



UWSA

THE UNIVERSITY OF WINNIPEG
STUDENTS' ASSOCIATION

March 18, 2020

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UWSA POLICY MANUAL

SUMMARY

After approximately 2 years of discussions and drafts, the UWSA launched its revised Policy Manual in September 2019, with a small issue of supplemental edits in January 2020.

Much of the revisions were housekeeping. While policies have been added over the years, a wholesale evaluation of the manual had not been done in some time, and some policies had not been revised in 10+ years. Housekeeping includes the removal of outdated or irrelevant policies; removing redundancies and addressing contradictions; and updates pertaining to shifted portfolios of UWSA staff and executive.

There were also several major revisions and additions to the manuals. Highlights include:

1. Combining the “Policy Manual” and “Operational Policies” into one manual, the “UWSA Policy Manual”.
2. The introduction of comprehensive human resources policies, in Article 5, UWSA Ambassador Policies.
3. The introduction of a comprehensive Privacy Policy, created with the guidance of legal counsel.
4. The Positive Space Policy, now listed as “In Development” in the manual, is still under review. We expect this piece to be completed before the end of the 2019/2020 academic year.

EDIT NOTES

Section 1.01 Mission Statement – Updated with 2016 mission statement and mission wheel, moved from external governance documents to the policy manual.

Section 2.01 Policy Framework (Formerly Policy Manual 1.3 Policy Framework) – moved to the beginning of the policy manual, only semantic changes.

Section 3.01 Organizational Structure (Formerly Operational Policy 2.3 Organizational Structure) – condensed.

Section 3.02 Employment Equity and Section 3.03 Hiring Practices (Formerly Policy Manual Section 7 Hiring) – amended to accommodate disbanding of the Personnel Committee; removed redundant sections now addressed by the UWSA Ambassador Policies.

Section 3.04 Living Wage (Formerly Policy Manual 9.5 Living Wage) – no substantive changes

Section 3.05 Board of Directors Training (Formerly Policy Manual Section 2 Director and Board Training) – specific committee training eliminated and amended to reflect current staff portfolios.

Section 3.06 Executive Review (Formerly Policy Manual 9.4 Executive Review) – Amended to reflect changes passed at the 2018 AGM.

Section 4.01 Keys and Permissions and **Section 4.02 After Hours Access** (Formerly Operational Policy 2.1 Access) – Amended to reflect current staff portfolios, remove clauses outside UWSA jurisdiction (within UWinnipeg security jurisdiction) and to account for revised practices regarding collecting and retaining keyholder information.

Section 5.01 Code of Conduct (Formerly Policy Manual 1.4 Code of Conduct); **Section 5.02 Confidentiality Policy**; **Section 5.03 Confidentiality Agreement**; **Section 5.04 Conflict of Interest Policy**; **Section 5.05 Abuse Prevention Policy**; and **Section 5.06 Onboarding Policy Package Agreement** – These policies were drafted by the Chief Operating Officer in consultation with legal counsel to address gaps in the UWSA's human resources and ambassadorship policies. Were in practice as internal policies, have now been formalized in the manual.

Section 6.01 Spokespeople (Formerly Policy Manual 5.4 Spokespersonship) – amended for simplicity.

Section 6.02 Social Media (Formerly Operational Policy Section 8 Social Media Policy) – reduced and generalized, clauses regarding specific social media platforms were removed as they did not offer anything substantive that was not covered by the general regulations.

Section 7.01 Academic and Non-Academic Misconduct and Appeals (Formerly Operational Policy 1.1 Appeals) – no substantive changes

Article 8 Positive Space (Formerly Policy Manual 4.4 Positive Space Policy) – UNDER DEVELOPMENT – policy was dated and exclusive, did not reflect evolving practices – edits will amalgamate all issues policies into one cohesive policy, will address the use of the Positive Space Levy, and will work in tandem with the UWSA Ambassador policies to guide staff, directors, students, and the general public in interacting with UWSA governance, events, programming, and spaces.

Section 9.01 UWSA Privacy Policy – developed by the Special Projects Manager coordination with the Chief Operating Officer and legal counsel.

