

UWSA

THE UNIVERSITY OF WINNIPEG
STUDENTS' ASSOCIATION

UWSA POLICIES

2019 | 2020 | 2021 | 2022 | 2023 | 2024

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Article I. Mission Statement

Section 1.01 Mission Statement of the University of Winnipeg Students' Association Inc. (Policy Manual 1.2 Mission Statement)

Preamble

This policy states the mission of the UWSA.

Policy Statement

Mission Statement: Our mission is to provide advocacy, services, and support to students at the University of Winnipeg.

Vision Statement: Our vision is to create an accessible, inclusive, democratic post-secondary education system that is of the highest possible quality and value, and in which students can reach their full potential.

We Engage:

- Campus: Students, Faculty, Administration
- Community: Local, Grass Roots, Non-profit
- Government: Municipal, Provincial, Federal

Values:

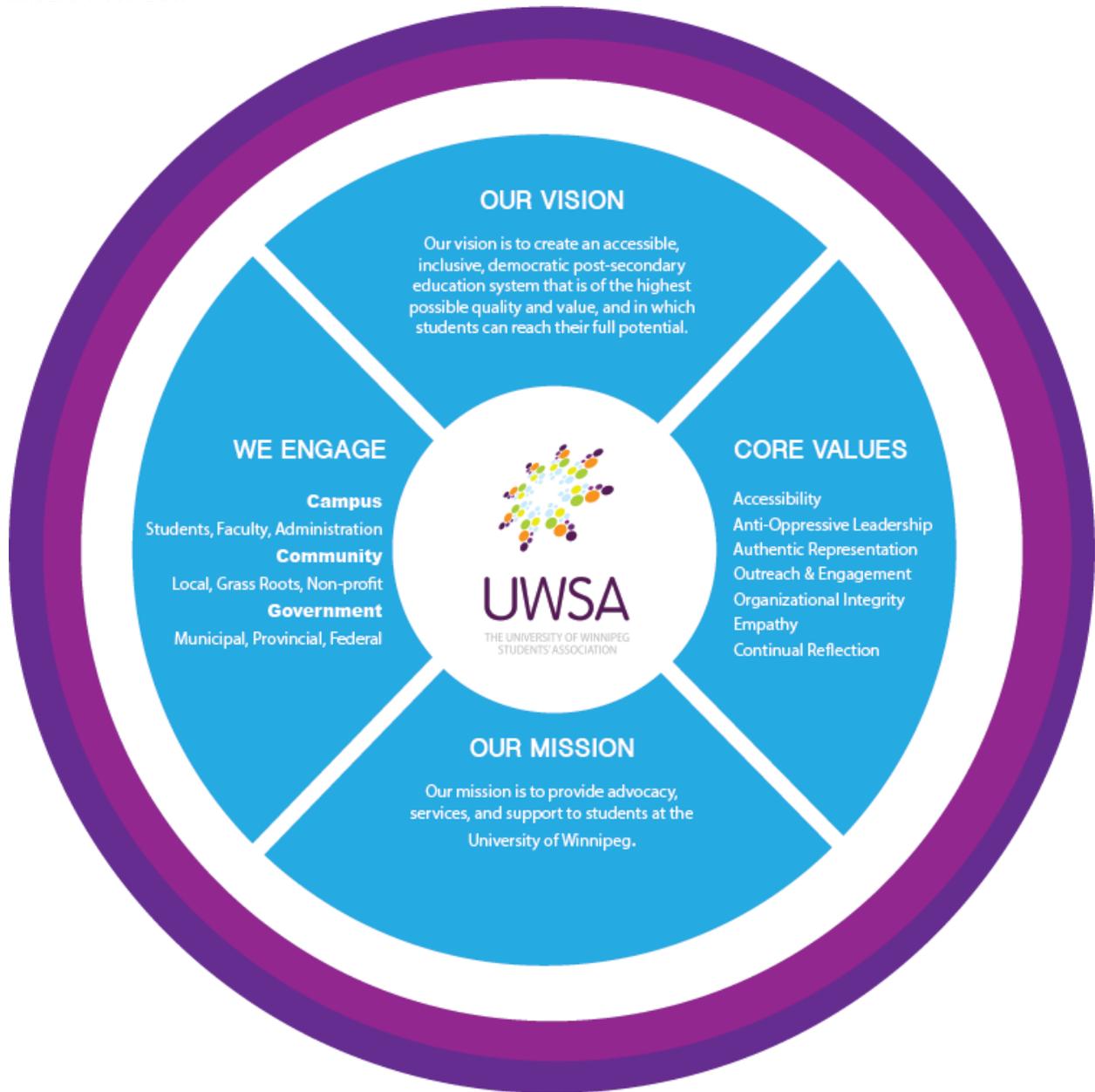
- Accessibility
- Anti-Oppressive Leadership
- Authentic Representation
- Outreach & Engagement
- Organizational Integrity
- Empathy
- Continual Reflection

