

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

Index Page

ARTICLE I: AMENDMENT PROCEDURES.....	3
ARTICLE II: RELEVANT BYLAWS	3
ARTICLE III: BUDGET GUIDELINES	3
ARTICLE IV: GRANTS AND AWARDS	3
I. CONFERENCE GRANTS.....	3
II. SPECIAL PROJECT GRANTS	5
III. DEPARTMENTAL GRANTS.....	6
IV. AWARDS.....	7
i. GRADUATE TEACHING AWARD	7
ii. GRADUATE STUDENT AWARD	7
iii. EMERGENCY GRANT	9
ARTICLE V: HSGSA FINANCES AND TRANSFERS.....	9
ARTICLE VI: FUNDS AND RESERVES	10
ARTICLE VII: AUDITS AND TRANSPARENCY	11
ARTICLE VIII: UMGSA-SPONSORED TRAVEL	12
ARTICLE IX: ETHICAL PURCHASING	13

Article I: 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 electronically within two weeks of the changes being accepted.

Article II: Relevant Bylaws

1. This Policy Manual applies to Article 5.1.a.4, Article 5.2.ii.a-c and Article 6 of the Association's Bylaws.

Article III: Budget Guidelines

1. The budget of the Association must be presented to and approved by Council prior to May 31st of each year. The executive will prepare the budget and provide it for review two weeks prior to the May Council meeting.
 - a. Every month, the Executive must provide detailed spending reports to the Finance Committee. Finance will then provide a summary report of all Association expenses and income at the Council meeting.
 - b. Any documents provided to the Finance Committee may be requested by Council.
 - c. All expenditures and reimbursements must be claimed within one month of the expense, and settled within one month of the claim.
2. Amendment Procedures: Any adjustments to budget lines or future expenditures must be approved by Council with a two-thirds majority.

Article IV: Grants and Awards

I. Conference Grants

The UMGSA, through the Finance Committee, will make funds available to University of Manitoba graduate students wishing to attend or present at conferences who do not have adequate resources to do so. Conferences must advance the student's course of study. Applications will be accepted throughout the year and processed by the Finance Committee on a monthly basis. Except in extenuating circumstances, the Finance Committee decisions can be appealed to a maximum of two times. The resolution of any unresolved appeals that remain at the end of an executive term will become the responsibility of the new executive.

1. General Regulations:
 - a. Applicants must use the UMGSA Conference Grant Application form, including a completed budget section listing all sources of funding and permitted expenses. In order to receive funding from the UMGSA, the applicant's total costs must exceed or meet the amount of the grant applied for. Applications for Conference Grants must be complete or they will not be considered.
 - b. Applicants are required to provide a copy of their official conference registration or equivalent correspondence. They must also provide a copy of their conference ID badge, as well as boarding passes or tickets for inter-city transportation, as proof of attendance.
 - c. In order to qualify as a presenter, the applicant's presentation has to be listed on the official program. A copy of the front page of the conference program, as well as the page where the presentation is listed, must both be submitted. Equivalent correspondence is also acceptable.
 - d. Applicants may only claim daily expenses for the official days of the conference, as well as two travel days for conferences outside of the applicant's city of residence. Applicants will automatically be entitled to claim \$65 per day for each of these eligible days. These per diems cover food and in-city travel costs, as well as other incidental costs at the discretion of the applicant. No receipts in support of per diems will be required.