Section 10.01 The UWSA Health Plan; Section 10.02 Health Plan Appeals; and Section 10.03 Health Plan Bursary (Formerly Operational Policy Section 3 Health Plan) – reduced significantly. The Health Plan is governed by external agreements with Green Shield Canada and the University of Winnipeg, not UWSA policy. Health Plan Bursary management moved as a donation to UWinnipeg Award and Financial Aid to be administered by award professionals rather than committees of the UWSA.

Section 10.04 UWSA Membership Fees and Levies (Formerly Policy Manual 6.2 Fees and Levies) – no substantive changes

Section 10.05 Cash and Cheque Handling (Formerly Operational Policy 2.2 Cash Handling Policy) – departmental specifics removed and redundancies eliminated. The UWSA abides by corporate financial law.

Section 10.06 Contracts, Purchases, and Sponsorships (Formerly: Operational Policy 5.1 Contracts, Purchases, and Sponsorships; Policy Manual 6.5 Purchasing; and Policy Manual 6.4a Capital Funding) – purchasing policies combined to eliminate redundancies and provide one clear reference point for staff and directors.

Section 11.01 Student Service Groups (Formerly Policy Manual 11.2 Student Service Groups) – definition of service groups changed in consultation with the Services Manager and Executive. Service groups only refers to groups coordinated by UWSA staff. Removes this designation from external groups for which the UWSA does not have governing jurisdiction such as WUSC, MSA, Photo Club, ISA. Also removes the classification of service groups from internal UWSA departments like retail and events. Service groups are components of the UWSA for which we take greater responsibility than student groups or external partners.

Section 11.02 Community Partner Status (Formerly Policy Manual 5.1 Community Partner Status) – procedure section significantly reduced to reflect current practices. Community partner relationships are not something the UWSA regularly solicits, but are relationships built with intention over many years. Much of what the initial policy described as “community partnerships” are actually external partnerships.

Section 11.03 External Partnerships (Formerly Policy Manual 12.1 Ethical Partnership Policy) – reduced to eliminate redundancies.

Section 11.04 Student Groups (Formerly Policy Manual 11.1 Student Groups) – amended to include steps taken for student groups that do not reapply for status.

Section 11.05 External Funding, Sponsorship, and Donations (Formerly: Policy Manual 6.3 Donations; Policy Manual 6.4c Community Partner Event Funding; and Policy Manual 6.4b Student Group Funding) – policies combined to centralize all information for external funding applicants.

Section 11.06 Info Booth Ticket Sale Policy (Formerly Operational Policy 4.1 Info Booth Ticket Sale Policy) – no substantive changes

Section 11.07 Poster Policy (Formerly Operational Policy 4.2 Poster Policy) – no substantive changes

Section 12.01 Events (Formerly Operational Policy 6.1 Events) – no substantive changes

ELIMINATED POLICIES

Operational Policy 1.2 Foodbank Policy – This policy outlined the procedures for running the UWSA Foodbank. The Foodbank is run in coordination with Winnipeg Harvest, and we abide by their guidelines. The policy was written at a time when Executive were the supervisors of the Foodbank Coordinators and had to be trained each year on its operations. Full-time staff now manage the coordinators, and a policy is unnecessary.

Operational Policy 1.4 World University Services Canada – This policy outlined the relationship between WUSC and the UWSA and set operational standards for WUSC; however, WUSC is an independent Non-Profit organization that operates under its own policies. This policy was deemed inappropriate and outside of our jurisdiction. The UWSA is currently negotiating with UW-WUSC to draft an agreement that better represents the organizations' relationship.

Operational Policy 5.2 Paper Policy – This policy outlined Reduce/Re-use/Recycle principals and was deemed dated and unnecessary. The UWSA abides by UWinnipeg sustainability policies.

Operational Policy 6.6 Table Booking – This policy addressed procedure and rules for booking tables at UWinnipeg; however, this duty has been transferred to the University's Conferences and Events Office. This policy was deemed irrelevant.

Operational Policy 7.2 LGBT* Equity – This policy identified gender and sexuality equity as a priority of the UWSA and was the only standalone equity policy. This policy will be absorbed into the Positive Space Policy.