Procedure

All UWSA ambassadors shall be provided a copy of the mission wheel upon assumption of their duties.

Other/Addendum

Mission Wheel:



Article II. Section 2: Policy Framework

Section 2.01 Policy Framework

Preamble

This policy governs the framework of UWSA policies and provides guidance on policy interpretation.

Policy Statement

Each UWSA policy shall include:

- Preamble: the statement of the policy's intent;
- Policy Statement: a detailed statement of the policy.

Each UWSA policy may additionally include:

- Procedure: details as to how the policy shall be implemented;
- Other/Addendum: any additional information such as an application or agreement form, a list, a reference table, or the limitations of the policy.

Article III. Section 3: UWSA Personnel

Section 3.01 Organizational Structure

Preamble

This policy governs the documentation and dissemination of the organizational structure of the UWSA.

Policy Statement

The Staff Relations Officer shall maintain an organizational chart that outlines the reporting relationships between employees and management. This organizational chart shall be provided to all new employees upon commencement of employment, shall be available on the UWSA website, and shall be made available to UWSA members upon request.

Procedure

The UWSA organizational chart shall include reporting relationships between volunteers, employees, and supervisors; lines of decision-making; and brief portfolio summaries.

Section 3.02 Employment Equity

Preamble

This policy governs the hiring of UWSA staff to ensure equality of opportunity. This policy is superseded by any collective agreement ratified between staff and management of the UWSA.

Policy Statement

The UWSA is an equal opportunity employer and upholds the principles of the Pre-Employment Inquiries Guidelines outlined by the Manitoba Human Rights Commission (MHRC).

The UWSA practices employment equity such that preferential treatment is given to those with protected identities (as established by the MHRC), whose protected identities face oppressively restricted employment opportunities.

Procedure

In addition to the hiring procedures outlined in the MHRC, the UWSA emphasizes the following values as the specific mandate of the UWSA Employment Equity Policy:

- The UWSA currently recognizes that international students face special restrictions on employment in order to maintain their visa status, and gives priority consideration to international students without off-campus work permits for on-campus employment;
- Job postings shall be posted in accessible formats and shall be circulated with the intention to reach as many people with protected identities as possible;
- Candidates with one or more protected identity shall be given priority consideration for hire.

Section 3.03 Hiring Processes

Preamble

This policy governs UWSA hiring procedures. This policy is superseded by any collective agreement ratified between staff and management of the UWSA.

Policy Statement

The Executive Committee, in coordination with the Staff Relations Officer, shall set the terms for, and ratify decisions of, all hiring committees. Where relevant, departmental managers, in coordination with the Staff Relations Officer, shall be responsible for determining the number of staff needed and will assist in drafting contracts, postings, and interview questions. Departmental managers shall be a member of the hiring committee for all positions they supervise.

Procedure

Hiring committees are responsible for determining their own procedures in line with all applicable municipal, provincial, and federal law, and the by-laws and policies of the UWSA. Hiring committees shall recommend their preferred candidate(s) to the Executive Committee for approval.

Section 3.04 Living Wage

Preamble

This policy governs the minimum compensation level for full and part-time UWSA staff.

Policy Statement

Effective April 1st, 2015, all UWSA staff will be compensated with a living wage.

The wage will be set in accordance with the Winnipeg living wage guidelines set by the Canadian Centre for Policy Alternatives, which are typically updated annually.