- e. Permitted expenses which can be claimed are limited to the following:
 - i. \$65 per diems, for food, in-city travel costs, and incidental costs.
 - ii. The cost of inter-city travel from the applicant's city of residence to and from the city where the conference is taking place. The costs of economy air, train, or bus travel are permitted, including any associated fees. If driving, only \$0.43/km may be claimed to cover all related expenses including gas, and only the round-trip minimum driving distance between the applicant's home and the address of the conference venue may be claimed for travel mileage to and from the conference city. Rental car expenses will only be permitted if the applicant provides evidence that economy air, train, and bus fares would all be more expensive.
 - iii. Conference registration costs, including any related professional association fees, and any fees for conference-linked extras including technical tours, additional sessions, etc.
 - iv. Printing costs for any posters or other materials in support of a presentation at a conference.
 - v. Fees to obtain a travel visa to attend or present at a conference.
 - vi. Travel Insurance for travel to a conference.
 - f. Applicants must provide conversions to Canadian Dollars, and proof of exchange rates from the Bank of Canada for either the date of purchase or the date of the conference, for all expenses being claimed in foreign funds.
 - g. Applicants are required to provide a basic translation into English of any foreign language receipts, making clear what the expense is, and any breakdowns of the parts of that expense if present.
 - h. The maximum amounts available will be as follows:
 - i. \$750.00 for those giving presentations at conferences outside of Canada and the 48 conterminous states of the USA
 - ii. \$600.00 for those attending conferences outside of Canada and the 48 conterminous states of the USA
 - iii. \$500.00 for those giving presentations within Canada or the 48 conterminous states of the USA
 - iv. \$400.00 for those attending conferences within Canada or the 48 conterminous states of the USA
 - v. \$200.00 for those giving presentations in their province of residence
 - vi. \$150.00 for those attending conferences in their province of residence
 - vii. \$100.00 for those giving presentations in their city of residence
 - viii. \$75.00 for those attending conferences in their city of residence
 - i. No Applicant may receive Conference Grants totalling in excess of \$750.00 from April 18 of one year to April 17 of the following year. Multiple applications from one member could be successful, but the total amount cannot exceed \$750.00 within that period of a year.
 - j. All Conference Grants submitted between April 18 to April 30 will be included in the following fiscal year (May 1 to April 30).
 - k. The Finance Committee reserves the right to investigate and verify information provided by applicants. This shall be noted on application forms in advance of the space reserved for an applicant's signature.
 - l. Complete applications must be received by the UMGSA Office no later than exactly four months after the final official day of the conference.
 - m. The applicant must declare their city of residence as a part of their application.
 - n. Attendance and presentation at web conferences will be treated as conferences in the applicant's city of residence.
 - o. UMGSA funding for Conference Grants will only be awarded to a University of Manitoba Graduate Student. Financial costs for friends and/or family who accompany the applicant to a conference will not be covered by the UMGSA.
2. Conference Grant Applications may only be submitted by the attending or presenting student at an academic conference, symposium, workshop, or similar event. Applications will not be accepted if the presentation or attendance is part of a job interview process.
 3. All expense claims, other than per diems, must be accompanied by the relevant receipts. Expenses for which a receipt has been lost or misplaced will be reimbursed at the discretion of the UMGSA Finance Committee.
 4. Applicants must declare all funding sources and amounts which have been or will be provided in support of their presentation or attendance at the conference.
 5. If sharing any expenses with another person, the names of all those sharing particular expenses must be listed clearly on the application. If sharing any expenses with another UMGSA Member who is also applying, the applications must be submitted together.

II. Special Project Grants

1. The UMGSA makes funds available for special projects, events or items, which could potentially benefit the graduate student population at the University of Manitoba. By way of example, past projects that received grants in this category include guest speakers, professional development workshops and graduate publications. Special Projects Grants cannot be used for:
 - a. Socials
 - b. Department publicity brochures
 - c. Personal Funding for graduate students
 - d. Travel to events
 - e. Membership dues
2. Applications will be accepted throughout the year by the Finance Committee of the UMGSA and be reviewed as follows:
 - a. Applications must be received no later than one (1) week prior to the Finance Committee Meeting.
 - b. The Finance Committee will bring forth their recommendations on Special Project Grants to the monthly UMGSA Council meeting, where Council can debate and ask for more detail on the decisions made by the Finance Committee.
 - c. In situations where the Finance Committee lacks quorum, the Special Projects Grants will be put forth to Council at the next scheduled UMGSA Council Meeting.
 - d. All applications must be received within four (4) months of the special project event.
3. All proposals for individual, organization or department grants shall be considered by the Finance Committee if they meet the requirements outlined here and on the Special Project Grants Form (Appendix B). The Committee has the authority to debate each submission and vote on acceptance. Committee members must abstain from voting on grant requests sponsored by themselves or a unit to which they are affiliated. Any application that does not comply with the rules outlined in the Financial Policy Manual will be rejected, with opportunity given to resubmit a compliant application to the Finance Committee.
 - a. Special Project Grants of \$250.00 or less must submit all documents but will not be required to present to the Finance Committee.
 - b. Recommendation for grants greater than \$250.00 will require the applicant to present to the Finance Committee. Council has the authority to debate each submission and vote on acceptance. Presenters will be recommended to attend the following Council meeting to answer additional questions if required.
4. General Regulations:
 - a. Applications for grants must be complete or they will not be considered.
 - b. All applications must include a budget that outlines all other sources of revenue and estimated expenses.
 - c. Priority will be given to applications that will benefit the largest number of graduate students. Special consideration will be given to projects of extraordinary merit, to be evaluated by the Finance Committee.
 - d. Recipients are required to provide a final budget within one month of the completion date stated in the application.
 - e. Grants will not cover services already provided at the University.
 - f. The maximum amount obtainable for any project is \$500.00.
 - g. Grants may not be used for University departmental operating expenses. The cheques can only be issued directly to a University UMGSA-departmental bank account or a graduate student affiliated group bank account.
 - h. All individuals, organizations or departments receiving funds must acknowledge that they received funding from the UMGSA in any publications, broadcasts or advertisements arising from that grant.
 - i. Recipients of special project grants are required to send a brief report of the event to the Vice-President Internal within one (1) month of the event, to be included in the Vice-President Internal's next report to Council.
 - j. The UMGSA will not use student funds for donations to external organizations but will help facilitate requests for fundraising.
 - k. In unique situations, such as the death of a UMGSA student, the UMGSA executive may decide on a donation, of no more than \$250.00 CAD, on behalf of the UMGSA. Donations of up to a maximum of \$500 may be recommended to Council for approval.