Policy Manual 1.1 General Issues – This policy stated that unless otherwise determined by the board or membership, the UWSA sides with the Canadian Federation of Students on all matters listed in their Issues Policy Manual. The policy also stated that any action relating to a matter listed in the Issues Policy Manual had to be approved via the mechanisms elsewhere stated in the by-laws and policies of the UWSA. This policy was deemed redundant.

Policy Manual 2.3 Personnel Committee Training – The UWSA no longer has a personnel committee. All UWSA staff and employer relations are now governed by collective agreements and the hiring policies listed in the new Policy Manual.

Policy Manual Section 4 Issues – All issues policies shall be absorbed into the Positive Space Policy.

Policy Manual 5.2 Delegates to Conferences and/or Meetings – The issues addressed here are addressed by the UWSA Ambassador Policy Package.

Policy Manual 5.3 Post-Secondary Education – This was deemed an Issues policy and shall be absorbed into the Positive Space Policy.

Policy Manual 6.6 Funding Distribution – Almost all funding requests fielded by the UWSA are being moved to Award and Financial Aid as annual donations. Other funding requests are administered by committees and are governed by the External Funding, Sponsorships, and Donations Policy.

Policy Manual 8.1 Student Support Program – The SSP has been eliminated and the funds are now a donation to UWinnipeg's Office of Micro-Communities, which manages emergency funding for Indigenous, International, Immigrant, and Refugee students.

Policy Manual 8.2 Executive Employment – This policy contained provisions that were not in accordance with our by-laws.

Policy Manual 8.3 UWSA Campaigners Positions – These positions no longer exist and this policy was deemed irrelevant.

Policy Manual 9.1 Discipline Policy; Policy Manual 9.2 Extra Time Policy; and Policy Manual 9.3 Staff Evaluations Policy – All UWSA staff and employer relations are now governed by collective agreements and this policy was deemed irrelevant.

Policy Manual 10.1 Space Assessment Policy – This policy mandated constant review of UWSA space allocation at any request of a member and was deemed financial unviable. Space is limited and student groups are no longer assigned clubhouses. Space assessments are still conducted by the Finance & Operations Committee in accordance with UWSA By-laws.

UWSA BY-LAWS

SUMMARY

By-law amendments for 2019-2020 addressed:

1. Title and duty changes for UWSA staff;
2. The Indigenous Students Association name change, expanding Indigenous student representation on the board, and referring to the ISA's governing documents regarding the filling of their board seats;
3. Election changes including: the addition of polling officer hiring criteria; co-directorship criteria; and Executive duties when running for re-election;
4. Changes to accommodate the elimination of the position of Vice President Internal Affairs and the creation of the Chief Financial Officer;
5. The reassignment of administration of the Health Plan Bursary from the Finance & Operations Committee to UWinnipeg's Award and Financial Aid Offices;
6. Changes to committee structure and duties to account for current practices;
7. Changes to the way minutes are recorded, represented, and approved;
8. Change of notice for General Meetings;
9. Changes to accommodate the new UWSA Rules of Order (moving away from Robert's Rules of Order); and
10. Changes to address redundancies, contradictions, or dated and/or irrelevant by-laws.

EDITS

DEFINITIONS

AMENDED: “General Manager” To “Chief Operating Officer” everywhere it appears to accommodate title change.

AMENDED: “Office Manager” to “General Manager” everywhere it appears to accommodate title change.

AMENDED: 2.14 ~~General Manager~~ Chief Operating Officer
~~Means the General Manager Employed by the UWSA~~

The Chief Operating Officer is appointed by the Board of Directors to manage all UWSA staff and the day-to-day operations of the UWSA. The Chief Operating Officer is the Staff Relations Officer and the Privacy Officer, except where otherwise assigned by the by-laws and policies of the UWSA. The Chief Operating Officer reports to the Executive and to the Board of Directors.

ADDED: 2.15 Chief Financial Officer

The Chief Financial Officer is appointed by the Board of Directors to manage the finances and operations of the UWSA. The Chief Financial Officer reports to the Chief Operating Officer and the Board of Directors.

AMENDED: 2.10 Day Care Director

~~Means the Daycare Manager and Administrator employed by the UWSA.~~

The Day Care Director is appointed by the Board of Directors to manage the staff and day-to-day operations of the UWSA Day Care. The Day Care Director reports to the Chief Operating Officer.