In the event that these guidelines cease to exist, all wages will increase by at least the rate of inflation, as determined by the Canadian Consumer Price Index.

This policy does not restrict the UWSA from awarding honorariums in exchange for duties completed, as long as such compensation is congruent with all collective agreements ratified by the UWSA.

This policy does not restrict the ability of unionized staff to negotiate salary scales.

Procedure

The UWSA Executive Committee will consider this policy when hiring staff.

The UWSA Chief Operating Officer is tasked with ensuring that all contracts meet the above standards and bringing any non-compliant contracts to the attention of the UWSA Executive.

Section 3.05 Board of Directors Training

Preamble

This policy governs the training of incoming executive directors and directors of the UWSA.

Policy Statement

In the spring of each year, the Staff Relations Officer, in coordination with outgoing executive and relevant staff, shall put together training materials for incoming directors. All directors shall be required to sign an Acknowledgement of Responsibilities document that describes their duties as a director, including their role as it is defined in the Corporations Act and UWSA by-laws and policies. Incoming directors shall be briefed on the by-laws and policies of the UWSA, and physical or electronic copies of these packages shall be distributed to them.

Procedure

Incoming executive directors shall be briefed on the roles, responsibilities, and lines of communication of each full-time staff person and their department, the presentation of which shall be determined by the Staff Relations Officer in coordination with each applicable staff person.

The Board of Directors shall be briefed on the UWSA as an organization, and the expectations of each director, the presentation of which shall be determined by the incoming executive directors in coordination with the Staff Relations Officer and applicable staff.

Section 3.06 Executive Review

Preamble

This policy governs the implementation of the annual Executive Review.

Policy Statement

As per the UWSA by-laws, the UWSA Board of Directors shall complete an annual review of the work of the UWSA Executive Directors by no later than December 31 of each year.

The purpose of this review is to establish an idea as to the performance of the Executive Directors in the areas related to their duties as outlined in the General By-Laws.

The Chair of the Board of Directors is responsible for the implementation and coordination of this review, in collaboration with directors.

Procedure

It is recommended, but not mandated, that the Executive Review follow the steps outlined below.

- The Chair of the Board of Directors shall, in coordination with the Chief Operating Officer, send a call to all directors and staff for feedback;
- The Chair shall meet with individual directors and gather their feedback;
- The Chair shall consolidate staff and director feedback in a manner that maintains the confidentiality of those who submitted feedback;
- The final results, presented in a report by the Chair, shall be presented to the Board of Directors before December 31 and April 30 of each year.

Article IV. Rules of Order

Section 4.01 UWSA Rules of Order

Preamble

The UWSA Rules of Order were first drafted in response to a resolution approved by the Canadian Federation of Students' Circle of First Nations, Métis, and Inuit Students at their 2018 General Meeting in pursuit of more accessible and less colonial systems for meeting and planning in the community. In March of 2018, the UWSA approved a motion by General Meeting to act on this mandate from the Circle.

Policy Statement

The UWSA Rules of Order govern all meetings of the UWSA Board of Directors, committees of the board, and general meetings of the membership. For the purposes of this policy, "the chair" refers to the Chair of the Board of Directors, the chair of a committee, or any interim chair appointed to govern a meeting of the board, a committee of the board, or a general meeting of the membership. The chair is charged with upholding the UWSA Rules of Order. The chair has the authority to alter the Rules of Order only where necessary to make rulings based on an event that the current UWSA Rules of Order does not account for.

The chair has the right to remove members from the meeting, should they break the UWSA Rules of Order or violate the policies and by-laws of the UWSA. The chair will not entertain any form of harassment or aggression during any meeting of the UWSA. A member can raise a request for intervention at any time, at which point the chair can hear their concerns and deliver a ruling based on their concern.

Procedure

Meetings of the UWSA convene on a schedule as outlined in the by-laws of the corporation and in the laws of the Province of Manitoba.

In order for the UWSA to take action in a meeting, an actionable proposal must be brought forward and approved by voting members.

