

Governance and Operations Manual of the University of Manitoba Students' Union

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Section I: Definitions

1. Unless otherwise specified, the following definitions apply to this Governance Manual:
 - a. "UMSU" refers to The University of Manitoba Students' Union, a non-share capital corporation duly constituted by act of the Manitoba Legislative Assembly;
 - b. "Act" refers to The University of Manitoba Students' Union Act R.S.M. 1990, c. 203, and any amendments thereto;
 - c. "Member" means any person designated as a member of UMSU as set out in the Act;
 - d. "University" refers to the University of Manitoba;
 - e. "Robert's Rules of Order" or "RRO" refers to the latest edition of Robert's Rules of Order;
 - f. "Student Association" means a student group representing a University faculty or a University residence and recognized by UMSU by being listed in the UMSU Governance Manual;
 - g. "Recognized Organization" means a student group deemed to represent a unique set of Members and recognized by UMSU by being listed in the UMSU Governance Manual;
 - h. "Community" a self-identified group of Members recognized by UMSU by being listed in the UMSU Governance Manual;
 - i. "Executive" means the President or a Vice President;
 - j. "UMSU General Election" means the annual election of Executive and Community Representatives, as outlined in the UMSU Governance Manual;
 - k. "External Entities" means any entity that is not wholly governed and operated by UMSU.
 - l. "Appointee" means a single individual appointed to occupy either a single position of title, or a single seat within a single governing body;
 - m. "Student-at-large" means any member of UMSU who does not occupy a position of title during UMSU's current financial year nor is an employee of UMSU.

Section II: Council

Council Composition

1. Council shall be composed of the following:
 - a. The Executive
 - b. Representatives from the following Student Associations:
 - i. Arts Student Body Council (ASBC);
 - ii. Arthur V. Mauro Students' Association (AMSA)
 - iii. Commerce Students' Association (CSA);
 - iv. Education Student Council (EDSC)
 - v. Faculty of Agriculture Students' Organization (FASO);
 - vi. Manitoba Dental Hygiene Students' Association (MDHSA)
 - vii. Manitoba Dental Students' Association (MDSA)
 - viii. Manitoba Law Students' Association (MLSA)
 - ix. Manitoba Medical Students' Association (MMSA)
 - x. Nursing Students' Association Council (NSAC)
 - xi. Pharmacy Students' Association (PSA)
 - xii. Resident Students' Association Council (RSAC)
 - xiii. St. Andrew's College Students' Association (SACSA)
 - xiv. Student Association for Health, Physical Education, and Recreation (SAHPER)
 - xv. Students' Architectural Society (SAS)
 - xvi. St. John's College Students' Association (SJCSA)
 - xvii. School of Medical Rehabilitation Students' Association (SMRSA)
 - xviii. School of Music Students' Association (SMSA)
 - xix. Students of Fine Arts (SOFA)
 - xx. St. Paul's College Students' Association (SPCSA)
 - xxi. Science Students' Association (SSA)
 - xxii. Social Work Students' Association (SWSA)
 - xxiii. Society of Earth Science & Environmental Studies (SESES)
 - xxiv. University College Resident Students' Association (UCRSA)
 - xxv. University of Manitoba Engineering Society (UMES)
 - xxvi. University 1 Student Council (U1SC)
 - c. Representatives of the following Communities
 - i. Lesbian, Gay, Bisexual, Transgender, Two-Spirited and Asterisk students;
 - ii. Aboriginal students;
 - iii. Women;
 - iv. International Students;
 - v. Students Living with Disabilities
 - d. Representatives of the following Affiliated Organizations
 - i. the Inner City Campus Student Council;
 - ii. the University of Manitoba Athletes' Council;
 - iii. the President of the Graduate Students' Association (GSA) or designate (who is a non-voting, ex-officio Member);
 - e. Non-Voting Members shall include:
 - i. Student Members of the Board of Governors who are not Members of Council;
 - ii. Committee Chairs who are not Members of Council.

Council Minutes

2. Complete and accurate minutes of all proceedings of Council shall be kept by the Council Secretary. These minutes shall be approved first by the President and Council Chair, then by a motion of Council

at the next meeting. These minutes shall be made available in a reasonable timeframe to Members via physical or digital means.

3. Complete and accurate minutes of all proceedings of Council conducted in Closed Session shall be separately documented. These minutes shall be approved first by the President and Council Chair, then by a motion of Council at the next meeting. These minutes will be made available for Council Members to access upon request.
4. A separate document shall be maintained by the Council Secretary that contains all motions presented to Council that year, as well as outlining whether the motion was approved or defeated.

Meeting Schedule

5. During the Summer Session, there shall be at least 1 Council Meeting per month, at dates, times and locations set by the President in consultations with the Chair of Council unless varied by Council.
6. Unless varied by Council, during the Regular Session, there shall be at least 2 Council Meetings per month except in December where there shall be one.

Council Proxies

7. A Council Member may only appoint a proxy who holds a seat on the same organization the Councillor represents. At no point may another Councillor be appointed as a proxy.
8. A Proxy shall only be deemed to be valid if notice is provided in writing to the Chair of Council indicating the name of the proxy, the Councillor position that the proxy will represent, and the date of the meeting. This shall be signed by both the Councillor and proxy, and signed by the Chair upon receipt.
9. A Councillor may rescind a proxy at any time, if appropriate notice is given to the chairperson of council.
10. A proxy form shall only be valid for a single meeting.

Voting Procedure

11. Voting at Council Meetings shall be by show of hands except where the Bylaws or the Robert's Rules of Order require a secret ballot vote.
12. A voting member of Council may request a roll call vote for any motion. The Council Composition list in Section 1 (1) shall compose the order of any such vote, with the Executive casting their votes last.

Motions of Council

13. A motion may be submitted to Council in the following ways:
 - a. In writing to the Council Chair by any Member of the Union to a meeting of Council. Such a motion must be seconded by another Member present at the meeting. This motion will be forwarded to a relevant Sub-Committee of Council for consideration, at the discretion of the Council Chair.
 - b. From a Sub-Committee of Council. Such motions do not require a second.
 - c. Emergency motions may be considered by Council if the Chair rules that the motion is both time-sensitive and could not have been brought forward at an earlier time.
14. The Council Chair shall determine whether a motion is in order, but this decision shall only be made during the meeting of Council, and all presented motions shall be brought to Council on the agenda.

Meeting Agenda

15. The following shall be used, as far as is considered practical, in determining the order of business at a Council Meeting:
 - a. Determination of attendance and determination of quorum or rescheduling of the Council Meeting;
 - b. Approval of the agenda;
 - c. Approval of the minutes of the previous Council Meeting;
 - d. Presentations;

- e. Reports of the Executive;
 - f. Reports and motions of the Committees;
 - g. Reports of the Student Senate Caucus and the Senior Sticks Caucus;
 - h. Unfinished business arising from the minutes of the previous Council Meeting;
 - i. Notice of motions;
 - j. New business; and
 - k. Adjournment.
16. The agenda for a meeting shall be distributed to all Council Members no later than 2 business days prior to the set date.

Special Meetings

17. The written request for a Special Council Meeting must include a date and purpose for the meeting. The Chair of Council shall set the time and location of the meeting, which must be held within the City of Winnipeg. A special meeting cannot be called with less than 3 working- days' notice to all Councillors. Such notice shall also be posted in such a way as to be available to Members.
18. Notice of any Special Council Meetings shall be given to Council Members by the Chair of Council by any means considered efficient by the Chair of Council, including written communication, email, or telephone. However the Chair of Council shall attempt to honour, as far as practicable, any specific requests by a Council Member as to the methods by which he or she prefers to receive notice of Special Council Meetings.

Section III: General Meetings

Operations

1. A Motion shall be debated during a General Meeting for no more than 30 minutes, with individuals having a maximum of 5 minutes to speak.

Voting

2. At any General Meeting, motions shall be considered and voted upon by the Members of the Union who are present including any Council Members.
3. Voting on all motions at a General Meeting shall be by a show of hands, except where the Bylaws or the Robert's Rules of Order require a secret ballot vote.
4. The time limit for motions at a Special General Meeting is 60 minutes. The process for extending this time limit is the same as for General Meetings.

Section IV: Positions and Duties

Chair of Council

1. The Chair of Council shall be responsible for chairing all Council Meetings and General Meetings, including the responsibilities attributed to the Chair in *Roberts Rules of Order*.
2. The Chair of Council shall be a Member of Council, but shall have no right to:
 - a. Make or second motions.
 - b. Speak to a motion.
 - c. Vote.
3. The Chair of Council shall perform any other duties or tasks assigned by Council.

Secretary

4. The Secretary of Council shall be responsible for:
 - a. Recording minutes of the proceedings of all Council Meetings and General Meetings, including taking attendance.
 - b. Ensure all outstanding business arising from Council Meetings is properly documented and forwarded to the appropriate individual or Committee for action.
 - c. Maintain a list of motions being deliberated by Council and its Committees and their current status, which shall be reported regularly to Council.
 - d. Distributing the agenda for each council meeting, including the minutes of the previous Council meeting no less than 48 hours prior to a meeting.
 - e. Reporting to the Executive Committee.
 - f. Delegating their duties to UMSU staff as required.
5. In the absence of both the Secretary and a suitable recording device, the Chair of Council shall appoint an acting Secretary for the Council Meeting to take minutes.

President

6. The President shall be responsible for:
 - a. The overall operation of the Union.
 - b. Acting as the Union spokesperson on all student issues, but may choose to delegate a specific issue to a Vice President.
 - c. Presenting the Union with a viewpoint of persons and groups outside of the University.
 - d. Advocating the Union's interests in the Board of Governors, the Senate and any other committees of the University of which the President is a member or whom the President has an opportunity to address, in conjunction with the Vice President Advocacy.
 - e. Advocating the Union's interests as a non-voting ex-officio member of the Board of Trustees of the UMSU Scholarship and Bursary Fund and Endowment Fund, in conjunction with the Vice President Finance and Operations and the Vice President Student Services.
 - f. Providing input to all Committees.
 - g. Providing input to all Committees serving as a liaison between UMSU and Student Associations, and attending the meetings of such Student Associations at their request as far as practicable.
 - h. Chairing the Board of Senior Sticks, and facilitating the involvement of the Senior Sticks in the activities of UMSU.

- i. Chairing the Executive Committee.
- j. Acting as an ex-officio, non-voting member of the Governance Committee.
- k. Providing input to all of UMSU businesses, in conjunction with the Vice President Finance and Operations and the General Manager.
- l. Providing long term strategic direction for the Union, in conjunction with the Vice President Finance and Operations and the General Manager.
- m. Ensuring that any programs of Council and the Union are implemented in accordance with the motions of Council, and the Governing Documents.
- n. Furthering and maintaining good working relationships with Members of the Union, University, governing bodies, the private sector, and the not-for-profit sector, and the general public, and other student unions and/or student associations and/or student federations.
- o. Serving as a liaison between UMSU and senior administration of the University, developing and maintaining a working relationship, and when appropriate lobbying them on behalf of UMSU, in conjunction with the Vice President Advocacy.
- p. Serving as a liaison between UMSU and external organizations, in conjunction with the Vice President External.
- q. Overseeing all campaigns and government relations of the Union, in conjunction with the Vice President External and Vice President Advocacy
- r. Overseeing all UMSU internal and external communications and publications, in conjunction with the Vice President External.
- s. Reporting any executive responsibility changes to UMSU Council.
- t. Performing any other duties and responsibilities as directed by the Bylaws or Council.

Vice President Advocacy

7. The Vice President Advocacy shall be responsible for:
 - a. Advising Members of the Union on academic and disciplinary appeals and related matters.
 - b. Acting as the official Student Advocate under the authority of the UMSU Act.
 - c. Advocating the Union's interests in the Board of Governors, the Senate and any other committees of the University of which the Vice President Advocacy is a member or whom the Vice President Advocacy has an opportunity to address.
 - d. Acting as the Chair of the University Affairs Committee.
 - e. Maintaining the Campaigns Guide.
 - f. Serving as a liaison between UMSU and administration of the University, developing and maintaining a good working relationship, and when appropriate lobbying them on behalf of UMSU, in conjunction with the President.
 - g. Assisting with the development and implementation of all campaigns of the Union.
 - h. Attending the meetings of such Student Associations at their request as far as practicable, or as directed by the President.
 - i. Overseeing all academic issues that arise from members of the Union.

- j. Overseeing the Union's programming events, ensuring they cater to the academic, cultural and social interests of the Members of the Union, in conjunction with the Vice President External and Vice President Student Services.
- k. Performing any other duties or tasks assigned by the Bylaws, the President, or by Council.

