

Faculty of Agricultural and Food Sciences Students' Organization



CONSTITUTION

Revised March 2023

Faculty of Agricultural & Food Sciences Students' Organization

Constitution

I – NAME

1. The organization shall be known as the Faculty of Agricultural and Food Sciences Students' Organization, (FASO)
 - a. The Official Crest
Depicted on the front cover of this document (Bull).

II – OBJECT

1. The object of FASO shall be the government of the students, by the students, for the students.

III – MEMBERS

1. All students registered in the Faculty of Agricultural and Food Sciences and the School of Agriculture shall be members.

IV – OFFICERS

1. (a) The Executive

The executive of FASO shall consist of the 7 FASO members:

- i. Senior Stick,
- ii. Vice-Stick Internal,
- iii. Vice-Stick External,
- iv. Diploma Stick,
- v. Director of Communications,
- vi. Senior Treasurer,
- vii. Senior Social Representative,

Requirements

- i. All of the above positions except for Diploma Stick must be on FASO for at least one year prior to filling the position.
- ii. The Senior Stick shall be at least a 2nd year student (diploma or degree) enrolled in a minimum 60% required course load. The Vice Sticks shall be at least 3rd-year degree and be enrolled in a minimum 60% course load.
- iii. The Senior Social Representative and Senior Treasurer shall be those members of FASO that held the junior position during the previous year.
- iv. The Diploma Stick may be any member of the Senior Diploma class enrolled in a minimum 60% required course load.

(b) The Council

The council of FASO shall consist of the following voting councillors:

Senior Stick	Second Year Diploma Representative
Vice Stick External	First Year Degree Representative
Vice Stick Internal	International Representative
Director of Communications	Agroecology Representative
Diploma Stick	Food Science Representative
Senior Treasurer	Plant Systems/Agronomy Representative
EDI Advisor	Animal Systems Representative
Junior Treasurer	Agribusiness Representative
UMSU Representative	Human Nutritional Sciences Representative
Senior Social Representative	Plant Biotechnology Representative
Junior Social Representative	Senior Clothing Representative
Senate Representative	Junior Clothing Representative
Athletic Representative	
Hoedown Coordinators	
Publicity Coordinator	
First Year Diploma Representative	

(c) The following Convenors and Editors shall be appointed by the new council at the changeover meeting according to applications submitted:

- a. Newsletter Editor (2)
- b. Yearbook Editor (2)
- c. Charity Representative (2)

These members **shall not** have voting rights with the exception of minor dealings (ie. event themes) at the sole discretion of the Sr. Stick.

(i) First-year Degree and Diploma Representatives are to be enrolled in their first year.

(ii) The Degree Representatives

- Agribusiness/Agricultural Economics
- Agroecology,
- Animal Systems,
- Food Science,
- Plant Systems/Agronomy,
- Plant Biotechnology,
- Human Nutritional Sciences

Will be chosen from the students who have declared their major.

(iii) The International Representative must be a student who is considered an International Student at the University of Manitoba as defined by the University of Manitoba.

- (iv) Each incoming council will select an honorary Faculty Advisor from the Faculty of Agriculture and Food Sciences staff who shall attend all council meetings if possible and shall be a non-voting member. The Faculty Advisor shall be confirmed by the second meeting following the summer meeting. The Faculty Advisor can be a professor, academic support staff or an administrative staff member. They must be employed under the Faculty of Agricultural & Food Science.
- (v) The EDI Advisor must have completed at least one year of studies and must be a student who identifies with one (or more) of the following marginalized groups: Black, Racialized, Indigenous, 2SLGBTQIA+, and/or those with accessibility needs.

V – FUNCTIONS

1. (a) Responsibilities of All Councillors

- (i) To attend all meetings of FASO.
- (ii) To contribute to and assist with the sales and social activities of FASO.
- (iii) To provide a detailed position binder/manual to their successor including their budget from the previous year.
- (iv) To carry out orders decreed by FASO.
- (v) To boost faculty morale internally and externally.
- (vi) Each member shall report their assigned activities to FASO.
- (vii) To coordinate freshie welcome at summer meeting.
- (viii) To ensure that all duties are carried out while keeping equity, diversity, and inclusion in mind.

(b) Functions of the Executive Officers

- i. To ensure that all FASO councillors understand and are performing their duties.
- ii. To lead and guide FASO as a council to represent the opinions and values of the student body at large.
- iii. Ensure that FASO has a safe, inclusive culture and extend that culture to the whole faculty.
- iv. Ensure FASO as a council is working effectively and responsibly.
- v. To distribute keys as seen fit.
- vi. Create an ad-hoc discipline committee if circumstances require.

