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. "Board of Directors". "the Board", or "BOD" refers to the highest decision-making body of the Students' Union, being composed of representatives from Student Associations, Communities, Affiliated Organizations, Student Members of the Board of Governors, and Committee Chairs. The Board shall be considered to fulfill the role of the "Council of Students" as outlines in "*The Act*";
    f. "Board Director" or "Director" refers to a Board of Directors' voting member;
    g. "Robert's Rules of Order" or "RRO" refers to the latest edition of Robert's Rules of Order;
    h. "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;
    i. "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;
    j. "Community" a self-identified group of Members recognized by UMSU by being listed in the UMSU Governance Manual;
    k. "Executive" means the President or a Vice President;
    l. "UMSU General Election" means the annual election of Executive and Community Representatives, as outlined in the UMSU Governance Manual;
    m. "External Entities" means any entity that is not wholly governed and operated by UMSU.
    n. "Appointee" means a single individual appointed to occupy either a single position of title, or a single seat within a single governing body;
    o. "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: Board of Directors

Board of Directors Composition

1. The Board 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. Physical Education, Recreation, and Kinesiology Students' Council (PERKS)
        xiii. Resident Students' Association Council (RSAC)
        xiv. St. Andrew's College Students' Association (SACSA)
        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 Sciences & Environmental Students (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. Indigenous Students;
        iii. Women-identified Students'
        iv. International Students;
        v. Accessibility;
        vi. Mature Students;
    d. Representatives of the following Affiliated Organizations
        i. the Inner City Campus Student Council;
        ii. the University of Manitoba Athletic Council;
        iii. the President of the University of Manitoba Graduate Students' Association (UMGSA) 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 the Board;
        ii. Committee Chairs who are not Members of the Board.

Board Minutes

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

by a motion of the Board 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 the Board conducted in Closed Session shall be separately documented. These minutes shall be approved first by the President and the Board Chair, then by a motion of the Board at the next meeting. These minutes will be made available for the Board Members to access upon request.
4. A separate document shall be maintained by the Board Secretary that contains all motions presented to the Board 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 Board Meeting per month, at dates, times and locations set by the President in consultations with the Chair of the Board unless varied by the Board.
6. Unless varied by the Board, during the Regular Session, there shall be at least 2 Board Meetings per month except in December where there shall be one.

Board Proxies

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

Voting Procedure

11. Voting at Board 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 the Board may request a roll call vote for any motion. The Board Composition list in Section 1 (1) shall compose the order of any such vote, with the Executive casting their votes last.

Motions of the Board

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

c. Approval of the minutes of the previous the Board 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 the Board Meeting;
i. Notice of motions;
j. New business; and
k. Adjournment.

16. The agenda for a meeting shall be distributed to all the Board Members no later than 2 business days prior to the set date.

Special Meetings

17. The written request for a Special the Board Meeting must include a date and purpose for the meeting. The Chair of the Board 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 the Directors. Such notice shall also be posted in such a way as to be available to Members.
18. Notice of any Special the Board Meetings shall be given to the Board Members by the Chair of the Board by any means considered efficient by the Chair of the Board, including written communication, email, or telephone. However the Chair of the Board shall attempt to honour, as far as practicable, any specific requests by a the Board Member as to the methods by which he or she prefers to receive notice of Special the Board 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 the Board 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 the Board

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

Secretary

4. The Secretary of the Board shall be responsible for:
    a. Recording minutes of the proceedings, and taking attendance of all the Board Meetings and General Meetings.
    b. Ensure all outstanding business arising from the Board Meetings is properly documented and forwarded to the appropriate individual or Committee for action.
    c. Maintain a list of motions being deliberated by the Board and its Committees and their current status, which shall be reported regularly to the Board.
    d. Distributing the agenda for each the Board meeting, including the minutes of the previous the Board 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 the Board shall appoint an acting Secretary for the Board 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. 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 the Board and the Union are implemented in accordance with the motions of the Board, 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. Maintaining the UMSU Position Statement Book, in conjunction with the Vice President Advocacy and Vice President External.
s. Overseeing all UMSU internal and external communications and publications, in conjunction with the Vice President External.
t. Reporting any executive responsibility changes to the UMSU Board of Directors.
u. Performing any other duties and responsibilities as directed by the Governing Documents or the Board.

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, in conjunction with the President.
    d. Acting as the Chair of the Student Senate Caucus.
    e. Serving as the liaison between UMSU and the student community groups, in conjunction with the Vice President Student Services.
    f. Maintaining the UMSU Position Statement Book, in conjunction with the President and Vice President External.
    g. 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.
    h. Assisting with the development and implementation of all campaigns of the Union, in conjunction with the Vice President External.
    i. Attending the meetings of such Student Associations at their request as far as practicable, or as directed by the President.
    j. Overseeing all academic issues that arise from members of the Union.
    k. 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.
    l. Performing any other duties or tasks assigned by the Governing Documents, the President, or by the Board.

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, in conjunction with the Vice President Advocacy
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 and Vice President External.
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 association 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 Governing Documents, the President, or the Board.

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. Ensuring that all UMSU Businesses are acting in accordance with the UMSU Position Statement Book and staff human resource policies, in conjunction with the General Manager.
    i. Assisting with human resource matters of the UMSU Businesses, where applicable, in conjunction with the General Manager or as directed by the President.
    j. Assisting with the development and implementation of all campaigns of the Union, in conjunction with the Vice President Advocacy and Vice President External.
    k. Providing long term strategic direction for the Union, in conjunction with the President and General Manager.
    l. Acting as an ex-officio, non-voting member of the Member Services Committee.
    m. Attending the meetings of such Student Associations at their request as far as practicable, or as directed by the President.
    n. 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.
    o. Approving the distribution of Student Association fees.
    p. Performing any other duties and responsibilities as directed by the Governing Documents, the President or the Board.