Vice President Student Services

8. The Vice President Student Services shall be responsible for:
- a. Overseeing all activities between UMSU and UMSU recognized student clubs.
 - b. Chairing meetings of the Assembly of Club Executives.
 - c. Acting as Chair of the U-Pass Committee.
 - d. Acting as the Chair of the Member Services Committee.
 - e. Serving as the liaison between UMSU and the student community groups.
 - f. Serving as a liaison between UMSU and Student Associations, and attending the meetings of such Student Associations at their request as far as practicable.
 - g. Overseeing all UMSU services, including but not limited to; transportation, insurance, sustainability, and programming.
 - h. Assisting with the development and implementation of all campaigns of the Union, in conjunction with the Vice President Advocacy.
 - i. Overseeing the Union's programming events, ensuring they cater to the academic, cultural and social interests of the Members of the Union, in conjunction with the Vice President External and Vice President Advocacy.
 - j. Providing support for any student council and/or student club events, in conjunction with Union staff and executives.
 - k. Liaison between UMSU and internal university departments, including but not limited to; First Year Centre, Student Life, Career Services, Bison Sports, International Centre, Indigenous Centre and Ancillary Services, in conjunction with the Vice President External.
 - l. Advocating the Union's interests as a voting ex-officio member of the Board of Trustees of the UMSU Scholarship and Bursary Fund and Endowment Fund, in conjunction with the President and Vice President Finance and Operations.
 - m. Performing any other duties and responsibilities as directed by the Bylaws, the President, or Council.

Vice President Finance and Operations

9. The Vice President Finance and Operations shall be responsible for:
- a. Overseeing all financial management of the Union, including preparing and maintaining the budget.
 - b. Acting as chair of the Finance Committee.
 - c. Acting as chair of the Space Revitalization Committee.
 - d. Communicating any student fee changes to the University's Registrar's Office.
 - e. Overseeing the disbursement of all UMSU Scholarships and Bursaries.
 - f. Acting as an ex-officio, non-voting member of the Governance Committee

- g. Overseeing the operations of all UMSU businesses, in conjunction with the General Manager.
- h. Assisting with the development and implementation of all campaigns of the Union, in conjunction with the Vice president Advocacy.
- i. Providing long term strategic direction for the Union, in conjunction with the President and General Manager.
- j. Acting as an ex-officio, voting member of the Member Services Committee.
- k. Attending the meetings of such Student Associations at their request as far as practicable, or as directed by the President.
- l. Advocating the Union's interests as a voting ex-officio member of, and serving as a liaison to, the Board of Trustees of the UMSU Scholarship and Bursary Fund and Endowment Fund, in conjunction with the President Finance and Vice President Student Services.
- m. Approving the distribution of Student Association fees.
- n. Performing any other duties and responsibilities as directed by the Bylaws, the President or Council.

Vice President External

10. The Vice President External shall be responsible for:

- a. Overseeing all activity from the Union marketing and events staff.
- b. Overseeing all UMSU internal communications, including, but not limited to, electronic communications and newsletters, in conjunction with the President.
- c. Overseeing the production of all Union publications including, but not limited to, the Annual Daytimer/Handbook, and Convocation Guides, in conjunction with the President.
- d. Overseeing the production of Union event publications, in conjunction with the Vice President Student Services.
- e. Overseeing the promotion of Union events within the University and outside of Campus, in conjunction with the Vice President Student Services.
- f. Overseeing all UMSU promotional materials.
- g. Acting as Chair of the Events Planning Committee.
- h. Assisting with the development and implementation of all campaigns of the Union, in conjunction with the Vice President Advocacy.
- i. Overseeing all external communications, including press releases and external campaigns, and lobbying efforts of the Union, in conjunction with the President.
- j. Liaison between UMSU and internal university departments, including but not limited to; First Year Centre, Student Life, Career Services, Bison Sports, International Centre, Indigenous Centre and Ancillary Services, in conjunction with the Vice President Student Services.
- k. Attending the meetings of such Student Associations at their request as far as practicable, or as directed by the President.
- l. Serving as a liaison between UMSU and all external organizations, in conjunction with the President.

- m. Regular reports shall be made to Council regarding the activities of any lobby organizations to which the Union belongs and the report shall include information regarding the Union's activities in those lobby organizations.
- n. Performing any other duties and responsibilities as directed by the Bylaws, the President or Council.

UMSU Community Representative

11. Community Representatives shall:
- a. Act as Chair for their Community Group Assembly and/or in Community Group Council meetings;
 - b. Advocate on behalf of, and represent their community at UMSU Council in the best interest of their community;
 - c. Assist the Services Coordinator with advocacy initiatives and programming;
 - d. Be responsible for setting up assembly meetings and to ensure access to all Governing Documents;
 - e. Act as a liaison between UMSU Council and the Community;
 - f. Participate in the creation and implementation of UMSU campaigns;
 - g. Provide reports from the Community to UMSU Council at all regular Council meetings;
 - h. Report to the Assembly all relevant UMSU Council business and updates.

Miscellaneous

12. Each Executive member may enrol in no more than 8 credit hours in each semester of the Regular Session and the Summer Session, as defined by the University, in any faculty or school during the term of their respective offices.
13. With the understanding that the Executive position is a full-time position, no Executive member may engage in any other employment activities equivalent to full-time employment during the term of their respective office.

Section V: Oath of Office

1. The President and Vice Presidents, prior to the commencement of their official duties, shall take an Oath of Office. Failure to do so shall preclude the President and/or Vice Presidents from carrying out their duties as prescribed by the Act and the Bylaws of the Union, subject to any other provisions of the Bylaws of the Union.
2. The Chair of Council shall administer the Oath. In the absence of the Chair, the Secretary of Council shall administer the Oath.
3. The President and Vice Presidents shall take their respective Oaths of Office at a Council Meeting prior to May 1
4. In the event of the resignation, dismissal, and incapacitation of any executive member(s), the interim or newly executive member(s) is entitled to carry out the duties of that office immediately and must take the Oath of Office at the earliest Council meeting possible
5. The Oath of Office for the President shall be: I, (name), do hereby promise that I will diligently, faithfully, and to the best of my ability fulfill the duties, responsibilities, and expectations of the office of the President of the University of Manitoba Students' Union, in accordance with the Act and the Bylaws of the Union, and above all else in the best interests of the students who belong to the Union. I humbly acknowledge and accept the great privilege and honour bestowed upon me, and shall not violate the trust placed in me by Council and the Members of the Union.
6. The Oath of Office for the Vice Presidents shall be: I, (name), do hereby promise that I will diligently, faithfully, and to the best of my ability fulfill the duties, responsibilities, and expectations of the Office of the Vice President (position title) of the University of Manitoba Students' Union, in accordance with the Act and the Bylaws of the Union, and above all else in the best interests of the students who belong to the Union. I humbly acknowledge and accept the great privilege and honour bestowed upon me, and shall not violate the trust placed in me by Council and the Members of the Union.

Section VI: Elections and Referenda

Chief Returning Officer

1. The Chief Returning Officer shall be responsible for:
 - a. Ensuring elections & referenda operate safely, fairly, and in accordance with the Election Rules.
 - b. Management of the Deputy Returning Officers (“DRO”).
 - c. organizing voting during elections & referenda, including:
 - i. Hiring adequate poll staff.
 - ii. Situating polls at appropriate locations across Campus.
 - iii. Advertising the poll locations.
 - d. Overseeing the physical count of the ballots during elections/referenda.
 - e. Accessing elections/referenda results from online voting software.
 - f. Ensuring adequate security of all ballots and ballot boxes;
 - g. Reporting the result of an election/referendum to the appropriate parties.
 - h. Facilitating classroom speaking arrangements during an election/referendum.
 - i. Enforcing budgetary regulations as stipulated in this Manual.
 - j. Reserving 1 poster from each candidate/side to be posted, in randomly selected order, at each polling station.
 - k. Creating and posting Supplementary Rules for elections and referenda.
 - l. Maintaining office hours and being accessible to candidates and other Members of the Union during the election period, as described in this Manual.
 - m. Acting as the arbitrator in any dispute which may arise during the course of an election/referendum, other than those between the CRO and any other party, which should be dealt with by Judicial Board.
 - n. Rectifying the violation of the Election Rules and assigning reasonable penalties as appropriate, within the confines of UMSU’s Elections & Referenda.
 - o. Ensuring that a cost effective and accurate ballot counting process is in place.
 - p. Submitting to Council, prior to March 31, a final report of activities and recommendations which shall include the following:
 - i. The final results of any elections or referenda during their term.
 - ii. A list of any recommendations for Council, the UMSU Executive, and/or the following year’s CRO pertaining to the electoral process.
 - iii. A complete list of all complaints filed with the CRO and ERDIE during their term.
 - iv. The adequacy of the budget provided for that years election.
 - v. Any Supplementary Rules issues by the CRO during their term.
 - q. Submitting to Council a monthly report of activities;
 - r. Organizing the Candidate’s/Referendum Forum
 - s. Adequately advertising the time and date of the forum in the previous 2 issues of the Manitoban newspaper.
 - t. Ensuring a safe and fair election/referenda forum by providing for security;
 - u. Providing proper training for DRO(s) and poll clerks.
 - v. Promoting the election/referenda beginning at least 19 days before the close of the nomination period.
 - w. Subject to any other provisions in the Governing Documents, the CRO shall be responsible for the performance of those duties normally required of a Chief Returning Officer.

Deputy Returning Officer

2. The Chief Returning Officer shall hire up to two Deputy Returning Officers, subject to the Election Budget.

3. The Deputy Returning Officer(s) shall be responsible for:
 - a. Carrying out the duties assigned to them by the CRO.
 - b. Assisting the CRO in the completion of his or her duties.
 - c. Maintaining office hours and being accessible to candidates and other Members of the Union during the election period, as described in this Manual.

Returning Officers

4. During weekdays between the hours of 8:30 AM and 7:00 PM at least one Returning Officer shall be available.
5. During weekends, the CRO shall make every attempt to be available by phone between the hours of 8:30 AM and 7:00 PM.

Miscellaneous

6. The General Manager (or designate) shall be the UMSU Elections Staff Liaison for the duration of the election and referenda, and shall be responsible for providing the Chief Returning Officer with logistical and other support from the Union as required.

Calling of Referendum

7. A referendum may be called:
 - a. By the receipt of a petition by the President, the Chair of Council, or the CRO, as specified signed by 1,000 Members of the Union demanding a referendum.
 - b. Upon direction from Council in the form of a motion by the Executive Committee. Such a motion must specify the precise wording to appear on the ballot.

Election Process

8. The process and operations of the UMSU General Election, as well as any Referenda shall be outlined in the UMSU Elections and Referendum Manual.

Section VII: Council Subcommittees

List of Committees

1. The following shall be Standing Council Subcommittees:
 - a. University Affairs
 - b. Judicial Board
 - c. Executive
 - d. Finance
 - e. Member Services
 - f. Governance
 - g. Selections
 - h. Events Planning
 - i. Space Revitalization
 - j. U-Pass
 - k. Executive Oversight
 - l. Business Management

2. The following shall be Committees organized by UMSU, but not considered to be subcommittees of Council:
 - a. Bannatyne Board of Senior Sticks
 - b. Board of Senior Sticks
 - c. Assembly of Club Executives

Committee Chairs

3. Each Committee shall have a Chair who is responsible for the duties of the Chair as detailed in *Robert's Rules of Order*. If this Chair is not identified in the description of the committee, the first order of business at the first convening of the committee shall be to select from amongst themselves a chairperson.
 - a. Any member may self-nominate or be nominated by another member.
 - i. All self-accepted nominations need a second and nominations made by other members must be accepted by the member being nominated.
4. No member of any Committee may:
 - a. Have more than one vote;
 - b. Appoint a proxy.
5. All meetings of UMSU committees are open to all members unless stated otherwise.
 - a. Only members of a committee and invited guests shall be granted speaking rights.
6. All committees shall provide reports to Council on a regular basis.
7. Committee chairs shall have to submit all approved public committee meeting minutes to the chairperson of council within 2 weeks of their approval.

University Affairs Committee

Mandate

8. The mandate of the University Affairs Committee shall be to provide a coordinated effort for lobbying activities and student representation on campus through regular meetings, discussions, and leadership.

Committee Composition

9. The University Affairs Committee shall be composed of:
 - a. The President;
 - b. Vice President Student Services;

- c. Vice President Advocacy, as Chairperson;
- d. All undergraduate members of the Student Senate, Student Senate Assessors, University of Manitoba Board of Governors, University Discipline Committee, and University of Manitoba Senate.

Committee Purview

9. The University Affairs Committee shall determine the priorities and coordinate the activities of undergraduate members of the following bodies:
 - a. Student Senators and Student Senate Assessors;
 - b. University of Manitoba Board of Governors;
 - c. University Discipline Committee;
 - d. University of Manitoba Senate.
10. The University Affairs Committee shall strive to keep students informed of important policy updates through means they determine to be most fitting.

Reporting

11. Reports shall be given from all bodies of student representation at University Affairs Committee meetings to update individuals on current progress of objectives, new information presented, and any other pertinent information.

Judicial Board

Mandate

12. The mandate of the Judicial Board shall be to fairly consider and adjudicate disputes that arise from UMSU Elections, the operation of governing bodies, committees of Council or the Chief Returning Officer.

