



Student Club Handbook

Table of Contents

INTRODUCTION	2
What is the University of Manitoba Students' Union (UMSU)?	2
WHAT IS A STUDENT CLUB?	2
Terms	2
Services Coordinator	3
Assembly of Clubs Executives (ACE)	3
UMSU Vice President Student Life (VPSL)	3
COVID-19 Updates	4
Important Contact Information	4
Links	4
CLUB REQUIREMENTS AND EXPECTATIONS	5
Rules and Regulations	5
Importance of Paperwork	5
Probation	5
MEMBERSHIP	6
Join an Existing Club	6
Starting a Student Club	6
Continue an Existing Club	7
Office Space	7
CLUB EVENTS	9
Booking Spaces	9
Event Promotion	9
Poster and Advertisement Approval Chart	10
Renting Equipment	11
Food and Drink Catering	11
Alcohol	11
Insurance	12
FUNDING	13
Applying for Funding	13
Types of Funding	13
Receiving Funds	13
Club Bank Accounts	13
APPEALS	14
Grievance with Services Coordinator	14
Grievance with Member Services Committee	14
APPENDICES	15
Section XIII: Registered Club Agreement	15
Section XI: Office Code of Conduct	15
Categorized Directory of Student Clubs	17

Introduction

Hello! Welcome to the University of Manitoba Students' Union (UMSU) Student Clubs Manual! This is a clubs guide created by students for students, to help you learn everything you could possibly need to know about all types of student clubs at the University of Manitoba (U of M). From sororities to cultural groups and everything in between, UMSU funds over 200 recognized student groups on campus. Whether you're interested in anime, mental health awareness, sexual violence prevention, politics, religion, video games, or something entirely different, there's guaranteed to be something for all students, and we encourage everyone to get involved. And if you don't find what you're looking for, gather some like-minded individuals and start your own club!

Below you'll find answers to all your questions regarding student clubs at the U of M, and all the resources UMSU offers to students looking to get involved on campus!

WHAT IS UMSU?

UMSU is an organization comprised of passionate individuals striving to enhance student life and the quality of education through consultation, representation and advocacy. It is UMSU's primary responsibility to provide effective services for students, some of which include the U-PASS, health and dental, and tutoring services. UMSU also advocates for students to all three levels of government and to the University, and are committed to ensuring your education is high quality and affordable. The University of Manitoba Students' Union is by students, for students, and that is why we understand how important it is to provide students with the proper resources, programming, services, and opportunities to make your university experience worthwhile.

What is a Student Club?

From UMSU's perspective, a student club is any group of students that share a common interest and intends to enrich life student life on campus by offering exclusive programming and opportunities for students to involve themselves in the university community. Any groups of students can apply and become a recognized club under UMSU, as long as they meet the criteria that can be found within the "Membership" pages of this handbook.

WHY JOIN A STUDENT CLUB?

If you're on the fence, here are some incentives that will leave you wondering why you didn't join sooner:

- UMSU provides student groups with up to \$200 in funding for start-up and operational costs
- Access to rentable A/V equipment
- Eligible to apply for further funding from UMSU for hosting events
- Access to table space in University Centre as well as bookable office spaces
- Free Coca-Cola products!
- Dedicated Services Coordinator to help your group make the very most out of all the resources that UMSU has to offer!

TERMS

This manual has some key terms that can easily get confused, the most common confusion being the distinction between a Student Club and Student Group. While these are often interchangeable, this manual refers to these terms separately.

- **A Student Club** is a group of students gathered together by a social, academic, or religious purpose. These clubs are subsidiaries of UMSU, receive their funding from UMSU, and maintain no part in student government.
- **A Student Group** is any registered group of students on the U of M campus which may or may not have part in student government. This term incorporates student associations (like the Arts Student Body Council or the Science Students' Association), as well as some student clubs.

The reason for having both of these terms is to allow student clubs to operate under a separate set of rules from student government related groups. These groups play an important political role in helping UMSU function, while the student clubs are more for the betterment of the community as a whole. In keeping with such, different rules must be applied to each, which is the main reason for the creation of this manual, and the Policies and Procedures document which are the overarching rules of all clubs.

SERVICES COORDINATOR

In order to ensure that UMSU's student clubs are being offered full support, a position on the staff team is designated to do exactly that! The Services Coordinator will happily assist any clubs and club members with requests, concerns, and inquiries, while also serving as the liaison between the UMSU Member Services Committee (MSC) and every student club. Any request from a club that is to be evaluated by the Member Services Committee can first be forwarded and approved by the Services Coordinator, so that you can be sure everything is in order before sending it off for evaluation.

UMSU's Services Coordinator will be hired in the upcoming summer months. In the meantime, any student clubs related questions can be directed to the following:

UMSU Service Centre: umsu@umsu.ca

UMSU Vice President Student Life: vpsl@umsu.ca

ASSEMBLY OF CLUB EXECUTIVES (ACE)

The Assembly of Club Executives (ACE) is a recognized UMSU committee that meets regularly, for the direct benefit of student clubs on campus. As outlined in the Policies and Procedures section of this handbook, ACE meetings are mandatory and each club must have a minimum of one representative per meeting. Any group who misses two meetings throughout the year without valid reasoning will be immediately placed into probation.