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. Assisting with the development and implementation of all campaigns of the Union, in conjunction with the Vice President Advocacy.
    h. Overseeing all external communications, including press releases and external campaigns, and lobbying efforts of the Union, in conjunction with the President.
    i. 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.
    j. Attending the meetings of such Student Associations at their request as far as practicable, or as directed by the President.
    k. Serving as a liaison between UMSU and all external organizations, in conjunction with the President.
    l. Regular reports shall be made to the Board 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.
    m. Performing any other duties and responsibilities as directed by Governing Documents, the President or the Board.

UMSU Community Representatives

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 the UMSU Board of Directors in the best interest of their community;
    c. Assist the UMSU Services Staff Member(s) 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 the UMSU Board of Directors and the Community;
    f. Participate in the creation and implementation of UMSU campaigns;
    g. Provide reports from the Community to the UMSU Board of Directors at all regular the Board meetings;
    h. Report to the Assembly all relevant UMSU Board of Directors business and updates.

Miscellaneous

12. Each Executive member may enrol in no more than 9 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.
    a. No more than 6 credit hours per semester can be taken on-campus in any faculty, school or program.
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 the Board shall administer the Oath. In the absence of the Chair, the Secretary of the Board shall administer the Oath.
3. The President and Vice Presidents shall take their respective Oaths of Office at a Board 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 Board meeting possible.

Oath of Office

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 the Board 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 the Board 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 the Board, 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 the Board, 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 the Board 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 the Board, or the CRO, as specified signed by 1,000 Members of the Union demanding a referendum.
    b. Upon direction from the Board 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: The Board Subcommittees

List of Committees

1. The following shall be Standing Board Subcommittees:
    a. Judicial Board
    b. Executive
    c. Finance
    d. Member Services
    e. Governance
    f. Selections
    g. Space Revitalization
    h. U-Pass
    i. Business Management

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

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 the Board on a regular basis.
7. Committee chairs shall have to submit all approved public committee meeting minutes to the chairperson of the Board within 2 weeks of their approval.

Judicial Board

Membership

8. The Judicial Board shall have no fewer than eight members comprised of the following individuals:
    a. Five students-at-large as selected by the Selections Committee, one of whom shall serve as Chairperson;
    b. Three members of The UMSU Board of Directors as selected by the Selections Committee, one of whom shall be appointed by the Chairperson to serve as Vice-chair.

Mandate

9. The Judicial Board shall have the following responsibilities:
    a. Complaints regarding the conduct of any elected or appointed UMSU directors;
    b. Complaints concerning any committee of the UMSU Board of Directors;
    c. Reviewing and adjudicating complaints arising from UMSU elections;

d. To be responsible for executive oversight, namely ensuring that all UMSU Executive Members are adhering to time and workload commitments and meeting all deadlines for reports to the UMSU Board of Directors as well as the consideration and recommendation of performance incentives.

Eligibility

10. Any member of The UMSU Board of Directors and any student-at-large are eligible for selection to the Judicial Board except for the following individuals:
    a. Elected UMSU Executive Members;
    b. Individuals who unsuccessfully ran for an UMSU Executive position in the most recent UMSU general election preceding the selection of the Judicial Board.

Disqualification from Judicial Board

11. If any current member of the Judicial Board declares candidacy for an Executive position or community representative position during an upcoming UMSU election, that member shall be required to resign from their position on the Judicial Board.
    a. If any member of the Judicial Board declares public support for any executive candidate or community representative candidate (during any UMSU election), or side (during any referendum or plebiscite), that member must declare a conflict of interest during any proceedings regarding elections, referendums, or plebiscite complaints or appeals.

First Meeting of the Judicial Board

12. The Judicial Board shall have a first, introductory meeting, which shall take place in either the month of July or August, and in any event, prior to the August Board of Directors meeting.
13. The first meeting shall be organized by the UMSU General Manager and UMSU Governance Staff Member(s) to ensure that the members of the Judicial Board are informed of the duties and responsibilities of the Board and are given access to the private e-mail that is for the exclusive use of the Judicial Board.
14. The UMSU General Manager and UMSU Governance Staff Member(s) shall attend the first meeting in order to provide the requisite information to the members of the Judicial Board. They shall not attend any subsequent meetings unless specifically invited to attend such meetings by the Chairperson (or Vice-chair in the Chairperson's absence).

Complaints

15. Any member of UMSU (the "Complainant") may submit a complaint (the "Complaint") to the Judicial Board regarding the actions or performance of an elected or appointed member of the UMSU Executive, Board or any UMSU Committee for review by the Judicial Board. For a Complaint to be considered, it must include specific reference to the governing documents that are alleged to have been violated and it must contain specific details regarding the violations including, the individual, individuals or UMSU governing body or Committee alleged to have engaged in the activity or decision that is the subject of the complaint.
16. The Complaint must be submitted in writing, either in electronic form or in paper form to the attention of the Chair of the Judicial Board.
17. The Complainant shall have the right to request anonymity concerning the bringing of the complaint. However, if such anonymity would prevent the Judicial Board from properly considering the evidence in relation to such complaint, then the disclosure of the complainant shall be required. In such circumstances, in the event that the complainant does not wish to allow their identity to be disclosed, the Complaint shall be dismissed as invalid

Complaint by UMSU Staff Members

18. Any Complaint made by an UMSU staff member shall be submitted to the UMSU General Manager
    a. Complaints from UMSU staff will be referred to Judicial Board at the discretion of the General Manager.