Committee Purview

13. The Judicial Board shall be responsible for the adjudication of complaints made against individuals involved with UMSU in such a way that is unbiased and well thought out so as to reasonably enforce the Governing Documents of UMSU.

Committee Composition

14. The Judicial Board shall be composed of:
 - a. Three members of Council as selected by the Selections Committee;
 - b. Five Students-at-large as selected by the Selections Committee.
 - i. A student-at-large must be the Chairperson.
15. The Chairperson shall appoint a Vice-Chair, who shall act if the Chair is unavailable for any reason.
 - a. The Vice-Chair shall have typical Committee Member voting authority unless serving as the Chair of a meeting.
16. No elected executive member of UMSU may sit on the Judicial Board.
 - a. If any member of the Judicial Board declares candidacy for an executive position or community representative position (during any UMSU election), that member automatically forgoes their seat on the committee.

Appeals

17. All complaints/issues brought before the Judicial Board shall be referred to as appeals.

18. Any member of UMSU may submit an appeal to the judicial Board.
19. Any motion passed by council may be appealed if it is found to have violated a clause contained within the Act, Bylaws, Governance and Operations manual, and/or Election and Referendum Manual within 30 days of its adoption.
 - a. These types of appeals (if determined valid) shall be heard during a closed meeting of the Judicial Board within 2 weeks of receiving the appeal.
 - b. If an appeal is successful, the Council Chairperson shall be notified and the motion shall be rescinded.
20. All appeals will only be considered relevant and valid by the committee if filed using the properly completed Appeal Form and includes the specific violation(s) of the governing documents and the specific details regarding the violation(s).

Operation

21. The Judicial Board will meet only when an appeal is brought forward.
22. Following the receipt of a completed Appeal Form, the committee will meet electronically (phone call, email, messaging, etc.) to determine its validity.
 - a. For non-election appeals, the Judicial Board must meet within 7 days of receiving an appeal.
 - b. For election related appeals, the Judicial Board must meet within 24 hours of receiving an appeal.
23. For an appeal to be denied validity and struck from consideration by the committee, the decision to dismiss must be unanimous.
24. Where an appeal is determined to be valid the Chairperson must:
 - a. Notify the complainant that the appeal has been reviewed and will proceed to a hearing;
 - b. Notify the respondent of the appeal against them and the impending hearing;
 - c. Set a date for the hearing.
25. Both parties (complainant and respondent) may present a fair and unbiased account of the events in question either in person at the hearing, or in writing before the appeal is adjudicated.
26. Where the complainant and/or respondent elects to submit a written account, the account must be submitted to the Chairperson within a reasonable time so as allows the Judicial Board to review prior to the hearing.
 - a. For election related appeals:
 - i. Reasonable time will be 12 hours from the time of notification;
 - ii. Any account submitted following the 12-hour period will be deemed inadmissible.
27. See Election and Referendum Manual Section XVII for election related appeals.

Hearing

27. Quorum for Judicial Board hearing shall be five Board Members, as well as the Chair or Vice-Chair.
 - a. 6 voting members in total.
28. Where the complainant and/or respondent elect to submit their account orally, their accounts will be heard at the commencement of the hearing.

29. If both the complainant and respondent elect to give their account orally, the complainant will present their appeal first, followed by the respondent.
30. In coming to a decision, the Judicial Board shall take into consideration each of the complainant's and respondent's account of the events, the seriousness of the offence and any other relevant information.

Decisions

31. Decisions of the Judicial Board shall be final and may not be overturned by council.
32. For non-election appeals:
 - a. The Judicial Board must complete a judgement within two weeks of notifying the accused party of the filed appeal.
33. For election-related appeals:
 - a. The Judicial Board must complete a judgement within 24 hours of notifying the accused respondent of the filed appeal;
 - b. The Judicial Board reserves the right to dock the available funds or distribute demerits to candidates, slates and sides.
34. Individuals may challenge the membership of the Judicial Board regarding a conflict of interest at:
 - a. Any time prior to commencement of campaigning;
 - b. Any time during the Election Period, with the exception of during Judicial Board Meetings;
 - c. The beginning of a Judicial Board Meeting, until the Chair has given time for such challenges and has declared the Board to be valid for the appeal in question;
 - d. If a challenge of membership is brought forward, the committee must vote on the challenge before any new business is heard.
 - i. This decision shall be final.

Executive Committee

Mandate

35. The mandate of the Executive Committee shall be to oversee and administer the day-to-day affairs of the Union, to make decisions as needed between meetings of Council, and to represent the collective opinion of the Executive members.

Committee Composition

36. The Executive Committee shall be composed of:
 - a. The President, as Chairperson;
 - b. The Vice President Advocacy;
 - c. The Vice President External;
 - d. The Vice President Finance and Operations;
 - e. The Vice President Student Services.
37. In the absence of the President, the Vice President Finance and Operations shall be the Chair of the Executive Committee. In the absence of the President and the Vice President Finance and Operations, the remaining voting members of the Executive Committee shall elect a temporary Chair for the meeting.

Committee Purview

38. The Executive Committee shall have to power to oversee and direct the day-to-day affairs of UMSU, and to act on decisions that are made by UMSU Council.

Meetings

39. All meetings of the Executive Committee shall be conducted in a closed session unless otherwise decided upon by the Committee.

40. Meeting minutes must be recorded and held by the President.

- a. Meeting minutes may be reviewed by:
 - i. The Judicial Board
 - ii. The Executive Oversight Committee

Reporting

41. The Executive Committee must provide reports to council on a regular basis.

42. All contracts entered into by vote of the Executive Committee must be included (in full) in a report to council.

43. All financial spending done by the Executive committee must be reviewed by the Finance committee.

Finance Committee

Mandate

44. The mandate of the Finance Committee is review the financial affairs of the Union and create new full-time positions.

Committee Composition

45. The Finance Committee shall be composed of:

- a. The Vice President Finance and Operations, as Chair.
- b. The President, non-voting.
- c. The Vice President Student Services, non-voting.
- d. Seven Council Members as selected by the Selections Committee.
- e. The General Manager or designate, non-voting.

Committee Purview

46. The Finance Committee shall have to power to oversee, the following, subject to motions of Council:

- a. The preparation and presentation of the UMSU Budget.
- b. Approval of financial and audited statements.
- c. The exercise of any right attached to a security, and the acquisition and disposition of securities.
- d. Review employment of full-time staff and personnel matters relating to the Union.
- e. Scrutinize the financial affairs and the contractual obligations and benefits of the Union.

47. In carrying out its duty, the Finance Committee shall have full access to all financial records, financial information, or written agreements, or other records or documents of any kind of UMSU and any UMSU businesses.

48. Decisions regarding the retention of legal counsel, or changing counsel, shall be made by the Finance Committee after consultation with the Executive.
49. The Finance Committee shall have jurisdiction over advising the CRO in regards to Election and Referendum spending limits.
50. The Finance Committee may adjust budget lines of specified categories after October 15th in the Fall Semester and February 15th in the Winter Semester of each fiscal year. These reallocations must be reported to council by the Chairperson of the Finance Committee. If no allocations are made, these funds shall be transferred to retained earnings.
 - a. The following Categories may be adjusted:
 - i. Fall Orientation, Fall Bannatyne, Frosh Fest, ReZ Packs, Daytimers, Winter Orientation, Winter Bannatyne.

Meetings

51. The Chair or any three Finance Committee Members may call a Finance Committee Meetings by providing at least three working-days' notice of the date, time and location of the Finance Committee Meeting in the City of Winnipeg.

Reporting

52. The Finance Committee shall make reports to Council regarding the expenditure of Union funds as set out in the budget at the last Council meeting in the months of August, December and April.
53. The Finance Committee must ensure the following are included (in their entirety) in the council package:
 - a. Contracts needing UMSU council approval;
 - b. Audits and reports from auditors;
 - c. Budgets and any budgetary change.

Member Services Committee

Mandate

54. The mandate of the Member Services Committee shall be to review the administration and operation of all services provided to students by UMSU, manage all policies and procedures related to the implementation, continuation, termination, or creation of UMSU Services.

Committee Composition

55. The Member Services Committee shall be composed of:
 - a. The Vice President Student Services, as Chairperson;
 - b. The Vice President Finance and Operations, non-voting;
 - c. Seven Council Members as selected by the Selections Committee;
 - d. Three Students-at-Large as selected by the Selections Committee.
 - i. The GSA President or designate, until such time that members of the Graduate Students' Association cease participating in the Health and Dental Plan administered by this committee.

Committee Purview

56. The Member Services Committee shall have jurisdiction over all Services which UMSU provides to its members.

57. The Member Services Committee shall be able to create, approve, and modify Student Club Policy.
58. The committee shall be responsible for:
- a. Processing and approving travel grant applications;
 - b. Reviewing and deciding appeals related to the Health and Dental plan.

Reporting

59. The following shall be included in reports of the Members Services committee.
- a. The committee shall annually review the cost and coverage of any insurance plan provided to ensure cost effectiveness and broadness in scope.
 - b. The committee shall consider suggestions and input from the Assembly of Club Executives meetings.

Governance Committee

Mandate

60. The mandate of the Governance Committee is to maintain and develop modifications to the Governing Documents of the Union, as well as advising Executives and Council on positions to take on issues not covered in Position Statements.

Committee Composition

61. The Governance Committee shall be composed of:
- a. The Vice President Finance and Operations;
 - b. The President, non-voting;
 - c. The UMSU Governance Coordinator, non-voting;
 - d. Five Council Members as selected by the Selections Committee;
 - e. Two Students-at-Large as selected by the Selections Committee.
 - i. One student must be the chairperson.

Committee Purview

62. The Governance Committee shall have jurisdiction over the Bylaws, as well as the Governance and Operations Manual, the Election and Referendum Manual, and the Position Statements Book.
63. The Governance Committee shall provide opinions or produce research for any initiatives, programs, or other activities that Council wishes to be examined.
64. The Governance committee shall receive reports from the CRO regarding all changes and additions to supplemental rules.
65. Upon the request and approval from the General Manager, the Governance committee shall have access to legal counsel.

Selections Committee

Mandate

66. The mandate of the Selections Committee is to fill vacancies on UMSU Committees and prescribe and publish deadlines for applications for any position that is required to have filled and the method of application for any such positions.

Committee Composition

67. The Selections Committee shall be composed of:

- a. The President, as Chairperson (non-voting);
- b. One Vice President appointed by the Executive Committee;
- c. Four Council Members selected at random.
 - i. The random draw to select the four council members shall occur in accordance with the first meeting of the new Council. If one of the Council members resigns or is dismissed, another random draw shall be held at the next Council meeting to ensure four Council members are on the Committee.

Committee Purview

68. The Selections Committee shall have jurisdiction over all non-staff vacancies, except where defined within the UMSU Governing Documents.

Meetings

69. The Selections Committee shall meet within 4 weeks of the first meeting of the new Council.

70. All committee members needing to be selected by the selections committee must be selected before August 1st of each year, except where defined within the UMSU Governing Documents.

Events Committee

Mandate

71. The mandate of the Events Committee is to plan large scale events and promotional activities for the Union and manage UMSU involvement in other events and programming.

Committee Composition

72. The Events Committee shall be composed of:

- a. The Vice President External, as Chairperson;
- b. Three Council Members as selected by the Selections Committee;
- c. Two Students-at-Large as selected by the Selections Committee;
- d. One member designated by the University of Manitoba Recycling & Environmental Group, non-voting;
- e. One Council Member or Student-at-Large from the Bannatyne Campus or Inner City Campus.

Committee Purview

73. The Events Committee shall provide consultation and planning services for events which UMSU is running or involved in.

Space Revitalization Committee

Mandate

74. The mandate of the Space Revitalization Committee shall be to develop and propose ideas and plans to the Executives and UMSU Council regarding the use of student space within University Centre.

Committee Composition

75. The Space Revitalization Committee shall be composed of:
- The Vice President Finance and Operations, as Chairperson;
 - The Vice President Student Services;
 - Three Senior Sticks selected by the Selections Committee;
 - Two Council Members as selected by the Selections Committee;
 - One Student-at-Large as selected by the Selections Committee;
 - The UMSU General Manager, non-voting.

Committee Purview

76. The Space Revitalization Committee shall:
- Review all allocations of UMSU spaces;
 - Shall manage and commit additional funds (with conjunction of Finance and approval of council) to renovate UMSU space;
 - Shall provide recommendations to Executive and Business Management Committees on the redistribution and/or relocation of UMSU spaces;
 - Shall provide recommendations to UMSU Council on purchasing new space.

U-Pass Committee

Mandate

77. The mandate of the U-Pass Committee is to oversee the universal transit pass (U-Pass), which UMSU provides to its members in conjunction with Winnipeg Transit. The committee shall:
- Review the effectiveness of the U-Pass;
 - Recommend changes to the U-Pass to the appropriate party;
 - To assist in organizing referenda on any changes to the U-Pass;
 - Actively review student appeals of the U-Pass fee assessment.

