



The Constitution of the

**UNIVERSITY OF MANITOBA
ASSOCIATION OF ARCHITECTURE STUDENTS**

MISSION

The University of Manitoba Association of Architecture Students (UMAAS) serves to maintain, encourage, and promote an enthusiastic and amenable environment for students in the Graduate Masters of Architecture and Architecture Masters Preparation programs, while exhibiting thoughtful representation and assertive engagement of faculty, professionals, and the greater community.

UMAAS is committed to:

- **Serving** and addressing ongoing, day-to-day student needs
- **Fostering** relations between undergraduate and graduate students in the spirit of mentorship and community
- **Representing** graduate students' concerns and initiatives to the department and faculty
- **Engaging** students in the professional and greater community

This mission shall be executed in accordance with greater university and department policy and reflect the highest degree of professional and ethical commitment to promote both an enriching and enjoyable educational environment.

ARTICLE I: NAME

This association shall be named the University of Manitoba Association of Architecture Students, and its acronym UMAAS.

*For accounting and banking purposes, the association shall be referred to as
The University of Manitoba Association of Architectural Students*

ARTICLE II: PURPOSE

To represent students in the Graduate Masters of Architecture and Architecture Masters Preparation programs and provide a positive educational and cultural environment. This involves:

- Representing the students at faculty and department meetings, hiring committees, and all matters regarding student curriculum and program within the faculty;
- Providing amenities needed on a day-to-day basis in studio;

- Hosting social events for students to interact with undergraduates and other graduate departments;
- Involving students in open council meetings and transparent decision-making
- Encouraging the use of the UMAAS website as a powerful forum to gain student input and promote events; and
- Maintaining a joint office amongst UMAAS, SAS, LASA, UMAPS, UMFA and the IDeAS councils to ensure dialogue amongst students of various departments and a place for students to voice concerns.
- Responsibly handing over the council from year-to-year

ARTICLE III: MEMBERSHIP

- i) Members of UMAAS shall include all University of Manitoba students registered in the Graduate Masters of Architecture or Architecture Masters Preparation programs in the Faculty of Architecture. This includes anyone registered as an AMP1, AMP2, M1 and M2 student.
- ii) All UMAAS members have full rights of participation and voting in elections, referendums, and Annual General Meetings (AGM).

ARTICLE IV: EXECUTIVE AND GOVERNING STRUCTURE

- i) The Executive Council shall consist of the following:
 - a. Administration:
 - i. President
 - ii. Vice President
 - iii. Treasurer & Secretary
 - b. Programming:
 - i. Director of Promotions and Publicity
 - ii. Social Coordinator
 - c. Association Representatives:
 - i. GSA (Graduate Students' Association) Representative (Two Co-Councillors)
 - ii. CASA (Canadian Alliance of Students Associations) Representative
 - iii. MAA (Manitoba Association of Architects) Representative
 - d. Program Representatives:
 - i. AMP1 Student Representative
 - ii. AMP2 Student Representative
 - iii. M1 Student Representative
 - iv. M2 Student Representative
 - v. Tech Fee Representative
- ii) All UMAAS Executive members must be registered full-time students in the Graduate Masters of Architecture or Architecture Masters Preparation programs.
- iii) All decisions must be consistent with the mission and purpose of UMAAS as outlined in the Mission and Article II.
- iv) Leadership and decisions will be provided by consensus of the UMAAS Executive, who in turn represent and act for the benefit of all students in the Graduate Masters of Architecture or Architecture Masters Preparation programs. Should no clear consensus be reached, a vote may be called for within the Executive group, of which all executive members have a right to vote. If it is felt that a matter requires further input in order to reach a fair decision, a general meeting with all members may be called, in which any UMAAS member may vote.

