

# UMSU Clubs Policies and Procedures

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Last revised: August 19, 2019

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# Disclaimer

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

## Section I: Structure

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### 1) Purpose of Student Clubs

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

- a) The aim of a Club is to provide a cultural, athletic, intellectual, and social environment and to benefit its membership as well as the University of Manitoba community through enhancement of the university experience through non-commercial activities.
- b) Clubs associated with an established department, school, institute, program or division, and may only be established such that the aim of Academic Clubs is to provide an academic and social environment related to the field of study of the respective academic area and cannot be to provide a representative function.

### 2) Open Membership Clubs

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

### 3) Closed Membership Clubs

Clubs with “Closed Membership” may not restrict membership, or classes of membership on the basis of ability, race, religion, political beliefs, sex, gender identity, age, or sexual orientation except in the following instances:

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

### 4) Record of Membership

All Clubs must maintain an active record of membership and provide if requested.

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

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### **1) Participation in Meetings**

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

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

The time and location of every meetings will be communicated at the beginning of the academic year.

### **3) Purpose of Meetings**

The purpose of meetings of ACE shall be:

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

## Section III: Recognition and Renewal of Clubs

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### **1) Role of the Clubs Coordinator**

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

### **2) Requirements for Recognition or Renewal**

Recognition or renewal will be considered by the Clubs Coordinator following the submission of successfully completed the online UMSU Student Club Application.

### **3) Appeals**

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

## Section IV: Removal of UMSU Recognition

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### 1) Termination of Benefits

Removal of UMSU recognition status may be initiated from the Clubs Coordinator and/or the Member Services Committee or UMSU Council when:

- a) A club fails to renew their UMSU Student Club status by submitting the appropriate documentation on time;
- b) A club knowingly misrepresents facts when submitting or requesting information, resources, or funding;
- c) A club is in debt to UMSU and has not made arrangements for repayment;
- d) A club votes within its membership to disband and notice has been provided to the Clubs Coordinator;
- e) Unless alternative arrangements are made with the Clubs Coordinator, a club fails to provide UMSU with the mandatory complete member list, in the proper format, of the current term;
- f) Or at the discretion of the UMSU Board of Directors.

### 2) Probation

A club may be issued a probation period by the Clubs Coordinator, where they may:

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

### 3) Appeals

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

## Section V: Charitable Partnerships

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### **1) Donations**

- a) Clubs that are disbanding their organization may donate their remaining funds to a CRA registered charity of their choice, or remit the funding to UMSU.



## Section VI: Student Club Funding

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### 1) Purpose of the Fund

The purpose of the Student Club Fund is to provide financial support to constitutional goals of UMSU recognized. Disbursements of the fund are determined by the Member Services Committee via the Clubs Coordinator or in exceptional circumstances, the UMSU Executive Committee (via the Clubs Coordinator).

### 2) Funding Priorities

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

### 3) Maximum Level of Funding

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

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

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

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

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

**Community Initiative Funding** – See Section VII.

### **5) Process of Funding Requests**

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

### **6) Application Process**

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

### **7) Reconsideration**

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

## Section VII: Community Initiative Funding

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### 1) Purpose of the Fund

The purpose of the Community Initiatives Funding (CIF) shall be to assist UMSU recognized clubs with financial support for events and initiatives with the following aims:

- a) Providing a safe, positive, and comfortable environment for community members
- b) Advocating on behalf of a community
- c) Creating programming that benefits a community

The intention of the approval structure is to provide support for initiatives in a way that respects the autonomy and self-governance of the communities, while also meeting the oversight and transparency requirements of UMSU's bylaws.

The total budget allocation to CIF will be divided into the following equal Community Initiatives Funds:

- a) Accessibility CIF
- b) 2SLGBTQ+ CIF
- c) Indigenous CIF
- d) International Students CIF
- e) Womyn's CIF

### 2) Funding Priorities

Funding is approved by the Member Services Committee (MSC) on the basis of recommendations from the CIF's respective Community Representatives, or in their absence, from the Vice President Student Services. The recommendations to MSC must follow the approval of the Community Assembly.

### 3) Funding Procedures

There shall be a general assembly of student members of each community each month, which may be referred to as a Community Assembly. The Community Assembly will be chaired by the respective Community Representative, or in case that position is vacant, by a community member appointed by the Vice President Student Services.

As the Community Assembly is not a formal committee of UMSU, it may adopt its own rules of order (e.g. consensus, compromise, etc.). Until and unless alternative rules of order are adopted, the assembly will follow Robert's Rules of Order.