ISA NAME CHANGE AND DIRECTORSHIPS

AMENDED: “Aboriginal Students’ Council” to “Indigenous Students’ Association” everywhere it appears to accommodate name change.

AMENDED: “Aboriginal Students Co-Director” to “Indigenous Students’ Director(s)” everywhere it appears to accommodate name change.

AMENDED: 4.1.I ~~Aboriginal Students’ Co-Directors~~ Two (2) Indigenous Students’ Directors

AMENDED: 4.2.ii The Term of Office for the ~~Aboriginal Students’ Co-Directors~~ Indigenous Students’ Directors shall be ~~as described elsewhere in the By-Laws~~ determined by the constitution of the Indigenous Students’ Association and in accordance with the Corporations Act.

REMOVED: 4.7.iv Co-Directorships

For the Aboriginal Students’ Co-Directors, one must be male and one must be female.

MEMBERSHIP

REMOVED: 3.2.iii Associate Membership

Subject to an agreement between the Board of Directors and the University of Winnipeg administration, all students enrolled at the Collegiate shall be considered Associate Members of the UWSA.

ELECTIONS

REMOVED: 4.6.xxi.

Executive Directors seeking re-election must remove themselves from the UWSA General Office during office hours while actively campaigning during the campaign weeks set out in the election schedule.

AMENDED: 4.7.i

A Co-Directorship may exist in accordance with proper UWSA elections procedures, or else any Director ~~except an Executive Director~~ may share their responsibilities and a single vote with another UWSA Member in good standing by submitting a letter of explanation to the Board of Directors regarding the need for a Co-Directorship. This letter should explain such matters as how the Co-Directorship will enhance constituency representation or any other way the Directorship will be complemented by the existence of the Co-Directorship. Approval of the Co-Directorship shall be subject to a two-thirds majority of the votes cast at a Board of Directors meeting.

REMOVED: 4.7.vi

Any co-directorship that is also a signing authority must have all documents signed by more than one position.

ADDED: 4.7.vi

There shall be no cooperatively held Executive Director, Senator, or Regent appointments.

REMOVED: 5.22.x.a

There will be no co-regent or co-senator candidacies.

AMENDED: 5.23.ii

There may be no more than ~~four (4)~~ three (3) directorships represented per slate. Candidates for Executive Directorships may only participate on a slate with other candidates for Executive Directorships;

ADDED: 5.28 Polling Officers

i. Selection:

- a. Polling officers shall be hired and trained by the CEC in accordance with UWSA Policy and with support from the General Manager and Chief Operating Officer.
- b. Polling officer terms shall commence upon appointment by the CEC and shall expire at the close of the given election cycle.
- c. Polling officers shall be paid an honourarium that compensates hours served at a living wage, as determined by UWSA policy.

ii. Applications from the following people shall not be considered:

- a. Current Directors and current and former Executive Directors of the UWSA;
- b. Current Part-Time or Full-Time Employees of the UWSA;
- c. Current UWSA Service Centre Coordinators;
- d. Employees of any UWSA partner organization.

VPIA REMOVAL

AMENDED: 2.13 Executive Directors

Refers to the President, the Vice President External Affairs, **and** the Vice President Student Affairs ~~and the Vice President Internal Affairs~~.

AMENDED: 3.1.ii Full Membership

The President, Vice President External Affairs, Vice President Student Affairs, ~~Vice President Internal Affairs~~ and the Chair of the Board of Directors are Full Members of the UWSA, whether or not they are enrolled in any courses while holding office.

REMOVED: 4.1.d Number of Directors and Specific Directorships

~~Vice President Internal Affairs~~

AMENDED: 4.6 Qualification of Directors for Election and Holding Office

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- i. In order to be eligible to run for UWSA office, one must be a UWSA Member as per these By-Laws.
 - ii. The President, Vice President External Affairs, Vice President Student Affairs, ~~Vice President Internal Affairs~~ and the Chair of the Board of Directors must also have met either of the two (2) following criteria at the time of nominations for election or appointment:
 - a. They must have completed thirty (30) credit hours at the University of Winnipeg; or
 - b. They must demonstrate via their transcripts that they have attended the University of Winnipeg for at least four (4) full University terms over a period of no less than two (2) full calendar years prior to commencing the term in office.
 - iii. The President, ~~Vice President Internal Affairs~~, Vice President Student Affairs, and Vice President External Affairs are not required to enroll in any university course during their term of office, and may not enroll in more than 3 hours in any given university academic term (defined as fall and/or winter term) that they are holding office, with exception of an executive director holding an international student visa.