III. Departmental Grants

1. Every departmental graduate students' association, which is represented on UMGSA Council is eligible to apply for a Departmental Grant.
2. Completed Departmental Grant applications (Form 004) must be submitted to the UMGSA office no later than 4:00 pm on the following dates: November 1st to receive the December disbursement and April 1st to receive the April disbursement. Late applicants shall be penalized according to the following guideline:
 - a. Applications one working day late shall be penalized 5%.
 - b. Applications greater than one working day late, but less than five working days late, shall be penalized 10%.
 - c. Applications greater than 5 working days late, but less than one full month late, shall be penalized 25%.
 - d. Applications greater than one full month late shall not be considered.
3. Completed application forms must include the following:
 - a. The departmental association's name as it appears on bank account records.
 - b. The name and address of the bank as it appears on bank account records.
 - c. The account number as it appears on bank account records.
 - d. The names of two officers with signing authority and the signature of the UMGSA departmental representative.
 - e. To qualify for the April disbursement, the departmental representative shall submit the following:
 - i. A report of expenditures and revenue up to March 1st of that fiscal year.
 - ii. A brief annual report of the association's events, activities and other business up to March 1st of that fiscal year.
4. The Departmental Grant is calculated as follows for all departments:
 - a. \$20.00 per academic year for every graduate student paying student organization dues to the UMGSA and belonging to their departmental or program-based association.
 - b. Fifty percent of the calculated Departmental Grant will be disbursed in December, with the remainder to be disbursed in April.
5. Enrollment statistics provided by the Faculty of Graduate Studies are used to determine the number of graduate students in each department. Enrollment figures as of September 30th will be used to calculate a projected fiscal enrollment. January 31st figures will be used as the actual enrollment for the fiscal year.
6. To be eligible to receive a Departmental Grant, a Department's Representative must meet the following requirements:
 - a. The UMGSA departmental representative, or designated proxy, must attend at least three (3) of the five (5) UMGSA Council Meetings held from May to November inclusive, in order to qualify for the December disbursement. For each additional council meeting missed, a 25% penalty shall be assessed.
 - b. The UMGSA departmental representative, or designated proxy, must attend at least two (2) of the three (3) UMGSA Council Meetings held from December to March inclusive, in order to qualify for the April disbursement. For each additional council meeting missed, a 25% penalty shall be assessed.
 - c. The departmental representative, or designated proxy, must be a member of a standing committee of the Association and attend at least two-thirds (2/3) of the committee's meetings. In the absence of two-thirds (2/3) attendance, the chair of the committee may recommend to consider committee obligations complete if the departmental representative, or proxy, has shown a dedication to the work of the committee. A 25% penalty shall be assessed for failing to meet the committee requirements.
7. Attendance is determined by signature on the attendance sheet available at every Council or General meeting. The departmental representative, or designated proxy, must sign the attendance sheet to be eligible for a Departmental Grant.
 - a. In the event of additional meetings (e.g., Annual General Meeting, Special General Meetings, Council Retreat) the ratio will be adjusted accordingly.
 - b. Attendance in a meeting is defined as being a minimum presence of 60% of the meeting time.
 - c. In the event of repeated late attendance and/or early departures from meetings, penalties will be assessed on a case-by-case basis by the Vice-President Internal.