Committee Composition

78. The U-Pass Committee shall be composed of:
- The Vice President Student Services, as Chair;
 - The President, non-voting;
 - The Vice President External, non-voting;
 - Two Council Members as selected by the Selections Committee, voting;
 - Two Student-at-Large as selected by the Selections Committee, voting;
 - One Council Member or Student-at-Large enrolled in a faculty based at the Bannatyne Campus or Inner City Campus as selected by the Selections Committee, voting;
 - The UMSU Students Living with Disabilities' Representative, voting;
 - The UMSU Staff person responsible for administering the U-Pass Program, non-voting;
 - The GSA President, or a GSA Executive, as designated by the GSA, until such time that members of the Graduate Students' Association cease participating in the U-Pass administered by UMSU, non-voting; and

- j. One graduate student as designated by GSA Council, until such time that members of the Graduate Students' Association cease participating in the U-Pass administered by UMSU, voting.

Committee Purview

79. The U-Pass Committee shall have oversight of the U-Pass, or other similar programs, which UMSU provides to its members.
80. The Committee shall meet, at a minimum, weekly in September and January; biweekly in October and February; and once in November and March, and other dates as the Chairperson deems necessary.

Reporting

81. The U-Pass Committee shall annually review the U-Pass provided to ensure cost effectiveness, service and broadness in scope.
82. The U-Pass Committee shall ensure that full and complete details of the U-Pass are made Publicly Available to members of the Union in conjunction with the appropriate UMSU staff.
83. The U-Pass Committee shall make reports to Council regarding the assessment and usage of the program at the last Council meeting in the months of November and March, and as deemed necessary by the Chair.

Executive Oversight Committee

Mandate

84. The mandate of the Executive Oversight Committee is to review the operations and performance of the Executive members of Council.
85. The review shall include but is not limited to:
 - a. Ensuring executive members are meeting time and workload commitments;
 - b. Sending term reports and a final year-end report to UMSU council;
 - c. Investigating complaints from union members;
 - d. Disciplinary proceedings;
 - e. Remuneration of performance incentives.

Committee Composition

86. No elected executive member of UMSU may sit on the Executive Oversight committee.
 - a. If any member of the executive oversight committee declares candidacy for an executive position (during any UMSU election), that member automatically forgoes their seat on the committee.
87. Each member selected to the Executive Oversight shall serve 1 term which commences when the first meeting is called to order and proceeds until May 10th the following year.
88. No member of the Executive Oversight Committee may serve for more than two terms.
89. The Executive Oversight Committee shall be composed of:
 - a. Three (3) elected UMSU councillors (chosen at random);
 - b. Three (3) students at large.
90. The membership of the Executive Oversight committee shall be confidential and every effort shall be made to ensure the anonymity of its members.
 - a. At the first meeting of UMSU council after April 30th, councillors shall be able to state whether or not they would be like to be considered for the committee. It shall

be the duty of the General Manager and Governance Coordinator to ensure 3 councillors are selected randomly from the pool of interested candidates. The 3 councillors shall be informed via email if they have been selected for the committee within 7 days of the first council meeting of the term.

- b. Student at large committee positions shall be advertised starting March 1st and submissions shall be open until April 30th. It shall be the duty of the General Manager and Governance Coordinator to ensure 3 students at large are randomly selected from the pool of interested candidates within 7 days of the first council meeting of the term.

Committee Operations

91. All communications of the committee to outside party, including reports shall be conducted through email
 - a. The Chairperson of the committee shall have access to the committee specific email oversight@umsu.ca
92. All meetings of the Executive Oversight Committee shall be held in closed session.
 - b. Meeting minutes of the committee shall be taken and held in trust by the chairperson and only distributed to committee members.
 - c. In the case of an appeal, the Judicial Board may obtain the minutes and any relevant documentation from the Executive Oversight Committee.

Meetings

93. The first meeting of the committee shall be called within 20 days of the first UMSU Council meeting of the term.
94. It is the responsibility of the General Manager and Governance Coordinator to ensure:
 - a. The first meeting of the committee is called;
 - b. The committee is informed of its duties and responsibilities;
 - c. Login information for the committee specific email is provided to the chairperson.
95. The General Manager and Governance Coordinator are only permitted to attend the inaugural committee meeting unless invited to attend further meetings by the committee.

Complaints

96. Any member of UMSU may submit a complaint against any of the elected Executive members. For a complaint to be considered valid, it must include the specific violation(s) of governing documents that have been infringed upon and specific details regarding the violation(s).
97. Only the General Manager may submit complaints to the Oversight Committee in regards to office conduct and human resources issues.
 - a. UMSU staff members may submit complaints through the General Manager.
98. All complaints must be sent via email to the chairperson of the Oversight Committee and shall follow the procedure herein.

Procedure

99. The following shall occur within 72 hours of the chairperson receiving a complaint:
 - a. The chairperson must determine whether or not the complaint meets the aforementioned criteria. If a complaint does not meet the criteria, then the chairperson has the right to call a vote (in meeting, paper, or via email) of committee members to dismiss the complaint as invalid.

- i. Only a unanimous vote of the committee can dismiss a complaint as invalid before an investigation is conducted;
 - ii. If a complaint is invalidated, the accused is not informed of said complaint.
 - b. If a complaint is determined to be valid, the chairperson must:
 - i. Notify the complainant that the charge has been received and an investigation will occur;
 - ii. Distribute the complaint to the members of the committee;
 - iii. Inform the accused of the complaint against them.
- 100. The identity of the complainant shall be kept anonymous and only disclosed to the members of the committee.
 - a. Committee reports should not disclose or otherwise reveal the identity of complainants.
- 101. The committee must meet within 7 days of receiving a valid complaint. During this meeting the committee shall determine the appropriate means to investigate the charge. An investigation may last no longer than 14 days.
- 102. The committee may request testimonials and/or documentation from parties associated with the charge and/or authorities in specific fields.
- 103. If an executive member is found to be guilty of a charge, the committee may register a citation against the specific individual's personal record.
- 104. If an executive member is found to be not guilty of a charge, the committee shall report a complaint was investigated and found to be unwarranted.
 - a. The specific executive member(s) shall not be named and information regarding the investigation shall not be included in the term report.

Citations and Discipline

- 105. The Executive Oversight Committee has the right to deliver citations of varying severity to any elected executive member. Citations may be given, but are not limited to the following:
 - b. Inadequate time in office and/or conducting UMSU related business;
 - c. Improper office decorum;
 - d. Actions determined to be detrimental to the union;
 - e. Violation of Governing Documents and/or procedures.
- 106. Executive members must be informed of all pending and approved citations. Executive members shall be able to submit a report explaining and clarifying events and actions regarding a pending citation before any citation is finalized.
- 107. All approved citations shall be subject to appeal to be handled by the Judicial Board.
- 108. Number and severity of citations shall be used as a determining factor in the consideration of remuneration percentages of performance incentives.
- 109. UMSU council may pass a resolution for the Executive Oversight Committee to investigate a specific event or series of events that involves a(n) executive member(s).
 - a. This type of investigation shall follow Robert's Rules of Order discipline proceedings.

Reporting

- 110. The Oversight Committee must submit written term reports to council with 7 days of the end of each performance assessment term (see performance assessment, clause 34). Each report shall be sent to the council chairperson and presented at next scheduled council meeting.
- 111. All reports of the Executive Oversight Committee shall be given in closed session.

112. During the compilation and construction of the Executive Oversight reports, the committee shall be given executive time clock sign-in information, daily schedules and may request all other relevant information from the governance coordinator.
- a. Each executive member may send a written report to the Executive Oversight Committee to be considered before the submission of each committee report.
113. The three term reports are noncumulative and must include, but are not limited to the following:
- a. Number of meetings scheduled and attended by the Oversight Committee;
 - i. Exact dates are not to be included to ensure the anonymity of the committee.
 - b. Number of complaints received by the committee as well as number of citations registered to each executive;
 - c. Specifics as to why citations were handed out;
 - d. An outline of the general performance (including timeliness) of the executives during the specified time interval;
 - e. Specific recommendations for each executive;
 - f. The percentage of performance incentive awarded to each executive and a breakdown of the committee's reasoning.
114. The final year-end report is cumulative and must include, but is not limited to the following:
- a. Total number of meetings held by the committee;
 - b. Total number of complaints received by the committee as well as total number of citations registered to each executive;
 - c. Reasoning must be provided to any citations that occurred after the submission of the third Executive Oversight report.
 - d. Performance outlines for each executive;
 - e. Recommendations to council for the following year;
 - f. The percentage of the final performance incentive awarded to each executive and a breakdown of the committee's reasoning.

Performance Incentive

115. The Executive Oversight Committee shall have the authority to award performance incentive at the end of each assessment term. Performance assessment terms coincide with term reports and the year-end report.
- a. Term 1: May 1st to August 1st
 - b. Term 2: August 2nd to November 1st
 - c. Term 3: November 2nd to February 1st
 - d. Year-end performance incentive shall be a cumulative assessment of the year and be awarded between April 30th and May 10th.
116. The committee may award up to \$500 as a performance incentive at the end of each assessment term and up to \$1500 during the end of the year assessment. The committee may award the full performance incentive amount or any percentage of each amount they see fit based on various performance assessment criteria.
117. Performance incentive award amounts will be disclosed within the term reports and year-end report submitted to the council chair.
118. All approved rulings on remuneration percentages of performance incentives are subject to appeals to be handled by the Judicial Board.

Business Management Committee

Mandate

119. The Business Management Committee shall have purview over all major UMSU business decisions including at least:
- a. Decisions to engage in new business operations or to terminate existing ones;
 - b. Business budgeting;
 - c. Business operation, opening and closing schedules; and
 - d. Modifications to infrastructure supporting business operations

Committee Composition

120. The Business Management Committee shall be composed of:
- a. The General Manager, as Chairperson;
 - b. The President;
 - c. The Vice President Finance and Operations;
 - d. One UMSU Councillor chosen by the selections committee;
 - e. All UMSU management employees responsible for the operation of an UMSU business;
 - f. The UMSU accountant, non-voting.

Committee Purview

121. All Annual Budget line items attributed to the Business Operation fund shall require the approval of the Business Management Committee (as defined in the Governance and Operations Manual) and Finance Committee (as defined in the Governance and Operations Manual) before the Annual Budget is submitted to Council for approval.
122. Aggregated business financial information shall be provided by the Business Management Committee to the Finance Committee for its approval and inclusion in the union's overall annual budget before presentation to Council for final approval.
123. In the case of disagreement between the Finance Committee and either the Executive Committee or the Business Management Committee with regards to the respective Annual Budget line items requiring mutual approval, both the chairpersons of the committees in conflict shall be required to present their positions to Council for a final decision.
124. Multi-year contracts or agreements related to UMSU Businesses with a term of three or more years must be reviewed and approved by the Business Management Committee and reported to the Finance Committee.

Bannatyne Board of Senior Sticks

Mandate

125. The mandate of the Bannatyne Board of Senior Sticks is to meet on a regular basis to discuss issues facing student associations on campus as well as to share ideas for events, campaigns and collaborative activities.

Committee Composition

126. The Bannatyne Board of Senior Sticks shall be composed of:
- a. The President, or designate, as Chairperson;

- b. All Presidents of the Student Associations listed in (1) Council Composition whose faculties operate out of the Bannatyne Campus.

Committee Purview

127. No action of the Bannatyne Board of Senior Sticks is binding upon Council.

Meetings

128. The Bannatyne Board of Senior Sticks shall meet at least twice per term during the Regular Session.

Reporting

129. The President of UMSU shall make regular reports to Council on the activities of the Bannatyne Board of Senior Sticks.

Board of Senior Sticks

Mandate

130. The mandate of the Board of Senior Sticks (BOSS) is to meet on a regular basis to discuss issues facing student associations on campus as well as to share ideas for events, campaigns and collaborative activities.

Committee Composition

131. The Board of Senior Sticks shall be composed of:
- a. The President, as Chairperson;
 - b. All Presidents of the Student Associations listed in (1) Council Composition.

Committee Purview

132. No action of the Board of Senior Sticks is binding upon Council.

Meetings

133. The Board of Senior Sticks shall meet at least once a month during the Regular Session, and at least once during Summer Session, with the exception of December and April where no meeting is necessary.

Reporting

134. The President of UMSU shall make regular reports to Council on the activities of the Board of Senior Sticks.

Assembly of Club Executives

Mandate

135. The mandate of the Assembly of Club Executives (ACE) shall be to facilitate communication between the Student Clubs and UMSU, and to make recommendations on Student Club issues to UMSU.

Committee Composition

136. The Assembly of Club Executives shall be composed of:
- a. The Vice President Student Services, as Chairperson;
 - b. The President, non-voting;

- c. A representative from every UMSU recognized student club.

Committee Purview

137. No action of the Assembly of Club Executives is binding upon either Council or the Member Services Committee.

Meetings

138. ACE meetings should be held at minimum every month.

139. At least one executive member from each student club is expected to attend unless notice has been provided to the Clubs Manager.

Reporting

140. When appropriate, the Vice President Student Services will present motions and/or policies of ACE to Member Services and/or the appropriate Committee.