ACE meetings usually involve relevant announcements, reports from student clubs, and sharing of events and opportunities that any of the students clubs are currently offering. These meetings act as a platform for club executives to communicate questions and concerns directly to UMSU, as well as share their own updates with other clubs members and discuss changes they want to see within the organization as a whole. ACE meetings are chaired by the UMSU Vice President Student Life.

UMSU VICE PRESIDENT STUDENT LIFE (VPSL)

UMSU operates primarily in the hands of the elected executive team, comprised of a President and four Vice Presidents (Finance and Operations, Advocacy, Student Life, and Community Engagement).

The VPSL works to maintain a strong relationship and to oversee interactions between UMSU and UMSU recognized student clubs. As the chair of ACE and executive responsible for handling issues regarding student clubs and organizations, the Vice President Student Life is one of the primary contacts available to student club members for any questions or concerns they may have.

UMSU's VPSL this year is Savannah Szocs. She is a student in the Faculty of Science who has been involved with many student clubs throughout her time at the U of M. As a previous executive of multiple student clubs, she understands how clubs function, as well as the resources they need, barriers they face, and concerns they have. She is passionate about creating a positive campus experience for everyone, and wants to help clubs grow their membership and thrive within the student community.

If you need to contact the VPSL, you can do so in the following ways:

Virtual Office Hours - RSVP via email

Fridays from 11:00 AM - 12:00 PM (Fall and Summer Terms)

Email: vpsl@umsu.ca

Phone: (204) 474-6521

COVID-19 UPDATES:

Due to the U of M closure because of the recent effects of COVID-19, all courses will take place remotely and be taught virtually until further notice. UMSU understands that student clubs at the U of M will be very limited to the types of programming and events they are able to host. We encourage all student clubs to do their very best to continue to be active members of the U of M community, and to welcome all new students with open arms during these trying times. We also invite any members of student clubs to reach out to UMSU for supports, resources, and advice that they may be able to share with students. We have been faced with a very unfortunate situation, but as students at the U of M we need to do our very best to strengthen our campus community during this time. We are all in this together.

IMPORTANT CONTACTS

UMSU Vice President Student Life (VPSL): Savannah Szocs

Phone: (204) 474-6521

Email: vpsl@umsu.ca

UMSU Service Centre Manager: Leeandra Wren

Phone: (204) 474-9346

Email: leeandra.wren@umsu.ca

UMSU Services Coordinator:

Phone: (204) 474-6521

Email: studentclubs@umsu.ca

UMSU Service Centre:

Phone: (204) 474-6822

Email: servicecentre@umsu.ca

University of Manitoba Conference and Catering:

Phone: (204) 474-8336

Email: conferencecatering@umanitoba.ca

LINKS

Student Clubs Information:

<https://umsu.ca/student-clubs-associations/student-clubs/>

Student Clubs Resources:

<https://umsu.ca/student-clubs-associations/student-club-resources/>

UMSU Student Clubs Application:

https://umsu.formstack.com/forms/umsu_student_club_application_information

UMSU Student Clubs Room Booking Application:

https://umsu.formstack.com/forms/room_booking

Student Club Funding Application:

https://umsu.formstack.com/forms/student_club_funding_

Club Requirements and Expectations

Regardless of the size and membership of each student club, every club must abide by the same guiding principles as set out in this manual and the Policies and Procedures document that can be found on the UMSU website. These rules are made to ensure that every club is not only functioning at its full potential, but that the Services Coordinator has a standard for each club to use as a baseline. If a student club does not meet these guidelines, the Services Coordinator or the Vice President Student Life reserves the right to reprimand any club as outlined in the Probation section of this document.

RULES AND REGULATIONS

The Student Clubs Rules and Regulations is the bulk of the expectations that every student club registered with UMSU must uphold. In short, the policies found here can be summed up by the idea that:

“Every club must agree to uphold the values and principles that UMSU stands for. This includes, but is not limited to: good governance, equal treatment of all individuals, and fair practice.”

While the above statement may make some valid general points of information, there still exists many points of knowledge that each club at the U of M should be familiar with.

To read the entire set of club policies and procedures, visit the UMSU website. Most importantly, every club member should be familiar with the Registered Club Agreement (Section XIII of the Policies and Procedures document), which plainly states the responsibilities of individuals in a club. Upon initial application, as well as each year with a club's renewal, the executives of every student club must acknowledge and pledge to uphold these principles by signing the Student Club Transition Form, which signs over executive authority from one caucus to another. For your ease, this can be found in the appendix of this manual.

IMPORTANCE OF PAPERWORK

Whether beginning a club, becoming an executive of an existing club, or just as a concerned club member, keeping up with paperwork has supreme importance. UMSU has changed over to an almost completely paperless filing system, whereby the only documents necessary for a club to maintain its status is to submit the Student Clubs Transition Form on an annual basis following your group elections. As well, the UMSU Student Clubs Policies and Procedures requires any student club to keep consistent records of all meetings held, and without these, UMSU has grounds to put any club on probation, which can ultimately lead to the loss of privileges.

PROBATION

Following an infraction of the Student Clubs Policies and Procedures made by any member of a student club, the Services Coordinator or the Vice President Student Life has the authority to place the respective student club into probation, meaning that they will be heavily scrutinized for the 30 days to follow. This probationary period has been created to ensure that all student clubs that are sponsored by UMSU are of the best quality, and that each and every club is functioning with the intent to better the community in which ever way they have indicated on their initial application.