IV. Awards

I. Graduate Teaching Award

1. The purpose of the award is to recognize those individuals who have made, in the estimate of their graduate students, a significant contribution to the teaching profession and graduate community.
2. Eligibility
 - a. Any member's thesis advisor, seminar or course instructor, or professor with whom the member has conducted research is eligible if:
 - b. The nominee is teaching or has taught a graduate level course during the current academic term.
 - c. The nominee is not a registered student in the Faculty of Graduate Studies.
3. The award will include a cash prize of two hundred and fifty dollars (\$250.00 CAD), to be equally matched by the Faculty of Graduate Studies for a total of five hundred dollars (\$500.00 CAD), and a scroll given at Fall Convocation during the following academic year to commemorate the honour.
4. The Awards Committee will consider individuals who display a dedication to knowledge and sensitivity to their graduate students and the graduate student community.
5. Assessment
 - a. In order to properly assess the impact of the nominee, the Awards Committee requires that the nominating member provide the following:
 - b. One (1) completed Graduate Teaching Award Form (Parts I & II).
 - c. One (1) curriculum vitae that includes a selected list of graduate courses taught, a selected list of graduate students advised, and a selected list of graduate advisory committees.
 - d. Two (2) letters of recommendation from current or former graduate students.
 - e. Assessment will be undertaken by the Association Awards Committee.
6. Once an application has been successfully received by the Vice-President Academic of the Association, all materials contained therein will be property of the Association's Awards Committee until two (2) months after the close of the competition, at which point all materials will be destroyed.
7. The Vice-President Academic will notify all candidates of the results within five (5) working days of the final confirmation provided by the Financial Aid and Awards Office.
8. Presentation
 - a. The Association shall host an Awards Luncheon where the monetary portion of the award will be presented.
 - b. A scroll shall be given at the Fall Convocation of the following academic year.

II. Graduate Student Awards

1. The Association confers peer-to-peer recognition of members who are currently not recognized by the University of Manitoba Graduate Fellowship or any national awards or granting bodies, including but not limited to:
 - a. The Natural Sciences and Engineering Research Council (NSERC)
 - b. The Social Sciences and Humanities Research Council (SSHRC)
 - c. The Canadian Institutes of Health Research (CIHR)
 - d. The Manitoba Health Research Council (MHRC)
 - e. The Manitoba Graduate Scholarship (MGS)
2. The awards are designed to recognize the important contributions graduate students make to society through scholarship and community involvement.
3. The awards have been made possible by the generous contribution of Dr. James Burns, a levy applied to all graduate students approved through a UMGSA referendum, and a contribution made by the Manitoba Scholarship and Bursary Initiative.
4. Recipients must be registered in the academic session for which the awards are tenable in order to accept the award.
5. Recipients must further meet the individual award criteria for the award applied for.
6. Master's Award
 - a. Three (3) awards valued at \$11,000 CAD, \$8,000 CAD, and \$6,000 CAD will be offered for each of the first, second, and third place selected award winners who:
 - i. Are enrolled full-time in the Faculty of Graduate Studies at the University of Manitoba in a Master's (not pre-Master's) program; and
 - ii. Will be registered as full-time Master's students for the academic year it is proposed for; and
 - iii. Have a minimum GPA of 3.5 based on credit hours completed at the University of Manitoba; and

- iv. Do not hold any major fellowships [including, but not limited to, NSERC, SSHRC, CIHR, MHRC, MGS, UMGF]; and
 - v. Have contributed to society through scholarship and community involvement.
7. Doctoral Award
- a. Two (2) awards valued at \$13,000 CAD and \$9,000 CAD will be offered for each of the first and second place selected award winners who:
 - i. Are enrolled full-time in the Faculty of Graduate Studies at the University of Manitoba in a Doctoral program; and
 - ii. Will be registered as full-time Doctoral students for the academic year it is proposed for; and
 - iii. Have a minimum GPA of 3.5 based on credit hours completed at the University of Manitoba; and
 - iv. Do not hold any major fellowships [including, but not limited to, NSERC, SSHRC, CIHR, MHRC, MGS, UMGF]; and
 - v. Have contributed to society through scholarship and community involvement.
 - b. Master's students who are entering a Doctoral program will be eligible pending acceptance to the program.
8. Part-Time Award
- a. One (1) award valued at \$3,000 CAD will be offered to the selected award winner who:
 - i. Is enrolled part-time in the Faculty of Graduate Studies at the University of Manitoba in either a Master's (not pre-Master's) or Doctoral program; and
 - ii. Will be registered as a part-time Master's (not pre-Master's) or Doctoral student for the academic year it is proposed for; and
 - iii. Has a minimum GPA of 3.5 based on credit hours completed at the University of Manitoba; and
 - iv. Does not hold any major fellowships [including, but not limited to, NSERC, SSHRC, CIHR, MHRC, UMGF]; and
 - v. Has contributed to society through scholarship and community involvement.
9. Assessment
- a. In order to properly assess the impact of the applicant, the Association requires that the applying member provide the following by May 25th (If May 25th falls on a weekend or holiday, the application deadline is automatically extended to the next business day):
 - i. One (1) completed Graduate Student Award Form that includes a Statement of Intent that demonstrates how, through dedication to scholarship and community, the student has bridged academic theory and social practice in order to better serve the local, national, and/or international community.
 - ii. One (1) curriculum vitae that outlines academic, employment and community service.
 - iii. One (1) letter of recommendation from the student's advisor or supervisor.
 - iv. One (1) letter of recommendation from a person of the student's choosing who can speak to their community involvement.
 - b. Assessment will be undertaken by the Awards Committee.
10. Once an application has been successfully received by the Vice-President Academic of the Association, all materials contained therein will be property of the Association Awards Committee until two (2) months after the close of the competition, at which point all materials will be destroyed.
11. The Vice-President Academic will notify all applicants of the results within five (5) working days of the final confirmation provided by the Financial Aid and Awards Office.
12. The Association shall host an Awards Luncheon where the successful applicants for the upcoming academic term will be recognized. The Association invites UMGSA Award winners to present the developments in their research at the Awards Luncheon.

