

# UMSU Clubs Policies and Procedures

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Prepared by the University of Manitoba Students' Union

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# Disclaimer

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UMSU reserves the right to change this document at any time without formal announcement.

## Definitions

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“Club” refers to any group which has received UMSU recognition to operate as a collective of students engaged in a social or academic manner.

“Clubs Manager” refers to the staff-person who has been designated to oversee the operation of student clubs at the University of Manitoba Students’ Union

“Executive” shall refer to any individual within the club that has signing authority.

“Portal” shall refer to the group’s designated page on the UMSU website

“Vice President Student Services” or “VPSS” refers to the Vice President Student Services of UMSU or designate in their role as the Chair of the Member Services Committee

## Section I: Structure

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### 1) Purpose of Student Clubs

Clubs may be any student organization joined by a common interest, and may only be established such that:

- a) The aim of a Club shall be to provide a social and/or academic environment and to benefit its membership as well as the University of Manitoba community through enhancement of the university experience.
- b) Clubs that represent an established department, school, institute, program or division, and may only be established such that:
  - i) The aim of Academic Clubs shall be to provide an academic and social environment related to the field of study of the respective academic area in an effort to enhance the university experience.

### 2) Open Membership Clubs

Clubs with “Open Membership” shall be open to all fee-paying Members of the University of Manitoba Students’ Union. Membership, or classes of membership may not be restricted on the basis of ability, race, religion, political beliefs, sex, gender, age, or sexual orientation, although they can exclude non-students from membership.

### 3) Closed Membership Clubs

Clubs with “Closed Membership” may not restrict membership, or classes of membership on the basis of ability, race, religion, political beliefs, sex, gender, age, or sexual orientation. Notwithstanding this clause, Closed Membership student groups may restrict membership based on:

- a) Sex, if the student group is part of an inter-University fraternity or sorority;
- b) Political beliefs, if the group has a particular political affiliation (such as the campus wing of an existing political party) or are focused around a particular political program expressed in their constitution;
- c) Any other factor not mentioned above (such as academic program) although the Member Services Committee reserves the authority to disallow any student group from restricting membership on the above criteria or any other.

### 4) Minimum Number of Meetings

Clubs must make all reasonable efforts to have a minimum of 2 meetings per Fall Semester, 2 meetings per Winter Semester, and 1 meeting over the summer months (May 1<sup>st</sup>-August 31<sup>st</sup>)

### **5) Record of Membership**

All Clubs must maintain an active record of membership in the form of users on a club's portal.

## Section II: Benefits of UMSU Recognition for Clubs

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All UMSU Recognized Student Clubs have access to the following benefits:

### **1) UMSU Club Resources** (administered through the UMSU Front Office)

- i) Audio/Visual Equipment
- ii) Paper cutters
- iii) Scissors and Staplers
- iv) Button Maker
- v) Float and Float Boxes

### **2) Use of UMSU's Services for Student Clubs**

- i) The ability to receive an invoice for services from the Digital Print and Design Centre (DPDC), instead of paying immediately;
- ii) The ability to reserve meeting room space and Campo table space in University Centre;
- iii) Ability to sell event tickets at Answers Information Booth, free of charge;
- iv) The ability to request a meeting with the Clubs Manager or the VPSS to present oral and/or written submissions to the Member Services Committee on the group's behalf;
- v) The ability to participate in UMSU sponsored and/or facilitated student club events such as UMSU's "Get Involved Fair";
- vi) The ability to apply for Student Initiative Funding, reservation of club space, and Coca-Cola products;
- vii) Preferred rates for catering at Degrees and The HUB;
- viii) Promotional assistance as outlined in Section 7.

## Section III: Assembly of Club Executives (ACE)

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### **1) Participants of ACE**

The Assembly of Club Executives (ACE) is an advisory board comprised of Club Executives and invited guests of all UMSU recognized clubs and the Vice President Student Services (VPSS) or designate as Chair.