Appeals

19. Any member of UMSU who takes issue with a Motion passed by the UMSU Board of Directors (the "Appellant") may appeal the passage of such Motion on the basis that it has violated a clause contained within The UMSU Act, By-laws, Governance and Operations Manual, Position Statement Book and/or Election or Referenda Manual (the "Appeal"). Such Appeal must be sent via e-mail to the Chairperson of the Judicial Board within thirty days of the passage of the Motion by the UMSU Board of Directors.

Preliminary Consideration of Complaint or Appeal

20. Following receipt of a Complaint or Appeal, the Chairperson shall distribute the complaint or Appeal to the members and the Judicial Board and shall then call a vote to determine the validity of the complaint or appeal. The vote can be conducted in person, via e-mail or by teleconference.
21. Where a vote of 2/3 of the members of the Judicial Board consider a Complaint or Appeal as lacking validity the complaint or Appeal shall be dismissed without any further investigation or steps taken by the Judicial Board. In the event of a dismissal on this basis, the party or parties that are subject of the complaint or Appeal need not be so informed of such complaint or Appeal.
22. For a Complaint concerning an elected or appointed member of the UMSU Executive, Board or committees that is determined on a preliminary basis to be valid, the Chairperson shall:
    a. Notify the Complainant that the Complaint has been reviewed and will proceed to a Hearing;
    b. Notify the elected or appointed member of the complaint against them and the preliminary determination that the matter will proceed to a Hearing; and
    c. Schedule a date for the Hearing, which shall take place within seven (7) days of the receipt of the Complaint and notify the Complainant and the elected or appointed member of the date, time and location set for the Hearing
23. Following the scheduling of a Hearing concerning an elected or appointed member of the UMSU Executive or Board, the Chairperson of the Judicial Board shall inform The UMSU Board of Directors that a Hearing regarding such a complaint is pending. Such report shall be made as soon as possible following the setting of the Hearing date and shall be given to the UMSU Board of Directors in closed session.
24. For an Appeal of a Motion passed by The UMSU Board of Directors that is determined on a preliminary basis to be valid, the Chairperson shall:
    a. Notify the Appellant that the Appeal has been reviewed and will proceed to a Hearing;
    b. Notify the Chair of The UMSU Board of Directors of the Appeal of the Motion and the preliminary determination that the matter will proceed to a Hearing;
    c. Set a date for the Hearing, and notify the Appellant and the Chair of The UMSU Board of Directors of the date, time and location set for the Hearing which shall take place within fourteen (14) days of the receipt of the Appeal

Appeal relating to UMSU Elections and Referenda

25. All Appeals relating to UMSU Elections and Referenda are to follow Section XVII of the Election and Referendum Manual of The University of Manitoba Student's Union, as amended.
26. The following shall be the process by which Appeals relating to UMSU Elections and Referenda are filed, received, and ruled upon:
    a. The Appellant must submit an Appeal to the Chairperson of the Judicial Board using the proscribed form within forty-eight (48) hours of either the alleged breach of the Election Rules or the Chief Returning Officer's ruling on a Complaint.

b. If the Appeal is found to be validly submitted, the Chairperson of the Judicial Board shall send a copy to any other party named in the Appeal, including the Chief Returning Officer, and continue this procedure;
c. The Chairperson of the Judicial Board shall schedule a Hearing of the Judicial Board to take place within:
    i. 12 hours of receiving the Appeal form if the alleged violations could result in the voiding of the Election or Referenda,
    ii. 24 hours of receiving the Appeal form for all other alleged violations of the Election Rules.
d. The Chairperson of the Judicial Board shall communicate the time and place of this Hearing to all parties named in the Appeal, including the Chief Returning Officer.

27. Prior to the Hearing, the Judicial Board shall first convene in camera and determine if a prima facie case has been made in the Appeal. If a prima facie case has not been made, the Judicial Board shall dismiss the Appeal or the affected parts thereof.

Procedure for Hearings

28. The quorum for a Judicial Board Hearing shall be six members, which shall consist of five members of the Judicial Board plus the Chairperson or Vice-chair.
29. Hearings for the determination of a complaint against an elected or appointed member of the UMSU Executive, Board or Committees shall be conducted by way of written submissions only. In the case of any other Complaint or Appeal that is not related to an election or referendum, the complainant or respondent may submit their respective positions orally or in writing. All the written submissions must be received by the Chairperson of the Judicial Board no later than twenty-four (24) hours prior to the date of the hearing. For election and referenda related Appeals, the written submission shall be submitted to the Chairperson twelve (12) hours after the filing of the Appeal. For the purpose of hearings, the complainant shall not be entitled to remain anonymous.
30. Any written submissions received after the deadlines referred to herein shall be deemed inadmissible and shall not be considered by the Judicial Board.
31. The Complainant, Appellant or Respondent who choose to submit their position orally, shall make such submissions at the commencement of the Hearing. The Complainant or Appellant shall present their submission first, followed by the Respondent.
32. Members of the Judicial Board may ask questions of the parties making oral submissions so as to obtain or seek the necessary clarification of issues or obtain such further and other information that they consider necessary to adjudicate the Complaint or Appeal.
33. Judicial Board Hearings shall be completed as expeditiously as possible and in any event, shall last no longer than seven (7) days. Should the circumstance of a particular Complaint or Appeal be considered by the Judicial Board to be exceptional, the Hearing may be extended for as long as necessary in the circumstances.