AMENDED: 6.4.ix Duties of the President

The President shall perform the duties of the Vice President External **and** the Vice President Student Affairs, ~~and the Vice President Internal Affairs~~ in their absence.

REMOVED: 6.7 Duties of the Vice President Internal Affairs

The Vice President Internal Affairs shall act as the Chief Financial Officer (CFO) for the UWSA and assist the Business Manager and General Manager with the creation of the UWSA operating budget.

- i. The Vice President Internal Affairs shall be responsible for the coordination of student services administered by the UWSA. The Vice President Internal Affairs shall act as spokesperson for these services.
- ii. The Vice President Internal Affairs shall serve as a liaison between the different UWSA services and the Board of Directors.
- iii. The Vice President Internal Affairs shall serve as one of the Executive Director members of the Daycare Management Committee.
- iv. The Vice President Internal Affairs shall assist the Social Sustainability Coordinator in the coordination and administration of the UWSA Food Bank, Student Support Program and shall work with anti-poverty groups to raise awareness surrounding student poverty issues.
- v. The Vice President Internal Affairs shall be responsible for coordinating all UWSA Volunteers.
- vi. The Vice President Internal Affairs shall be responsible for ensuring that all social and environmental sustainability policies of the UWSA are adhered to during the day-to-day operations of the organization.
- vii. Along with the UWSA General Manager, the Vice President Internal Affairs shall prepare for executive transitions.
- viii. The Vice President Internal Affairs shall be a member of at least the Executive and Finance and Operations committees.
- ix. The Vice President Internal Affairs shall chair the Finance and Operations Committee.
- x. The Vice President Internal Affairs shall develop and recommend the annual budget to the Board of Directors in consultation with the Executive, Student Service Groups, and other UWSA staff where appropriate.

- xi. The Vice President Internal Affairs shall prepare and present quarterly financial reports to the board.
- xii. The Vice President Internal Affairs shall present financial reports and an audited statement to the membership at the special and annual general meetings.
- xiii. The Vice President Internal Affairs shall monitor the financial status of the UWSA including budget variances and make recommendations to the Board and Executive regarding major expenditures.
- xiv. The Vice President Internal Affairs shall be one of the signing authorities of the UWSA.
- xv. The Vice President Internal Affairs shall attend all meetings of the Board of Directors and Executive Committee.
- xvi. The Vice President Internal Affairs shall assist with the development and implementation of all campaigns of the union.
- xvii. The Vice President Internal Affairs shall train and advise the incoming Vice President Internal Affairs.

REMOVED: 6.14.iv Duties of the International Students' Director

The International Students' Director shall assist the Vice President Internal Affairs in the orientation of the WUSC refugee student that the UWSA sponsors every year.

REMOVED: 6.15.iii Duties of the Community Liaison Director

The Community Liaison Director shall assist the Vice President Internal Affairs and the Social Sustainability Coordinator with the UWSA Food Bank.

AMENDED: 6.13.i Salaries

The salaries of the President, Vice President External Affairs, **and the** Vice President Student Affairs, ~~and the Vice President Internal Affairs~~ shall be forty thousand dollars (\$40,000) per year. This sum is subject to periodic review and shall only be altered by the Membership at a General Meeting of the Members.

CHIEF FINANCIAL OFFICER

AMENDED: 7.21 Finance and Operations Committee

- i. The Finance and Operations Committee shall be composed of four (4) UWSA directors, and two (2) students-at-large. The ~~Business Manager and Chief Operating Officer~~ shall be a non-voting advisory member of the Finance and Operations Committee.
- ii. The Finance and Operations Committee shall meet at least once per month.
- iii. The Chief **Financial** Officer shall be the non-voting Chair of the Finance and Operations Committee.