- i. Proposals include any actionable phrase, which can be defined as a statement describing what the corporation will do should the proposal be ratified by the voting membership. Proposals can be presented in the form of non-debatable proposals and debatable proposals.
 - a. A non-debatable proposal is a motion of procedure. It includes proposals regarding amendments to the agenda, appointments of students to positions within the board or on subcommittees, proposals to table discussion to a specified time, approving minutes from previous meetings, approving director and executive reports, granting speaking rights, approving oral and/or written statements by members and staff, and any calls for the meeting to end. Non-debatable proposals move directly from the proposal stage to the voting stage. Any member with speaking rights has the right to signal to the Chair a request to ask clarification questions regarding the motion. In the event that a non-debatable motion fails, it cannot be raised again in the same context.
 - b. All other motions are considered debatable and are subject to following the procedure outlined in The Proposal Stage, The Discussion Phase, and The Voting Stage.

Proposal Stage (“The Table”)

- i. In this stage, members may table their proposals for all members to see. The chair will allow up to 5 minutes for the directors to propose friendly amendments.
 - a. Friendly amendments are amendments that the director moving the proposal agree to. A director can agree to an unlimited number of friendly amendments before the motion moves from the table to the following phase.
 - b. When the 5 minutes expire or when the proposing director directs the chair to move the proposal as it is worded, the proposal is considered to be “on the floor” and the chair begins the discussion phase.

Discussion Phase (“The Floor”)

- i. After the proposing member speaks to their idea, the chair will recognize all other members by moving around the circle. Each member with speaking rights will be allowed to ask questions pertinent to the proposal, propose amendments to the wording, provide their comments for the record, or pass.
 - a. The proposing member may redirect any questions to another willing member with speaking rights.
 - b. If a member is not speaking to the wording of the proposal, any member present can say or sign “topic,” at which point the chair will

remind the speaker to focus on the wording of the proposal in their questions and comments. Should a member need 3 reminders from the chair, their comments will be considered “in bad faith” and the chair will end that member’s speaking turn.

- c. If an amendment is proposed during the discussion phase, the defending member may choose to accept it as friendly (not voted upon) or contest it by putting it to a vote requiring 50% + 1 of voting members approve.
 - 1. If a proposal is amended through this process, the chair will restart the rotation from the person who amended the wording so that all members have a chance to speak to the revised wording.
- ii. The chair will go around the circle once and then ask if there are any further questions warranting a second cycle.
 - a. Each member may only speak once during these two rotations.

Voting Stage

- i. The member who originally put forth the proposal may speak for two minutes about the final wording of the proposal. They have this time to explain why they believe the membership should accept or decline the motion as it is written.
- ii. The motion is put to a vote. The vote must achieve approval from 50% +1 voting members to be ratified.
- iii. The chair does not serve as a tiebreaker under any interpretations of these rules. In the event of a tie, the proposal will be considered defeated.

Special Motions

- i. When the membership wants to hold a non-binding discussion that appears in the minutes, a member may propose a special discussion phase.
- ii. A special discussion phase must be worded as a question for the membership with speaking rights to answer, provide commentary, seek counsel, or pass.
- iii. The rules of the discussion stage as outlined above in effect upon the approval of the special discussion phase with the following exceptions:
 - a. Special discussion phases cannot be amended;
 - b. The chair will only go around the circle once;
 - c. The member who proposes a special discussion may append a time limit on speaking times no less than 3 minutes and no greater than 10 when they propose the special discussion phase.

Article V. Access

Section 5.01 Keys and Permissions

Preamble

This policy governs access to UWSA spaces and resources by UWSA staff, volunteers, and members.

Policy Statement

The UWSA shall issue keys and key cards to staff, volunteers, or student members of a Student Group/Service Group at the discretion of the Staff Relations Officer, the Executive Committee, the General Manager, or the Coordinator of the applicable Group(s).

Access Levels shall generally be as follows:

Executive Directors and the Chief Operating Officer: shall have access to all UWSA spaces and keys, administrative computer passwords, all office safes, and any locked files or filing cabinets.

General Manager: shall have access to all UWSA spaces and keys, administrative computer passwords, all office safes, the key cabinet, and administrative access to the key card interface.

Retail Manager: shall have access to all UWSA spaces in the Bulman Student Centre and all retail outlets and safes.

