any committee expenditures to Council for approval,
iii. Providing Council with regular updates through reports by the Chairperson at CoRS-SC meetings.

6.8: Yearbook Committee

a. The Yearbook Committee’s membership is comprised of:
   i. Three Senior Yearbook Representatives
      1. Advertising
      2. Graduation Photos
      3. Yearbook
   ii. Three Junior Yearbook Representatives

b. The Yearbook Committee is responsible for:
   i. Yearbook organization, design, production and distribution for all CoRS programs,
   ii. Attending CoRS-SC events to take pictures for the yearbook,
   iii. Coordinating graduation pictures with the editor,
   iv. Following through with all duties required for the completion of each yearbook,
   v. Propose any committee expenditures to Council for approval,
   vi. Providing Council with regular updates through reports by the Chairperson at CoRS-SC meetings.

6.9: Job Fair Committee

a. The Job Fair Committee’s membership is comprised of:
   i. Three Senior Job Fair Representatives
   ii. Three Junior Job Fair Representatives

b. The Job Fair Committee is responsible for:
   i. Organizing and implementing the Job Fair,
   ii. Propose any committee expenditures to Council for approval,
   iii. Providing Council with regular updates through reports by the Chairperson at monthly CoRS-SC meetings.

6.10: Graduation Committee

a. The Graduation Committee’s membership is comprised of:
i. Three Senior Graduation Representatives
ii. Three Junior Graduation Representatives

b. The Graduation Committee is responsible for:
   i. Proposing to CoRS-SC a list of potential venues to host grad,
   ii. Organizing and coordinating the graduation dinner and dance,
   iii. Working with the Events Committee for any fundraising events for graduation,
   iv. Propose any committee expenditures to Council for approval,
   v. Providing Council with regular updates through reports by the Chairperson at monthly CoRS-SC meetings.

Article 7: Nominations, Campaigning, Elections and Voting

7.1: Chief Returning Officer (or CRO)

   a. The elections and by-elections will be administered by a CRO (a different one for each election),
   b. The CRO must be either the OT, PT or RT President, as decided by them,
   c. The decision of who will be the CRO must be made 2 weeks prior to scheduled elections,
   d. Where Council or the Constitution have not set the dates, times, rules, or any other specifics of the election process (including nominations, campaigning, and voting), the CRO is authorized to set those themselves,
   e. Decisions or rulings of the CRO may not be overturned or appealed.

7.2: Nominations:

   a. Nominations will be open for a minimum of one week.
   b. If any positions have no eligible candidates by the end of nominations, the Executive Committee may extend nominations for that position for an additional period of time. Any such extensions must conclude no less than 72 hours prior to the opening of voting.
   c. Candidates nominated for office must be current members of the association, and they must have received a minimum number of nominating signatures on the CoRS-SC nomination form to support their candidacy:
      i. Nominees for Student Senator must have received a minimum of ten (10) signatures of members of the association, or
ii. Nominees for all other positions must have received a minimum of five (5) signatures of members of the association.

7.3: Campaigning:

a. There will be a minimum of one week for campaigning, and the campaign period will close with the close of polls on the final day of voting.

b. No candidate or volunteer may campaign prior to the close of nominations.

7.4: Campaign Material:

a. All campaign materials must be approved by the acting CRO (either OT, PT, or RT President).

b. The CRO’s approval will only be withheld if the materials are in violation of this constitution.

c. No campaign materials may be approved by the CRO or used by a candidate if they are:

   i. In violation of University building policies,

   ii. Sexist, racist, homophobic, or otherwise in contravention of the Manitoba Human Rights Code.

d. The CRO may choose to exempt certain types of campaign materials from the pre-approval process. Such exemptions must apply equally to all candidates.

e. All campaign materials publicly posted on university property must be removed within forty-eight (48) hours of the conclusion of voting.

7.5: Elections:

a. Elections for officers of the association will be held annually, with the voting dates to conclude by the end of second week of September, at the latest.

b. A by-election will be held in March, with the voting dates to conclude by the end of the second week of March.

c. The Director of Bannatyne Operations must be notified of the election dates and times in writing no later than two (2) days before the start of elections.

d. If only one person has been nominated for the position, a ‘Yes/No’ ballot vote must take place.

e. The Executive Committee reserves the right to elect unsuccessful candidates by acclamation (i.e. automatically & without a vote)

f. Election results must be sent to successful candidates within 24 hours of the last day of voting, pending any appeals or complaints that could affect the results.
7.6: September Election:

a. The following Council position(s) will be elected during the September elections:
   i. Three Vice Presidents (OT, PT, and RT)
   ii. Two HSGSA Representatives (one from both OT and PT)
   iii. One Third Year RT Representative
   iv. Three Junior Events Representatives (one each from OT, PT, RT)
   v. Three Junior Yearbook Representatives (one each from OT, PT, RT)
   vi. Three Junior Open House Representatives (one each from OT, PT, RT)
   vii. Three Junior Communications Representatives (one each from OT, PT, RT)
   viii. Three Junior Job Fair Representatives (one each from OT, PT, RT)
   ix. Three Junior Yearbook Representatives (one each from OT, PT, RT)
   x. Three Junior Open House Representatives (one each from OT, PT, RT)
   xi. Three Junior Communications Representatives (one each from OT, PT, RT)

b. The voting station must be attended by a CRO (OT, PT, or RT President) and one appointed senior Officer.

7.7: March By-Election:

a. The following Council position(s) will be elected in the March by-election:
   i. Three Presidents (OT, PT, and RT)
   ii. One Secretary
   iii. One Treasurer
   iv. One Student Senator
   v. One UMSU Representative

b. Advertisement for the positions shall start on February 1 of that year,

c. The voting station must be attended by the CRO and one appointed officer.

7.8: Voting:

a. Voting will be held for two weekdays in the same week during lunch hours, with the polls open for one hour per day.

b. A student list obtained by the CoRS Administrative Staff shall determine student eligibility to vote.

c. Candidates and their volunteers may not campaign within twenty (20) feet of the polling station(s).

d. Voters must present a student card or some form of photo identification in order to vote.
e. The ballot box shall not be opened until the voting polls have closed.

f. The time and location for counting the ballot box shall be announced prior to so that candidates are able to attend the count, if they so choose.

g. Candidates may challenge the vote count and request one (1) recount within two (2) days of finding out the results of the election. The challenge must be in writing and be submitted to the Executive Committee. The challenger may be present during the final count. The decision made by the Executive Committee after the recount is final.

Article 8: Constitutional Amendments

8.1: The constitution may be amended at any regular meeting of Council between September and April by a two thirds vote, provided that the amendment has been provided for notice in writing at least two weeks prior.

8.2: The current version of this Constitution will be available to members of the association and provided to the University of Manitoba Students’ Union and Graduate Students’ Association.

8.3: No constitutional amendments may be adopted during the months of May, June, July, or August.

*Written in full by Chris Thiessen – President Occupational Therapy 2015-2016*