

Clubs Policy and Procedure Manual of the University of Manitoba Graduate Students' Association

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Article I: Preamble

The purpose of this policy is to uphold the interests of club members, students, the UMGSA/HSGSA, and the University community. This document is designed to assist graduate students in the formation, operation, and development of clubs and to make clear the obligations that a club has to the UMGSA/HSGSA.

Article II: Definitions

1. "Club" means a UMGSA/HSGSA recognized club;
2. "Club Member" includes any individual who is a recognized member of a UMGSA ratified club;
3. "Student" includes any graduate student enrolled at the University of Manitoba or its affiliate campuses.
4. "Association" means UMGSA and HSGSA.

Article III: Amendment Procedures

1. This Policy and Procedure Manual may be amended at a meeting of Council with a regular majority.
2. Any proposed amendments to this document must be circulated one week prior to the Council meeting.
3. Any ratified changes to this document must be made available to the membership in print and electronic form within two weeks. Any ratified changes to this document must be made available to all committee members in print and electronic form within one week.

Article IV: Relevant Bylaws

This Policy Manual applies to Article 5 of the Association's Bylaws.

Article V: Review of UMGSA/HSGSA Clubs

1. All recognized UMGSA/HSGSA clubs will be assessed by the Vice President (Marketing and Events) and the Events Committee.
2. The Events Committee, will be required to assess the standing of each UMGSA club at the meeting held previously to the April UMGSA/HSGSA Council Meetings.
3. Items to be reviewed include but are not limited to: what the club has accomplished during the 'fiscal year,' events held, budget, as well as contact information for the incoming Club executive.
4. The onus is on the club to provide all necessary information to the appropriate body or individual described above for review.

Article VI: Application for Recognition as a UMGSA/HSGSA Club

1. The following will be the deadlines for submitting new club applications:
 - i. October 15
 - ii. February 15
 - iii. June 15
2. The Events Committee will evaluate applications for UMGSA/HSGSA Clubs and recommend their approval to the Association executive.
3. UMSU Clubs that have more than 25% of their memberships as Graduate Students will be recognized by the UMGSA/HSGSA.
4. Academically organized Clubs will be given priority for recognition.

Article VII: Requirements for Ratification

1. A student group/club proposing recognition/ratification by the Association must provide evidence that:
 - i. Its membership is open to graduate students
 - ii. If the club chooses to open its membership to non-UofM students as well, the non-student members are not granted voting rights. Clubs that choose to enlist the help of staff members shall not permit those staff members to have voting rights
 - iii. If it is a recognized UMSU club that is requesting UMGSA/HSGSA recognition they must provide proof that graduate students comprise at least 25% of the total membership
 - iv. A list of 10 graduate students, with signatures and student identification number, must be presented – exceptions, with proof of why 10 signatures were not represented, can be considered by the Events Committee
2. A Proposal for recognition/ratification must be submitted to the Vice-President (Marketing and Events). The proposal must include:
 - i. A one (1) page cover letter stating the desire to be ratified/recognized and signed, with contact information, of at least two (2) representatives for the organization looking to be ratified/recognized
 - ii. A typed, maximum three (3) pages, proposal answering:
 - a. What is the Purpose of the Club?
 - b. What Activities will the Club hold?
 - c. How will the club be financially organized and how will monies be allocated?
 - d. What are some liability issues that the club may face?
 - iii. A typed copy of the proposed constitution for the club that:
 - a. Adheres to the UMGSA Bylaws
 - b. State clearly that its views and actions in no way represent the UMGSA/HSGSA, or the University of Manitoba
 - c. Clearly includes:
 - i. Name of Club
 - ii. Mandate
 - iii. Membership
 - iv. Membership fees
 - v. Executive Positions
 - vi. Executive Duties/Responsibilities
 - vii. Meetings
 - viii. Election Procedures
 - ix. Refund Policy
 - x. Amendments
 - xi. Impeachment (abiding by UMGSA impeachment process)
 - xii. Signing Officers
 - xiii. An agency clause

Article VIII: Appeals

1. In the event that a club is not ratified/recognized, the club can appeal the decision to the Events Committee.

Article IX: Club Rights

1. A club is entitled to access certain UMGSA services, and the right to:
 - a. Be listed as a recognized Association club on the Association website
 - b. Seek a reservation for the UMGSA Lounge
 - c. Have the UMGSA contact the general graduate student body, via the UMGSA newsletter, about a club's 1st Annual General Meeting and events
 - d. Apply for 'Donations' from the UMGSA, as outlined in the "Financial Policy and Procedure Manual"

Article X: Club Responsibilities

1. Verifying by September 10th, each year that there is an up-to-date Constitution filed with the USC Office
2. Submitting a final report to the Events Committee by 1 April which includes:
 - a. A summary and evaluation of club activities that have occurred during that year
 - b. A copy of the minutes from the club's Annual General Meeting
 - c. A detailed report on finances including a statement of revenue and expense for the fiscal year
 - d. A list of incoming executives with their names, student numbers, and email address

Article XI: Elections

1. All Association recognized clubs are expected to adhere to the UMGSA "Elections Policy and Procedure Manual".
2. All UMSU recognized clubs, that have also obtained recognition from the Association, must adhere to UMSU election rules first and foremost due to recognition through UMSU.
3. A CRO shall be elected to oversee the Club's election but will not be financially compensated by the Association.

Article XII: Finances

1. It is expected for all clubs to adhere to all legal accounting policies and procedures .
2. All clubs are to keep a detailed budget for the club and to be submitted to the Events Committee no later than the end of October.
3. A member may apply to his or her club for a refund if a fee is paid within one month of becoming a member of the club.
4. The Association will not subsidize recognized clubs financially (donation requests are encouraged, which is outlined in the "Financial Policy and Procedure Manual".
5. Two (2) signatures will be required for all financial transactions of an Association recognized club.

Article XIII: Trade-Mark Use

1. A club must seek approval from the Association, UMSU, and/or the University of Manitoba in using any logos pertaining to them

Article XIV – Club Insurance & Risk Management

1. The UMGSA will not be held accountable for any possible risk that clubs may have if they choose to host events that may require additional insurance, including but not limited to pub crawls, socials, et al.
2. Clubs have the responsibility to take all necessary precautions to limit liability while hosting or participating in high-risk events or activities, including UMSAFE for alcohol events.
3. The Club members with signing authority are expected to sign a waiver acknowledging that they have read and will abide by the UMGSA Clubs Policy and Procedure Manual as well as the UMGSA's Code of Conduct.

Article XV: Removal of Club Members

1. A club must remove a member of the club if that member is found to have violated the clubs constitution in such a way that removal is warranted
2. Removal of any member of the club, including executive, must follow the outlined impeachment process that is within the club Constitution
3. Appeal can be brought to the Events Committee if there is reason to believe that the impeachment process was not properly followed.

Article XVI: Club Sanctions and/or De-Ratification

1. Clubs can be sanctions or de-ratified for the following reasons:
 - a. Breach of any of the responsibilities outlined in this policy.
 - b. If the club has been idle for a full fiscal year.
2. The process for sanctions or de-ratification will include:
 - a. Verbal warning from the Events-Committee will be the first avenue of choice.
 - b. Written Warning via the Vice President (Membership and Organization) on behalf of the Events Committee if the problem persists after the verbal warning.
 - c. Sanction or de-ratification if the problem persists after the written warning and will be decided by the events committee.