This probation period is incredibly important for the club, as any further infraction is cause for revoking the status of their club as well as loss of access to all of available funds and office spaces. As well, during probation, the club's structure will be called into question, with the Services Coordinator looking to find if there are ways to improve the club as to not see the club fall defunded.

During probation, a club is temporarily cut off from all funding, table bookings, room bookings, and equipment rentals.

Membership

Within this section, it is explained how to go about joining an existing club, acquiring recognized student clubs status for a newly established club, and how to maintain club status for an already established club.

JOINING AN EXISTING CLUB

To join an existing student club, simply visit the UMSU website at umsu.ca and browse the categories of student clubs. Once you find a club you are interested in joining, click on their name and the website will direct you to a list of contact information for that club. Choose your preferred method of contact and reach out to the club virtually, and they will give you further information on how you can join their membership and get involved!

STARTING A STUDENT CLUB

Starting your own student club with UMSU is as easy as ever with our online paperless system. Before you begin, complete the following checklist of requirements for any new club:

- The club will exist to provide a social or academic environment united by a central theme
- The central theme of your club is original and not replicating an already existing club
- The club is open to any student who may wish to join (if not, your club will have some restrictions placed on it, which can include limited access to funding. The only groups which we consider to not be open to the public currently are Sororities and Fraternities)
- Prior to applying for official club status, you have notice of at least 10 members who are committed to being dedicated members of your club, with at least two thirds of them being UMSU members

Once all of the above is in order, the details of the structure of your club must be solidified which is accomplished by writing a constitution for your group. A club's constitution is the document where the structure of the group is outlined as well as any governance information. While most clubs have a President, Vice President, and Treasurer, you are not restricted to those titles – feel free to make them your own!

While this may sound like a daunting task we've tried to simplify it as much as possible for you by providing you a sample constitution, which you can base your club constitution off of. Using this, you should be able to craft a constitution that will serve your group well. This helpful document can be found on the UMSU website. If difficulties arise during this process, please reach out to the UMSU Services Coordinator, who can assist you in creating a functional constitutional document.

Once the constitution is written and finalized, it must be passed by the members of your club. This is to occur at a meeting prior to submitting your Student Club Application, and is an excellent opportunity to gather information about the individuals who are going to be members of your group, and inform them of the upcoming requirements of them in this process.

The next step is when the actual application comes in. The Student Club Application is a comprehensive online form which will provide the Services Coordinator with enough information to ensure that your club is approved as a registered student club and gets their very own page on the UMSU website. A page on the UMSU website is a great way to post a description of your club and have contact information readily available to students.

After you've submitted your application with all it's accompanying requirements, you're all done! You have just successfully created and registered a student club. Your club now has access to all the available resources UMSU has to offer.

CONTINUE AN EXISTING CLUB

Every year, the executives of a current registered club have to be wary of a few dates in particular. Firstly, the most important is submitting a properly completed Student Club Transition Form. This is the form that is submitted to UMSU that tells the Services Coordinator who is on the executive committee of each club. A new form must be submitted to maintain registered club status.

The transition form needs to be submitted once annually and preferably before May 1st of each year. If your club's elections occur prior to this date, you are encouraged to submit this form earlier than the May deadline.

A few other things to keep in mind:

- A current version of your club's governing documents (constitutions, bylaws, etc.) must be available to students at large, and if these documents are revised, you must inform the Services Coordinator and upload the new documentation within a week.
- UMSU must be given updates and hold an accurate record of all members in your club including their official titles. At any given time, 2/3 of these members must be UMSU members.

There are many other terms and conditions that are outlined by the Student Club Policies and Procedures, with most of them being explained in Section XIII: Registered Club Agreement (which can be found in the appendix). The policies themselves are straightforward, and if you have any questions you may contact the Services Coordinator.

OFFICE SPACE

UMSU is currently trying to create more available bookable office spaces for student clubs. In the past, many clubs have had their own designated office spaces allocated to them by UMSU, however we believe that due to the high volume of student clubs at the U of M, it is more beneficial to provide these office spaces to student clubs on a rotating and rentable basis. These office spaces can be used for a multitude of things, but are most commonly used as gathering places for clubs, and a place the clubs can call their own. Though we are trying to switch over to a rentable room booking system, we are still accepting applications for office space online.

Since these spaces are owned by UMSU, we maintain the responsibility of them, and as such, student clubs which occupy a space must operate by a strict code of conduct which is detailed in the Student Clubs Policies and Procedures document found on our website. In short, the basic rundown is that student clubs occupying office space must not:

- Damage or destroy property
- Sleep in these spaces
- Cover any office windows, including those on doors
- Consume or have alcohol, drugs, or any other illicit materials in the office space
- Have forbidden items in the office (for example, any items as specified by the fire code, the U of M, or UMSU)
- Change the lock box combination without informing the Services Coordinator for the Vice President of Student Life

When a club begins to occupy an office space, they agreed to the Office Code of Conduct (Section XI of the Student Clubs Policies and Procedures, also found in the appendix of this document) by signing the Student Club Transition Form, which stipulates that infractions of these rules can result in the eviction of a student club from any office space, loss of registered Student Club Status from UMSU (including all associated benefits), as well as limitations or restrictions placed on the club with regards to renting or booking office spaces in the upcoming year. Ultimately, clubs need to remember that having an office space is a privilege, not a right.

Clubs can apply for office space online every March, but may be rejected by the Services Coordinator on any handful of criteria, including a bad report from previous years, or not submitting the completed paperwork by the indicated deadline.