Section VIII: Financial

UMSU Budget

1. The finances of the Union shall be the responsibility of the Vice President Finance and Operations, who shall supervise the Budget in consultation with the Executive Committee and the Finance Committee.
2. Finance Committee, upon recommendation of the Vice President Finance and Operations, in consultation with Executive Committee and the Business Management Committee, shall present to Council an Operating Budget prior to the transition to a new Fiscal Year.
3. Upon approval of the Budget by the Finance Committee, the Finance Committee shall submit the Budget to Council Members at least 14 days prior to the Finance Committee's motion to Council for approval of the Budget.

Signing Authority

4. Individual signing authorities may voluntarily choose to reasonably increase the level of oversight they exercise over the financial operations of UMSU. Possible options include, but are not limited to:
 - a. Requesting regular reports to be made of a particular series of cheques
 - b. That cheques of a particular nature (e.g. cheques made to students) be sent to the signing authority requesting.

Purchasing Authority and Reimbursements

5. Staff and Officers of the Union who have authority delegated to them (known as their Purchasing Authority) over portions of the UMSU Budget are allowed to spend the money allocated in the Budget for the purposes described in the Budget, in line with the stipulations outlined in these Governing Documents and this (and other) financial policies.
6. Purchasing Authority is defined as the authority formally delegated by the UMSU Executive to either an Officer or a Staff member of the Union to incur costs to fulfill the goals of the Union.
7. The UMSU Executive and General Manager are responsible for ensuring that those Staff and Officers of the Union who have Purchasing Authority are informed as to the extent of that authority. Staff and Officers of the Union who have had Purchasing Authority delegated to them should exercise caution when utilizing their Purchasing Authority.
8. If a Staff member or Officer of the Union is unclear about the extent of their purchasing authority (e.g., has questions about whether a particular purchase would fall under their budgetary authority) they should contact the General Manager.
9. Certain expenses, notably those involving expenses over certain dollar amounts, remain subject to approval by the President and General Manager.

Delegating Purchasing Authority

10. Staff and Officers of the Union can delegate their Purchasing Authority to other Staff and Officers. This delegation should only occur in order to effectively fulfill the objectives of UMSU and the direction provided by Management.
11. When delegating purchasing authority, the Staff member or Officer shall ensure that the delegate understands the extent of their delegated purchasing authority. Responsibility for purchases ultimately falls on the Staff member or Officer who delegated their Purchasing Authority.
12. When Staff and Officers of the Union are required by circumstances to use their own funds to purchase a good or service, or if they need to request petty cash to purchase a good or service, they will be reimbursed for their expenditures as long as it does not exceed the limits of their Purchasing Authority or the Purchasing Authority of another Staff member or Officer who has approved the purchase.
13. Reimbursements require original documentation of the purchase, if applicable. Staff members and Officers seeking reimbursement for an expense should use the form provided. Any such reimbursement must be approved by someone with signing authority.

14. Purchases made by a Staff member or Officer of the Union that violate their Purchasing Authority will not be reimbursed by the Union except under certain circumstances, to be determined by the UMSU Executive.

Classification of Funding Recipient Groups

15. Unless a particular Student Group satisfies the requirements for being treated otherwise, Student Groups shall be treated as Internal Dependent Funding Recipient Groups.
16. Unless a particular Student Association satisfies the requirements for being treated otherwise, Student Associations shall be treated as Internal Dependent Funding Recipient Groups.
17. Unless a particular Service Group satisfies the requirements for being treated otherwise, Service Groups shall be treated as Internal Dependent Funding Recipient Groups.

Miscellaneous

18. Staff members and Officers with Purchasing Authority delegated to them should read and understand the rules pertaining to Union Finances, particularly with regards to the signing of contracts, contract splitting, and which expenditures require prior approval by the Executive Committee, Finance Committee and/or Council.

Section IX: Board of Trustees

Mandate

1. The Mandate of the UMSU Board of Trustees shall be to oversee the UMSU Scholarship and Bursary Fund and the UMSU Endowment Fund.

The Fund

2. The UMSU Scholarship and Bursary Fund is a distinct and separate corporate entity from UMSU. Subject to its Articles of Incorporation and Bylaws, the purpose of the UMSU Scholarship and Bursary Fund is to receive funds and apply from time to time those funds as scholarships and bursaries to the Members of the Union.
3. The UMSU Endowment Fund is a distinct and separate corporate entity from UMSU. Subject to its Articles of Incorporation and Bylaws, the purpose of the UMSU Endowment Fund is to receive and maintain an endowment fund and apply from time-to-time the income from the fund to student aid and assistance to Members.

Composition

4. Subject to the provisions of the UMSU Scholarship and Bursary Fund's Bylaws or the UMSU Endowment Fund's Bylaws respectively, the Board of Trustees shall consist of no less than 3 and no more than 10 trustees, which shall include:
 - a. The Vice President Student Services.
 - b. The Vice President Finance and Operations.
 - c. At least one Student-at-Large.
 - d. At least three Community Members.
 - e. The President non-voting.
 - f. The General Manager.
5. The General Manager shall serve as the Secretary of the Board of Trustees.
6. After each meeting of the Board of Trustees, the President shall make a report to Council.
7. After each meeting of the Board of Trustees, the Vice President Finance and Operations shall make a report to the Finance Committee.
8. The term of the Student-at-Large shall commence immediately upon appointment, and end on April 30 or upon the appointment of a replacement, whichever is sooner.
9. Community Members shall be appointed for three-year terms. Members shall be replaced on a three year rotating basis where one Community Member seat shall be appointed in each year. The President shall present to the Finance Committee a list of potential Community Members for their consideration. Community Members shall be prominent members of the community who are not students at any post-secondary education institution. After consideration of the list, the Finance Committee shall appoint a Community Member to the Board of Trustees.
10. The Student-at-Large and Community Members may be re-appointed to the Board of Trustees by the Finance Committee. No Student-at-Large shall serve more than 3 consecutive terms, and no Community Member shall serve more than 2 consecutive terms.
11. In event of a conflict, the Articles of Incorporation and Bylaws of the UMSU Scholarship and Bursary Fund and the Articles of Incorporation and Bylaws of the Endowment Fund take precedence over the UMSU Bylaws.

Section X: Board of Governors

Student Representation

1. The President, Vice President Advocacy, and the GSA President (or designate) shall be voting members of the Board of Governors.
2. Members of the Board of Governors appointed under these Governing Documents shall make regular reports to Council.

Section XI: Health Plan

Administration

1. Member Services shall administer the Health Plan, through UMSU Staff.

Health Plan Changes

2. If the Health and Dental Plan Committee is not satisfied with the cost and/or coverage of a particular plan, they shall be responsible for seeking out a new plan and/or provider.
3. The Health and Dental Plan Committee shall be responsible for recommending changes to Council on any changes to an insurance plan.
4. When examining any proposed changes or new plans, the Health and Dental Plan Committee shall consider the cost, scope of coverage, opting out provisions, and the involvement of a provider with other student unions.
5. Significant changes to the Health Plan require the approval of a Referendum.

Student Input

6. The Health and Dental Plan Committee shall, when necessary, hold public forums on both campuses to gather student input and gauge student support for any proposed changes or new plans.
7. The Health and Dental Plan Committee shall ensure that full and complete details of any current insurance plans in effect are made available to Members of the Union.

Section XII: Staffing

Notice of Employment

1. The Finance Committee shall be given notice of all employment contracts involving staff in UMSU's General Office.
2. The hiring and employment of all staff shall follow generally accepted human resource principles. All staff shall also have an employment contract with UMSU signed by the President (or designate) and the staff member.
3. The Finance Committee shall:
 - a. Approve the creation of new salaried positions on recommendation by the President.
 - b. Receive notice of all new hires for salaried positions.
 - c. Receive no less than three reports in each year from the General Manager that include up-to-date aggregated statistical data on UMSU's salaried and non-salaried employees. These reports shall include aggregated data on the following, provided it does not violate the legal privacy rights of employees:
 - i. The hiring of new and returning employees.
 - ii. The termination and resignation of current employees.
 - iii. Basic demographic information of current employees.
 - iv. Any other data requested by Finance Committee that can reasonably be provided.
4. A cash advance on wages to a staff member is not considered a loan, and is not prohibited.

Section XIII: Director of Bannatyne Operations

1. The Director of Bannatyne Operations (DBO) shall be appointed by the Executive Committee after posting the position. The selection shall be made no later than June 1st, with the position running from June 1st until April 30th of the same Fiscal year.
2. The DBO must be enrolled as an undergraduate student at the Bannatyne Campus.
3. The DBO shall be responsible for:
 - a. Advocacy concerns of Bannatyne Undergraduate Students in association with the Vice President Advocacy.
 - b. Setting and maintaining a minimum of five (5) set office hours per week in an office provided by UMSU.
 - c. Attending all Council meetings, as an ex-officio, non-voting member.
 - d. Act as Chair for the Bannatyne Board of Senior Sticks, in conjunction with the UMSU President.
 - e. Assist with the planning and other logistics of the Bannatyne Orientation week—both in September and January.
 - f. Prepare a report for the UMSU President to deliver to the Board of Senior Sticks on behalf of the Bannatyne Board of Senior Sticks.
 - g. Serve as the main spokesperson for UMSU at the Bannatyne Campus with the discretion of the UMSU President.
 - h. Serve as the liaison between UMSU and the Health Science Graduate Students Association and GSA regarding all Bannatyne operations.
 - i. Work with the VPSS on any student groups operations at the Bannatyne Campus.
 - j. Must be available by email until at least September 1st after their term has elapsed to assist in the transition of the new DBO.
 - k. Must schedule and attend Bi-Annual meeting with the Dean of the Faculty of Health Sciences.
 - l. All other duties related to Bannatyne operations as determined by the Executive Committee.
4. The DBO shall report directly to the Vice President of Student Services.

Section XIV: Internal Policies

UMSU Lists

1. All Council Members shall have access to a contact list that is to include, home faculties, telephone numbers and e-mail addresses. The inclusion is optional and confidential and at the discretion of individual Council Members.

Accessible Executive

2. UMSU shall maintain an 'Open Door' policy, provide regular and advertised times for unscheduled appointments, communicate monthly in the campus media, and explore new opportunities for communication with the Membership.
3. The UMSU office shall be as accessible to all Members of the Union as is practical. This includes maintaining regular hours of operation and the ability of the Membership to freely access the common areas of the UMSU General Office. This does not prohibit UMSU from barring access to those persons who pose a health and safety risk to the employees or Members of UMSU.
4. Each member of the Executive must set a minimum of one hour per week free for unscheduled appointments at their office or some other accessible location. During this time, any Member of the Union may come to their office and be able to meet with them regarding any issue of concern to the Member. When applying this policy, the Executive shall endeavour to service all campuses of the University.
5. The current office hours shall be posted at least monthly on the Manitoban 'UMSU Page'.
6. The Executive shall communicate regularly in the campus media, including the 'UMSU Page' in the Manitoban, the campus radio station UMFm, the UMSU website, and other forms of communication that are effective and practicable.
7. The Executive shall explore the use of new methods of digital communication with an emphasis on those that allow for a dialogue between the Executive and the Membership

Privacy Protection

8. As an organization with unique privacy considerations for its membership, UMSU shall abide by the law governing privacy protection, and whenever reasonably possible, will attempt to reasonably exceed the minimums guaranteed under privacy legislation.

Collection and Use of Personal Information

9. UMSU only collects personal information from its members and other persons for the purposes consented to during collection. Any methods of collecting personal information shall include a description of how the information will be used.

Protection of Personal Information

10. UMSU will take all necessary steps to protect the personal information provided to it by its members and other persons; this includes ensuring both digital and hard-copy documents are adequately protected to prevent being released to an unauthorized person or organization during collection and storage.

Right to Withdraw Consent

11. Any person may request that UMSU disclose whatever personal information UMSU has collected from them, and may also withdraw their consent to UMSU's possession and use of that information and may request that personal information in UMSU's possession be destroyed.
12. The right to withdraw consent and request the destruction of records does not extend to any information or documents UMSU is required to obtain or retain in order to perform its duties under the UMSU Act or applicable legislation.

Policy Administration

13. The President (or designate) shall be responsible for receiving and responding to privacy concerns/complaints under this policy.

Archives and the Preservation and Destruction of Records

14. UMSU shall, in the interest of institutional memory, historical preservation, and legislative and other legal requirements, keep an adequately maintained archive of its records.

Financial Records

15. The Financial Records of the Union shall include:
- General Ledgers and General Journals.
 - Staff Records.
 - Payroll Accumulation Records published as at December 31 annually.
 - Invoices from Equipment Inventories/Appraisals and from files relating to Fixed Assets.
 - Financial Statements.
 - All agreements and contracts in writing entered into by the UMSU.
 - Trust ledgers and other papers and records that relate to the Trust and Endowment accounts of the UMSU.
 - Any other Financial records the Executive, General Manager or Management consider to be relevant and appropriate to maintain;
 - Community Group Annual Budgets and Statements of Accounts.