### **2) Scheduled Meetings**

A schedule of meeting dates and times for the year shall be approved at the first ACE meeting in September.

### **3) Participation in Meetings**

Each club must send at least one executive to monthly ACE meetings, unless a written notification has been accepted by the Clubs Manager with reasonable notice.

### **4) Time and Location of Meetings**

Typically, ACE meetings will be held in the UMSU Council Chambers (176 Helen Glass) on a weekday at 6:00 PM, if changes are made to the time or location they shall be communicated via email to the membership no less than 48 hours before the event, except in the case of extenuating circumstances.

### **5) Purpose of Meetings**

The purpose of meetings of ACE shall be:

- a) For the Clubs Manager, or any additional presenter, to inform clubs of information including, but not limited to, events or policies of UMSU that affect clubs;
- b) To act as an open forum, in which clubs may express their views;
- c) To allow clubs to connect, and promote their events amongst each other;
- d) For clubs to ask questions, express their concerns, and make suggestions as to how UMSU can improve club affairs to the Clubs Manager.



# Section IV: Recognition and Renewal of Clubs

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## 1) Role of the Clubs Manager

Recognition and renewal of clubs is at the discretion of the Clubs Manager. The Clubs Manager shall act as the liaison between individual clubs and the Chair of the Member Services Committee.

## 2) Renewal Deadline

Application forms may be submitted at any time throughout the year. Student Club Transition Forms are to be submitted following a club's election, regardless of whether the outcome introduces a new executive officer; new information must be received by May 1, but can be submitted earlier.

## 3) Requirements for Recognition or Renewal

Recognition or renewal will be considered by the Clubs Manager following the submission of successfully completed:

- a) UMSU Student Club Application;
- b) Portal
- c) Clubs will be denied recognition or renewal if they fit the following criteria:
  - i) Appears to replicate the primary or whole purpose and/or function of any other club or society;
  - ii) Appears to exist for the sole purpose of collaborating on events with current clubs that extends beyond the usual collaboration between distinct clubs and societies;
  - iii) Attempts to replace a currently certified club or society;
  - iv) Attempts to create a second club for the same sport unless one club is solely recreational and the other is solely competitive;
- d) Clubs will be denied recognition or renewal if they violate any clause in [Section XIII: Registered Club Agreement](#)

## 4) Appeals

In the event that the Clubs Manager does not grant recognition to a club, the option exists for the applicant to submit an appeal in the form of a written letter to the VPSS for presentation at the Member Services Committee. If the appeal is considered, the Member Services Committee shall make a decision. The use of informal appeal mechanisms is always recommended before submitting any formal appeal.

## Section V: Removal of UMSU Recognition

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### 1) Termination of Benefits

The removal of UMSU recognition status from the Member Services Committee or UMSU Council will result in a termination of the benefits outlined in Section 2.

### 2) Removal of Club by Member Services Committee

The Member Services Committee Removal of UMSU Recognition may occur when:

- a) A club fails to renew their UMSU Student Club status by submitting the appropriate documentation before May 1<sup>st</sup> of each year;
- b) Actions taken by the club are contrary to the Governing Documents of the University of Manitoba Students' Union, this document, or to the constitution of that club;
- c) A club knowingly misrepresents facts when submitting or requesting information, resources, or funding;
- d) A club is in debt to UMSU and has not made arrangements for repayment;
- e) A club fails to attend 2 ACE meetings in a row, without sending regrets to the Clubs Manager well in advance;
- f) A club votes within its membership to disband and notice has been provided to the Clubs Manager;
- g) Unless alternative arrangements are made with the Clubs Manager, a club fails to provide UMSU with the mandatory complete member list, in the proper format, of the current term.

### 3) Removal of Club by UMSU Council

Removal of UMSU recognition may occur upon a motion and a two-thirds (2/3rds) majority vote from UMSU Council.

- a) Any Club may request to see the notes made by the Clubs Manager and/or the Member Services Committee pertaining to the recommended removal or denial of recognition. The Clubs Manager shall be responsible for carrying out such requests.