For your club to be eligible for office space, the following criteria are used to evaluate all student groups:

- Does the club effectively use social media?
- Does the club have updated paperwork including constitutions, bylaws, and any other governing documents?
- Does the club actively campaign?
- Does the club produce promotional material around campus?
- Does the club consistently send representatives to ACE meetings?
- Does the club utilize equipment that requires an office space?

As well, if a student club has previously had an office space, there are further items that are considered such as:

- Is the club's office space typically clean and organized?
- Is the club respectful of their surroundings and of UMSU?
- No excess furniture or materials being stored
- Posted and maintained office hours

Please note that these lists are not exhausted of the details of scrutiny that the Member Services Committee and the Services Coordinator can use to evaluate a club. Ultimately, the more criteria a club meets, the more likely they are to receive office space in that year. This list of criteria can also be found in the appendix. Please keep in mind, this is simply an outline, not a standard.

If you are interested in applying for or booking office space, there is more information that can be found on the UMSU website.

UMSU Owned Spaces			
SPACE	PRICE	CONTACT	
Boardrooms - 5 th Floor of University Centre	Free	UMSU Service Centre	204-474-6822 umsu@umsu.ca
UMSU Coucil Chambers			
The Hub Social Club		TBA	204-997-6590 pubmanager@umsu.ca

University-Owned Spaces			
SPACE	PRICE	CONTACT	
Boardrooms	(Usually) Free	Dean of that building's office	
Fireside Lounge	\$25/Day	Conference & Catering	204-474-8336 conference_catering@ umanitoba.ca
Multi-Purpose Room (University Centre)	Varies		
Other spaces around campus			

Club Events

Every group is sure to have their own way of bringing their members together, and established student clubs usually have their own way of going about this. However, for new student clubs or clubs looking for information surrounding hosting events, the following sections will describe how we suggest to go about planning and organizing events hosted by your student club.

BOOKING SPACES

One of the first details that needs to be organized is where are your student club event is going to take place. This is largely determined by the nature and size of the event. Depending on the size of your event, you will want to book a space that appropriately satisfies the number of people you expect to have in attendance.

If there is a space on campus that you would like to rent but you do not see in the tables above, contact our Services Coordinator who will help you find the appropriate information. For spaces off campus, your group must take the initiative to get in touch with the manager or other booking authority of the venue you're interested in. Many restaurants, bars, and pubs around the city are often thrilled to host student events, but getting in touch with them and settling everything is your responsibility.

EVENT PROMOTION

If you want your event to be successful, you will need to communicate to those interested in attending, and this is largely dependent on the operations of each group. Some of the most commonly used communication tools include:

Social Media – using Facebook, Twitter, Instagram among other platforms, is the most commonly used means for advertising. It's free and very effective.

Posters – having posters designed and printed, then hanging them around campus is also a fairly common advertisement method used by students. We recommend having your posters printed at the Digital Print and Design Center on the first floor of University Centre (reopening date TBD). To ensure the posters are not taken down, get them stamped by the issuing authority of the building in which you plan to put them up. For example, if you wish to put posters up in University Centre, you must visit the front desk of the UMSU Service Center to receive a stamp of approval for the dates you'll have your posters up. Hanging posters differs for every building on campus, but a table can be found on page 10 of this manual to help you find what you're looking for.

Tabling – Many times a year, student clubs may find themselves recruiting members by setting up a table in University Centre to attract individuals who may be interested in joining their club. To rent a table space, you may find the Table Booking form on the UMSU website and submit it electronically.

UMSU Website - With ample awareness, UMSU is happy to add your event to the event calendar featured on the homepage of our website. Talk to the Services Coordinator to make arrangements.

UMFM – Student clubs can also advertise on UMFM, 101.5 FM, free of charge. This service requires sufficient notice, as you first have to create an audio file for them to broadcast. Inquiries for UMFM can be forwarded to info@umfm.com.

The Manitoban – Our campus newspaper will also gladly accept advertisements for a student club event. Just remember, the Manitoban gets published biweekly, and they will need time to edit the ad beforehand.

UMSU Service Centre – UMSU also allows student clubs to sell tickets at the Service Centre for free. To do this, you must have printed individual tickets which have been sequentially numbered, and fill out the proper paperwork (available online). Paperwork must be submitted to the UMSU Service Centre in advance.

WHERE TO GET YOUR POSTERS APPROVED

BUILDING	WHO	WHERE
Agriculture	No Approval Required	
Architecture 2	No Approval Required	
Armes Building	Science Students' Association	209 Armes
Drake Centre	Commerce Students' Association	144 Drake
Education Building	Education Student Council	320 Education
Engineering Information and Technology Complex (EITC)	University of Manitoba Engineering Technology	E2-292 EITC
Fletcher Argue	Arts Student Body Council	202/203 Fletcher Argue
Frank Kennedy	SAPHER Student Council	194A Extended Education
Helen Glass	Nursing Students' Union	222 Helen Glass
Human Ecology	Human Ecology Students' Organization	101 Human Ecology (in student lounge)
Isbister Building	Arts Student Body Council	202/203 Fletcher Argue
Machray Hall	Science Students' Association	209 Armes
Maxbell	No Approval Required	
Music Building	Faculty of Music Students' Association	T115 Tache Hall
Pembina Hall	No Approval Required	
Robson Hall	No Approval Required	
Russell	No Approval Required	
St. John's College	General Office	214 St. John's College
St. Paul's College	General Office	209 St. Paul's College
Tier Building	Arts Student Body Council	202/203 Fletcher Argue
UMSU University Centre	UMSU	UMSU Service Centre
University College	General Office	203 University College