III. Emergency Grant

1. The UMGSA annually provides an Emergency Grants budget line for students who require assistance through its Emergency Grants (“Grants”) Program.
2. The Faculty of Graduate Studies (FGS) will administer the Grants program on behalf of the UMGSA.
3. Emergency grants are available only to Graduate students currently registered in both their home faculties and in FGS.
4. Applicants will be awarded no more than \$200 within an academic year or the amount requested, whichever is lower.
5. Successful recipients will be contacted within 5-7 days by the UMGSA.
6. Grant applicants should complete the UMGSA Emergency Assistance Grant Application Forms administered at the UM Food Bank.
7. This policy will be reviewed annually or as required by the Bylaws committee.
8. The office committee will annually review the amount to be included in the Emergency Grant budget line.
9. A memorandum of understanding (MOU) will be entered between UMGSA and FGS to guide the implementation of this policy.
10. FGS and UMGSA will update its Graduate Financial Support web pages with information about this joint initiative.
11. The MOU can be reviewed by either parties annually or as needed.

Article V: HSGSA Finances and Transfers

1. All HSGSA honouraria are paid through the UMGSA, as outlined in Article VI of the Bylaws.
2. The HSGSA shall receive 30% of the Association operating budget fees collected by the UMGSA from HSGSA members, as per Article VII Section 7 of the Bylaws.
 - a. The transfer of fees will take place in two dispersals: May 31st and November 30th. 50% of the total funds shall be transferred in each dispersal.
3. All departments under the purview of the HSGSA must submit applications to the HSGSA for Departmental Grants.
 - a. All HSGSA departments are subject to the same guidelines and expectations outlined in Article IV of this document.
 - i. All HSGSA Departments can fulfill their Council and Committee requirements through attendance at and participation on HSGSA Council and Committees.
 - b. The HSGSA shall evaluate the applications and HSGSA Council shall have the right of approval for all HSGSA Departmental Grant applications.
 - c. Once approved by the HSGSA, the list of successful applicants will be presented to the UMGSA Council for concurrence without debate.
 - d. All approved Departmental Grants will be dispersed through the UMGSA Office.

Article VI: Funds and Reserves

I. Retained Earnings Fund

1. The Association shall establish and maintain a Retained Earnings Fund. The Fund shall be used to ensure the continued operation of the Association during periods of financial hardship. The Association shall borrow from the Retained Earnings Fund as necessary for approved budgeted purposes, but shall repay such funds when financially viable.
2. The Retained Earnings Fund need not be an established fund outside of the Association's regular checking account. However, when financially viable the Association may choose to invest the retained earnings fund in secured, short-term investments (one year or less). However, the first \$50,000 of the fund must remain liquid at all times, with each additional \$50,000 investment, or portion thereof, mature every three months.
3. The Association shall budget a minimum of 2% of its annual budget for the Retained Earnings Fund. In addition, the Association shall add all annual budget surpluses to the Fund.
4. The retained earnings fund shall be carried over from year to year, but not counted as part of a general surplus or deficit of the Association in the year-end financial statement.
5. The Retained Earnings Fund shall be reported separately from the budget as an appendix.
6. The Retained Earnings Fund must be reviewed when the annual budget is debated and amended.
7. The Retained Earnings Fund shall be administered by the Finance Committee.
8. The Association may, on approval from Council, add non-budgeted income to the retained earnings fund.
9. The Retained Earnings Fund is not to exceed the largest annual budget recorded in the previous five fiscal years.
10. Any use of the Retained Earnings Fund for non-budgeted expenses shall be presented to Council, and can only be approved with a two-thirds majority.