### 4) Probation

Prior to removal of recognition by either the Member Services Committee or UMSU Council, a club may be issued a probation period by the Clubs Manager, where they may:

- a) Have limited access to UMSU resources;
- b) Be monitored for compliance with UMSU policies;
- c) Be required to submit a plan to become compliant with policies.

## 5) Appeals

Every club in the probation period has a right to appeal the decision of the Clubs Manager to the VPSS for presentation at the Member Services Committee. If the appeal is considered, the Member Services Committee shall make a decision. The use of informal appeal mechanisms is always recommended before submitting any formal appeal.

## Section VI: Charitable Partnerships

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### 1) Donations

- a) Clubs working to raise money for charitable causes must ensure the organization they are donating to have a registered charity number with the Canada Revenue Agency.
- b) Clubs which are disbanding their organization may donate their remaining funds to a CRA registered charity of their choice, or to UMSU.

## Section VII: Student Initiative Funding

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### 1) Purpose of the Fund

The purpose of the Student Initiative Fund shall be to assist UMSU recognized clubs with financial support to contribute to their short and long-term goals established in their constitutions, and encourage the active involvement of students on the University of Manitoba campus. Disbursements of the fund are determined by the Member Services Committee via the Clubs Manager or in an emergency, the UMSU Executive Committee (via the Clubs Manager).

### 2) Funding Priorities

Funding priority will be determined by multiple factors on a case-by-case basis, according to a methodology developed in consultation with the VPSS.

### 3) Maximum Level of Funding

Per-application maximums, annual maximums, and other maximum funding amounts may be implemented or changed through the year as necessary to maintain the availability of Student Initiative Funding throughout the year.

### 4) Types of Eligible Funding Requests from Member Services Committee

The Member Services Committee has established the following types of funding requests. More details can be located in the Member Services Guiding Operational Guide.

**Student Club Funding** – Can be used to provide funds for the operation and basic necessities of student clubs, office supplies, guest speakers, or for a specific event or project.

**Travel Grants** – Travel grants are typically awarded directly to students for travel relevant to their academic field of study or career interests.

### **5) New Projects**

If a club wishes to pursue a new project or initiative they may approach the Clubs Manager to request that a proposal be sent to the UMSU Executive Committee as they can authorize expenditures from the New Programs Budget Line (8301-15).

### **6) Process of Funding Requests**

The Clubs Manager shall ensure that all necessary documentation is collected to support a funding request, and once all necessary information has been provided, the request shall be forwarded to the VPSS for presentation at the Member Services Committee.

### **7) Application Process**

Student Clubs are required to fill out an application form which will provide necessary background information for the Member Services Committee to evaluate their request against. This form is available through the Front Desk or online at [umsu.ca](http://umsu.ca).

### **8) Appeals**

If a student club is not satisfied with the verdict reached by the Member Services Committee, they may arrange a meeting with the Clubs Manager to discuss their application. The Clubs Manager will inform the club as to how the club may strengthen their application. They will then be provided the opportunity to resubmit with new information for a second evaluation. The second application shall be considered final.

## Section VIII: Club Marketing and Promotion

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### **1) Use of UMSU Logo**

If a club wishes to display the UMSU logo, advance consultation from the Marketing and Communications Coordinator is required to ensure the logo fits with the mandate and priorities of UMSU.

### **2) Event Promotion Assistance from UMSU**

UMSU can assist clubs with promotion by placing events on the UMSU general calendar (available online). In some circumstances, UMSU may not be able to place events on the calendar if they conflict with existing UMSU events or if the Marketing and Communications Coordinator determines that the club is not in the interest of the union membership. Clubs must contact the Clubs Manager to request the event be placed on the calendar. The request should include a description of the event including:

- a) The name and date of the event;
- b) A general description of the event;
- c) Admission prices;
- d) If the event is open to the public, the U of M community, or is a closed event;
- e) What will be done with the profits (if there are any).