VI – FUNCTIONS OF THE MEMBERS OF F.A.S.O.

(a) Senior Stick

- (i) To preside over the meetings of council.
- (ii) To chair executive council meetings.

- (iii) Attend meetings of the Senior Stick's Committee.
- (iv) To establish Ad Hoc committees when necessary.
- (v) To be a member of Faculty Council and the Finance Committee.
- (vi) To liaise between administration and council.
- (vii) To appoint members to any faculty committees at the Dean's request.
- (vii) To appoint students to department councils.
- (ix) To promote committees and encourage people to get involved with activities.

(b) Vice Stick Internal

- (i) To preside over all meetings of council in the absence of the Senior Stick.
- (ii) To act as the Deputy Returning Officer of all elections.
- (iii) To keep records of all participation points of the faculty.
- (iv) To be a member of Faculty Council.
- (v) To be a student advocate for the students and be a member of the Academic Appeal Committee, and discipline committee.
- (vi) To be responsible for all class representatives.
- (vii) To coordinate Big Brother/Big Sister/ Connect.
- (viii) To co-organize Aggie Grad's Farewell Dinner and Dance with the Degree Grad Committee. This includes finding a hall, choosing a meal, setting a price, and fundraising.

(c) Vice Stick External

- (i) To be responsible for the ASE Career Fair and further industry-related seminars.
- (ii) To be responsible for external relations.
- (iii) To work with Student Employment Services in promoting jobs to students.
- (iv) To co-organize Aggie Grad's Farewell Dinner and Dance with the Degree Grad Committee. This includes finding a hall, choosing a meal, setting a price, and fundraising.

(d) Director of Communications

- (i) To keep a record of the proceedings of FASO
- (ii) To provide minutes and agendas for all FASO councillors.
- (iii) To transcribe the general correspondence on behalf of FASO and to keep copies of all correspondence council receives.
- (iv) To compile a directory of all FASO councillors and the Dean's office, and keep an updated list of the FASO website.
- (v) To be responsible for the Orientation Handbook
- (vi) To be a member of the executive and Faculty Council.
- (vii) To keep the office stocked with supplies.
- (viii) To be responsible for the general Aggie email account.
- (ix) To distribute keys and safe privileges to FASO councillors as executive sees fit; to collect keys at the end of the term.

- (x) To book summer meeting and organize details
- (xi) To oversee the Senior Stick's stick and the ordering of the mini stick.

(e) Senior Treasurer

- (i) To receive and deposit weekly all monies which accrue from student fees and from the activities of FASO and its committees in a recognized financial institution; to make disbursements of all sums owing by FASO and its committees.
- (ii) To keep an accurate and detailed record of all deposits and disbursements from the accounts of FASO and its committees in the recognized financial institution and present this record to the Senior Stick closed and balanced within thirty days after the closing of the academic year.
- (iii) To hold admin status for online banking.
 - a. To grant online, view-only privileges of the FASO account to: Junior Treasurer, Senior Social Representative, Senior Stick.
- (iv) To oversee the Faculty of Agriculture Graduation and clothing bank account.
 - a. To ensure all funds from the Faculty of Agriculture Graduation bank account are kept separate from accounts of FASO and are spent according to the Vice Stick Internal/Graduating class.
 - b. To ensure that funds in the grad account roll over year to year, and are not removed for any purpose unrelated to grad.
 - c. To grant view-only privileges of the Graduation Bank account to the Vice Stick Internal.
 - d. To grant view-only privileges of the clothing bank account to the Senior Clothing Representative.
- (v) To prepare a budget and present it at the September meeting.
- (vi) To handle the collection of receipts and applications for the Student Initiative Fund in accordance with the University of Manitoba policies and procedures to pass along to the Dean's Office.
- (vii) To give detailed financial reports to FASO council at least once a month.
- (viii) To educate the Jr. Treasurer on the Sr. Treasurer duties and provide a year-end statement of account at the changeover meeting.
- (ix) To attend all Senior Treasurer meetings set up by University of Manitoba Students' Union (UMSU).
- (x) To delegate responsibilities Junior Treasure to help Senior treasurer when needed.

(f) Senior Social Representative

- (i) To be responsible for the organization of all major FASO social events including designation of FASO security when needed.
- (i) To be responsible for liquor permits and insurance.

- (iii) To sit on UMSU's Programmer's Committee.
- (iv) To educate the Jr. Social Rep on the Sr. Social Rep's duties.