II. Capital Fund

1. The annual financial contribution of each UMGSA council shall be 2.5% of the annual budget per year to the Office Equipment Reserve Fund.
2. The Capital Fund shall be maintained as part of the general operations bank account of the Association.
3. The Capital Fund shall be carried over from year to year, but not counted as part of a general surplus or deficit of the Association in the year-end financial statement.
4. The Capital Fund shall be reported separately from the budget as an appendix.
5. The Capital Fund must be reviewed when the annual budget is debated and amended.
6. The Capital Fund shall be administered by the Finance Committee.
7. The Capital Fund is to be used for, but not limited to:
 - a. Office furniture for the main UMGSA office
 - b. Office computers, printers, faxes for the UMGSA office.
 - c. Capital Projects
8. The Capital Fund is not to be used for:
 - a. General revenue of the UMGSA
 - b. Office supplies (paper, ink, staples, paint, etc.)
 - c. Personal use

Article VII: Audits and Transparency

1. Audit
 - a. The audit will be undertaken on an annual basis by an external accounting body, which will be chosen at the preceding AGM. The annual audit will be of the Graduate Students Association and the Health Science Graduate Students Association as a single financial body.
 - b. The Finance Committee and Executive Committee will provide all information requested by the auditing body, and will receive any and all feedback on behalf of the Association.
 - c. All HSGSA documents will be provided by the HSGSA Executive.
 - d. The Finance Committee is responsible for summarizing and presenting audit information at the following AGM.
 - e. All audit documents are available for examination by any member of the Association.
 - f. All monthly financial documents, both those submitted to the Finance Committee and those submitted to Council, are a matter of public record and can be requested by any member of the Association.
2. Credit Card, Reimbursements and Signatory Restrictions
 - a. Only the President, Vice-President Internal, Vice-President External, Vice-President Academic, and Vice-President Marketing and Events shall have signing authority.
 - b. All purchases must have their accompanying receipts and must be submitted to the Office Manager within ten (10) working days of the date issued.
 - c. The UMGSA shall withhold itself from the practice of using, or implementing, credit cards in its name, an employee's name, or an executive members' name, in order to prevent concerns of misuse and to keep transparency at its utmost level.
 - d. UMGSA Executives, Council members, and employees use their own personal electronic devices or other items in the course of their work for the UMGSA at their own discretion; accordingly they are not permitted to seek reimbursement from the UMGSA for any costs relating to the personal items used, including but not limited to personal computers, laptops, data storage devices, and mobile devices.
 - e. The UMGSA will not re-issue stale-dated cheques.

Article VIII: UMGSA-Sponsored Travel

1. General Regulations:
 - a. Executive members who are travelling between Fort Garry and Bannatyne Campus, as well as between the Association offices to external meetings may claim reimbursement for travel costs, including mileage and parking. Costs will not be reimbursed if the Executive member is traveling from home to the University of Manitoba campus and its affiliate campuses.
 - b. The UMGSA on occasion may send delegates to related conferences including conferences held on student leadership and student government.
 - c. Delegates of these conferences that are representatives of the UMGSA are required to sign a letter of agreement drafted by the executive committee prior to travel.
 - d. All delegates are expected to follow any established UMGSA Code of Conduct or Code of Ethics while attending a sponsored conference.
 - e. Delegates will first be selected from executive and staff members, followed by council and committee members, and finally members of the association.
 - f. The number of delegates at any conference will be determined by the funding available for external conferences and professional development in the budget.
 - g. Delegates attending these UMGSA-sponsored conferences are required to attend at least 80% of the conference proceedings. Those failing to attend the minimum must provide a written report to council explaining their absence.
 - h. If food is provided at the conference, then UMGSA delegates will not be reimbursed for additional food or beverages. If the delegate has missed a meal due to conference activities, as in travel, or has dietary restrictions not met by the provided food, then the delegate may claim receipts for those meals, up to \$40 per diem.

- i. Delegates are not permitted to claim any expenses that are not required for attending the conference, including but not limited to, personal taxis, car rentals, and bus fare.
- j. Individuals not abiding by this policy, or the letter of agreement will reimburse the UMGSA for travel costs, and conference costs, or parts thereof and may not be sponsored in the future as determined by the Internal Development and Review Committee.
- k. All delegates must submit a one-page written report at the following council meeting about the conference, what they learned or experiences, and how they will use that information in the future.
- l. Executive members that do not follow policy will be subject to an immediate review by the Internal Development and Review Sub-Committee, which will report to council their findings and potential actions.
- m. The UMGSA Executive will give final approval on those selected as attendees representing the UMGSA at conferences.
- n. Travel costs paid via the UMGSA must be made refundable to the UMGSA rather than the individual representative\All travel bookings are to be made through the UMGSA office.
- o. All representatives must be graduate students of the University of Manitoba or an employee of the UMGSA to qualify as representatives of the UMGSA.
- p. A per diem of \$40.00/day will be set aside for those travelling on behalf of the UMGSA and is only available when meals are not supplied. The suggested division of the \$40.00/day in per diem is: \$10.00 for breakfast, \$10.00 for lunch, and \$20.00 for dinner.
- q. Tips for transportation as well as meals will not exceed more than 15 per cent of the costs for said transportation and/or meal costs.

