UMSU Clubs Policies and Procedures

Prepared by the University of Manitoba Students' Union

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Disclaimer

UMSU reserves the right to change this document at any time without formal announcement
Section I: Structure

1) Purpose of Student Clubs

Clubs are made up of students 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

These 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

- The club is open to any undergraduate or graduate student of the University of Manitoba, so long as no less than two-thirds of the club is undergraduate students who may wish to join.
- This club may restrict membership, or classes of membership on the basis of gender identity. Due to this restrictive nature of the club, this club will have some restrictions placed on it, which can include a limited access to funding.
- The only groups which we consider to not be open to the public are Sororities and Fraternities.

4) Record of Membership

All Clubs must maintain an active record of current year’s membership and provide it if requested.
Section II: Student Executive Assembly (SEA)

1) Participation in Meetings

Each club must send at least one executive to monthly SEA meetings, unless a written notification has been accepted by the VP Student Life & Services Coordinator with reasonable notice. Failure to attend three meetings consecutively will lead to a club potentially receiving a bad standing status.

2) Time and Location of Meetings

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

3) Purpose of Meetings

The purpose of meetings of SEA shall be:

a) For the Services 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 Services Coordinator.
Section III: Recognition and Renewal of Clubs

1) Role of the UMSU Student Groups Services.

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

2) Requirements for Recognition or Renewal

In order to get recognition or renewal, a club must present and agree with the following:
   a) an updated constitution following the constitution template
   b) ten members with at least two thirds being UMSU members
   c) Consent Culture Workshop for all its executive members
   d) Provide club bank statements when requested

3) Appeals

In the event that the UMSU Student Group Services 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

1) Termination of Benefits

Removal of UMSU recognition status may be initiated from the Services 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 Services Coordinator;
e) Unless alternative arrangements are made with the Services 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.

e) A club goes against Section 4 Club Governance as stated in the Constitution.

2) Probation

A club may be issued a probation period by the Services Coordinator or VP Student Life, 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 Services 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
Section VI: Student Club Funding

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 funds are determined by the Member Services Committee via the Services Coordinator or in exceptional circumstances, the UMSU Executive Committee (via the Services Coordinator).

2) Maximum Level of Funding

Clubs have a maximum of $1500 to spend per semester on both events and travel grants

It is also important to note that 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.

3) Types of Eligible Funding Requests from Member Services Committee

The Member Services Committee has established the following types of funding requests. You can contact UMSU Student Group Services for more details.

- **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. This includes the Club Operations fund set at $200 given to every club annually.

- **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 VI.
4) Process of Funding Requests

The Services 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.

5) Application Process

Student Clubs are required to fill out the appropriate form which will provide necessary background information for the Member Services Committee to evaluate their request against. These forms are available online at umsu.ca.

6) Reconsideration

If a student club is not satisfied with the verdict reached by the Member Services Committee, they may arrange a meeting with the Services Coordinator to discuss their application. The Services 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.

7) Donations

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: Community Initiative Funding

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) Women’s CIF
   f) Black Students CIF

2) Funding Procedures

To start the CIF funding procedure, clubs must fill out the CIF application form, this form will be reviewed at Member Services Committee or Community Assembly. There shall be a general assembly of student members of each community each month, which is 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 Community Representative. The assembly will follow Robert’s Rules of Order.
3) 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 Life.

It is the responsibility of the Vice President Student Life 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.
Section VII: Club Marketing and Promotion

1) Use of UMSU Logo

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

2) UMSU Screens, Billboards & Newsletter Advertising

If a club wishes to have its events and initiatives advertised by UMSU, they need to send in their material 3-4 weeks in advance.
Section VIII: Registered Club Agreement

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) 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 Services 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 SEA meeting;

f) Host at least one event per semester (Fall & Winter);

g) Submit a properly completed Student Club Transition Online Form at a minimum of once per academic year;

h) Maintain no outstanding dues with UMSU or any other organization;

i) Submit Student Club Funding Requests within an appropriate time frame;

j) Pay for any repairs caused to UMSU or University of Manitoba property caused by club members or guests;
k) Be held responsible for any email correspondence, social media post, and any club related public information released; 

l) Be held responsible for any spaces, or resources rented by the club from any organization, this includes misappropriation of such resources to other groups.

3) Club Constitution Consistency Protocol

In the scenario that a club’s constitution was previously approved by UMSU in the past...

After an internal review by UMSU, if a club’s current constitution is not aligned with UMSU’s bylaws, policies, and procedures:

1. UMSU can void this current version of the constitution and dismiss its effects.

2. UMSU can replace this voided version of the constitution with a new constitution that aligns with UMSU’s bylaws, policies, and procedures.

*This new constitution version will come into effect immediately.*

We have this fail-safe protocol because we need to ensure there is consistency in procedure and governance for all clubs.