Decisions

34. Decisions of the Judicial Board shall be in writing and, in the case of non-election related Appeals, must be rendered within fourteen (14) days in respect of a complaint concerning an elected or appointed member of the UMSU Executive, Board or Committees
35. Decisions of the Judicial Board in respect of the election-related Appeals must be in writing and must be rendered within 24 hours of the Hearing.
36. Where the Judicial Board finds that a complaint against an elected or appointed member of the UMSU Executive, Board or Committees was unwarranted, the Judicial Board's written decision shall state that such complaint was unwarranted and is thereby dismissed. In doing so, the specific member of the UMSU Executive shall not be named in the decision.
37. Should the Judicial Board conclude that the elected or appointed member of the UMSU Executive, Board or Committees has violated UMSU governance procedure, policies or By-laws the decision shall specifically refer to such conclusions and the Judicial Board's decision shall include, but not be limited to the following findings with respect to a member of the UMSU Executive:

a. Violation of specific policies, procedures or By-laws:
b. Improper decorum by an elected member of the UMSU Executive;
c. Inadequate time spent conducting UMSU related business or attending at the UMSU office; and
d. Having undertaken actions determined to be detrimental to UMSU.

Report to the UMSU Board of Directors

38. Where the Judicial Board has rendered a decision finding that an elected or appointed member of the UMSU Executive, Board or Committees and has been found to be in violation of UMSU governing procedures, policies, By-laws, the Chairperson of the Judicial Board shall present a report concerning its decision to the UMSU Board of Directors in open session.

Executive Oversight

39. In addition to the receipt and adjudication of Complaints and Appeals, the Judicial Board shall be responsible for conducting reviews of elected UMSU Executives during their term in office.
40. The Judicial Board shall review and consider the following:
    a. The adequacy of the time spent by the particular Executive member in the UMSU office or engaged in conducting UMSU related business;
    b. Conduct and decorum generally as it relates to an UMSU Executive member;
    c. Whether conduct by the Executive member is consistent with or in violation of UMSU governance documents and/or procedures; and
    d. Where there have been any actions undertaken by the particular Executive member that, while not contrary specifically to any governance documents or procedures, may be determined to be detrimental to UMSU.
41. The Judicial Board shall be engaged in Executive oversight in the following ways:
    a. Conducting ongoing review of the performance of members of the Executive through interviews, review of documents, timesheets, etc., and;
    b. Through the receipt and adjudication of Complaints in accordance with the procedures previously described herein.

Awarding of Performance Incentives

42. As part of its Executive oversight function, the Judicial Board shall have the authority to recommend to the Finance Committee, performance incentives for members of the UMSU Executive within the year-end report. This shall be based on a cumulative assessment of the performance of the particular member of the UMSU Executive and is to then be awarded in April by the Finance Committee.
43. All recommendations regarding performance incentives are subject to Appeals to the UMSU Board of Directors.

Executive Oversight Reporting

44. The Judicial Board shall present its Executive Oversight Report semi-annually to the UMSU Board of Directors.
45. All reports shall be given in closed session.
46. The first report must be presented to the UMSU Board of Directors by November 1st.
47. The second, year-end report must be presented to the UMSU Board of Directors by April 1st.
48. The first report shall cover the period from the start of the year (May 1st) to the date of report (up to, but no later than November 1st) and shall include, but not be limited to, reports concerning:
    a. The number of meetings scheduled and attended by the Judicial Board with respect to Executive oversight;
    b. An outline of the general performance (including timelines) of each member of the UMSU Executive during the specific reporting period;
    c. Any specific recommendations for each member of the UMSU Executive;

d. Number of Complaints received by the Committee which proceeded to a hearing regarding the particular members of the UMSU Executive and the outcomes regarding such Complaints.

49. The year-end report is cumulative and must include, among other, but need not be limited to the following:
    a. The number of meetings scheduled and attended by the Judicial Board with respect to Executive oversight;
    b. An outline of the general performance (including timelines) of each member of the UMSU Executive during the specific reporting period;
    c. Any specific recommendations for each member of the UMSU Executive;
    d. Whether a performance incentive has been awarded for the particular member of the UMSU Executive and, the amount or percentage of such incentive and the reasons for the recommendation of such award;
    e. Number of Complaints received by the Committee regarding the particular members of the UMSU Executive and the outcomes regarding such Complaints;
    f. Recommendations to the UMSU Board of Directors for the following year regarding procedures and updates to the governing documents.

Confidentiality and Non-disclosure

50. The details of any and all Complaints and Appeals to the Judicial Board as well as any Executive oversight conducted by the Judicial Board are confidential and are not to be disclosed by any member of the Judicial Board to any third party. Upon being selected to the Judicial Board, all members shall be required to sign Confidentiality and Non-disclosure Agreement undertaking to maintain the confidentiality required of a member of the Judicial Board.
51. Following the conclusion of each particular Complaint or Appeal as well as the conclusion of the year in which Executive oversight is undertaken, every member of the Judicial Board shall be required to destroy or delete any and all documents and files relating to the particular Complaint or Appeal or Executive oversight.
52. Upon the resignation of a member of the Judicial Board or upon that individual otherwise ceasing to be a member of the Judicial Board, the member shall be required to destroy or delete any and all documents and files in their possession and shall provide confirmation (either in written or electronic form) that they have undertaken this task.
53. Any member of the Judicial Board who fails to abide by all confidentiality and non-disclosure rules as contained herein or as contained in the Confidentiality and Non-disclosure Agreement shall be removed from the Judicial Board, if still a member, of if a former member, subject to sanctions and penalties both under UMSU governance procedures and rules of law. The Judicial Board may seek legal opinion or action from UMSU Legal Counsel if deemed necessary.

Executive Committee

Mandate

54. 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 the Board, and to represent the collective opinion of the Executive members.

Committee Composition

55. 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.

56. 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

57. 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 the UMSU Board of Directors.