(g) Diploma Stick

- (i) To represent the entire School of Agriculture.
- (ii) To be a member of the Faculty Council, Diploma Council, to assist in other diploma-related functions.
- (iii) To be partially responsible for the annual Big Dip/Li'l Dip and the Diploma Meet the Faculty Barbecue, assisted by the Diploma Social Representative.
- (v) To be the liaison between the School of Agriculture and FASO.
- (vi) To assist the School of Agriculture with diploma grad.

(h) EDI Advisor

- (i) To advocate for and ensure that equity, diversity, and inclusion (EDI) are being considered and acted upon by the council in policy and decision making, discussion, and event planning.
 - a. To ensure that there is a relationship between EDI Advisor and UMSU Community Representatives.
 - b. To collaborate with and seek guidance from the faculty EDI advisor.
 - c. To work alongside the Vice Stick Internal and Vice Stick External for graduation, intra-faculty, and external event planning.
 - d. To work alongside Hoedown Coordinators for Hoedown Week planning.
 - e. To work alongside additional councillors to discuss how to improve EDI in their roles and make events more accessible.
- (ii) To organize, plan, and chair all EDI Committee meetings.
- (iii) To provide EDI updates relevant to the faculty and council in all FASO meetings.
 - a. To report discussion points of EDI Committee meetings.
- (iv) To create at least one anonymous feedback form per academic term for faculty students to complete, with a focus on EDI.
 - a. To monitor and compile feedback collected in surveys and present to the council, with proposed action items based on student feedback.
- (v) To be responsible for organizing at least two inclusive events, free of charge to participants, that the entire faculty student body can partake in per academic year (one per term).
 - a. To work in collaboration with EDI/community representatives and council members to plan, organize, and run these events.
- (vi) To organize training that councillors will undergo on anti-discrimination, anti-racism, anti-homophobia, gender and sexuality, anti-xenophobia, and accessibility within the first two months of the fall term.

- a. To source internal or external organizations that provide training.
 - b. To ensure that all councillors partake in training.
- (i) First Year Degree Representative
 - (i) To make announcements to their class, specifically AGRI 1600 regarding FASO events weekly.
 - (ii) To assist with Hoedown week.
 - (iii) To be partially responsible for the upkeep of the Aggie Lounge and FASO office with the First Year Diploma Rep.
- (j) First Year Diploma Representative
 - (i) To make announcements to their class regarding FASO events weekly.
 - (ii) To assist council with all charity fundraising.
 - (iii) To be partially responsible for the upkeep of the Aggie Lounge and FASO office with the first year Degree Rep.
- (k) Second Year Diploma Representative
 - (vii) To make announcements to their class regarding FASO events weekly.
 - (viii) To co-organize the Big Dip/Li'l Dip with the Diploma Stick.
- (l) Agroecology Representative
 - (i) To make announcements to their class regarding FASO events weekly.
 - (ii) To sit on the Agroecology Program Committee.
 - (iii) To be responsible for the Meet the Faculty Barbecue with other major degree representatives.
- (m) Animal Systems Representative
 - (i) To make announcements to their class regarding FASO events weekly.
 - (ii) To sit on the Animal Systems Program Committee
 - (iii) To be responsible for the Meet the Faculty Barbecue with other major degree representatives.
 - (iv) To be a member of the Stockman's Club.
- (n) Agronomy Representative
 - (i) To make announcements to their class regarding FASO events weekly.
 - (ii) To be a member of the Agronomy Program Committee.
 - (iii) To be responsible for the Meet the Faculty Barbecue with other major degree representatives.
 - (iv) To be a member of the Grad and Agri-Careers Committee.
- (o) Agribusiness Representative

- (i) To make announcements to their class regarding FASO events weekly.
 - (ii) To be a member of the Agribusiness Program Committee.
 - (iii) To be responsible for the Meet the Faculty Barbecue with other major degree representatives.
 - (iv) To be a member of and FASO liaison for the Canadian Agri-Marketing Association (CAMA) and the Agribusiness Students' Association (ABSA).
- (p) Food Science Representative
- (i) To make announcements to their class regarding FASO events weekly.
 - (ii) To be a member of the Food Science Program Committee.
 - (iii) To be responsible for the Meet the Faculty Barbecue with other major degree representatives.
 - (iv) To be a member of and the FASO liaison for the Canadian Institute of Foods Sciences and Technology.
- (q) Human Nutritional Sciences Representative
- (i) To make announcements to their class regarding FASO events weekly.
 - (ii) To be a member of the Human Nutritional Sciences Program Committee.
 - (iii) To be responsible for the Meet the Faculty Barbecue with other major degree representatives.
 - (iv) To be a member of the Nutrition Education Community Outreach Committee (NECO)
- (r) Plant Biotechnology Representative
- (i) To make announcements to their class regarding FASO events weekly.
 - (ii) To be a member of the Plant Biotechnology Program Committee
 - (iii) To be responsible for the Meet the Faculty Barbecue with other major degree representatives.
- (s) International Representative
- (i) To be responsible for the Meet the Faculty Barbecue with other major degree representatives.
 - (ii) Encourage international student involvement.
 - (iii) To be on the EDI Committee
- (t) Junior Treasurer
- (i) To assist the Senior Treasurer and prepare at least two deposits during the year.