- v) Financial Structure:
 - a. All moneys shall be deposited in The University of Manitoba Association of Architectural Students account.
 - b. There must be a minimum of two co-signers for all withdrawals and cheques made in the name of UMAAS. The eligible signers within the club shall be the President, Vice President, and Treasurer & Secretary. Any two co-signers on a transaction must be separate from the purchase or re-imburement being made.
 - c. All transactions made on behalf of UMAAS must first be reported to the Treasurer & Secretary for budgetary review and authorized by a minimum of two co-signers
 - d. Requests for re-imburement must be made in writing to the Treasurer & Secretary accompanied by all necessary receipts.
 - e. Ongoing monthly financial statements must be maintained and reported to the Executive Council at each Executive Council meeting.
 - f. Information regarding the ongoing UMAAS budget shall be made available to any UMAAS member upon request.

ARTICLE V: DUTIES OF THE EXECUTIVE TEAM

- i) All Executive members must:
 - a. Provide exemplary leadership in UMAAS activities, especially in the areas pertaining to his/her executive position
 - b. Act responsibly and respectfully regarding the mission of the association during all UMAAS events and institutions in which one is representing UMAAS to the greater community
 - c. Participate in UMAAS activities as much as possible
 - d. Meet regularly for a minimum of six times per academic year
 - e. Attend all meetings relating to their responsibilities and if unable to do so, notify the executive in writing prior to the meeting
- ii) Appointment of Student Proxies:
 - a. An Executive member may delegate his/her position for the summer to another eligible student who will be staying in the Winnipeg area with written notice to the Executive prior to the appointment. The Executive member must resume their duties upon return to Winnipeg. If an Executive member does not delegate their position while out of town, the UMAAS Executive Council reserves the right to appoint an eligible student on their behalf.
 - b. An Executive member may delegate his/her duty to attend a meeting of the Faculty or Department Council and/or committee to another eligible student, if the meeting conflicts with their schedule, with written notice to the Executive prior to the appointment. If the Executive member does not delegate this duty, the UMAAS Executive Council reserves the right to appoint an eligible student on their behalf.
 - c. Eligibility of a student proxy shall be determined in accordance with the requirements of each Executive position as outlined in Appendix A.
- iii) Each Executive member shall have full rights of participation and voting on all decision-making issues.
- iv) If an executive member is absent from more than 50% of the meetings relating to their responsibilities by the end of the first term, the executive team has the right to vote that member out of his/her position. Should this happen, an interim executive member may be appointed by the Executive Council in his/her place and hold this position until the official executive transition date for that position.
- v) For the individual duties of each Executive position, refer to Appendix A.

ARTICLE VI: MEETINGS

- i) UMAAS Executive Council shall hold a minimum of six meetings during each academic year
- ii) Meetings of the Executive Council shall be called by the President, or upon written request to the President by any voting member of the Council
- iii) Each voting member shall be entitled to one vote
- iv) Quorum necessary for any council decision or transaction of business shall be the majority of voting Executive Council members
- v) Minutes of Executive Council meetings shall be recorded and distributed to all council members no later than five days after each meeting. Ratification of the minutes shall require the majority approval of Executive Council members and be executed in-meeting or via email
- vi) Meetings of the Executive Council shall be open to all student members, subject only to space limitations and the right of Council to move into closed session to deal with confidential matters
- vii) Meetings of the Executive Council shall be open to ED3 and ED4 Student Representatives of the Environmental Design Architecture Option, subject only to the right of Council to move into closed session to deal with confidential matters. ED3 and ED4 representatives shall not hold voting rights on the business or decisions or UMAAS.
- viii) Minutes of all Executive Council meetings shall be made available to any UMAAS member upon request.

