

University of Winnipeg Students' Association

Policy Manual Section 11: Student Groups

11.1 Student Groups

Purpose/Preamble

The UWSA supports an active student life on campus by encouraging and supporting student groups and their endeavors on campus.

The purpose of this policy is to both define the privileges and responsibilities of UWSA Student Group status, and to outline the procedure by which UWSA Student Group status is obtained.

Policy Statement

Application Procedure

1. Apply for Student Group Status using the online form at theuwsa.ca.
2. Maintain updated membership lists and re-apply to renew status each year by
3. Meet with the Vice-President Student Affairs to confirm contact information and to receive training regarding UWSA printing, accounting, space booking and utilization procedures.

Definitions of Student Group Types

1. Recognized Group

This group is comprised of a majority of current University of Winnipeg students. Must not have any positions that are paid by outside organization(s), or have consistent funding or support from external organizations or chapters with the exception of the University of Winnipeg and its academic departments or the Canadian Federation of Students.

2. Affiliated Group

This group is comprised of University of Winnipeg students and non-University of Winnipeg students, including community members and members from external organizations or institutions. Affiliated Groups may have consistent funding or support from external organizations or chapters.

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Criteria for Student Group Status

1. Must continue to meet the definition of the Student Group Status.
2. Must deliver a conceivable benefit or outcome for University of Winnipeg students.
3. Must designate a liaison with the Vice-President Student Affairs and may be asked to provide updated contact lists of its membership and activities.
4. Must operate within provincial and federal laws, the UWSA Positive Space Policy, applicable University of Winnipeg Policies, including the *Respectful Working & Learning Environment Policy*, as well as any requirements related to insurance coverage in a given space or event.
 - i. UWSA contact persons or group leaders must go through Positive Space training.
 5. Must maintain Confidentiality as appropriate, ie. Not disclose third party information, such as contact information or student numbers, of its membership without consent.
 6. Where one-time fees are required to gain membership, student groups charging fees must offer alternative ways of gaining membership ie; subsidy program, or in-kind service.
 - i. This applies in all cases except those where the one-time fee covers the cost of a specific good or service such as insurance or a delegate fee.
 - ii. Applications shall provide a rationale for any fees.
 - g. Must re-apply to maintain student group status, either Recognized or Affiliated, by and provide an updated contact list of its membership.

Benefits of Student Group Status

The benefits of Recognized Groups and Affiliated Groups are as follows:

1. Free space bookings through the UWSA Events Coordinator
2. A yearly printing budget of \$20 for Affiliated Groups and at least \$20 for Recognized Groups

3. Event discounts through the Events Department
4. Social media promotion through UWSA media outlets

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5. Accounting services through the UWSA Business Manager
6. The opportunity for Recognized Groups to make student group funding requests
7. The ability to apply for space or storage accommodations within the Bulman Student Centre

11.2 Student Service Groups

Purpose/Preamble

To define the privileges and responsibilities of UWSA Student Service Groups.

To outline the procedure by which UWSA Student Service Groups are formed.

The UWSA supports an active student life on campus by encouraging and supporting student groups.

Policy Statement & Procedures

Definition of "Student Service Groups":

Student Service Groups are groups that, as demonstrated the need through a referendum, provide a service on behalf of the UWSA to students at the University of Winnipeg.

Benefits for Student Service Groups include:

- Annual budget line
- Paid coordinator
- Access to services of UWSA core staff

- Use UWSA resources to book rooms, tables, and media equipment at the University of Winnipeg
- Use UWSA resources to book rooms in the Bulman Students Centre at the University of Winnipeg
- Promotion through UWSA social and digital media

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- Access to UWSA banner-making supplies for a small fee per banner
- Limited photocopying privileges up to \$25 per student group per fiscal year
- Access to services provided by the UWSA InfoBooth including free poster stamping, free ticket selling, and free faxing
- Access to compostable cups and/or cutlery and recyclable paper at cost
- Privilege to apply to the UWSA for funding through the Finance Committee (see Policy 6.4b) or the Public Furnishings, Equipment, and Renovations Committee (see Policy 6.4a)
- Office Space

Criteria for Attaining Student Service Group Status:

In order to attain status as a UWSA Student Service Group, the group must:

- Primarily serve UWSA members;
- Demonstrate the need for any particular student service;
- Have a set of By-Laws or a statement of purpose or written guidelines and abide by the same. This should be available upon request by any UWSA member;
- Hold a referendum as outlined in Policy 3.1 to demonstrate student support for the service/service group being proposed;
- Agree to abide by an official Student Service Group/UWSA

Agreement

Proposals must provide the above information. Incomplete applications will not be forwarded to the UWSA Board of Directors for ratification.

Completed applications can then be submitted to the VPSS. Student Service Group representatives are required to present their student group's mandate and be present to answer any questions at a duly convened Board of Directors meeting. The Vice President Student Services will notify the designated contact person as to the decision

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of the Board of Directors. Students are welcome and encouraged to attend all meetings.

Criteria for Maintaining Student Service Group Recognition:

In order to maintain status as a UWSA Student Service the Service Group must:

- Not harass any member of the University of Winnipeg community;
- Adhere to all U of W and UWSA By-Laws and Policies
- Not engage in activities, advertising, etc. that is discriminatory in nature;

- Provide a written report for the UWSA Annual General Meeting;
- Provide Membership lists upon the request of the VPSA.
- If there is an office, post and maintain office hours;
- If there is a budget, designate a financial coordinator who will be

held responsible for ensuring that the proper requisition procedure is followed and that the service remains within the financial limits of their budget;

Members of the services, whether paid staff or volunteers, must be University of Winnipeg students or recent alumni (as per hiring policy);

All new services will be in probation for a period of one year at which time it will undergo a review by the UWSA Board of Directors. Ratification of permanent student service status will take place at an Annual General Meeting;

Services that are in a deficit position at year's end will be expected to operate at a reduced budget in the following year. If the deficit is exceedingly large, only then will other departments of the UWSA be financially reduced as the UWSA Board sees fit. In this case, the UWSA Board should also undertake a review of the involved service;

Services in breach of any of the above criteria may be disciplined by losing privileges. The only way a "permanent" service can lose its service status is by student referendum or mutual agreement of all parties involved.

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Other

The UWSA liaison of all student service groups is the Vice President Student Services.

As of the Summer of 2002 the following are UWSA student services: the UWSA Daycare, the Uniter, the Women's Centre, Safewalk, Programming, CKUW, The Photo Club, The Mature Part Time Students' Association, Stylus, The Foodbank, The Aboriginal Students' Lounge, The Info Booth, The Lesbian Gay Bisexual Transgendered* Centre, The International Resource Centre, The Petrified Sole Used Book Store, The

Grassroots Centre, The Interfaith Centre, Peer Support, EcoMafia, the Science Students' Lounge, and the Arts Students' Lounge.

Other/Addendum