- (ii) To handle the collection of receipts and applications for the Student Initiative Fund in accordance with the University of Manitoba policies and procedures to pass along to the Dean's Office.
 - (iii) To be a member of the Finance Committee.
 - (iv) To learn FASO's bookkeeping system in order to be prepared for the following year.
 - (vii) To perform most of the Senior Treasurer's duties at one of the socials.
 - (viii) To take on tasks as delegated by the senior treasurer when requested.
- (u) Hoedown Coordinators
- (i) Will consist of two coordinators.
 - (ii) To organize Hoedown week's events and to select an assisting committee as necessary.
 - (iii) To tentatively book the venue for the Eat Yer Hat Social one year in advance
- (v) Senior Clothing Representative
- (i) To be filled by the previous years Jr. Clothing Representative
 - (ii) To be responsible for FASO paraphernalia (jackets, t-shirts, etc.).
 - (iii) To be responsible for faculty clothing sales.
 - (iv) To maintain and keep the storage room organized.
 - (v) To assist with clothing orders for special events.
 - (vi) To mentor Junior Clothing Representative.
- (w) Junior Clothing Representative
- (i) To assist Senior Clothing Representative with the fall clothing sale and learn from them.
 - (ii) Take lead role in organizing Winter clothing sale under the guidance of the Senior Social Representative.
- (x) Publicity Coordinator
- (i) To be responsible for advertising FASO events and to select an assistant as necessary.
 - (ii) To be primarily responsible for the advertising of FASO events on all FASO Social Media Outlets – Twitter, Facebook, and any other social media accounts that may be created in the future.
 - (iii) To post a monthly calendar of FASO events in the atrium and on the FASO website.
 - (iv) To remove posters once they have expired.
- (y) Junior Social Representative
- (i) To be responsible for at least two socials during the year.
 - (ii) To assist the Senior Social Representative as required.

- (z) Athletic Representative
 - (i) To be responsible for men's and women's intramurals and co-ed intramurals.
 - (ii) To be a member of the FASO Awards Committee.
 - (iii) To be responsible for the organization of the Annual Sporting Events.

- (aa) Senate Representative
 - (i) To represent FASO on the University of Manitoba Senate and to attend meetings of Senate and Student Senate Caucus.
 - (ii) To be a member of at least two faculty committees.
 - (iii) To give monthly Senate updates to FASO.

- (ab) UMSU Representative
 - (i) To represent FASO on the University of Manitoba Student Union and to attend their meetings; to assign a proxy to another student in the event that they cannot attend such a meeting.
 - (ii) To conduct all FASO elections and referenda according to election regulations.
 - (iii) To give monthly UMSU updates to FASO.

VIII – FUNCTIONS OF CONVENORS AND EDITORS

- (a) Newsletter Editors
 - (i) To compile at least four newsletters during the school year.

- (b) Yearbook Editors
 - (i) To be responsible for the completion of the annual yearbook by summer meeting of the new council.
 - (ii) To select and chair the Yearbook Committee.
 - (iii) To upkeep a photo album for events of the current year.
 - (iv) To be responsible for the FASO Yearbook Facebook Webpage.

- (c) Charity Representatives
 - (i) To coordinate Bedpush.
 - (ii) To coordinate the Clothing Drive
 - (iii) To coordinate Aggie Head Shave and Shine Fundraiser
 - (iv) To be responsible for Chili Lunch during Hoedown Week

IX – FINANCE

1. FASO shall be financed by proceeds of sales and social events and student organization fees.

2. The Senior Stick, Senior Treasurer, Junior Treasurer and Senior Social Representative shall have cheque signing authority.
3. No expenditure over one thousand dollars (\$1000.00) will be made by FASO without at least two-thirds majority vote within FASO, except for purchases made related to special functions (eg. Socials).
4. Any personal reimbursements need the following approval:
 - a. \$200 and below can be approved by the Sr. Stick.
 - b. \$200-\$500 can be approved by a majority vote of executive council.
 - c. \$500 and above require a two-thirds majority vote of Council.
5. Council shall determine social events charges.