Meetings

58. All meetings of the Executive Committee shall be conducted in a closed session unless otherwise decided upon by the Committee.
59. Meeting minutes must be recorded and held by the President.
60. Meeting minutes may be may be reviewed by:
    a. The Judicial Board

Reporting

61. The Executive Committee must provide reports to the Board on a regular basis.
62. All contracts entered into by vote of the Executive Committee must be included (in full) in a report to the Board.
63. All financial spending done by the Executive committee must be reviewed by the Finance committee.

Finance Committee

Mandate

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

Committee Composition

65. 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 Board Members as selected by the Selections Committee.
    e. The General Manager, or designate, non-voting.

Committee Purview

66. The Finance Committee shall have to power to oversee, the following, subject to motions of the Board:
    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.
67. 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.
68. Decisions regarding the retention of legal counsel, or changing counsel, shall be made by the Finance Committee after consultation with the Executive.
69. The Finance Committee shall have jurisdiction over advising the CRO in regards to Election and Referendum spending limits.

70. 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 the Board by the Chairperson of the Finance Committee. If no allocations are made, these funds shall be transferred to retained earnings.
71. The following Categories may be adjusted:
    a. Fall Orientation, Fall Bannatyne, Frosh Fest, Rez Packs, Daytimers, Winter Orientation, Winter Bannatyne.

Meetings

72. 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

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

Member Services Committee

Mandate

75. 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

76. 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. Four Board Members as selected by the Selections Committee;
    d. Three Students-at-Large as selected by the Selections Committee.
    e. The UMGSA President or designate, until such time that members of the UMGSA cease participating in the Health and Dental Plan administered by this committee.

Committee Purview

77. The Member Services Committee shall have jurisdiction over all Services which UMSU provides to its members.
78. The Member Services Committee shall be able to create, approve, and modify Student Club Policy.
79. 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

80. 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

81. 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 the Board on positions to take on issues not covered in Position Statements.

Committee Composition

82. The Governance Committee shall be composed of:
    a. The Vice President Finance and Operations, non-voting;
    b. The President, non-voting;
    c. An UMSU Governance Staff Member, non-voting;
    d. Five Board 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. In the event that a student-at-large member does not accept the responsibility of chairperson, the committee may decide to appoint another member amongst themselves to serve as chairperson.

Committee Purview

83. 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.
84. The Governance Committee shall provide opinions or produce research for any initiatives, programs, or other activities that the Board wishes to be examined.
85. The Governance Committee shall receive reports from the CRO regarding all changes and additions to supplemental rules.
86. Upon the request and approval from the General Manager, the Governance Committee shall have access to legal counsel.

Selections Committee

Mandate

87. 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

88. 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 Board Members selected at random.
        i. The random draw to select the four Board members shall occur in accordance with the first meeting of the new Board. If one of the Board members resigns or is dismissed, another random draw shall be held at the next Board meeting to ensure four Board members are on the Committee.

Committee Purview

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

Meetings

90. The Selections Committee shall meet within 4 weeks of the first meeting of the new Board.
91. 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.

Space Revitalization Committee

Mandate

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

Committee Composition

93. The Space Revitalization Committee shall be composed of:
    a. The Vice President Finance and Operations, as Chairperson;
    b. The Vice President Student Services, non-voting;
    c. Three Senior Sticks selected by the Selections Committee;
    d. Two Board Members as selected by the Selections Committee;
    e. One Student-at-Large as selected by the Selections Committee;
    f. The UMSU General Manager, non-voting.

Committee Purview

94. The Space Revitalization Committee shall:
    a. Review all allocations of UMSU spaces;
    b. Shall manage and commit additional funds (with conjunction of Finance and approval of the Board) to renovate UMSU space;
    c. Shall provide recommendations to Executive and Business Management Committees on the redistribution and/or relocation of UMSU spaces;
    d. Shall provide recommendations to the UMSU Board of Directors on purchasing new space.

U-Pass Committee

Mandate

95. 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:
    a. Review the effectiveness of the U-Pass;
    b. Recommend changes to the U-Pass to the appropriate party;
    c. To assist in organizing referenda on any changes to the U-Pass;
    d. Actively review student appeals of the U-Pass fee assessment.

Committee Composition

96. The U-Pass Committee shall be composed of:
    a. The Vice President Student Services, as Chair;
    b. The President, non-voting;
    c. The Vice President External, non-voting;
    d. Two Board Members as selected by the Selections Committee, voting;
    e. Two Student-at-Large as selected by the Selections Committee, voting;
    f. One Board 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;
    g. The UMSU Accessibility Representative, voting;
    h. The UMSU Staff person responsible for administering the U-Pass Program, non-voting;
    i. The UMGSA President, or a UMGSA Executive, as designated by the UMGSA, until such time that members of the UMGSA cease participating in the U-Pass administered by UMSU, non-voting; and
    j. One graduate student as designated by UMGSA Council, until such time that members of the UMGSA cease participating in the U-Pass administered by UMSU, voting.

Committee Purview

97. The U-Pass Committee shall have oversight of the U-Pass, or other similar programs, which UMSU provides to its members.
98. 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

99. The U-Pass Committee shall annually review the U-Pass provided to ensure cost effectiveness, service and broadness in scope.
100. 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.
101. The U-Pass Committee shall make reports to the Board regarding the assessment and usage of the program at the last Board meeting in the months of November and March, and as deemed necessary by the Chair.