Full-time Staff, MGEU 153: shall have access to all UWSA spaces in the Bulman Student Centre.

Part-time Staff, MGEU 433: shall have access to their relevant office, retail outlet, and/or service centre, and the UWSA staff room.

Student Group/Service Group Members: shall have access to the centres or rooms of the groups to which they hold membership, at the discretion of the Coordinator or representative of said group(s). This membership must be renewed every year before September 30th.

Any additional access not specified in this policy may be granted by the Executive Committee.

Procedure

A key issuing form must be completed by any staff, volunteer, or student requesting access to a UWSA space. The completed form must be authorized by a staff or volunteer's immediate supervisor, the General Manager, or the Student Group representative/ Service Group Coordinator responsible for the space.

The General Manager is responsible for issuing keys and will maintain a list of people with UWSA keys and key cards. All UWSA keys and key cards will be securely stored, managed, and distributed by the General Manager.

A key deposit fee may be charged by the UWSA. Deposit information for deactivated key cards will be held for one year, after which a deposit refund will not be allowed. It is the responsibility of the key holder to claim their deposit.

The General Manager will solicit updated key holder lists for Student Group/Service Group members from the relevant coordinator or representative at the commencement of the fall term. Inactive member key cards will be deactivated on or around September 30th of each year. The General Manager will contact holders of deactivated cards upon their deactivation to solicit the return of their deposit. It is up to card holders to ensure that their contact information is up to date.

Employee key cards will be deactivated immediately upon termination.

Section 5.02 After Hours Access

Preamble

This policy governs access to UWSA offices and spaces during the hours in which the University is closed to the public.

Policy Statement

Unless otherwise determined by the Executive Committee, only the UWSA Retail Manager and the UWSA Chief Operating Officer will have access to the UWSA Retail outlets after their regular hours of operation.

The UWSA After-Hours Access list shall include the executive directors, the Events Manager, the Chief Operating Officer, and any other employee designated by the Executive Committee, Staff Relations Officer, or designate.

Procedure

Any person wishing to obtain access to UWSA space outside of regular University hours must be listed on the University of Winnipeg Students' Association After-Hours Access list. The procedures are as follows:

- They shall apply for After Hours Access with the Staff Relations Officer;
- Additions to the After-Hours Access list shall be authorised by two of the following: a UWSA Executive Director or the Staff Relations Officer;
- 24-hour Access lists are retained, and access is granted, by Security Services in coordination with Physical Plant and in accordance with University of Winnipeg policy.

Article VI. UWSA Ambassadors

Section 6.01 Code of Conduct

Preamble

This policy governs the basic code of conduct for employees, directors, volunteers, and representatives of the UWSA regarding behaviour and responsibilities. The application of this code is in effect on all UWSA premises, event locations, campaign activities, conferences, etc. and is practiced in tandem with any and all other rules of participating external venues.

Policy Statement

Employment or participation in UWSA programs, services, and operations is subject to observation of the following rules. Any employee, volunteer, or representative acting in violation of these rules is subject to disciplinary action up to, and including, termination:

- 1) Listen to stakeholders and make all reasonable efforts to satisfy their needs and concerns within the scope of our mission, and demonstrate professional respect and responsiveness at all times.

- 2) Follow the policies and bylaws of the UWSA.
- 3) Understand and enact the duties of your role, including following the appropriate lines of reporting and understanding the boundaries of your position.
- 4) Act to prevent and avoid unsafe conditions; immediately report unsafe conditions to the appropriate bodies in order to create and maintain safe spaces.
- 5) Remember that you represent the UWSA at all times and behave accordingly.
- 6) Never use illegal drugs at a UWSA event, and never consume alcohol at a UWSA event in a way that risks your safety, the safety of others, or the reputation of the UWSA.
- 7) Protect UWSA resources and property; do not steal or damage UWSA property, or act in a way that is detrimental to the organization for personal gain.
- 8) Maintain the security of UWSA offices, property, and information by safeguarding swipe cards, keys, alarm codes, computer passwords, and other security features related to data. Follow office protocols related to security updates and password protection.
- 9) Respect the confidentiality of sensitive information about the UWSA, its members, constituents, board, and employees; and never release third party information without consent.
- 10) Maintain current knowledge of UWSA policies and bylaws, and report any breaches of this code or others to the Chief Operating Officer or an Executive Director for follow-up.