Article IX: Ethical Purchasing

1. Definitions:

- a. "Institution(s)" means all institutions or groupings of institutions that require compliance with the Policy for their bulk purchasing, licensing and/or procurement activities.
- b. "Company" refers to the organization from which the UMGSA buys products, subject to the parameters of this Policy.
- c. "Supplier" means any natural or legal person who provides [Company] with goods and/or services integral to, and utilized in/for, the production of the company's goods and/or services.
- d. The term "subcontractor" means any natural or legal person who, directly or indirectly, provides a supplier with goods and/or services integral to, and utilized in/for, the production of the supplier's and/or [Company]'s goods and/or services.
- e. The term "child" means any person less than 15, unless local minimum age law stipulates a higher age for work or mandatory schooling, or less than 14 if minimum wage law is set at that age in accordance with developing country exceptions under ILO Convention 138 enforced.
- f. The term "basic needs" are wages, which are obtained through collective bargaining and meet local standards. In the absence of free collective bargaining, wages that meet "basic needs" should be defined as wages paid for a normal 48 work week that are sufficient by local standards to provide for the food, clothing, housing, health care, potable water, child care, education, sanitation, and transportation needs of the worker and his/her dependents. In defining wages that meet basic needs, factors that should be taken into account include the average number of dependents and the average number of wage earners per family.
- g. The term "local" refers to businesses, which produce and manufacture their goods within 60km of the City of Winnipeg.
- h. The term "fair trade" refers to businesses or organizations which pay workers a premium price for their products, support the rights of workers to organize, invest in social programs in the community of production and who produce products in a developing nation.

2. Application:

- a. This policy is to be used for the purchase of all goods possible, unless the cost of non-ethical goods is cheaper by 10% or more.
- b. This policy should be read as a policy internal to the UMGSA as well as a guide for our business partners.
- c. This policy is to be implemented, enforced and reviewed by the finance committee of the UMGSA.

3. Labour Standards: all companies, suppliers and subcontractors involved in the production and/or distribution of products for retail or wholesale shall ensure that:

- a. Forced Labour
 - i. There shall be no use of forced labour, whether in the form of involuntary prison labour, indentured labour, bonded labour or otherwise.
 - ii. Workers shall not be required to lodge financial deposits or their original identity papers with their employers.
- b. Discrimination
 - i. There shall be no discrimination in hiring, compensation, access to training, promotion, termination or retirement based on (but not limited to) age, race, caste, nationality, ethnicity, sex, pregnancy, religion, disability, gender, marital status, sexual orientation, union membership, illness, or political affiliation.
- c. Harassment or Abuse
 - i. Physical, sexual or psychological abuse, or verbal harassment or abuse, including the use of corporal punishment, shall not be tolerated.
- d. Hours of Work
 - i. Personnel shall not be required on a regular basis to work in excess of 48 hours per week, and shall be provided with at least one day off for every seven-day period.
 - ii. Overtime work (more than 48 hours per week) shall be voluntary, shall not exceed 12 hours per employee per week, will not be requested other than in exceptional and short-term business circumstances, and will always be remunerated at a premium rate.
- e. Freedom of Association and the Right to Bargain Collectively
 - i. Workers, without distinction, shall have the right to join or form trade unions of their own choosing and to bargain collectively.