Council Records

16. The Council Records of the Union shall include:
- The official signed minutes of Council and its sub-committees.
 - UMSU's governing documents.
 - Any other Council records the Executive or Chair of Council consider to be relevant and appropriate to maintain.

Community Groups

17. The purpose of Community Groups is to:
- Provide a safe, positive, and comfortable environment for its membership, as well as for any other faculty, staff or students of the University of Manitoba who are part of the community;
 - Be responsive, dedicated, and supportive to the membership;
 - Advocate on behalf of the membership in partnership with UMSU;
 - Partner with UMSU to create programming and initiatives that benefit both the overall community and general student population at the University of Manitoba.
18. UMSU shall provide financial support to the Community hired by UMSU, whose responsibilities include:
- Acting as the financial officer of the Community Group;
 - Overseeing and assisting with the daily operation of each Community Group space, with remaining expectations and duties being outlined in each coordinator application form and the employee manual;
 - Reporting to the Services Coordinator;
 - Attending quarterly meetings with the Vice President Finance & Operations and Services Coordinator.
19. The Coordinator shall be paid a wage determined by UMSU.
- Coordinator contracts shall be 1 year in length;
 - UMSU may renew the contract of the Coordinator after a year-end performance review.

20. Each Community Group:
- a. Is governed by its own constitution;
 - b. Is entitled to the funds collected by UMSU through a fee levy;
 - i. Upon request and submission of a requisition form, funds shall be dispensed from UMSU to the Coordinator
 - ii. New financial requests will only be permitted provided there are no outstanding requests.
 - c. Must submit a budget, using a template provided by UMSU, to a sub-committee of UMSU for approval;
 - d. Shall hold monthly meetings with Community Reps, Community coordinators, Vice President Advocacy, Vice President Student Services, and the Services Coordinator;
 - e. Shall cooperate, help develop, and participate in UMSU campaigns;
 - f. Shall record and make available to membership meeting minutes and agendas from Assembly meetings.

Student Clubs

21. Rules and regulations for Student Clubs shall be determined by the Member Services Committee.
22. Student Clubs shall receive “club status” after submission of the necessary documentation and approval by the Member Services Committee.

Employment and Personnel Records

23. The Employment and Personnel Records of UMSU shall include:
- a. Personnel files of employees.
 - b. Any other record related to the human resources of the Union.
 - c. Any other Employment and Personnel records the Executive, General Manager or Management consider to be relevant and appropriate to maintain.

Election and Referenda Records

24. The Election and Referenda Records of the Union shall include:
- a. Official vote results from past elections and referenda.
 - b. The report of the Chief Returning Officer.
 - c. Any other records as required by the UMSU Bylaws.
 - d. Any other Election records the Executive or Chief Returning Officer consider to be relevant and appropriate to maintain.

Miscellaneous Records

25. The Miscellaneous Records of the Union shall include:
- a. Any other records of the Union the Executive consider to be relevant and appropriate to maintain.

Archive Maintenance and Use

26. UMSU shall periodically review the records contained in the Archives of the Union and remove or add records as may be required.
27. The amount of time records shall be kept in the Archives of the Union shall be dependant upon the historical significance of the record, the legislative and other legal requirement to maintain such a record, and the role of said record in the regular auditing process of the UMSU.
28. Records to be removed from the Archives shall be destroyed or disposed of in an appropriate manner.
29. UMSU shall also periodically use the records maintained within the Archives of the Union to educate its members and the broader public about the goals and history of the Union.

Archive Access

30. Some of the records contained in the Archives of the Union may continue to have restrictions on their use and distribution, and UMSU shall maintain these restrictions.
31. Nothing in this policy prohibits UMSU from donating archived material to a professional archive, provided any restrictions legally required can be maintained by the archive.

Health and Safety

32. The safety and health of all employees is of the highest concern to UMSU. So far as is reasonably practicable, UMSU shall provide a safe and healthy environment in which to carry on UMSU's affairs.
33. All reasonable measures shall be taken to prevent and eliminate accidental injuries and illnesses. UMSU seeks to ensure that health, safety and accident prevention form an integral part of the design, construction, purchase and maintenance of all work spaces, equipment and work processes under control of UMSU.
34. UMSU will meet the minimum legal standards and, where reasonably practicable, will strive to exceed the minimum legal standards set out in The Workplace Safety and Health Act and other such applicable safety and health legislation, as amended from time to time.
35. UMSU Management shall maintain, as part of their human resource policies and procedures, an internal health and safety policy. This human resource policy shall meet or exceed the requirements set out by provincial legislation and regulation.
36. UMSU's health and safety policies cover everyone present in UMSU work places, whether those be employees of UMSU or volunteers and members of the student body or public. As part of fulfilling UMSU's duties as an employer, it will ensure that adequate health and safety training and procedures are implemented for the benefit of volunteers and other people within UMSU work places.

Scent-Free Policy

37. In the interests of maintaining a healthy and welcoming environment for staff and guests, UMSU will discourage the use of scented products within UMSU spaces through a combination of education and human resource policies.
38. In addition, all materials used for cleaning will be scent-free wherever possible.

Illegal Drugs

39. UMSU will not tolerate the presence of illegal drugs on its premises.
40. Should any quantity of a forbidden drug be found on UMSU premises, and such fact comes to the attention of the UMSU administration, all appropriate steps will be taken to remedy the situation.
41. All incidences involving illegal drugs will be well documented and kept in the confidential files of UMSU.

Section XV: UMSU Events

Event Controls

1. Organizing and hosting social events provide UMSU with the opportunity to offer Members with student-focused entertainment that is safe and high-quality. UMSU also works to support the event organizing of other students' organizations. Whether these events are organized or supported by UMSU, the scale ranges from small functions attended by a few dozen people to large socials attended by several hundred.
2. This policy creates the general guidelines under which event programming occurs, and sets out basic procedures under which these events are organized, hosted, or supported.
3. For the purposes of this policy:
 - a. "UMSU-organized events" refers to events that are primarily or solely planned and operated by UMSU Executive and Staff.
 - b. "UMSU-supported events" refers to events that are primarily planned by people outside of the Executive and Staff, but are supported financially, administratively, or logistically by UMSU.
4. This policy does not cover events that are primarily political or campaign-orientated in nature, which are the responsibility of the Executive and Campaigns Committees.
5. UMSU will ensure that all UMSU-organized events shall follow relevant rules and regulations as set out by the University of Manitoba or Manitoba Liquor Control Commission as well as any applicable municipal, provincial or federal statute, law or bylaw.
6. UMSU will attempt to ensure that UMSU-supported events also follow this policy as much as is practicable.

Event Finances and Tickets

7. All UMSU-organized events shall have formal, written budgets. These budgets must be approved by the Executive Committee prior to the event.
8. When coordinating the sale of tickets for either UMSU-organized or UMSU-supported events, the UMSU Cashier shall keep and distribute the blocks of tickets. The Events Coordinator shall compile a list of people authorized to withdraw tickets to sell, and the Cashier shall be responsible for keeping records about which people have taken which blocks of tickets.

Event Safety, Security and Risk Management

9. The safety of patrons, UMSU Staff, UMSU Volunteers, and the public is the primary concern of UMSU at all events.
10. At UMSU-organized events, UMSU will ensure there is adequate security and other staff to achieve a safe and secure environment.
11. At UMSU-supported events, UMSU will endeavour to ensure a safe and secure environment. UMSU shall attempt to work with event organizers of 'high-risk' UMSU-supported events (or events that can be reasonably expected to have safety issues) to improve patron, staff and public safety, but reserves the right to refuse to work on any event or with any event organizer that is taking unnecessary risks.
12. If a serious incident or injury occurs at an UMSU-organized or UMSU-supported event, the Events Coordinator and Executive Committee will review the incident and review ways to minimize or eliminate that risk in the future. Where appropriate, this shall be done in consultation with the UMSU Health and Safety Committee.
13. UMSU shall post, at UMSU-organized events, materials intended to promote safety. Safety issues of concern include (but are not limited to) messaging on date rape, responsible drinking, and drinking and driving.

Event Approval and Preparation Procedures

14. All UMSU-organized events must be approved by the Executive Committee prior to spending any UMSU funds or making any formal announcements.
15. For regular UMSU-organized events accounted for in the UMSU Budget, the Executive Committee must receive a completed draft budget for the event prior to approval.
16. For irregular or new UMSU-organized events not accounted for in the UMSU Budget, the Executive Committee must receive a completed draft budget and formal proposal for the event prior to approval.
17. As part of providing assistance to UMSU -supported events, the Events Coordinator shall create, maintain and provide materials to assist student groups, councils, or other organizations with event planning, promotion and risk management.

Event Reporting Procedure

18. After every UMSU-organized event, the Events Coordinator shall draft a written report to the Executive Committee that includes information on the following:
 - a. Attendance at the event.
 - b. Ticket sales.
 - c. Alcohol serving license issues, including any infractions or serious incidents that occurred at the event.
 - d. Volunteer coordination.
 - e. Event budget.
 - f. Health and safety.
 - g. Event security.
 - h. Advertising.
 - i. Any other relevant information.
19. These reports shall be kept for a minimum of three years, and utilized in future event planning.

Requests for Leasing UMSU Space

20. Requests for the leasing of UMSU space in the University Centre will be accommodated provided that space is available. All such requests should be directed to the General Manager who will seek approval from the Executive Committee.
21. Leases will be drawn for a specified term and a specified rental charge.
22. When selecting and negotiating leases for UMSU Space, the Executive shall pursue the following goals as is reasonably practical:
 - a. Providing for the recovery of all costs associated with the space, including charging fees for all Union services used and administrative overhead on services provided.
 - b. A hiring practice in which no less than 80% of its employees shall be University of Manitoba students.
 - c. Where possible preferences will be made for student run/student operated services and businesses that cater to any unmet or underserved needs of students on campus.
23. Requests that help to fulfill UMSU's broader social justice and/or equality objectives should be given more flexibility with regards to the above goals.

Section XVI: Harassment Policy

1. UMSU supports equity, diversity and the dignity of all people. UMSU promotes equity in our employment and in the conduct of UMSU affairs.
2. UMSU does not condone behaviour that is likely to undermine the dignity, self-esteem or productivity of any of its members or employees and prohibits any form of discrimination or harassment whether it occurs on UMSU property or in conjunction with UMSU-related activities. Therefore, UMSU is committed to an inclusive and respectful work and learning environment, free from:
 - a. Discrimination or harassment as prohibited in the Manitoba Human Rights Code.
 - b. Sexual harassment.
 - c. Personal harassment.
3. Harassment and discrimination violate an individual's human rights and run contrary to UMSU's fundamental values. UMSU will act promptly and efficiently to deal with these behaviours.

Anti-harassment and anti-discrimination measures

4. UMSU will review as an ongoing priority its practices and activities in an effort to:
 - a. Eliminate discrimination, where it exists, from UMSU itself.
 - b. Reduce the opportunities for harassment or discrimination at our events or in areas partially or fully under our control.
 - c. Support the work of members and others working to reduce, prevent and eliminate harassment and discrimination both on and off campus.
5. As part of this, UMSU shall communicate regularly with the membership on anti-harassment and anti-discrimination issues, both to:
 - a. Educate the membership on their rights and responsibilities with regards to discrimination and harassment.
 - b. To ensure that the membership has an effective method of communicating with the UMSU Executive on issues of concern with regards to the operations and activities of UMSU.

Dealing with discrimination or harassment

6. UMSU will endeavour to ensure that students who believe that they have been subjected to harassment or discrimination in spaces partially or fully under UMSU's control are able to express concerns and register complaints without fear of retaliation or reprisal. UMSU will exercise care to protect and respect the rights of both the complainant and the respondent following the violation of these guidelines for student groups and non-student groups and the appeal process for violation of these policies for student groups and non-student groups. Note: individual person to person complaints regarding these policies have been precluded from UMSU's jurisdiction due to the existing department of Human Rights & Advisory Services that is equipped to handle such cases.

UMSU Student Groups in Violation

7. After a motion is submitted to council indicating a student group has violated these policies, the Vice President Advocacy must act within 10 days to gather information regarding the violation by consulting with the mover of the motion and the student group in question.
8. After both the mover of the motion and the student group in question have been consulted the Vice President Advocacy shall aim to mediate the situation within 10 days of the initial assessment. This objective shall be achieved through mutual consent to an agreeable solution between the mover of the motion and student group in question.
9. If the Vice President Advocacy, the mover of the motion and student group cannot meet consensus the Vice President Advocacy shall submit a report of proceedings to the Chair of ACE within 5 days of the last mediation session.

10. ACE shall strike a committee meeting to address the student group violation of these policies and provide a ruling on the motion, which adheres to the guidelines in the ACE policies.

UMSU Student Group Appeals for Violation

11. Appeals will use the following process:
 - a. Students who wish to appeal a decision of ACE must inform the Chair of ACE in writing within 10 days of the decision.
 - b. The Chair of ACE will inform the Chair of Council of the appeal, which will be added to the agenda of the next regular meeting of Council.
 - c. Council will review the appeal, and may choose to adopt a motion directing ACE to implement an alternative decision.
 - d. As part of reviewing the appeal, both the Chair of ACE and a representative of the appellant student group will give a presentation to Council regarding the positions of their respective group. These presentations will include an opportunity for questions from the floor.
 - e. Motions made by Council under these rules are binding on the appellant, ACE and UMSU.