Business Management Committee

Mandate

102. 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

103. 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 Director 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

104. 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 the Board for approval.
105. 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 the Board for final approval.
106. 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 the Board for a final decision.
107. 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

108. 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

109. 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) the Board Composition whose faculties operate out of the Bannatyne Campus;
    c. The Director of Bannatyne Operations

Committee Purview

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

Meetings

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

Reporting

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

Board of Senior Sticks

Mandate

113. 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

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

Committee Purview

115. No action of the Board of Senior Sticks is binding upon the Board.

Meetings

116. 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

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

Assembly of Club Executives

Mandate

118. 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

119. 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

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

Meetings

121. ACE meetings should be held at minimum every month.
122. At least one executive member from each student club is expected to attend unless notice has been provided to the Clubs Manager.

Reporting

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

Student Senate Caucus

Mandate

124. The mandate of the Student Senate Caucus shall be to provide an open forum for student senators to discuss the affairs of Senate and the Committees of Senate, facilitate the development of questions to be brought forward to Senate, and nominate members to the standing committees of Senate. The mandate of the Student Senate Caucus shall also be to provide a coordinated effort for advocacy efforts and student representation on campus through regular meetings, discussions, and leadership.

Committee Composition

125. The Student Senate Caucus shall be composed of:
    a. The UMSU Vice President Advocacy, as Co-Chairperson;
    b. The UMGSA Vice President Academic, as Co-Chairperson;
    c. The UMSU President;
    d. The UMGSA President;
    e. All undergraduate and graduate members of the University of Manitoba Senate, University Discipline Committee, and all other Senate Committees

Committee Purview

126. The Student Senate Caucus shall determine the priorities and coordinate the activities of undergraduate and graduate members of the following bodies:
    a. University of Manitoba Senate.
    b. University Discipline Committee;
    c. All University of Manitoba Senate Committees
127. The Student Senate Caucus shall strive to keep students informed of important policy updates though means they determine to be most fitting.
128. No action of the Student Senate Caucus is binding upon either the Executives or the Board of UMSU or UMGSA.

Meetings

129. The meetings of the Student Senate Caucus should occur before every meeting of the University of Manitoba Senate.

Reporting

130. Reports shall be given from all bodies of student representation at Student Senate Caucus meetings to update individuals on current progress of objectives, new information presented, and any other pertinent information.
131. When appropriate, the Vice President Advocacy will present motions and/or policies of Student Senate Caucus to the University of Manitoba Senate and/or the appropriate Committee(s), or to any related UMSU Committee or the UMSU Board of Directors.

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 the Board 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 the Board Members at least 14 days prior to the Finance Committee's motion to the Board 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 of 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 the Board.

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 the Board.
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 UMGSA 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 the Board.

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 the Board 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 Board 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 UMGSA 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 the Board 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 Board 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:
    a. General Ledgers and General Journals.
    b. Staff Records.
    c. Payroll Accumulation Records published as at December 31 annually.
    d. Invoices from Equipment Inventories/Appraisals and from files relating to Fixed Assets.
    e. Financial Statements.
    f. All agreements and contracts in writing entered into by the UMSU.
    g. Trust ledgers and other papers and records that relate to the Trust and Endowment accounts of the UMSU.
    h. Any other Financial records the Executive, General Manager or Management consider to be relevant and appropriate to maintain;
    i. Community Group Annual Budgets and Statements of Accounts.

The Board Records

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

Community Groups

17. The purpose of Community Groups is to:
    a. 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;
    b. Be responsive, dedicated, and supportive to the membership;
    c. Advocate on behalf of the membership in partnership with UMSU;
    d. 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:
    a. Acting as the financial officer of the Community Group;
    b. 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;
    c. Reporting to the UMSU Services Staff Member(s);
    d. Attending quarterly meetings with the Vice President Finance & Operations and UMSU Services Staff Member(s).
19. The Coordinator shall be paid a wage determined by UMSU.
    a. Coordinator contracts shall be 1 year in length;
    b. 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 (if applicable), Vice President Advocacy, Vice President Student Services, and the UMSU Services Staff Member(s);
    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 dependent 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, the 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 the Board 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 the Board of the appeal, which will be added to the agenda of the next regular meeting of the Board.
    c. The Board 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 the Board regarding the positions of their respective group. These presentations will include an opportunity for questions from the floor.
    e. Motions made by the Board 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 the Board 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 move 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 the Board of the appeal, which will be added to the agenda of the next regular meeting of the Board.
    c. The Board 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 the Board regarding the positions of their respective group. These presentations will include an opportunity for questions from the floor.
    e. Motions made by the Board 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, the Board 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 the Board.
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 travel expenses and vehicle allowance.
9. Executive Members shall provide their reports directly to the Board.
10. The Board Members and other Members of the Union shall provide their reports to the Executive Committee, who shall make them available to the Board.
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 reimbursement at the discretion of the Finance Committee. The reimbursement shall be distributed after the trip, and is intended to be used for meals and routine travel expenses. The reimbursement is distributed based on submitted proof of purchase(s), such as receipts, invoices, or credit card statements. Delegates should provide itemized receipts where applicable, and avoid reimbursements for alcohol expenses.

Local Transportation

13. 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.
14. If a delegate uses a personal vehicle to travel, they will be eligible for a vehicle allowance of $0.38 per kilometre.
15. 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

16. 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.

17. 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.
18. 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.
19. 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.
20. 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.
21. 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

22. 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 the Board.
17. All approved financial sponsorship shall be reported to the UMSU Finance Committee and the Board for information, at each Board and Committee meeting.
18. A record of approved requests shall be kept for future Executive Committees and Boards.