Procedure

UWSA Managers and Coordinators are responsible for maintaining the following procedures, which make the policy both practicable in daily work and accessible to employees, board members, and volunteers:

- This policy shall be included in every Orientation Package and Hiring Procedure of the organization;
- This policy shall be an enshrined part of ongoing professional development and training throughout the year, such as in Staff Meetings and at the Annual Ratification of the Board;
- This policy shall be the impetus for further development and growth of a respectful learning and working environment, as per the campus-wide policy of the University of Winnipeg.

Other/Addendum

Information regarding the University of Winnipeg's Respectful Work and Learning Environment Policy can be found here:

<http://www.uwinnipeg.ca/respect/respectpolicy.html>

Information Sessions are available throughout the year via the contact information on the aforementioned webpage.

Section 6.02 Confidentiality Policy

Preamble

This policy governs what information is not to be shared with others and how to handle sensitive information. Confidential information is privileged communication that is entrusted to a select group of individuals for a specific purpose, and is not public information.

The application of this policy is in effect for all UWSA employees, volunteers, and representatives, in tandem with the UWSA Confidentiality Agreement, which is signed by all employees, volunteers, and representatives of the UWSA upon commencement of their duties.

Policy Statement

The UWSA shall exercise due diligence in the safeguarding of the confidential information of its offices.

A breach in confidentiality includes, but is not limited to:

- Disclosure of information regarding a hiring procedure or the interview processes of the UWSA; including disclosing information related to candidates interviewed, terminated, or evaluated within the UWSA's operations;
- Disclosure of confidential information without third party consent; this includes contact information, medical information, or any other information submitted to the UWSA for a specific and intended purpose and not for personal gain or interest;
- Disclosure of privileged information such as Closed Session discussion items from Board or Sub-Committee meetings for personal gain or interest;
- Disclosure of information regarding ongoing or past internal investigations;
- Disclosure of information regarding budget, funding, and internal information that is not public information;
- Disclosure of agreements between the UWSA and partnering institutions or organizations that is not public information

Procedure

Any UWSA representative, including employees, volunteers, and directors on-sites will abide by the following guidelines:

- Protect the private information of colleagues, volunteers, partners, and students; including phone numbers, email addresses, and mailing addresses;
- Exercise professionalism and care through safeguarding of passwords, security codes, Closed Session minutes, interview notes, and other confidential information;
- Maintain the spirit of a respectful work and learning environment through sound judgment related to inter-office conversations, use of private spaces for private discussions, and following the lines of reporting regarding sensitive or otherwise confidential information.

Other/Addendum

Directors, staff, and volunteers who are non-compliant with this policy are subject to disciplinary measures, up to and including termination with cause.

Section 6.03 Confidentiality Agreement

Preamble

This policy governs what information is not to be shared with others and how to handle sensitive information. Confidential information is privileged communication that is entrusted to a select group of individuals for a specific purpose, and is not public information.

The application of this policy is in effect for all UWSA employees, volunteers, and representatives, in tandem with the UWSA Confidentiality Policy. A copy of this agreement must be signed by all employees, volunteers, and representatives of the UWSA upon commencement of their duties.

Procedure

- All UWSA directors, employees, and volunteers will sign a Confidentiality Agreement.
- Agreements will be signed, filed, and maintained by the Chief Operating Officer.
- The Chief Operating Officer will provide ongoing professional development opportunities and training through the year to ensure that the Confidentiality Policy is understood and maintained by employees, volunteers, and representatives at all levels of the UWSA.

Other/Addendum

Agreement Statement:

I, _____ have read and understood the UWSA Confidentiality Policy. I understand that non-compliance with this policy may result in disciplinary measures up to, and including, termination with cause.

Signee's Name

Signee's Signature

UWSA Representative

UWSA Representative's Signature

Section 6.04 Conflict of Interest Policy

Preamble

This policy governs situations which present a conflict of interest for UWSA employees and volunteers, and guide ambassadors in the disclosure and navigation of Conflicts of Interest. The application of this policy is in effect for all UWSA employees, volunteers, and representatives of the UWSA upon commencement of their duties.