ARTICLE VII: ELECTIONS AND TERMS OF OFFICE

- i) Election of Administrative, Programming, Association and Program Representatives:
 - a. Administrative, Programming and Association Representative elections, except Vice-President, shall take place on or before March 30th each year.
 - b. Vice-President and Program Representative elections shall take place on or before September 30th each year
 - c. All executive members shall be voted in by all students holding UMAAS membership, as outlined in Article III, by the process of nomination and election
 - d. Program Representatives for AMP1, AMP2, M1, M2 and Tech Fee shall be voted in by students in their respective year of study.
 - e. Nomination forms shall be distributed no later than March 1st for March Elections and September 15th for September Elections. A nomination form as found in Appendix B shall be completed by all nominees and submitted to the Chief Electoral Officer. Those nominated shall be informed of the responsibilities of the corresponding executive position(s). They will have the freedom to submit and remove their name from the ballot up to and including March 26th for March Elections and September 26th for September Elections.
 - f. Nominees may be self-nominated or nominated by a colleague.
 - g. Nominees are allowed to run for a maximum of two positions for which he/she is eligible. In the event that he/she is elected for both, he/she must choose one or the other. The position that he/she declines will be given to the first-runner up.
 - h. Voting will be held by secret ballot. Each eligible voter shall have one vote. Ballots are to be counted by the Chief Electoral Officer and overlooked by two additional Executive members, both chosen at random.
 - i. Voting will be open for at least two days, and will be held in a safe and secure location accessible to all UMAAS members. At least one poll clerk will be present at all times with the ballot box.

- ii) Executive Terms of Office:
 - a. Transition of Administrative, Programming and Association Representatives will occur on June 1st of each year, executed in accordance with the process as outlined in Article VIII. As some responsibilities of UMAAS may occur over the summer months, such as representation in faculty meetings and planning initiatives for the next year, this should be considered by each prospective Executive member prior to the election. However, it is understandable that Executive members may not be available throughout the summer. Thus, he/she may be temporarily excused from the post during this time and an eligible student proxy appointed to act on their behalf in accordance with the requirements as outlined in Article V.
 - b. Transition of Vice-President and Program Representatives will occur no later than October 1st of each year, and executed in accordance with the process as outlined in Article VIII.
- iii) Duties of the Chief Electoral Officer and Election Supervisors:
 - a. The Treasurer & Secretary shall act as the Chief Electoral Officer overseeing all elections of the Executive Council, as outlined above.
 - b. Two additional Executive members shall be chosen by random selection to act as the Election Supervisors to ensure integrity of the election process.
 - c. The Chief Electoral Officer shall prepare and distribute all election documents
 - d. The Chief Electoral Officer shall collect, verify and count all ballots, and report the results to the Election Supervisors for second and third verification.
 - e. Once verified by the Elections Supervisors, the Chief Electoral Officer shall report the results to the Executive Council, candidates and UMAAS membership. Reporting shall include a list of all nominees, an election results break-down and list of the elected candidates.
 - f. The Chief Electoral Officer shall present a motion to ratify the election results in a meeting of the Executive Council.
- iv) For prospective students entering M1, positions are pending upon acceptance into the Master of Architecture program. If the prospective student does not meet the requirements for admission, the first runner-up will assume the position and be notified by the Chief Electoral Officer.
- v) In the event that a nominee declines a position upon being elected, the position shall be given to the first runner-up.
- vi) In the event that an above deadline falls on a weekend, that deadline shall be extended to the next business day.

ARTICLE VIII: TRANSITION OF THE EXECUTIVE COUNCIL

- i) It is the responsibility of the departing Executive to orient the newly elected officials to their positions. This includes teaching the incoming executive about UMAAS policies and procedures, transitioning custodianship of council records and materials (including office and mailbox keys, locker combinations and all passwords to UMAAS online accounts), submitting any necessary year-end reports and preparing the next Executive to be effective in their roles for the next year's work.

- ii) It is the responsibility of the departing President, Vice-President and Treasurer & Secretary to bring all accounts up to date to the end of the fiscal year, and to prepare any required financial statements. In addition, the outgoing President, Vice-President and Treasurer & Secretary must arrange with the respective incoming Executive for the transition of the UMAAS bank accounts into the incoming President's and Treasurer & Secretary's names. The incoming Vice-President's name shall be added to the account following their election in September. These tasks are to be completed and their outputs delivered to the new Executive no later than the last day of May.
- iii) It is the responsibility of the incoming UMAAS Executive Council to assume custody of all UMAAS records, materials and accountability for all financial activities of UMAAS (as outlined in Article V) and for all UMAAS requirements to associated organizations commencing with the first day of June.