- ii. Employers shall not hinder or interfere with any attempts of the workers to organize a trade union. Where the right to freedom of association and collective bargaining is restricted under law, the employer will allow, and will not hinder, the development of parallel means for independent and free association and bargaining.
 - iii. Workers' representatives shall not be the subject of discrimination and shall have access to all workplaces necessary to enable them to carry out their representation functions.
 - iv. Workers' representatives shall have complete access to membership lists and other necessary documents.
 - v. Employers are encouraged to recognize workers' organizations succession rights were national or provincial/state law is not present.
 - vi. Business shall be encouraged to unionize new shops, if workers at an existing shop are unionized.
- f. Wages and Other Compensation
- i. Wages and benefits paid for a standard working week shall meet, at a minimum, national legal standards or industry benchmark standards; whichever is higher.
 - ii. In any event wages paid for a standard working week should be sufficient by local standards to provide for the food, clothing, housing, health care, potable water, child care, education, sanitation, and transportation needs of the worker and his/her dependents.
 - iii. Wages will be paid in a timely manner directly to the employee in cash, cheque or the equivalent. All workers shall be provided with written and understandable information about their employment conditions with respect to wages before they enter employment, and of the particulars of their wages for the pay period concerned each time that they are paid. Deductions from wages for disciplinary measures shall not be permitted, nor shall any deductions from wages not provided for by national law be permitted without the expressed permission of the worker concerned.
 - iv. Employers are strongly encouraged to provide safe, adequate childcare facilities for their workers.
 - v. Employers are strongly encouraged to allow 11/2 sick days per month per employee, at no loss of income to the employee.
 - vi. Equal work for equal pay policies are to be practiced by the employer.
 - vii. Employers are strongly encouraged to have a diverse management staff.
- g. Pricing and Timelines
- i. Suppliers and licensees shall ensure that prices negotiated for work performed are sufficient to allow for compliance with this code. In addition, the supplier or licensee shall ensure that realistic production timelines are provided to Contractors and homeworkers to comply with this policy.
- h. Health and Safety
- i. A safe hygienic working environment shall be provided, bearing in mind the prevailing knowledge of the industry and of any specific hazards.
 - ii. Access to clean toilet facilities and to potable water and, if appropriate, sanitary facilities for food storage shall be provided.
 - iii. Where workers are handling hazardous materials, safety showers shall be provided and accessible at all times in case of an accident.
 - iv. Accommodation, where provided, shall be clean, safe and meet the basic needs of the workers.
 - v. Safe handling information and training shall be provided regularly for relevant tasks, materials and equipment.
 - vi. Appropriate and sufficient first aid supplies shall always be on site. Trained medical professionals shall be readily available to administer first aid, deal with emergencies and treat workers' occupational health problems.
 - vii. Fire exits and fire extinguishers should be mandatory in all buildings including housing.
 - viii. Building must be kept up with the local and/or national building codes.
- i. Employment Relationship
- i. To every extent possible work performed must be on the basis of recognized employment relationship established through national law and practice.
 - ii. Obligations to employees under labour and social security laws and regulations arising from the regular employment relationship shall not be avoided through the use of labour-only contracting, or through apprenticeship schemes where there is no real intent to impart skills or

- provide regular employment, nor shall any such obligations be avoided through the excessive use of fixed-term contracts of employment.
- iii. Employers shall keep adequate records of their employees' names, addresses, rate of pay and number of hours worked each week in order to make this information available for monitoring purposes.
 - iv. Employers are discouraged from closing a plant/shop in a location to relocate a shop due to cheaper labour or looser government regulations.
- j. Reproductive Rights
 - i. No employee or prospective employee shall be subjected to the involuntary use of contraceptives or pregnancy testing.
 - ii. Workers will be permitted to take family leave without facing threat of dismissal, loss of seniority or deduction in wages, and shall be able to return to their former employment at the same rate of pay and benefits.
 - iii. Maternity/parental leave is strongly encouraged in the absence of a national or provincial/state law or program.
 - k. Child Labour
 - i. There shall be no use of child labour, i.e. no person shall be employed at an age younger than 15 (or 14, where, consistent with International Labour Organization practices for developing countries, the law of the country of manufacture allows for such an exception).
 - ii. Where the age for completing compulsory education is higher than the standard for the minimum age of employment stated above, the higher age for completing compulsory education shall apply to this section.
 - iii. Adequate transitional economic assistance and appropriate educational opportunities shall be provided to any displaced (as a result of the enforcement of this policy) child workers.
 - l. Homeworkers
 - i. Homeworkers shall be given reasonable quotas such that the volume can be met in a regular workweek and the piece rate or other form of remuneration shall constitute a living wage.
 - ii. Homeworkers shall be allowed to join and participate in workers' support organizations of their own choosing.
 - iii. The employer shall provide training in relevant matters of occupational health and safety to homeworkers.
 - iv. The other provisions of this policy shall also apply to homeworkers.
4. Environment Standards
- a. Location
 - i. The UMGSA shall attempt to give priority to producers, manufacturers and service providers who are locally based.
 - ii. The UMGSA shall attempt to purchase products directly from their producers.
 - b. Material
 - i. The UMGSA shall attempt to buy products where the material used is biodegradable and/or recyclable where applicable.
 - c. Pollution
 - i. The UMGSA shall attempt to purchase products from environmentally consciences and sustainable producers and suppliers.
 - ii. Local standards for water, air, and land pollution should be met.
5. Certification Standards
- a. Environmental
 - i. The UMGSA shall attempt to seek products carrying the eco-logo certification.
 - ii. The UMGSA shall attempt to purchase organic foods, which carry organic certification.
 - b. Social Justice
 - i. The UMGSA shall attempt to seek fair-trade or certified fair-trade products, with particular reference to coffee, sugar, tea, chocolate, and textiles.
 - ii. The UMGSA shall not purchase goods from businesses on the Canadian Labour Congress's boycott list.