AMENDED: 10.5 Exceeding Budget Line Items

- i. No expenditure line item in the Budget of the UWSA may be exceeded at any time, except by recommendation of the Finance and Operations Committee in consultation with the ~~Business Manager of the UWSA~~ Chief Financial Officer.
- ii. Amendments to the Budget of the UWSA ~~require a two-thirds (2/3) majority~~ must be approved by vote at a meeting of the Board of Directors and may be made only after:
 - a. The Finance and Operations Committee has made a recommendation on the amendment; and

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- b. Notice has been given to Directors at least one (1) week in advance or bringing such amendment to the Board of Directors.

COMMITTEES

REMOVED: 3.5 Notification to Membership

Notification to the membership of Ad-Hoc/Sub-committee and/or Meetings of Directors shall be submitted to the membership a minimum of two (2) days in advance, with exception of Special General Meetings, Annual General Meetings, and meetings of the Board of Directors and Executive Committee Meetings through the following avenues:

- i. Online: Through popular social media and The UWSA website
- ii. Postering notifications following UWSA Operational Policy 4.2 in no more than twenty (20) locations on campus.

REMOVED: 7.9 Notification to Membership of Employment

Information to the Membership on employment opportunities with the UWSA shall be considered delivered after the following conditions are met:

- i. No less than twenty (20) posters containing the information are conspicuously posted throughout the University of Winnipeg and The Collegiate;
- ii. The posting is shared on the UWSA website with links to the posting shared via all UWSA social media including, but not limited to, Facebook, Twitter, and Instagram.

REMOVED: 7.14 Roles Within Committees

Unless otherwise specified by By-Law, each Standing and ad hoc Committee shall appoint a Chair, a Vice Chair and a Secretary:

- i. The Chair of a Standing Committee shall be an Executive Director, and it is recommended, but not required, that the Chair of an ad hoc Committee be an Executive Director. The only exceptions are in the case of the By-Laws and Policy Committee where the Chair of the Board of Directors shall act as the Chair of said Committee.
- ii. The Vice Chair of a Standing or ad hoc Committee may be any Director of the Board of Directors.
- iii. Except where elsewhere designated by these By-Laws, the Secretary of a committee may be any Director of the Board of Directors or UWSA Staff member.

AMENDED: 7.19.vi Day Care Management Committee

Minutes of the Daycare Management Committee and General Meetings of the Daycare shall be ~~copied to the Board of Directors~~, submitted to the Board of Directors for ratification.

AMENDED: 7.20.i Executive Committee

The Executive Committee shall be composed of the ~~four (4)~~ three (3) Executive Directors and two (2) other Directors.

AMENDED: 7.20.iv Executive Committee

The Executive Committee shall act as Management on behalf of the Board of Directors, and may designate the ~~four (4)~~ three (3) Executive Directors, the Chief Operating Officer, committees, Department Coordinators, and/or legal counsel to act as Management on behalf of the Executive Committee in order to...

REMOVED: 7.20.iv.o Executive Committee

Review applications for affiliated and/or recognized group status, making recommendations to the Board of Directors as to the approval or rejection of said applications.

REMOVED: 7.20.v

Broadcasters and Publishers that operate in the name of the UWSA are editorially autonomous in the general course of events. In the event that they engage in activities that put the UWSA at risk, such as exposing the UWSA to possible lawsuits for defamation or libel, then the Executive Committee has all the rights of a head publisher and owner, including editorial control. The exertion of editorial control cannot be used by the Executive Committee unless there is a clear and demonstrable need to protect the UWSA from damage caused by defamation, libel or some other such action, and it cannot be used if the Executive Committee or the Board of Directors simply object to the tone, content, quality or editorial position of said publication or broadcast.

REMOVED: 8.6.i

Except under the conditions stated below, all minutes of Committee Meetings shall be submitted to the Committee for approval at a subsequent Committee Meeting prior to being sent to a Board of Directors Meeting.

AMENDED: 8.6.ii

Minutes from Standing and Ad-Hoc Committee Meetings must be ~~received by the~~ submitted to the subsequent Board of Directors ~~meeting for approval for information as a record of these meetings.~~ Motions passed by Standing and Ad-Hoc Committees ~~that are recommendations to the Board of Directors shall be considered by the Board of Directors and either adopted or defeated.~~ are not ratified until the minutes of that meeting have been approved by the Board of Directors.