Policy Statement

The UWSA shall exercise due diligence in providing protocol for employees, volunteers, and all other representatives to manage any conflicts of interest, perceived or real, through the procedures of this policy.

Procedure

Any UWSA representative, including employees, volunteers, and directors will abide by the following guidelines:

- Undergo Conflict of Interest Policy Training during Employee or Volunteer Orientation, under the direction of the Chief Operating Officer;
- Disclosure of any personal or professional connection with any UWSA partner, Student Group, student-at-large, or member of the public;
- Active avoidance of contracts and consultation with partners or business owners with personal connections to employees of the UWSA;
- Disclosure of secondary employment with affiliated organizations or partners;
- Removal of oneself from meetings or hiring procedures in which one shares a personal or professional connection to a candidate or colleague outside of the UWSA;
- Refraining from using personal credit cards and Airmiles collector cards;
- Maintenance of the spirit of a respectful work and learning environment through exercising sound judgment related to conflicts of interest, such as refraining from advertising side-ventures, personal business, or any other solicitation for personal gain while employed by, or representing, the UWSA.

Other/Addendum

Directors, staff, and volunteers who are non-compliant with this policy are subject to disciplinary measures, up to and including termination with cause.

Section 6.05 Abuse Prevention Policy

(Hiring Package 1.8)

Preamble

This policy governs the definitions and circumstances which constitute “abuse” and their navigation by the UWSA at an organizational level. The application of this policy is in effect for all UWSA employees, volunteers, and representatives of the UWSA upon commencement of their duties.

Policy Statement

The UWSA shall exercise due diligence in the safeguarding of employees, volunteers, property, all representatives, and the reputation of the organization through adherence to the following guidelines:

- Safeguarding of UWSA property, including monies, furniture, equipment, technology, and processes through due diligence and care related to the Bylaws and Policies of the Organization is adequately observed;
- Maintaining Criminal Record, Adult Abuse, and Child Abuse Registry checks of all employees and volunteers that work with vulnerable populations through their work at the UWSA in supervisory roles;
- Maintaining the UWSA Code of Conduct, as outlined in the UWSA Policy Manual;

- Maintaining the University of Winnipeg’s Respectful Work and Learning Environment Policy, with respect to harassment and discrimination.

Procedure

Any UWSA representative, including employees, volunteers, and directors will abide by the following guidelines:

Supervisors will maintain confidentiality and positive space in the instance of an abuse disclosure;

- Professionalism and due diligence will be exercised in the event of an allegation or observation of abuse and an internal investigation will be conducted;
- The spirit of a respectful work and learning environment through sound judgment related to lines of reporting, the UWSA Code of Conduct, the policies of the University of Winnipeg, and the laws of Winnipeg, Manitoba, and Canada will be followed and maintained in the spirit in which they are intended.

The protocol for dealing with instances of unhealthy behavior is as follows:

- 1) The allegation or observation will be brought to the immediate supervisor of the employee/volunteer/representative, in the event that the allegation or observation is against the immediate supervisor of the observer or victim, the immediate supervisor’s supervisor will be contacted. In the event that the observation or allegation is against a Board Director, the Chair of the Board will be contacted;
- 2) The allegation or observation will be subject to an internal investigation, which will be conducted by the Staff Relations Officer/Chief Operating Officer; in the event that the allegation or observation is against the Staff Relations Officer/Chief Operating Officer, the investigation will be conducted by the President. In the event that both the Chief Operating Officer and the President are implicated in an allegation, a third-party investigator will be appointed by the Executive Committee;
- 3) If the allegation or observation is criminal or if the safety of the victim is disclosed to be at stake, Emergency Services (911) will be contacted immediately;
- 4) If the allegation or observation pertains to two or more employees/ volunteers/ representatives of the UWSA, the parties involved will not be placed in contact with each other in their dealings at the UWSA until an internal investigation has been completed and the space (physical and psychological) is safe.
- 5) The conductor of the investigation will provide reports to the necessary governing bodies, organizational and municipal, maintain electronic records in a secure, password protected location with limited access.