RENTING EQUIPMENT

UMSU can be thought of as a type of resource library, renting out equipment that some may not have regular access to in exchange for a fully refundable deposit. This equipment only requires five days notice with completion of an Equipment Request Form (found on the UMSU website), and can be used anywhere on campus. This resource library includes:

- Microphones
- Microphone Cables
- Block Rocker (can be used to play music and can be hooked up to a microphone)
- Floor and Table Stands for Microphones
- Projector (with VGA cord)
- Projector Screen
- Power Bars
- Extension Cords
- Button Maker
- Media Wall (with UMSU logo)
- Wristbands

And we are constantly adding new materials to this list! All of this equipment and more can be rented from UMSU by bringing the properly filled out form to the UMSU Service Centre.

FOOD AND DRINK CATERING

UMSU is also happy to help cater your event, whether it be on campus or otherwise, and ordering is incredibly easy! With advance notice, you can order anything you would like off the Degrees Diner or Hub Social Club menus to have prepared for your event. Any requests for catering from UMSU businesses can be forwarded to umsu@umsu.ca. Keep in mind, student clubs are responsible for payment of any food order completed with Degrees regardless of a funding request, and the amount of catering Degrees can offer per day is also limited, so getting in contact with Ryan earlier rather than later is your best bet.

We also offer free Coca-Cola products to clubs for special events. While our supply is limited, by completing the Special Event Coke Product Order Form, UMSU is happy to supply an appropriate amount of soft drinks to your club for an event. The form needs a notice of a minimum of five business days, so the earlier your request comes in the better. This service can be used for special meetings if the club is providing food, or any other function provided alcohol is not involved.

ALCOHOL

The U of M permits student clubs as well as other groups to have events on campus where alcohol is served, but there are some hoops that your club has to jump through before it can happen. These obstacles are not difficult overcome, but they are put in place to ensure safety and security of all those involved.

To begin, once your group has booked the time and date of the function, two members of the club have to apply for a Social Occasion Permit, which allows a group to serve alcohol at a one time function like a social or a fundraiser. To apply for this, you can visit any Liquor Mart, the Liquor and Gaming Authority of Manitoba Office, or go online. After completion and processing of this permit, you can go to any Liquor Mart to place an order for how much, and what kinds of alcohol you would like to serve at your event. You will have to pay for the liquor before you receive it, and you can return all unopened cases after the event, but the price adds up quickly, and is the responsibility of the club planning the event.

Once all of the above has been approved, you have dealt with the legal part of the process, but there are a few other things you need to do before the event to ensure you are compliant with the permit you applied for. First of all, since there is alcohol at your event, only those 18 years of age and older are allowed to attend. You may need to hire security to check identification, and issue wristbands to those who are of age. This helps ensure that you will not be breaking any laws. Furthermore, whoever is tasked with serving alcohol at the event must have their UMSAFE (University of Manitoba Student Alcohol Function Education) certification before the event begins. To take part in this training, you

can contact Conference and Catering Services by using the information available on their website. Following the completion date of this training, an individual is permitted to serve alcohol at student events on campus, and is allowed to do so for up to three years before having to renew their certification.

In addition, it is required to have free food and water readily available for everyone who attends your event if alcohol is present. This is a safety precaution, as individuals who become intoxicated sober up more quickly with food and water readily available. This may sound like it can be costly for hosting even a small event; between the renting space, purchasing alcohol, obtaining a special occasion permit, purchasing food and drinks for attendees, and obtaining UMSAFE certification; a lot of time and money will have to be invested in your event. All this said, the U of M as well as the Liquor and Gaming Authority have put these measures in place in order to ensure that people do not take advantage of the system. Planning on this level requires a great deal of time and effort.

If you require more information, the University of Manitoba's Conference and Catering website provides a wealth of information.

INSURANCE

Many student groups become curious about what happens if something goes wrong, and in most cases, UMSU has your back. Under our General Liability Insurance, we cover almost all events, provided the gathering is within certain reasonable expectations. This includes: a fairly standard gathering (e.g. meetings), traveling within the country, attending events and conferences, hosting a social, and even some sporting events. If you're ever unsure, the Services Coordinator will help you find out if you need to provide any sort of extra coverage.

Funding

One of the biggest perks of becoming a recognized student club is the access to funding. UMSU distributes thousands of dollars every year to different student clubs to help them better their initiatives. The following section will walk you through on how to acquire the funds you need.

APPLYING FOR FUNDING

All student clubs use the same form to apply for funding, which are then submitted to the Services Coordinator. The Services Coordinator will look over your application to ensure that the necessary requirements are presented, and then will provide a recommendation to the Member Services Committee, who will decide the amount of funding that will be allotted to each submission.

TYPES OF FUNDING

When applying for funding, there are different kinds of funds you can request from UMSU. Please visit the UMSU website to read more about the different types of funding you are able to access.

To ensure that every application is treated with respect as well as being reviewed in an unbiased manner, the Services Coordinator, and the Member Services Committee will evaluate each submission based on the following guidelines:

1. Is the form submitted with all relevant fields completed?
2. Is there a clear and appropriate use of funds?
3. Does the submitted budget provide adequate level of detail?
4. Does the funding request fit within the mandate of the club and UMSU?
5. Is there an attached detailed letter of proposal?
6. Is the application being submitted with a reasonable timeline?
7. Is the group looking for funding other than through the Member Services Committee?