ARTICLE IX: AMENDMENTS

Amendments to the constitution may be proposed in writing by any member of the UMAAS Executive. Such amendments to the constitution will only take effect if a majority vote is reached by the Executive Council.

Approved by UMAAS Executive Council on _____

APPENDIX A

Individual duties for each executive position are as follows:

President:

- Must be in the M2 year of study
- Provides direction regarding the development and realization of the vision of UMAAS
- Acts as the “official representative” within the Faculty of Architecture, and whose comments and opinions directly reflect those of the student body of the Master of Architecture and Architecture Masters Preparation programs.
- As head representative, must act responsibly and in accordance with the mission and purpose of UMAAS as stated in the constitution
- Oversees all UMAAS activities and events and provides leadership and direction to the Executive Council
- Reviews the UMAAS mission statement with the Executive at the beginning of the academic year and with the incoming Executive in May.
- Spearheads initiatives arising from the mission
- Is an active signing authority on the UMAAS bank account
- Ensures all voting UMAAS Executives receive official University of Manitoba recognition on transcripts
- Chairs all UMAAS Executive Council meetings
- Attends Faculty Council meetings and reports all matters to UMAAS Executive Council
- Attends Faculty Executive meetings and reports all matters to UMAAS Executive Council
- Attends Faculty of Architecture Student Association (FASA) meetings to discuss common issues and collaborative initiatives, and reports all matters to UMAAS Executive Council
- Sits on, and attends all meetings of, the Faculty of Architecture Endowment Fund Committee and reports all matters to UMAAS Executive Council
- Sits on, and attends all meetings of, the 10x20x20 Committee and reports all matters to UMAAS Executive Council
- Sits on, and attends all meetings of, the Faculty of Architecture Year-End Exhibition Committee and reports all matters to UMAAS Executive Council

Vice-President:

- Must be in the M1 year of study
- Works closely with the President regarding the development and realization of the vision of UMAAS
- Acts as the eligible proxy for Presidential-related duties unless an M2 student is required
- Relates to general student body of the Master of Architecture and Architecture Masters Preparation programs regarding student concerns
- Exhibits exemplary leadership and acts as proxy for President in representation of UMAAS
- Ensures regular UMAAS Executive Council meetings
- Is an active signing authority on the UMAAS bank account
- Acts as liaison to the Students’ Architectural Society (SAS) to discuss common issues and collaborative initiatives. Attends SAS Council meetings and reports all matters to UMAAS Executive Council
- Actively seeks out funding opportunities and development of fundraising initiatives in collaboration with the Treasurer & Secretary

Treasurer & Secretary:

- Must be in the AMP2, M1 or M2 year of study
- Manages all administrative records (digital and hard-copy) relating to UMAAS activities (minutes, applications, membership lists, posters, etc.)
- Manages all records relating to UMAAS finances including payment of bills, fees and reimbursements, preparation of a monthly budget and inventory list, monitoring revenues, expenses and the UMAAS bank account and presenting current financial statements at each UMAAS Executive Council meeting.
- Prepares a year-end financial report for submission to various associations as required, and to the incumbent Executive Council in accordance with the process of executive transition outlined in Article VIII.
- Acts as Chief Electoral Officer overseeing all elections of the Executive Council.
- Records minutes during Executive Council meetings, prepares and distributes to executive members and maintains a chronological log in the UMAAS file.
- Oversees annual applications for GSA Departmental and Special Project Grants by the GSA Representative(s), applications for the FAUM Endowment Fund, and all other funding applications
- Actively seeks out funding opportunities and development of fundraising initiatives in collaboration with the Vice-President.
- Is an active signing authority on the UMAAS bank account
- Maintains the database and distribution of contact directories (executive members, faculty and external community contacts, etc.).
- Manages communications to the whole of UMAAS membership
- Manages requests for information from UMAAS membership or external enquirers.
- Manages inter-executive communication (informing and reminding executives of meetings, etc.)
- Manages executive online accounts (email, Facebook, 10x20x20 blog, etc.) and is responsible for informing all executive members of their usernames and passwords
- Checks UMAAS mailbox regularly and distributes mail to the appropriate persons