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:
    a. The University of Manitoba Students' Union.
    b. External organizations or coalitions UMSU is a member of.
    c. University of Manitoba Student Associations recognized by UMSU.
    d. University of Manitoba Student Groups and Student Service Groups recognized by UMSU.
    e. Campaigns that UMSU is officially in support of.
    f. Any other critical or emergency information the Executive Committee and/or the Board 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:
    a. Discriminatory or derogatory towards any person based on the characteristics listed in section 9 (2) of the Manitoba Human Rights Code.
    b. 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:
    a. Should include positive portrayals the diversity of the membership where practicable.
    b. 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 the Board in the manner and on the conditions following:
    a. If an officer, member of the Board, a member of a Committee of the Board, 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 the Board, the determinations to be made by the President in Subsections (ii), (iii) and (iv) shall be made instead by the Board.
    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 the Board, 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 dates, 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: Request for and Consent to Legal Representation

I, _____, pursuant to governing documents pertaining to Legal Representation, 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 the UMSU Board of Directors.
7. At the time that a Recognized Organization has been referred to the Board, the Board 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 the Board.
8. Following any action that is taken by the Board, the UMSU VPA will be responsible to following up with decision of the Board and providing an update on the progress of the action at the request of the Board.

Section XXIII: Safe Environment Policy

1. UMSU members and UMSU staff are expected to respect the right of all other members and UMSU staff to enjoy UMSU operated spaces in an equitable and safe manner.
2. UMSU recognizes and believes in the right to free speech as outlined in UMSU's Position Statement #7: Equitable Campus, yet acknowledge that free speech should not violate other groups or individuals rights to feel safe or be utilized to incite hatred.

Jurisdiction

3. All UMSU related event or activity, whether it occurs in UMSU operated space or in external University space, or off-campus space are mandated as a safe environment as outlined in Section XVI (5). UMSU related events and activities include but are not limited to:
    a) Any event or activity hosted by an UMSU registered Student Association or Student Club or Group;
    b) Any event or activity hosted by an UMSU member through the use of UMSU funds or grants;
    c) Any event or activity hosted by an UMSU member that utilizes UMSU resources.

Definition

4. A Safe Environment can be defined as a space which does not condone behaviour, language, or action that is likely to undermine the dignity, safety, self-esteem or productivity of any of its members or employees and prohibits:
    a) Discrimination or harassment based on Protected Characteristics as listed in The Human Rights Code (Manitoba) including:
        i. Ancestry, including colour and perceived race;
        ii. Nationality or national origin;
        iii. Ethnic background or origin;
        iv. Religion or creed, or religious belief, religious association or religious activity;
        v. Age;
        vi. Sex, including sex-determined characteristics or circumstances, such as pregnancy, the possibility of pregnancy, or circumstances related to pregnancy;
        vii. Gender identity, gender expression, or circumstances related to gender;
        viii. Sexual orientation;
        ix. Marital or family status;
        x. Source of income;
        xi. Political belief, political association or political activity;
        xii. Physical or mental disability or related characteristics or circumstances, including reliance on a service animal, wheelchair, or any other remedial appliance or device;
        xiii. Social disadvantage.
    b) Discriminatory or harassing behaviours and actions as listed in the UMSU Position Statement #7: Equitable Campus, including but not limited to:
        i. Racism
        ii. Sexism
        iii. Ableism
        iv. Homophobia
        v. Biphobia

vi. Transphobia
vii. Islamophobia
viii. Anti-Semitism
ix. Other forms of oppression that can affect how certain groups of people access post-secondary education and perpetuate inequities in society;
x. Other forms of harassment or discrimination as outlined in the University of Manitoba Respectful Work and Learning Environment Policy and Procedure.

c) Sexual violence, including but not limited to:
   i. Sexual Assault
   ii. Sexual Harassment
   iii. Stalking
   iv. Indecent Exposure
   v. Voyeurism
   vi. Non-consensual distribution of a sexually explicit content, such as photographs or recordings
   vii. Stealthing
   viii. Other forms of sexual violence or harassment as outlined in the University of Manitoba Sexual Assault Policy, Respectful Work and Learning Environment Policy, and subsequent Procedures.
d) Personal harassment including but not limited to:
   i. A severe single incident or a series of incidents of objectionable and unwelcome conduct or comments, directed toward a specific person or group, which does not serve a reasonable work or academic purpose, and objectively would have the effect of creating an intimidating, humiliating, hostile or offensive work or learning environment;
   ii. Verbal or written abuse, threats or intimidation that objectively is humiliating or demeaning;
   iii. Objectionable and unwelcome conduct or comments that objectively impacts the mental or physical health of another person.

Safe Environment measures

5. In order to ensure all UMSU operated spaces are operating as a safe environment, UMSU will:
   a) Ensure that all UMSU staff are made aware of and understand what constitutes a safe environment;
   b) Ensure that all UMSU staff understand the measures and procedures involved in dealing with a violation of the safe environment policy;
   c) Ensure that all UMSU management complete Bystander Intervention training within their first six months of employment, with potential refreshers as deemed necessary by the UMSU General Manager.
6. In order to ensure all UMSU student groups/clubs and student associations are hosting events and activities in line with the safe environment policy, UMSU will:
   a) Include information on the safe environment policy in UMSU Consent Culture Training (outlined in Section XXII);
   b) Ensure that student associations are aware of and agree to the safe environment policy prior to receiving any UMSU funding;
   c) Ensure that student clubs and groups are aware of and agree to the safe environment policy prior to being renewed or granted club status.