## Section IX: Asset Acquisition

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### **1) Registration of Assets**

Any club that uses Student Initiative Funds to purchase long-term assets (generally anything which has a useful life of over one year) must register those items with the Clubs Manager.

### **2) Transition of Assets**

Any assets which have been registered with the Clubs Manager are to be passed onto the next club executives. If the club dissolves then assets are to be relinquished to UMSU.

- a) The transfer of assets will be complete following submission of a completed Student Club Transition Form.



## Section X: Club Space Allocation

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### 1) Space Available

UMSU has up to 21 student club office spaces for allocation each year.

### 2) Purpose of Space

Office Space must be used to assist clubs with delivering events, activities, and programming to their membership and to the broader University community, which ultimately fulfills the constitutional goals of the recognized club. Office Space cannot be used to store large amounts of material and must comply with regulations set out by fire codes, building regulations, and UMSU's Office Code of Conduct.

### 3) Period of Occupancy

Each club may store items and access the space they have been assigned once they have received notification from the Clubs Manager that the space is ready, until a date specified by the Clubs Manager. If clubs require the space for a longer time please contact the Clubs Manager to make special arrangements. If arrangements have not been made, then all material shall be removed from the space and UMSU will gain possession of all materials stored in the office.

### 4) Requesting Space

Any UMSU recognized club may request club space by completing the appropriate online form during the designated time frame. Clubs will be notified if they have been assigned office.

### 5) Appealing a Request for Club Space

If a request for club space was not fulfilled, the club may request an appeal of the decision by contacting the VPSS. The VPSS may present the concern to the Member Services Committee to review the information submitted by the club and the information provided by the Clubs Manager in making a decision.

### 6) Determination and Eligibility of Club Space

The Clubs Manager will score all club space applications based on metrics established in consultation with the VPSS.

### 7) Maintenance of Club Space

It is the responsibility of all office space users to keep the space clean and tidy. The Member Services Committee and/or the Clubs Manager may conduct inspections of

club space to ensure that it meets the requirements outline in the [Office Code of Conduct](#).

#### **8) Security of Club Space**

Signing authorities of each club space will be informed of the lockbox or lock code. The code will be set by UMSU and clubs are not to alter the code without immediate written notification to the Clubs Manager. If there is a demonstrated need to have the code or lock changed, please contact the Clubs Manager. UMSU cannot guarantee the security of any club space so please keep all valuables stored in other locations.

#### **9) Cost of Club Space**

Club spaces are generally provided free-of-charge, but student clubs may be billed for required room maintenance from damages (example: lock replacement for lost keys, fixing damages) on a cost-recovery basis.

## Section XI: Office Code of Conduct

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### 1) Space Requirements

All individuals within designated club space, whether it be office or otherwise agree to the following stipulations:

- a) Office space is not to be used for the gathering of clubs and affiliated individuals;
- b) Individuals may not store objects within their space that is prohibited by the University of Manitoba. This includes but is not limited to:
  - i) Fireworks,
  - ii) Hotplates,
  - iii) Live animals.
- c) Individuals may not store, consume or use the following within their space:
  - i) Alcohol or alcohol-related products,
  - ii) Tobacco or tobacco-related products,
  - iii) Marijuana or marijuana-related products,
  - iv) Illicit material.
- d) Damage of property in any way deems the student club or individuals involved responsible by UMSU and agrees to pay for the repairs associated with said damage;
- e) Individuals may not engage in the following activities in their space:
  - i) Sleeping,
  - ii) Sex,
  - iii) Gambling,
  - iv) Illegal activities,
  - v) Any of the aforementioned acts outlined in point c.
- f) All spaces must be compliant with fire and other safety codes set out by the University of Manitoba and supplementary safety guidelines provided by UMSU, including:
  - i) Not covering any windows in the space with any materials,
  - ii) Only using extension cords on a temporary basis,
  - iii) Plugging appliances directly into outlets (not through powerbars),
  - iv) Not stringing additional lighting in offices.
- g) Student clubs may change the code on the lockbox of their room provided they immediately alert the Clubs Manager and other office occupants in the form of an email.
- h) The room key must remain in the lockbox at all times.
- i) Space should be used primarily for purposes that advance the mission of the student club