X – MEETINGS

1. The following are required FASO meetings:
 - (a) Changeover Meeting: For instalment of new council and distribution of Constitution, Manual, Position Binders and any other important documents to all members.
 - (b) Summer Meeting: To inform FASO of committee appointments and go over constitution.
 - (c) General Meeting: Open to all students to present reports of FASO councillors.
 - (d) Regular Meetings: At least twice per month during the school year.
2. Quorum:
 - (a) At regular FASO meetings, quorum shall be greater than half full of voting members.
 - (b) At summer meeting, quorum shall be full of one-third of voting members.
 - (c) At the general meeting, quorum shall be one-tenth of student body.
3. Motions:
 - (a) In order to pass financial, constitutional or personnel motions, it shall require a two-thirds majority vote of FASO.
 - (b) In order to pass all other motions, a majority vote of council shall be required.
 - (c) Counsellors should have motions prepared and presented to agenda two days prior to a meeting. Exemptions of this rule will be at the discretion of the chair of the meeting.
4. Special Meetings:
 - (a) The Senior Stick can call a FASO meeting whenever required.
 - (b) The Senior Stick must call a FASO meeting if requested by three or more councillors.
 - (c) Sufficient notice must be given in the event of a special meeting.

XI – SUSPENSION FROM DUTIES AND REMOVAL FROM OFFICE OF COUNCILLOR MEMBERS

1. The Senior Stick and the Vice Stick Internal shall have the authority to:
 - (a) Suspend and, upon the approval of FASO, remove a councillor from office.
 - (b) To demand the resignation of any councillor of FASO who is absent without just reason, from two successive meetings of the council.
2. A councillor of FASO shall be suspended when the Senior Stick or Vice Stick Internal informs the councillor in question in writing of the suspension.
3. Upon question of the suspension, a FASO meeting shall be called within one week. At this meeting, the first item of business shall be the consideration of suspension.
4. The Senior Stick or Vice Stick Internal shall present the case against the councillor in question and the member shall be given opportunity for defense.
5. Suspension and removal of the Senior Stick must be initiated by FASO through the presentation of a letter to the Vice Stick Internal bearing the signature of at least twenty members of the student body.
6. The Vice Stick Internal or designate shall present the case to the Senior Stick.
7. Any motion of FASO to suspend or remove a member from their office shall require a two-thirds majority vote provided that FASO has quorum at the time of the vote. Voting shall be in the form of a secret ballot.
8. Before the motion of dismissal is voted on and after the discussion of the motion is completed, the councillor in question will be formally given the opportunity to voluntarily resign.

XII – COMMITTEES

1. Chairpersons of committees must hold at least one meeting during the first term and may appoint other students to their committee as required; they are responsible for notifying members of the committee of meetings; they must report the committee's activities to FASO.
2. Ad hoc Committee:
 1. Shall be struck when FASO deems necessary.
 2. To gather information on important issues concerning FASO or the faculty.
 3. Shall be chaired by a member of FASO.
3. Executive Council:
 1. Chaired by the Senior Stick.
 2. Make informed decisions on time-sensitive issues. (ie. A FASO meeting cannot be called in time for a decision.)
 3. To have at least one meeting per term.

4. Degree Grad Committee:
 1. Chaired by the Vice Stick Internal and/or Vice Stick External
 2. Will consist of Vice Stick Internal, Vice Stick External, EDI Advisor, Graduating FASO members, and members of the graduating class
 3. To organize the Aggie Grads' Farewell Dinner and Dance. This includes finding a hall, choosing a meal, setting a price, fundraising, etc.

5. Equity, Diversity, and Inclusion (EDI) Committee:
 1. Chaired by the EDI Advisor.
 2. Will consist of all EDI and community representatives on council. In addition, this committee will be open for marginalized faculty students to attend (as non-voting members).
 3. To meet monthly to discuss EDI within the faculty and council.

XIII – ELECTIONS OF OFFICERS

Please refer to the FASO Terms of Reference: Elections.

XVII – FASO SCHOLARSHIPS

There are various scholarships available for those with combinations of good participation and good scholastic achievement.

FASO offers four \$100.00 scholarships and accompanying plaque: one to each of the non-graduating classes. The requirements are a 3.0 average and eight participation points for the first degree and diploma awards, a 3.0 average and ten participation points for the second-year degree award, and a 3.0 average and ten participation points for the third-year degree award. If more than one student in each year achieves the requirements, the winner will be chosen by and Agriculture Awards Committee.

XVIII – CONSTITUTION CHANGES

All changes to the constitution require a motion to be made with a 2/3 quorum vote of all council members.