Director of Promotions & Publicity:

- Must be in the AMP2, M1 or M2 year of study
- Innovates and implements promotional schemes
- Designs posters, pamphlets, signs as needed for UMAAS events and initiatives (elections, 10x20x20, etc.)
- Creates and distributes all promotional and publicity items, contacting and liaising with all necessary persons and organizations to complete this role
- Contacts outside parties that relate to the mission and vision of UMAAS regarding possible outreach opportunities and alliances (i.e. Centre Venture, Winnipeg BIZ)
- Maintains and posts new material for the UMAAS web presence (website/blog/Facebook)
- Maintains and posts new material for the 10x20x20 blog
- Acquires all images used for web documentation such as photographs, video footage, etc.

Social Coordinator:

- Must be in the AMP2, M1 or M2 year of study
- Innovates and organizes all social events in promoting the purpose of UMAAS such as symposiums, fund-raisers, Ditchball collaboration, annual architecture bash, exhibitions, competitions, etc.
- Organizes all aspects of a social event, including location of space and musical equipment, tickets, refreshments, prizes, etc.

- Books required venues with University of Manitoba Special Functions, and the Faculty of Architecture
- Coordinates liquor licenses and security for applicable events
- Attends Cultural Events Committee meetings and reports all business to UMAAS Executive Council

GSA Representative (Two Co-Councillors):

- Must be in the M1 or M2 year of study
- Represents interests of Master of Architecture students to Graduate Students' Association
- MUST apply for GSA Council membership
- MUST attend all GSA Council meetings and, if unable to do so, send an eligible student proxy from the UMAAS Executive Council on his/her behalf, in accordance with the requirements as outlined in Article V and notify the GSA and UMAAS Executive Councils prior to meeting.
- Must be a member of a standing committee of the Graduate Students' Association and attend all meetings of the standing committee, and if unable to do so, send an eligible student proxy from the UMAAS Executive Council on his/her behalf, in accordance with the requirements as outlined in Article V and notify the GSA Committee and UMAAS Executive Council prior to the meeting.
- Applies for GSA Departmental Grants each year to obtain funding contributed by student fees
- Applies for Special Project Grants and/or Conference Grants as needed
- Writes a year-end report in collaboration with the Treasurer & Secretary to submit to GSA council in the month of April (also required for Departmental Grant) to be vetted by the Executive Council prior to submission.

CASA Representative:

- Must be in the M1 or M2 year of study
- Represents interests of Master of Architecture students to Canadian Alliance of Student Associations
- Attends CASA meetings and reports all matters to UMAAS Executive Council
- Organizes and involves students in collaborative initiatives with other architecture associations (i.e. competitions, conferences)

MAA Representative:

- Must be in the M1 or M2 year of study
- Represents interests of Master of Architecture students to the Manitoba Association of Architects
- Attends MAA Council meetings once a month and reports all matters to UMAAS Executive Council
- Attends MAA Annual General Meeting each year and reports all matters to UMAAS Executive Council
- Sits on, and attends all meetings of, the 10x20x20 Committee and reports all matters to UMAAS Executive Council
- Promotes knowledge of internship process to Master of Architecture students
- Initiates outreach opportunities to connect Master of Architecture students with professionals in greater architectural community

AMP1 Student Representative:

- Must be in the AMP1 year of study
- Represents interests of AMP1 students in UMAAS
- Attends Department of Architecture Council meetings and reports all matters to UMAAS Executive Council

AMP2 Student Representative:

- Must be in the AMP2 year of study
- Represents interests of AMP2 students in UMAAS
- Attends Department of Architecture Council meetings and reports all matters to UMAAS Executive Council

M1 Student Representative:

- Must be in the M1 year of study
- Represents interests of M1 students in UMAAS
- Attends Department of Architecture Council meetings and reports all matters to UMAAS Executive Council

M2 Student Representative:

- Must be in the M2 year of study
- Represents interests of M2 students in UMAAS
- Attends Department of Architecture Council meetings and reports all matters to UMAAS Executive Council

Tech Fee Representative:

- Must be in the AMP2, M1 or M2 year of study
- Represents technology interests of all students in UMAAS
- Attends Tech Fee Committee meetings and reports all matters to UMAAS Executive Council

Any Executive member may be assigned to represent graduate or undergraduate students faculty-wide on a number of Faculty of Architecture Standing Committees.

APPENDIX B

UMAAS Executive Nomination Form and Executive Roles & Responsibilities attached.



UMAAS EXECUTIVE NOMINATION FORM

Name: _____

Year of Study: _____ Student No.: _____

Phone No.: (_____) _____ Email: _____

Address: _____ Postal Code: _____

POSITION(S) OF INTEREST:

You may run for up to two executive positions for which you are eligible but, if elected, must choose only one.

ADMINISTRATION:

- _____ President
- _____ Vice-President
(To be elected in September)
- _____ Treasurer & Secretary

PROGRAMMING:

- _____ Director of Promotions & Publicity
- _____ Social Coordinator

ASSOCIATION REPRESENTATIVES:

- _____ MAA Representative
- _____ GSA Representative
(Two Co-Councillors)

- Return signed nomination forms to any UMAAS Representative before March 20, 2012 at 5:00pm.
- For position eligibility requirements see reverse.
- For Executive Roles & Responsibilities see reverse (and/or Appendix A of the UMAAS Constitution).
- Each position will be elected by all eligible students represented by UMAAS.
- For full electoral procedures see www.facebook.com/groups/umaas or email elections.umaas@gmail.com.

Include a brief written Statement of Intent outlining your interest and qualifications for the position(s). Statements will be posted in ARCH 2 and on the UMAAS Facebook group for voter consideration.

DECLARATION:

I, _____, hereby agree to abide by the rules of the Constitution in regard to the nomination and election process. This includes notifying the current UMAAS executive in writing by March 20, 2012 (5:00 pm) at the latest, should you decide to change your nomination.

Signature _____ Date _____



UMAAS EXECUTIVE NOMINATION FORM

Name: _____

Year of Study: _____ Student No.: _____

Phone No.: (_____) _____ Email: _____

Address: _____ Postal Code: _____

POSITION(S) OF INTEREST:

You may run for up to two executive positions for which you are eligible but, if elected, must choose only one.

ADMINISTRATION:

_____ Vice-President

PROGRAM REPRESENTATIVES:

_____ M2 Student Representative

_____ M1 Student Representative

_____ AMP2 Student Representative

_____ AMP1 Student Representative

_____ Tech Fee Representative

- Return signed nomination forms to any UMAAS Representative before September 20, 2012 at 5:00pm.
- For position eligibility requirements see reverse.
- For Executive Roles & Responsibilities see reverse (and/or Appendix A of the UMAAS Constitution).
- Each position will be elected by all eligible students represented by UMAAS.
- For full electoral procedures see www.facebook.com/groups/umaas or email elections.umaas@gmail.com.

Include a brief written Statement of Intent outlining your interest and qualifications for the position(s). Statements will be posted in ARCH 2 and on the UMAAS Facebook group for voter consideration.

DECLARATION:

I, _____, hereby agree to abide by the rules of the Constitution in regard to the nomination and election process. This includes notifying the current UMAAS executive in writing by September 20, 2012 (5:00 pm) at the latest, should you decide to change your nomination.