Ultimately, the more guidelines you meet, the more likely you are group is to receive your funding in the full requested amount, and the less likely the Services Coordinator will ask for more information.

RECEIVING FUNDS

Once the Member Services Committee has approved a certain amount of funding for your club, you have to go about receiving the cheque. Typically, this occurs in the following way:

1. The funds can be written as a cheque to your group's bank account.
2. These funds can then be disbursed to club members as required.

The Services Coordinator will contact you following approval from the Member Services Committee to work out the details with a club's representative.

CLUB BANK ACCOUNTS

Many student clubs find it very useful to have a bank account registered with the external financial institutions, and setting one up is relatively easy. Prior to going to a bank, ask the Services Coordinator for a Letter of Direction, which most institutions require from UMSU to ensure that your club is actually represented under the umbrella of the union. After this, ensure you have at least two signing authorities who are members of your club that are able to access the account and issue cheques. These authorities must be signed over every time a Student Club Transition Form is submitted.

Appeals

From time to time, it might occur that you disagree with the decision of the Member Services Committee or the Services Coordinator themselves. To ensure that every complaint is treated equally, we recommend you write a cover letter detailing your experience, and submit that to the UMSU Service Centre. Regardless of who the grievance is with, for the appeal to be considered valid, proof of wrong-doing must be submitted with the appeal. For this reason, we request that any form submitted please have attached correspondence with the individual(s) you take issue with.

GRIEVANCE WITH THE SERVICES COORDINATOR

If any club takes issue with the decision of the Services Coordinator in any sense at all, completing this process will allow the Member Services Committee to evaluate your claim. Since this committee overlooks all works completed by the Services Coordinator, they are the overarching body that will have authority over small claims.

GRIEVANCE WITH THE MEMBER SERVICES COMMITTEE

As explained earlier in the introduction, the Member Services Committee is composed of elected officials as well as volunteers from across campus. This group operates on the political side of UMSU and is the overarching body when it comes to complaints involving governance employees directly involved within student clubs.

Since the member services committee is composed of a number of individuals, all with differing opinions, we expect the grievances with this group will be few and far between, but their decisions can be overturned by one of two authorities: The UMSU Board of Directors and the UMSU Judicial Board.

The UMSU Board of Directors is composed of elected representatives from all around campus and meet bi-weekly to discuss many topics that affect the entire student body as a whole. This group has ultimate authority when it comes to adopting by-laws and changing the constitution, which includes things like changing student fees, and regulating the U-Pass. To make your grievance known, you must draft a properly formatted and written motion, and submitted at minimum 48 hours before the board meeting. This is just as, if not more tedious than drafting a club constitution.

UMSU's Judicial Board is the other half of justice when it comes to governance fouls. To formally submit a grievance to this board, you must submit a cover letter to the UMSU Service Centre, with direction to the Judicial Board. That being said, because the Judicial Board only meets when a complaint is filed, they reserve the right to dismiss your case without even being heard if it does not meet their standards of importance or practicality.

Appendices

The following pages contain references to the Student Clubs Policies and Procedures document, as well as other criteria of club evaluation at the time of publishing this manual. UMSU reserves the right to change these documents at any time, and will post the current version of these updated documents on the UMSU website. Therefore, for the most up-to-date version of these documents, please visit the website.

SECTION XI: REGISTERED CLUB AGREEMENT

Taken from the UMSU Clubs Policies and Procedures, last revision: August 19, 2019.

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 Services 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.

SECTION X: OFFICE CODE OF CONDUCT

Taken from the UMSU Clubs Policies and Procedures, last revision: August 19, 2019.

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 Services Coordinator 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 Services Coordinator. If there is a demonstrated need to have the code or lock changed, please UMSU Student Clubs Policies and Procedures Page 16 of 17 contact the Services 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 Services Coordinator, 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.

Categorized Directory of Student Clubs and Associations:

Last Update: August 5th, 2020

HOBBIES

Dev Club
Cirque Du Bison (CDB)
Games on campus (GoC)
Prairie_iGEM Team (UofM.iGEM)
U of M Timeless Classics Book Club (UofMbookclub)
UM Photo Club
University of Manitoba Anime Club (UMAnime)
University of Manitoba Car Club (UMCC)
University of Manitoba Ceramics Club (Clay Club)
University of Manitoba Cardfight Vanguard Club (CVC)
University of Manitoba Chess Club (UMChess)
University of Manitoba Dota 2 (UMD2)
University of Manitoba High Altitude Balloon Club (UMHAB)
University of Manitoba League of Legends (UMLoL)
University of Manitoba Minecraft Club (UMMC)
University of Manitoba Singers (USingers)
University of Manitoba Smash Bros. Club (UMSmash)/(UMSBC)
University of Manitoba Strategy Gaming Club (UMStrat)
University of Manitoba Swing Dance Group (UMSwing)
University of Manitoba Tea Appreciation Association (UMTAA)
University of Manitoba Virtual Reality Gamer Group (UMVR)
UofMB Competitive League of Legends (UMcLoL)

HEALTH AND WELLNESS

Active Minds
Cultivating Wellness (CW)
Mindfulness Meditation Club (MMC)
Nutrition Education and Community Outreach (NECO)