REMOVED: 8.7 Minutes of the Executive Committee

The Executive Committee shall adhere to all other By-Laws in this section, with the following exceptions:

- i. Closed Session minutes from Executive Committee Meetings shall not be distributed to the Board of Directors.
- ii. The Executive Committee shall notify the Board of Directors that a Closed Session Meeting took place, and shall provide a verbal update at the first Board of Directors meeting following the Executive Committee Meeting.
- iii. One copy of Executive Committee Meeting Minutes must be maintained electronically in a secure, password-protected location.
- iv. The Executive Committee Chair shall allow any Director to view the Closed Session Minutes upon request.

ADDED: 7.22.iv

The Campaigns and External Relations Committee shall receive and rule on applications for recognized and affiliated student groups.

ADDED: 7.22.v

The Campaigns and External Relations Committee shall receive and rule on student group funding applications.

REMOVED: 7.23 Student Life Committee

- v. The mandate of the Student Life Committee shall be to recommend events and services to the Board of Directors that will further the goals of the UWSA Membership as well as the larger student movement, as well as recommend opportunities for collaboration with community groups and organizations to the Board of Directors, that will further the goals of the UWSA.
- vi. The Student Life Committee shall be responsible for overseeing the planning of official UWSA Events as well as the continual maintenance of the events policy.
- vii. The Student Life Committee will also be the sub-committee that hears applications for funding student group events on campus, and will be responsible for presenting recommendations to the Board of Directors as per the approval or rejection of said applications.
- viii. The Student Life Committee will be the sub-committee that hears applications for Community Partner Status, and will be responsible for presenting recommendations to the Board of Directors.
- ix. The Student Life Committee shall consider requests for space from individual UWSA Members and/or UWSA student groups, making recommendations to the Board of Directors for use of the Bulman Student Centre and other UWSA affiliated spaces.
- x. In the event the Student Life Committee discusses an issue or item affecting a particular recognized, affiliated, or service group, the Chair of the Student Life Committee shall notify the group of the discussion, ensuring that the group has the opportunity to send at least one (1) representative to participate in the discussion.

GENERAL MEETINGS

AMENDED: 9.2 Notice of Motions for General Meetings

Motions being submitted to meetings of the membership by the UWSA Board of Directors or any member of the UWSA, ~~other than by law changes~~, must be submitted to the UWSA Chair of the Board, seven (7) days prior to the general meeting. Any substantive motion not duly submitted will not be considered and instead will be referred to the ~~next general meeting~~, ~~subsequent meeting of the Board of Directors~~.

AMENDED: 9.4 Notice of Meetings of Members

Printed notice stating the time, date and room of any Annual or Special General Meeting of the UWSA shall be posted conspicuously in at least twenty (20) places around the University no less than ~~fourteen (14) thirty-five (35) days~~ in advance ~~of the meeting~~. Notice containing the same information as printed notice must be posted to UWSA social media no less than seven (7) days in advance of the meeting. ~~Notice must also be published in the publications of the UWSA.~~

AMENDED: 8.4 Minutes of Special and General Meetings

- i. Minutes of Special and General Meetings shall be submitted to the ~~UWSA membership for approval at the subsequent Special or General Meeting~~ the subsequent meeting of the Board of Directors for approval.

ADDED: 9.6 Adjournment

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- iv. Motions submitted at General Meetings that are not addressed before adjournment shall be sent to the subsequent meeting of the Board of Directors.

BY-LAW CHANGES

AMENDED: 9.1.i Annual General Meeting

The Annual General Meeting of the UWSA Membership shall be held at the University of Winnipeg every year following the general election and no later than the first day of spring, as determined by the Board of Directors. At Annual General Meetings, every student who is a Member of the UWSA shall have the right to vote, or to proxy one's vote to another Member in accordance with these By-Laws. ~~Motions not affecting By-Laws or Policy shall be decided by a simple majority of the voters present. Motions affecting By-Laws or Policy shall be decided by a two thirds (2/3) majority of the voters present. At every Annual General Meeting, the following shall be presented and considered~~ Motions shall be decided by simple majority unless otherwise determined by majority vote of the membership.