Signature _____ Date _____



UMAAS EXECUTIVE ROLES & RESPONSIBILITIES

ADMINISTRATIVE POSITIONS:

PRESIDENT

(Must be in M2 year of study; Elected in March)

- Chair UMAAS Council meetings
- Attend & report Faculty Council meetings
- Attend & report Faculty Executive meetings
- Attend & report FASA meetings
- Sit on Endowment Fund Committee
- Sit on 10 X 20 X 20 Committee
- Sit on Year-End Exhibition Committee
- Signing authority on UMAAS bank account

VICE-PRESIDENT

(Must be in M1 year of study; Elected in September)

- Assist with Presidential duties when needed
- Assist with Student Appeals
- Liaison with Students' Architectural Society (SAS)
- Pursue funding opportunities with Treasurer & Secretary
- Signing authority on UMAAS bank account

TREASURER & SECRETARY

(Must be in AMP2, M1 or M2 year of study; Elected in March)

- Manage UMAAS finances & bank account
- Manage receipts, funding and reimbursements
- Pursue funding opportunities with Vice-President
- Signing authority on UMAAS bank account
- Record & prepare UMAAS meeting minutes
- Manage UMAAS online accounts
- Manage & oversee UMAAS Elections

PROGRAMMING POSITIONS:

DIRECTOR OF PROMOTIONS & PUBLICITY

(Must be in AMP2, M1 or M2 year of study; Elected in March)

- Graphics/Promotions for UMAAS programs & events
- Design 10 X 20 X 20 posters
- Manage the UMAAS website/blog/Facebook page

SOCIAL COORDINATOR

(Must be in AMP2, M1 or M2 year of study; Elected in March)

- Plan all UMAAS events
- Plan MAA Meet & Greet with MAA Rep
- Plan Thesis Grad Dinner
- Arrange Thesis Grad Photos
- Attend & Report Cultural Events Committee meetings
- Sit on Year-End Exhibition Committee
- Liaison with Partners Program
- Recruit volunteers for UMAAS programs & events

ASSOCIATION REPRESENTATIVE POSITIONS:

MAA REPRESENTATIVE

(Must be in M1 or M2 year of study; Elected in March)

- Represent graduate student interests to MAA
- Attend & report MAA Council meetings
- Sit on 10 X 20 X 20 committee
- Plan MAA Meet & Greet with Social Coordinator
- Pursue outreach opportunities with professional community

GSA REPRESENTATIVE (TWO CO-COUNCILLORS)

(Must be in M1 or M2 year of study; Elected in March)

- Represent graduate student interests to GSA
- Apply for GSA membership
- Attend & report monthly GSA meetings
- Sit on GSA Standing Committees
- Apply for GSA grants

PROGRAM REPRESENTATIVE POSITIONS:

AMP1/AMP2/M1/M2 STUDENT REPRESENTATIVES

(Must be in associated year of study; Elected in September)

- Represent student interests in associated year of study
- Attend & report Department Council meetings
- M1 & M2 Student Representatives responsibly hold voting rights in Department Council

TECH FEE REPRESENTATIVE

(Must be in AMP2, M1 or M2 year of study; Elected in September)

- Represent technology interests of all UMAAS students
- Attend & report Tech Fee Committee meetings

ELECTION & NOMINATION REQUIREMENTS:

- Nominees may be self-nominated or nominated by a colleague
- Nominations must be signed and submitted no later than March 26th for March Elections (September 20th for September Elections) at 5:00pm to a UMAAS Representative.
- Positions will be elected by all eligible UMAAS members from nominations for the current academic year via secret ballot. Voting will take place over a 2 day period.
- Elected positions are pending, for prospective students entering M1, upon acceptance into the M.Arch program. If admission requirements are not met, the first runner-up will assume the elected position and be notified as such.
- If the student elected declines the position, the first runner-up will assume the elected position and be notified as such.
- Incumbent Administrative, Programming and Association Representatives will officially assume their positions on June 1st. Incumbent Vice-President & Program Representatives will officially assume their positions on October 1st.
- For full electoral procedures see facebook.com/groups/umaas, a UMAAS representative, or email elections.umaas@gmail.com
- For questions, or more information, please contact your UMAAS Student Representative, or elections.umaas@gmail.com