UMSU Non-Student Groups in Violation

12. UMSU Non-Student Groups in violation of these policies consists of the following bodies:
 - a. Faculty Councils
 - b. Residence Councils/Associations
 - c. UMSU Service Groups
 - d. Any other group of students which are not an official UMSU recognized student group that operate under the purview of UMSU
13. After a motion is submitted to council indicating a non-student group has violated these policies the Vice President Advocacy must act within 10 days to gather information regarding the violation by consulting with the mover of the motion and the non-student group in question
14. After both the mover of the motion and the non-student group in question have been consulted the Vice President Advocacy shall aim to mediate the situation within 10 days of the initial assessment. This objective shall be achieved through mutual consent to an agreeable solution between the mover of the motion and the non-student group.
15. If the Vice President Advocacy, the mover of the motion and non-student group cannot meet consensus the Vice President Advocacy shall submit a report of proceedings to the Chair of the Executive Committee within 5 days of the last mediation session.
16. The Executive Committee shall strike a committee meeting to address the non-student groups violation of these policies and provide a ruling of the motion.

UMSU Non-Student Group Appeals for Violation

17. Appeals will use the following process:
 - a. Students who wish to appeal a decision of the Executive Committee must inform the Chair of the Executive Committee in writing within 10 days of the decision.
 - b. The Chair of the Executive Committee will inform the Chair of Council of the appeal, which will be added to the agenda of the next regular meeting of Council.
 - c. Council will review the appeal, and may choose to adopt a motion directing the Executive Committee to implement an alternative decision.
 - d. As part of reviewing the appeal, both the Chair of the Executive Committee and a representative of the appellant student group will give a presentation to Council regarding the positions of their respective group. These presentations will include an opportunity for questions from the floor.
 - e. Motions made by Council under these rules are binding on the appellant, ACE and UMSU.

Harassment & Discrimination in an UMSU Workplace

18. UMSU Management shall maintain, as part of their human resource policies and procedures, an internal respectful workplace and anti-harassment policy. This human resource policy shall meet or exceed the requirements set out by provincial legislation and regulation, and shall cover all employees of UMSU.
19. Employees of UMSU also have their rights protected under common law, human rights legislation, and UMSU Human Resource policies and procedures. Information on dealing with harassment or discrimination in an UMSU workplace can be found within the Employment Guide.

Harassment & Discrimination in UMSU Space

20. Members may make complaints to UMSU about perceived discrimination or harassment in UMSU Space, either in reference to individual instances or a systemic issue. These complaints may only be made in reference to issues in space fully or partially controlled by UMSU or in reference to the actions of a representative of UMSU.
21. All members of the Executive act as possible contact persons for complaints from members under this policy. The role of the Executive Committee in this case will be to review the complaint, determine its accuracy, assess possible solutions to reduce harassment and discrimination in UMSU-controlled spaces in the future, and implement these solutions. The complainant shall be kept informed of any outcomes of their complaint.

Harassment & Discrimination in the University

22. Members facing harassment and discrimination in the University who do not fall into either of the above categories can request advocacy services from UMSU in general and the Vice President Advocacy specifically.

Section XVII: Delegate Accountability and Travel Funding

1. Any travel to a location outside Winnipeg by Executive Members, Council Members or any other Members of the Union is covered by this policy if:
 - a. They are travelling on behalf of UMSU as an official representative of UMSU.
 - b. The trip has been approved by either the Executive Committee or Council.
2. For the purposes of this policy, “representing UMSU” means attending a conference, meeting or similar event to represent the views of UMSU or the Membership of UMSU, or to attend an educational or training event on behalf of UMSU. Such persons will be referred to as ‘delegates’ for the purposes of this policy.
3. UMSU Staff are covered by a separate administrative policy and as such are not covered by this policy.

Policy Process

4. Delegates shall be required to complete and sign an UMSU-provided form that:
 - a. Informs the delegate of their responsibilities as a delegate of UMSU, before, during and after the trip.
 - b. States that the delegate has read and understood this policy on Delegate Accountability and Funding.
 - c. Informs them as to the process for making expense claims to UMSU after their travel.
 - d. Allows them to apply for Wage Reimbursement, Child-care Reimbursement, and the Exceptional Circumstances Subsidy.
5. Delegates shall be required to complete and sign this form and have it counter-signed by an Executive Member before they can travel on behalf of the Students’ Union.
6. These forms should be handed into the General Manager of UMSU at least two weeks prior to the travel itself.

Reports

7. Any delegate is required to provide a full report to UMSU within one month of the conclusion of the trip.
8. The report shall include:
 - a. The purpose, location and length of the conference/meeting, including dates.
 - b. The activities of the conference/meeting, including what activities the delegate attended and contributed to.
 - c. Any benefits the conference/meeting brought to the delegate, as well as benefits to UMSU’s participation.
 - d. Recommendations for future attendance at the same or similar meetings.
 - e. A detailed itemization of any costs incurred to UMSU not covered by the per diem and vehicle allowance.
9. Executive Members shall provide their reports directly to Council.
10. Council Members and other Members of the Union shall provide their reports to the Executive Committee, who shall make them available to Council.
11. Delegates who do not submit a report may be considered ineligible for future funding or approval to travel on behalf of UMSU.

Travel Expenses

12. Delegate shall be eligible for a per diem. The per diem shall be distributed prior to the trip, and is intended to be used for meals and routine travel expenses. The per diem is distributed based on the table below; should a meal be provided to the delegate as part of the event/meeting, they will not be provided a per diem for that meal.

Per Diem

13. The following shall be the Per Diem Rates:
 - a. Breakfast \$10
 - b. Lunch \$15
 - c. Dinner \$20
 - d. Incidentals (Travel Day) \$10
 - e. Incidentals (Non-Travel Day) \$5
14. A Travel Day includes any day during the trip where the delegate:
 - a. Spends at least two hours travelling to or from the city/region where the event occurs.
 - b. Spends at least two hours travelling within a particular city/region on business related to the event.
15. Any day during the trip which does not qualify as a Travel Day is to be considered a non-Travel Day.
16. "Incidentals" refers to the minor and unexpected costs of travelling on UMSU's behalf that have not otherwise been accounted for in the budgeting for the trip (e.g. purchasing a non-alcoholic drink or snack).
17. UMSU shall not be responsible for:
 - a. Expenses that have been included in the cost of the trip (such as meals provided free at a conference).
 - b. The purchase of alcoholic beverages.
18. UMSU shall be responsible for additional costs where:
 - a. The cost is greater than the per diem provided.
 - b. The cost is necessary for full and meaningful participation in the event.
19. Delegate shall be informed that:
 - a. Any remaining per diem should be returned to UMSU.
 - b. Expenses incurred above-and-beyond the per diem may or may not be reimbursed by UMSU based upon the appropriateness of the expense, and that prior approval for such additional expenses should be sought wherever practicable.

Local Transportation

20. Delegates may use a personal vehicle to travel on behalf of UMSU, provided that:
 - a. The vehicle and driver are both legally insured.
 - b. The vehicle is safe to drive to the best of the owner's knowledge.
21. If a delegate uses a personal vehicle to travel, they will be eligible for a vehicle allowance of \$0.38 per kilometre.
22. Delegates will also be reimbursed for reasonably necessary costs incurred for local travel, including (but not limited to) bus fares, parking fees or taxicab fares.

Wage & Child Care Reimbursement

23. UMSU recognizes the barrier to participation that waged work, child-care needs, and other barriers can place on effective participation in representing the views and positions of UMSU. UMSU also recognizes the benefit of having a diverse selection of representatives.

Type of reimbursement	Eligibility	Formula
Wage Reimbursement	All Members of the Union, excluding the Executive	The average hours worked in the travel period during the past three weeks multiplied by the UMSU Minimum Wage.
Child Care Reimbursement	All Members of the Union	\$35 / day / child
Exceptional Circumstances Subsidy	All Members of the Union	No formula. \$500 maximum expense per Member per trip.

24. To qualify for Wage Reimbursement, the person applying for reimbursement must:
 - a. Depend on their income from working to pay for living expenses.
 - b. Face a barrier to their democratic participation because they have been prevented from working for the duration of the travel period.
 - c. Be required to miss hours of work to attend.
25. To qualify for Child-care Reimbursement, the person applying for reimbursement must:
 - a. Have one or more dependent children whose care they are responsible for.
 - b. Be directly and either solely or jointly responsible for the care of these children during the travel period.
 - c. Require child-care to be able to participate in the democratic life of their student union.
26. If a person eligible under this policy is still unable to meet their costs to participate, they can apply for an Exceptional Circumstances Subsidy to attend the event on behalf of UMSU. These applications will be considered on a case-by-case basis by the Executive Committee.
27. To qualify for the Exceptional Circumstances Subsidy, the person applying must:
 - a. Have applied for and exhausted Wage and/or Child Care Reimbursement, if applicable.
 - b. Are unable to meet their costs to participate in the democratic life of their students' union due to exceptional circumstances.
28. All applications for Wage Reimbursement, Child-care Reimbursement, or an Exceptional Circumstances Subsidy will be reviewed by the Executive Committee and a written response provided.

Voluntary Travel Extension

29. UMSU allows those whose travel is covered by this policy to extend their trip beyond the requirements of the event being attended, provided:
 - a. Any additional charges caused by the extension are reimbursed to UMSU.
 - b. The extension does not jeopardize the original purpose for the travel.
 - c. That, if applicable, the additional time spent away from work is allocated as either unpaid leave, vacation, or some equivalent thereof.

Section XVIII: Advocacy Services

1. The UMSU Act empowers UMSU and its agents to serve as the “official representative” of UMSU members. The Vice President Advocacy is the official student advocate for UMSU. It is their job to:
 - a. Help the member understand the process they will be going through and the procedures and policies that apply to their case.
 - b. Help empower the member to access their rights.
 - c. Help resolve the member’s issues or concern.
 - d. Where appropriate, represent the member at University disciplinary or other hearings.
2. In certain circumstances, the Vice President Advocacy may delegate their duties under this policy to other UMSU officers or staff. These people will be bound by this policy, and act for the Vice President Advocacy as needed.

Advocacy Services Provided by Vice President Advocacy

3. The office of the Vice President Advocacy will often extend representation in certain cases to UMSU members. With regards to student advocacy, the Vice President Advocacy’s role includes, but is not limited to:
 - a. Act as point-of-contact for the advocacy-related issues of members, and provide referrals as necessary.
 - b. Provide members with information on their rights and responsibilities as university students.
 - c. Help students access information and resources regarding non-student advocacy issues (e.g. tenant, employment, or human rights) and assist them directly where appropriate.
 - d. Investigate, or facilitate the investigation of, any concern or complaint regarding the University presented by a member.
 - e. Review University policies, procedures, regulations, rules, and criteria and recommend any changes that will benefit and promote protection of the rights of students.
 - f. Provide representation to members in accordance with the limitations outlined in this policy.
4. In certain cases, the Vice President Advocacy may extend advocacy services to students who are not UMSU members where alternative advocacy services are either unavailable to that student or are inadequate. In these circumstances, that person will be treated as a member of UMSU for the purposes of this policy.

Providing Representation to UMSU Members

5. Members may request that the Vice President Advocacy act as their representative:
 - a. Before a residence, faculty, Senate, or other University hearing or committee.
 - b. When meeting with an official of the University (such as a Dean or Director).
 - c. In the performance of any other function or duty appropriate to the role of the Vice President Advocacy in their role as official representative.
6. The Vice President Advocacy may withhold or withdraw representation if, in the opinion of the Vice President Advocacy:
 - a. The case has no merit.
 - b. The member is not co-operative with the Vice President Advocacy or UMSU.
 - c. The student has retained legal counsel or other advocacy services.
 - d. There is a conflict of interest.
 - e. The circumstances indicate that the involvement of UMSU would be counterproductive to the students’ interests.

Confidentiality

7. If the Vice President Advocacy, UMSU staff, or other UMSU officers access the personal information of a member in the course of providing advocacy services, this access will have done strictly in accordance with applicable privacy legislation and UMSU's privacy policies.
8. UMSU may require access to the member's personal information stored by the University or other bodies for the purposes of providing advocacy services. Typically, such records include:
 - a. Academic Records (grades, course history, requirements for graduation, etc.).
 - b. Disciplinary record (records related to current and previous disciplinary issues).
 - c. Financial records (tuition fees, hold status, calculation of fees, etc.).
9. When access is required to a member's personal information stored by the University or another body, the Vice President Advocacy will request written permission from the student; such permission will normally be provided using the Advocacy Confidentiality and Consent Form.
10. Any records maintained by UMSU in the provision of advocacy services will be maintained only so long as is necessary. Personal information will be removed within 60 days of the conclusion of the case file, and non-personal information (findings, rulings, etc.) will be kept as required to maintain an adequate case log. Any advocacy-related records will only be accessible to the Vice President Advocacy or their delegate.