#### **4) Responsibilities of the Positions of Titles**

It is the responsibility of the Community Representative to:

- a) Schedule meetings and ensure they are widely promoted within the community;
- b) Review applications received for consideration ahead of the meeting;
- c) Chair the Community Assembly in a way that is collaborative and consultative to all self-identified members of the community;
- d) Provide the recommendations from the assembly to the Vice President Student Services.

It is the responsibility of the Vice President Student Services to:

- a) Ensure that the meetings are scheduled with adequate notice and promotion;
- b) Provide Community Representatives with the applications received for consideration ahead of the meeting;
- c) Move the funding recommendations of the assemblies to the Member Services Committee for approval;
- d) Generally oversee, review, and ensure the good and fair functioning of the process, including by counselling and/or mediating with stakeholders as required.

#### **5) Timing of Funding**

Each calendar month, up to 1 ½ of the total budget of each Community Initiatives Fund becomes available for distribution to recognized student clubs. Amounts not approved in prior months will roll forward to the next month, until the end of the fiscal year.

#### **6) Application Process**

When student clubs apply for funding through the web form, they will have the opportunity to indicate if they wish for their application to be additionally considered for any of the CIF. In addition to being considered for regular Student Club Support Funding, student clubs will then be considered for funding in each CIF by that/those respective Community Assembly/Assemblies.

## Section VIII: Club Marketing and Promotion

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### **7) Use of UMSU Logo**

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

## Section IX: Club Space Allocation

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### **1) Space Available**

UMSU may have shared student club office spaces for allocation each year.

### **2) Purpose of Space**

Office Space must be used to assist clubs with delivering events, activities, and programming to their membership and to the broader University community, which ultimately fulfills the constitutional goals of the recognized club.

### **3) Period of Occupancy**

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

### **4) Requesting Space**

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

### **5) Appealing a Request for Club Space**

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

### **6) Determination and Eligibility of Club Space**

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

### **7) Maintenance of Club Space**

It is the responsibility of all office space users to keep the space clean and tidy. The Member Services Committee and/or the Clubs Coordinator may conduct inspections of club space to ensure that it meets the requirements.

## Section X: Office Code of Conduct

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### 1) Space Requirements

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

- a) Office space is not to be used for the gathering of clubs and affiliated individuals;
- b) Individuals may not store objects within their space that is prohibited by the University of Manitoba. This includes but is not limited to:
  - i) Fireworks,
  - ii) Hotplates,
  - iii) Live animals.
- c) Individuals may not store, consume or use the following within their space:
  - i) Alcohol or alcohol-related products,
  - ii) Tobacco or tobacco-related products,
  - iii) Marijuana or marijuana-related products,
  - iv) Illicit material.
- d) Damage of property in any way deems the student club or individuals involved responsible by UMSU and agrees to pay for the repairs associated with said damage;
- e) Club spaces are generally provided free-of-charge, but student clubs may be billed for required room maintenance from damages (example: lock replacement for lost keys, fixing damages) on a cost-recovery basis.;
- f) Individuals may not engage in the following activities in their space:
  - i) Sleeping,
  - ii) Sex,
  - iii) Gambling,
  - iv) Illegal activities,
  - v) Any of the aforementioned acts outlined in point c.
- g) All spaces must be compliant with fire and other safety codes set out by the University of Manitoba and supplementary safety guidelines provided by UMSU, including:
  - i) Not covering any windows in the space with any materials,
  - ii) Only using extension cords on a temporary basis,
  - iii) Plugging appliances directly into outlets (not through powerbars),
  - iv) Not stringing additional lighting in offices.
- h) Student clubs may change the code on the lockbox of their room provided they immediately alert the Clubs Manager and other office occupants in the form of an email. The room key must remain in the lockbox at all times. Signing authorities of each club space will be informed of the lockbox or lock code. The code will be set by UMSU and clubs are not to alter the code without immediate written notification to the Clubs Coordinator. If there is a demonstrated need to have the code or lock changed, please

contact the Clubs Coordinator. UMSU cannot guarantee the security of any club space so please keep all valuables stored in other locations.

- i) Space should be used primarily for purposes that advance the mission of the student club.

## **2) Consequences**

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

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



## Section XI: Registered Club Agreement

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### 1) Purpose

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

### 2) Oath of Office

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

### 3) Policies and Procedures

All clubs, through their executives, agree to:

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