Violations by Individuals/Patrons

7. If a complaint is made to UMSU staff about a violation of the safe environment policy within the jurisdiction of an UMSU operated space by an individual(s), UMSU Management reserves the right to take immediate action on the incident. UMSU Operated Spaces include:
    a) All UMSU businesses including but not limited to:
        i. The Hub Social Club;
        ii. Degrees Restaurant;
        iii. IQ's Cafe & Billiards;
        iv. Answers;
        v. GPA's Convenience Store;
        vi. UMCycle;
        vii. The Digital Print and Design Centre.
    b) All UMSU service centres including but not limited to:
        i. The main UMSU Office (101 UMSU University Centre);
        ii. UMFM;
        iii. The Gallery of Student Art.
    c) All UMSU community group spaces included but not limited to:
        i. The Womyn's Centre;
        ii. UMASA Office;
        iii. The Rainbow Pride Mosiac;
        iv. The Accessibility Centre.
    d) All UMSU student club offices/spaces included but not limited to;
        i. Offices located in Helen Glass Centre or UMSU University Centre.
8. UMSU will operate with zero-tolerance on any instances of physical violence or threat of physical violence. Should this occur, the perpetrator(s) will be asked to leave by the Manager on duty or the UMSU staff member in charge of said space.
9. If a complaint is made that does not threaten the immediate physical safety of a member or patron, the Manager on duty or UMSU staff member in charge has the right to determine the immediate action to be taken, including but not limited to:
    a) A verbal warning to the accused individual to cease the violating speech/behaviour/action;
    b) Other actions deemed satisfactory to resolve the situation.
10. If a warning or resolution is disregarded by an accused individual, and further violation of the safe environment policy occurs, the accused individual will be asked to leave the space by the Manager on duty or UMSU staff member in charge.
11. If the violation is deemed significant enough in nature to warrant further action beyond dismissal from the space, the Manager of business or staff member in charge of the service/space, in consultation with the UMSU General Manager, reserves the right to:
    a) Suspend the individual from the space in question;
    b) Ban the individual from the space in question;
12. If an individual has been banned or suspended, and the individual believes the resolution to the situation is unfair or unwarranted, they may submit complaint to the UMSU Judicial Board.
13. If a complaint is received, the UMSU Judicial Board must within (10) days gather information on the complaint and the violation in question by consulting the complainant, the Manager(s) or staff members involved, and the relevant UMSU Governing Documents..

14. Following the gathering of information and consultation of the Safe Environment policy, the Judicial board may either choose to uphold the decision of UMSU, suggest an alternative solution, or strike the decision based on the severity and legitimacy of the situation.

Violations by Student Groups/Clubs and Student Associations

15. If a complaint is made to UMSU about a violation of the safe environment policy by a student group/club or student association within any UMSU operated space, at an UMSU related event or activity, or through use of UMSU funding, UMSU reserves the right to take punitive action on the incident. UMSU Operated Spaces include all those as outlines in Section XVI (8).
16. A violation of the Safe Environment policy perpetrated by a student club/group or student association includes but is not limited to:
    a) Using promotional materials that violate the UMSU safe environment policy;
    b) Condoning behaviour at an event/activity, or within the group/club or association that violates the UMSU Safe Environment policy;
    c) Individual members of the student club/group or association acting in the capacity of said club/association in a manner that violates the safe environment policy;
    d) Other actions/speech/behaviours/materials committed/created/promoted by member(s) of the student group/club or association that violate the UMSU Safe Environment Policy.
17. If it is believed that a student group/club or association has violated the Safe Environment Policy within/involving an UMSU Business or Service, or if a complaint against a group/club or association is made about actions within an UMSU Business or Service space, the Manager or Staff in charge of said business/service has the right to take action against the accused group/club or association. Actions may include, but are not limited to:
    a) Suspension of the group/club or association from said space;
    b) Banning of the group/club or association from said space;
    c) Other actions as deemed appropriate by the UMSU Manager/Staff of the space in agreement with the UMSU General Manager and UMSU Services Manager.
18. If it is believed that a student group/club or association has violated the Safe Environment Policy within/involving a student club/group office or other UMSU operated space, or if a complaint about involving a student club/group in conjunction with UMSU space is made, the UMSU Staff member in charge of said space has the right to take action against the accused club/group. Action may include, but is not limited to:
    a) Suspension of member(s) from said space;
    b) Banning of member(s) from said space;
19. If it is believed that a Student Group/Club or Association has violated the UMSU Safe Environment Policy on or off campus, a complaint may be made to the UMSU Vice President Advocacy.
20. If a complaint is received, the UMSU Vice President Advocacy must within (14) days gather information on the complaint and the violation in question by consulting the complainant, the student club/group or association involved, any other UMSU members or staff relevant to the situation, and the relevant UMSU Governing Documents.
21. Following the gathering of information and consultation of the Safe Environment policy, the UMSU Vice President Advocacy, in consultation with the UMSU Vice President Student Services, the UMSU General Manager, and the UMSU Services Manager may issue a finding on the situation. If the Safe Environment policy has been deemed to have

been violated, punitive action against the Student club/group or association may be taken. Actions may include, but are not limited to:

a) Suspension of member(s) involved;
b) Recommendation of removal of member(s) involved;
c) Suspension of group/association privileges (booking spaces, renting equipment, etc.);
d) Denial of UMSU funding;
e) Suspension of student group/club status;
f) Other actions as deemed appropriate.

22. If a student group/club or association has received punitive action by UMSU, and the group/club or association believes the resolution to the situation is unfair or unwarranted, they may submit complaint to the UMSU Judicial Board.
23. If a complaint is received, the UMSU Judicial Board must within (10) days gather information on the complaint and the violation in question by consulting the complainant, the UMSU Vice President Advocacy, the UMSU Vice President Student Services, the UMSU General Manager, other UMSU staff members involved, and the relevant UMSU Governing Documents.
24. Following the gathering of information and consultation of the Safe Environment policy, the Judicial board may either choose to uphold the decision of UMSU, suggest an alternative solution, or strike the decision based on the severity and legitimacy of the situation.