## 2) Consequences

If a club office is found to be in non-compliance with the office stipulations, the Clubs Manager, Member Services Committee, and UMSU reserve the right to:

- a) Immediately evict a club from their space;
- b) Immediately place a club into probationary period;
- c) Immediately suspend a club from receiving any funds or resources from UMSU for the remainder of the academic year;
- d) Refrain from issuing the student club space for the following academic year;
- e) Require reimbursement from the accused at the time of assessment;
- f) Report the individuals involved in unsafe acts to University or police authorities if the actions threaten or endanger the safety of themselves or other individuals.

## Section XII: Role of Clubs Manager

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### 1) Purpose of Clubs Manager

The Clubs Manager will be the point of contact for all clubs related inquiries.

### 2) Impartiality

The Clubs Manager is not an elected individual and works in a non-political capacity. Their responsibilities focus on providing the resources and supports that UMSU offers to clubs.

### 3) Issues, Complaints, and Appeals

If any club or individual wishes to have a concern addressed about the operation of club services, applications, or appeals, they may contact the VPSS. The VPSS may present the matter at the Member Services Committee. If the appeal is considered, the Member Services Committee shall make a decision. The use of informal appeal mechanisms is always recommended before submitting any formal appeal.

### 4) Responsibilities of the Clubs Manager

The Clubs Manager shall be responsible for the following items:

- a) The collection of all student group forms;
- b) Ensuring that all forms are completed and have necessary documentation before they are processed;
- c) Processing applications and determining eligibility for club space;
- d) Maintaining asset database;
- e) Acting as a liaison between clubs and the governance of UMSU;
- f) Determining status of UMSU Clubs (recognition and renewal);
- g) Acting as the designated Chair of the Assembly of Club Executives (ACE) meetings in place of the VPSS;
- h) Reviewing and evaluating club space compliance;
- i) Reporting club-related matters to the VPSS for the Member Services Committee as required;
- j) Producing the UMSU Student Clubs Policies and Procedures document in consultation with the VPSS.

## Section XIII: Registered Club Agreement

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### 1) Purpose

All registered student clubs must adhere to the following terms and conditions to maintain registered club status. Failure to observe any and all of these procedures are grounds for immediate termination by the Clubs Manager

### 2) Oath of Office

I confirm that I have fully read and understand the UMSU Student Clubs Policies and Procedures, my student club's governing documents, and the guiding principles on which UMSU is founded. I pledge to ensure my club and its members uphold and exemplify these principles in their entirety, and understand the repercussions if they are not.

### 3) Policies and Procedures

All clubs, through their executives, agree to:

- a) Operate in accordance with UMSU's, the club's and the University of Manitoba's governing documents;
- b) Maintain a minimum of 10 members, with at least two-thirds of which being current members of UMSU;
- c) Maintain an active and current list of all club members on you club's portal;
- d) Maintain an operational copy of my club's governing document(s) and submit any changes to my club's governing document to the Clubs Manager within two weeks of the change;
- e) Designate a club executive to be held responsible should any policies be broken;
- f) Designate, at minimum, two executive members as Signing Authorities;
- g) Designate, at minimum, one member as the Webpage Administrator;
- h) Send, at minimum, one delegate to every ACE meeting;
- i) Submit a properly completed Student Club Transition Form at a minimum of once per academic year;
- j) Maintain no outstanding dues with UMSU or any other organization;
- k) Submit Student Club Funding Requests within an appropriate time frame;
- l) Pay for any repairs caused to UMSU or University of Manitoba property caused by club members or guests;
- m) Be held responsible for any email correspondence, social media post, and any club related public information released;
- n) Be held responsible for any spaces, or resources rented by the club from any organization, this includes misappropriation of such resources to other groups.