Peace of Mind University of Manitoba (POMUM)
St. John Ambulance Division 281
University of Manitoba Flow Club (UM Flow)
University of Manitoba Men's Health Association (UMMHA)
University of Manitoba Vegan Association (UMVEG)

ENVIRONMENTAL

Agroforestry Society of Manitoba (ASM)
Canadian Water Resources Association - Student and Young Professionals (CWRA-SYP)
Environmental Engineers Social Club (EESC)
Manitoba Environmental Industries Association Student Chapter (MEIA student chapter)
University of Manitoba Efficient and Renewable Technology Hub (UMEARTH)
University of Manitoba Indigenous Concerns on the Environment (UMICE)
University of Manitoba Parks Canada Campus Club (UMPCCC)
University of Manitoba Students for the Environment
University of Manitoba Weather Club (UMWX)
University of Manitoba Wetlanders (UMW)

RELIGION AND SPIRITUALITY

Ahmadiyya Muslim Women Students' Association (AMWSA)
Believers LoveWorld Incorporated (BLW)
Canadian Catholic Students' Association at St. Paul's college (CCSA@SPC)
Cantonese Emmanuel Christian fellowship (CECF)
CHESD Korean Christian Group (C-KCG)
Christians on Campus
Citylight Campus Ministry (The Light)
Couples for Christ - Youth Campus Based U of M (CFCY)

Creation and Biblical Inspiration Group (CBIG)
 Deeper Life Campus Fellowship (DLCF)
 Hillel Winnipeg
 Inter-Varsity Christian Fellowship (IVCF)
 Kingdom Youths for Christ (KYFC)
 Pentecost Students and Associates (PENSA)
 Power to Change - University of Manitoba
 Precious Stones
 Segue University Ministries
 The Distinguished Young Adults Fellowship (DYAF)
 University of Manitoba BAPS Campus Fellowship (UMBCEF)
 University of Manitoba Bible Reading Club (UMBRC)
 University of Manitoba NextGen Student Association (UMNEXT)
 Worship United

ETHNIC AND CULTURAL

Arab Students' Association (ASA)
 BLEND Canada
 Eritrean-Ethiopian Students' Association (EESA)
 Ghana students' union of Manitoba (GSUM)
 Fenghua Club
 Indigenous Students' Association
 Indonesian Student Group of Winnipeg (ISG-WPG)
 Laksh
 Manitoba Chinese Youth Committee (MCYC)
 Mauritian Students' Association (MSS)
 Métis University Students' Association (MUSA)
 Multicultural Group Forum Club (MGFC)
 Muslim Students' Association (MSA)
 Nepali Students' Association (NSA)
 Pakistani Students' Association (PSA)
 Polish Students' Association (PSA)
 Punjabi students' Association (5SA)
 Rwanda Students Union (RSU)
 The Egyptian Students Association in North America - Manitoba Chapter (ESANA-UofM)

University of Manitoba Bangladeshi Students' Association (UMBSA)
 University of Manitoba Chinese Community Club (UMCCC)
 University of Manitoba Chinese Student Social Club
 University of Manitoba East African Community (UMEAC)
 University of Manitoba Filipino Student Association (UMFSA)
 University of Manitoba German Students' Association (GSA)
 University of Manitoba Icelandic Student Society (UMISS)
 University of Manitoba Hong Kong Society (UMHKSoc)
 University of Manitoba Indian Students' Association (ISA)
 University of Manitoba Iranian Students' Students Association (UMISA)
 University of Manitoba Japanese Association (UMJA)
 University of Manitoba Korean Student Association (UMKSA)
 University of Manitoba Malaysia Singapore Student Association (UMMSA)
 University of Manitoba Nigerian Students' Association (UMNISA)
 University of Manitoba Saudi Students' Association (UMSSA)
 University of Manitoba Sri Lankan Students' Club (SLSC)
 University of Manitoba Ukrainian Students' Association (UMUSA)
 University of Manitoba Youth Association of Multiculturalism (UofM YAM)
 University of Manitoba Zimbabwe Student Association (UMZIM)

SORORITIES AND FRATERNITIES

Alpha delta Pi
 Alpha gamma delta
 Alpha phi
 Manitoba Greek council (GC)
 Manitoba Panhellenic Council (Panhel)

SKILL BUILDING AND DEVELOPMENT

AIESEC Manitoba
CEO Manitoba
Manitoba Council for Exceptional Children Student Chapter (MCEC)
Team Toba JDC West
University of Manitoba Agricultural Robotics Club (UM-agBOT)
University of Manitoba Debating Union (UMDU)
University of Manitoba Game Design and Development (UMGDD)
University of Manitoba Great Northern Concrete Toboggan Race Team (UMGNCTR)
University of Manitoba Investment Group (UMIG)
University of Manitoba Student Chapter of SAE (UMSAE)
University of Manitoba Toastmasters (UMMasters)
Wind Energy Design Team (WE Design)
Winnipeg Hua REN Mutual Aid Association (WHRMAA)

FEMINISM

Asper Network of Empowered Women (ANEW)
Feminist Legal Forum (FLF)
Justice for Women (JFW)
University of Manitoba Consciousness-Raising Association of Feminists (UMCRAFT)
Womyn's Centre