Section XIX: Miscellaneous

UMSU Sponsorship

1. UMSU provides both financial and non-financial support and sponsorship to on- and off-campus groups.
2. Any financial or in-kind sponsorship provided by the UMSU Executive shall be in accordance with this policy, with the exception of:
 - a. Financial support provided to Student Groups via the member services committee.
 - b. In-kind support provided via UMSU's Equipment Rental program. The use of the Equipment Rental program does not imply any form of endorsement of the event or group in question.

Definitions

3. For the purposes of this policy, the following definitions apply:
 - a. "Financial sponsorship" includes monetary donations.
 - b. "In-kind sponsorship" includes, but is not limited to, prizes, programming support, advertising support, use of UMSU facilities, and any other donated or subsidized good or service provided by UMSU.
4. The process for application will be publicized appropriately, and this policy will be available upon request.
5. Any groups requesting sponsorship who do not follow the application process outlined here will be informed of the formal application process and instructed to apply as such.
6. Applications for sponsorship must be in writing and must be sent to the Executive Committee.
7. The request will be approved provided that:
 - c. The request meets the eligibility requirements outlined in this policy.
 - d. The Executive Committee decides to accept the sponsorship request.
8. The Executive Committee will inform the applicant in writing whether or not their application was successful.

Eligibility

9. No financial sponsorship shall be considered for student events or activities that count for course credit.
10. Off-campus groups are eligible for financial and in-kind sponsorship if the event, activity or campaign being sponsored:
 - a. Helps fulfill the social-justice mandate of UMSU.
 - b. Relates to students at the University of Manitoba or elsewhere.
11. Student Service Groups are eligible for financial sponsorship, but requests must be for activities or events deemed to be outside of the normal operations of said organizations.

Sponsorship Selection

12. Nothing in this Policy requires the Executive Committee to approve any sponsorship request.
13. When determining which requests to accept or reject, the Executive Committee shall give preference to (in no particular order):
 - a. On-campus groups.
 - b. Events and activities that are free for UMSU members.
 - c. Off-campus groups that are partnered with on-campus Student Groups, Student Associations, or Student Service Groups.

Use of UMSU Logo and Name

14. UMSU reserves the right to both review and either approve or deny all advertising material from a sponsored event or organization that would contain the logo or name of UMSU, and shall inform all applicants of this.
15. Sponsorship recipients are encouraged to advertise UMSU's sponsorship of their event. The use of the logo and/or name of UMSU on any publication or communication without the express written approval of the UMSU Executive is prohibited.

Accountability

16. The Executive may, from time to time, make exceptions to this policy for reasonable and justifiable circumstances, and shall report this to Council.
17. All approved financial sponsorship shall be reported to the UMSU Finance Committee and Council for information, at each Council and Committee meeting.
18. A record of approved requests shall be kept for future Executive Committees and Councils.

Ethical Purchasing

19. When making decisions of whom to purchase from or what goods or services to purchase, UMSU shall prioritize:
 - a. Local businesses, as a means of supporting the local economy and residents of Winnipeg and Manitoba.
 - b. Minimizing, and preferably avoiding, the purchase of goods or services that are socially, economically, or ecologically exploitative or destructive.
 - c. Suppliers that are fair-trade certified by a legitimate fair-trade labelling organization that is independent of industry.

Advertising Requests

General Advertising Restrictions

20. UMSU will not accept for publication in UMSU publications or display in UMSU space any advertisements that are contrary to the guidelines and restrictions within this policy. Specifically, UMSU will not allow any advertisements that are:
 - a. Discriminatory or derogatory towards any person based on the characteristics listed in section 9 (2) of the Manitoba Human Rights Code.
 - b. Libellous.
 - c. Contrary to the official policy statements of the Union.
21. This policy does not apply to poster approval within University Centre, but does apply to poster approval for the UMSU bulletin boards.

Advertising Request Approval Process

22. Any advertising requests will be brought to the Executive Committee for review. When deciding to allow or not allow a request, the Executive Committee will consider:
 - a. The social and ecological impact of that advertiser's operations.
 - b. The level of visual and auditory pollution caused by the advertisement.
23. UMSU shall give preference to local social justice organizations when considering whether to approve or not approve advertising requests
24. When accepting advertisements, the Executive Committee can require certain restrictions on the advertisements. This could include:
 - a. Limits on the amount of advertising to be distributed or posted.
 - b. Limits on the times that the advertising can be displayed.
 - c. Restrictions on where the advertising can be displayed.
 - d. Restrictions on the methods of advertising to be employed.

Sponsorship Agreements

25. Sponsorship agreements that are entered into by UMSU shall include a requirement that no advertisements displayed as a result of that agreement shall be discriminatory or derogatory.

UMSU Bulletin Boards

26. The UMSU Bulletin Boards across campus shall only be used for posters from:
- The University of Manitoba Students' Union.
 - External organizations or coalitions UMSU is a member of.
 - University of Manitoba Student Associations recognized by UMSU.
 - University of Manitoba Student Groups and Student Service Groups recognized by UMSU.
 - Campaigns that UMSU is officially in support of.
 - Any other critical or emergency information the Executive Committee and/or Council agrees to have posted.

Poster Approval Guidelines

General Poster Approval Restrictions

27. UMSU is responsible for approving or rejecting posters for the University Centre public bulletin boards via Answers Information Booth. As such, UMSU will not approve any posters that are contrary to the guidelines and restrictions within this policy. Specifically, UMSU will not approve any posters that are:
- Discriminatory or derogatory towards any person based on the characteristics listed in section 9 (2) of the Manitoba Human Rights Code.
 - In violation of University policies.
28. UMSU shall make the restrictions within this policy available to students at the Answers Information Booth.
29. This policy does not apply towards approving or disapproving posters for the UMSU Bulletin Boards.

Appeal Process

30. If a poster is rejected by the staff at the Answers Information Booth, the poster holder can send a written request to the UMSU Executive Committee for review. Any decision by the Executive Committee is binding and final.

Inclusivity in UMSU Communications

31. UMSU recognizes that the use of discriminatory language can be hurtful and contribute to the real and perceived social exclusion of already-marginalized groups. As a result, UMSU recognizes its responsibility to communicate without contributing to racism, sexism, homophobia, classism, ableism and other forms of discrimination.
32. All UMSU documents, publications, and communications:
- Should include positive portrayals the diversity of the membership where practicable.
 - Must be written in such a manner as to not include language that is discriminatory or derogatory towards any person based on the characteristics listed in section 9 (2) of the Manitoba Human Rights Code.
33. All UMSU-developed forms shall allow gender to be an open -ended response to allow those who do not identify as 'male' or 'female' to self-identify their gender.

Section XX: Petitions

1. A petition will be considered valid only if it is pertaining to:
 - a. The removal of an Executive.
 - b. The calling of a Referendum.
 - c. The calling of a Special General Meeting.

Required Information

2. A petition will be required to contain the following for each signee:
 - a. First and last names
 - b. Signature
 - c. Student ID number

Section XXI: Legal Representation

1. At its discretion, the University of Manitoba Students' Union, or UMSU's insurer, will extend legal representation in certain cases to officers, volunteers and members of Council in the manner and on the conditions following:
 - a. If an officer, member of Council, a member of a Committee of Council, or any volunteer of UMSU (hereinafter referred to as "the individual") in carrying out his/her respective designated duties for UMSU, is named or may be named as a defendant in a lawsuit, complaint or respondent in any other proceeding, UMSU will defend the individual by legal counsel at UMSU's expense, provided that:
 - i. The individual has executed a copy of the Request for and Consent to Legal Representation form as attached hereto and being Schedule "A" to this Policy.
 - ii. There is no conflict of interest apparent or possible, in the sole opinion of the President or his/her delegate, between UMSU and the individual.
 - iii. The individual has not acted, in the sole opinion of the President or his/her delegate, in bad faith, with malice or in an unprofessional manner.
 - iv. The individual does not take any action or omit to take any action that, in the sole opinion of the President or his/her delegate, will prejudice the defence or representation of such proceedings or preliminary negotiations.
 - v. The individual fully cooperates with legal counsel of UMSU or UMSU's insurer in the conduct of such defence and representation (the "appointed legal counsel").
 - vi. except that where the individual is named as a defendant as a result of duties carried out as a member of Council, the determinations to be made by the President in Subsections (ii), (iii) and (iv) shall be made instead by Council.
 - b. If at any time during the course of the individual's defence or representation by the appointed legal counsel, the individual wishes to be defended or represented by legal counsel of his/her own choosing, the individual may retain such other legal counsel and the appointed legal counsel shall no longer represent or defend the individual. Thereafter the individual shall be solely responsible for his/her defence or representation and all expenses associated therewith.
 - c. Notwithstanding (b) above, if the individual breaches the provisions of (a) (iv) or (v) above, during the course of his/her defence or representation by the appointed legal counsel UMSU may request the appointed legal counsel to withdraw from the case and in that event the individual's defence and representation shall be at the sole expense of the individual and all expenses so incurred by UMSU on the individual's behalf to the date of withdrawal shall be a debt due and owing to UMSU from the individual.
 - d. If the court does not permit legal counsel to withdraw from the record as requested by UMSU, the individual's continued defence and representation shall be at the sole expense of the individual and, together with all expenses incurred by UMSU on the individual's behalf to that date, shall be a debt due and owing to UMSU from the individual.
2. "Respective assigned duties" in this Policy means all duties and functions of and responsibilities assigned to the individual which he/she is required to perform and discharge in the course of his/her position on Council, an UMSU Committee, or as a volunteer of UMSU but does not include personal consulting activities, outside professional activities as such term is used in other policies or collective agreements to which UMSU is a party, or any other activities outside of the scope of the individual's duties, functions and responsibilities unless such duties, functions and responsibilities were specifically assigned to the individual by a person authorized to so assign.
3. The terms "expense" or "expenses" in this Policy shall include all legal fees and disbursements, witness fees, court costs and may include, at the discretion of UMSU or UMSU's insurer as the case may be, all monies to be paid by the individual under the terms of any settlement and all monies which the

individual shall become obliged to pay by reason of the liability imposed upon such individual by a court of law. In requesting legal representation under this Policy, an individual shall waive any claim that he/she might have against UMSU regarding any act or omission of the appointed legal counsel in respect of the defence or representation by that legal counsel.

Schedule A

I, _____, pursuant to the Policy entitled Legal Protection, of the University of Manitoba Students' Unions (UMSU), hereby request that UMSU or its insurer appoint legal counsel to represent and defend me in respect of the claim, demand, or action brought or anticipated to be brought, by _____.

I hereby acknowledge that I have read and understand the terms of the policy respecting Legal Representation as attached hereto and agree to be bound by the terms prescribed therein as if such terms had been included within this Agreement.

I hereby waive any claim that I might have against UMSU regarding any act or omission of the legal counsel appointed hereunder in respect of the defence or representation by that legal counsel.

Signed the ____ day of _____, 20____.

(Witness)

Request for Legal Representation approved this ____ day of _____, 20____.

Section XXII: Consent Culture Training

1. All Recognized Organizations will be required to ensure that at least 75% of their membership has received satisfactory “Consent Culture Training” prior to September 1st of each year.
 - a. For the purpose of this document, “Consent Culture Training” shall consist of:
 - i. Attendance at a Consent Culture Workshop;
 - ii. Attendance at Consent Culture programming administered by UMSU;
 - iii. Bystander Intervention Training; or,
 - iv. Other programming approved at the discretion of the Vice President Advocacy.
2. All Recognized Organizations will be advised of this requirement annually, in an email from the Executive Committee to be sent no later than May 30th of each year.
3. UMSU will provide opportunities for Recognized Organizations to complete this training;
 - a. By including Consent Culture programming as part of the training for the annual UMSU Skills weekend; or
 - b. By coordinating and facilitating Consent Culture programming in a matter to meet requests from Recognized Organizations.
4. All Recognized Organizations who have not achieved the 75% training threshold by August 1st of each year will be sent a reminder email on this date by the Executive Committee.
 - a. This email will also contain a reminder to Recognized Organizations that UMSU reserves the right to not sign off on occasional permit, outdoor space request, or other programming forms until such time as they have achieved compliance.
5. Any Recognized Organizations that have not provided their training by October 1st of each year will be contacted directly by the Vice President Advocacy of UMSU. The VPA of UMSU will make every effort to schedule an individual meeting with the Organization’s leadership to discuss options/support for providing consent culture training to their members.
6. Any Recognized Organizations that have not provided their training by December 1st of each year will be deliberated upon by the Executive Committee, which reserves the right to refer the matter to UMSU Council.
7. At the time that a Recognized Organization has been referred to Council, Council will be presented with a report of all communication with the Recognized Organization in regards to non-compliance with this requirement, as well as the Executive Committee’s recommendation to Council.
8. Following any action that is taken by Council, the UMSU VPA will be responsible to following up with decision of council and providing an update on the progress of the action at the request of Council.