FACULTY AND PROGRAM SPECIFIC

Arts Student Body Council (ASBC)
Asper School of Business Accounting Association (ASBAA)
Asper Students' Cooperative Association (ASCA)
Association of Korean-Canadian Scientists and Engineers (AKSE)
Biological Undergraduates Students Association (BUGS)
Biomedical Engineering Design (BMED)
Canadian Institute of Mining U of M Student Chapter (UMCIM)
Classics Students' Collection (CSC)

College of Rehabilitation Sciences Students' Association (CoRS-SA)
Commerce Students' Association (CSA)
Community Health Students' Association (CHSA)
Computer Science Co-op Committee (CSCC)
Education Student Council (EDSC)
English, Film, and Theatre Students' Association (EFTSA)
Faculty of Agriculture Students' Organization (FASO)
Faculty of Music Students' Association (FMSA)
Human Ecology Students' Organization (HESO)
Labour Studies Students Association (LABSSA)
Linguistic Integrated Student Hub (Linguistic-ISH)
Management Information Systems Association (MISA)
Manitoba Dental Hygiene Students' Association (MDHSA)
Manitoba Dental Students' Association (MDSA)
Manitoba Law Students' Association (MLSA)
Manitoba Medical Students' Association (MMSA)
Nursing Students' Association (NSA)
Pharmacy Students' Association (UMPhSA)
Political studies Film Club (PSFC)
School of Medical Rehabilitation Students' Association (SMRSA)
Science Students' Association (SSA)
Social Work Students' Association (SWSA)
Society of Earth Science and Environmental Studies (SESES)
Student Association for Health, Physical Education, and Recreation (SAHPER)
Students of Fine Arts (SOFA)
Students Architectural Society (SAS)
The Black Hole Theatre (BHTC)
Undergraduate Microbiology Students' Club (MiSC)
Undergraduate Political Studies Students' Association (UPSSA)
Undergraduate Psychology Student Association (UPSA)

University of Manitoba Actuarial Club (UMAC)

University of Manitoba Agribusiness Students' Association (UMABSA)

University of Manitoba Anthropology Students' Association (UMASA)

University of Manitoba Dairy Club (UMDC)

University of Manitoba Economics Society (UMES)

University of Manitoba Engineering Society (UMES)

University of Manitoba Engineering Masters (UME Masters)

University of Manitoba Finance Organization (UMFO)

University of Manitoba History Students Association (UMHISA)

University of Manitoba Human Resource Association (UMHRA)

University of Manitoba Institute of Transportation Engineers Student Chapter (UMITESC)

University of Manitoba Marketing Association (UMMA)

University of Manitoba Pre-Vet Club (U of M Pre-Vet)

University of Manitoba Sociology and Criminology Association of Students (UMSCAS)

University of Manitoba Spanish Club

University of Manitoba Statistics Students (UMs²)

University of Manitoba Steel Bridge Society (UMSB)

University of Manitoba Undergraduate Leaders in Healthcare (UMULH)

University of Manitoba Women in Chemistry (UMWIC)

University of Manitoba Women in Computer Science Council (UMWICS)

University 1 Student Council (U1SC)

Warehouse Journal (WHJ)

Women of Manitoba Engineering Network (W.O.M.E.N.)

COMMUNITIES

Arthur V. Mauro Students' Association (AMSA)

Association of International Students (AIMS)

Manitoba International Bridging Society (MIBS)

Meet N' Greet Club (MnG)

Rainbow pride mosaic

Resident Students' Association Council (RSAC)

St. Andrew's College Students' Association (SACSA)

St. John's College Students' Association (SJCSA)

St. Paul's College Students' Association (SPCSA)

Student Accessibility Centre

University College Resident Students' Association (UCRSA)

University of Manitoba Central Entertainment Social Association (UMCESA)

University of Manitoba EngiQueers (UMEQ)

University of Manitoba International Students' Organization (UMISO)

University of Manitoba Students for a Culture of Life (UMSCL)

SPORTS AND RECREATION

Cosmos Bisons Cricket Association (Bisons Cricket)

Ice Intrepid Synchronized Skating Team

Kinesiology Games 2018 Team UManitoba (UMKG)

Motionball Committee

Nearu Martial Art (NMA)

Soccer club

UM Run Club (UMRUN)

University of Manitoba Ski and Snowboard (UMSNOW)

SOCIAL JUSTICE, VOLUNTEERISM, AND COMMUNITY SERVICE

Engineers Without Borders - UManitoba Chapter (EWB)

Falun Dafa Student Group (UMFLD)

Fight for \$15 and Fairness U of M (FF15F U of M)

Friends of Medecins Sans Frontieres (FoMSF)

Global Political Economy Student Association (GPESA)

Advancing Rights for the Impoverished
by Students and Educators (ARISE)

PennyDrops

Students Supporting Israel - U of M (SSI)

Student Rotaract Club (SRC)

United Nations International Children's
Emergency Fund at University of
Manitoba (UNICEF at UofM)

University of Manitoba Chinese Volunteer
Association (UMCVA)

University of Manitoba Hong Kong
Concern (UMHKC)

University of Manitoba Model United
Nations Club (UMMUNC)

University of Manitoba World University
Service of Canada (UM WUSC)

NETWORKING

Science to Business Network - Manitoba
Chapter (S2BN-MB)

Stem fellowship (SF)

Student and Young Professional Group
of the Chinese Member Chapter of the
Engineers and Geoscientists of Manitoba
(SYPG)

U of M Future Leaders 4-H Club

University of Manitoba Crew for Software
Engineering Conferences (UMCrewSEC)



University of Manitoba
STUDENTS' UNION

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