Other/Addendum

Directors, staff, and volunteers who are non-compliant with this policy are subject to disciplinary measures, up to and including termination with cause.

Section 6.06 Onboarding Policy Package Agreement

Preamble

The application of the following policies are in effect for all UWSA employees, volunteers, and representatives upon commencement of their duties: Code of Conduct, Confidentiality Policy, Confidentiality Agreement, Conflict of Interest, Abuse Prevention Policy, Privacy Policy.

Procedure

- All UWSA directors, employees, and volunteers will sign a Policy Package Agreement, acknowledging that they have read and understood the policies in effect immediately upon commencement of their duties.
- Agreements will be signed, filed, and maintained by the Chief Operating Officer.
- The Chief Operating Officer will provide ongoing professional development opportunities and training through the year to ensure that the policy package agreement is understood and maintained by employees, volunteers, and representatives at all levels of the UWSA.

Other/Addendum

Agreement Statement:

The following policies were reviewed in an introduction orientation:

- 1) Code of Conduct
- 2) Confidentiality Policy
- 3) Confidentiality Agreement
- 4) Conflict of Interest
- 5) Abuse Prevention Policy
- 6) Privacy Policy

I, the undersigned, have read and understood these policies, and my obligation to uphold them in order to maintain the duties of my position at the UWSA.

Date

Signee's Printed Name

Signee's Signature

UWSA Representative Name

UWSA Representative Signature

Article VII. Communications

Section 7.01 Spokespeople

Preamble

This policy governs the authority of ambassadors of the UWSA to speak on behalf of the UWSA in communications to the press, the public, the government, the community, and any other audience.

Policy Statement

No director may speak on behalf of the UWSA without prior informed consent from the Chief Spokesperson, the Executive Committee, or the Board of Directors.

Section 7.02 Social Media

Preamble

This policy governs the appropriate use of social media for official UWSA accounts, and content referring to the UWSA, its partners, events, or initiatives posted to UWSA staff and ambassadors' accounts. All social media use as described above shall be considered UWSA social media for the purposes of this policy.

Policy Statement

UWSA social media must adhere to the by-laws and policies of the UWSA. Special attention must be given to upholding the Positive Space Policy in all UWSA social media.

Content, including images, which compromise the confidentiality of special populations such as minors, Foodbank clients, and research subjects shall not be shared to UWSA social media. Content shall not be shared that might reasonably cause someone to believe that their name, image, or likeness is being used for commercial purposes without their consent.

Unless otherwise directed by the Chief Spokesperson, the Executive Committee, or the Board of Directors, staff and directors are prohibited from representing social media posts as endorsed by the UWSA.

Procedure

Official UWSA pages, groups, and accounts shall be monitored and updated on an ongoing basis by the UWSA Communications Manager. The Communications Manager shall ensure that the UWSA complies with the terms and agreements of all social media providers to whom the UWSA subscribes; that the UWSA does not share content that violates any UWSA by-law or policy and/or any municipal, provincial, or federal law; and that the UWSA does not endorse any opinion, product, private business, or cause without explicit consent of the Chief Spokesperson, the Executive Committee, or the Board of Directors.

Article VIII. Advocacy

Section 8.01 Academic and Non-Academic Misconduct and Appeals

Preamble

This policy governs the process by which the UWSA advocates on behalf of individual students with regards to academic and non-academic misconduct accusations and appeals.

Policy Statement

The UWSA shall designate an advocate who shall, at their discretion, assist students in pursuing academic and non-academic misconduct appeals. The advocate shall inform accused students about the appeals processes and their rights and obligations as a student. The advocate shall familiarize themselves with the University's disciplinary policies, and will seek to ensure that those policies are applied fairly and consistently; however, UWSA advocates are not responsible for the outcome of any appeal or disciplinary committee hearing.

Procedure

All parties shall observe the following guidelines involved in any Appeal process:

- The Vice President Student Affairs or their designate shall be responsible for advising students on academic and non-academic misconduct accusations and appeals;
- The UWSA expects that students will represent the facts of their case to the UWSA truthfully and without omission;
- The UWSA maintains the right to refuse casework, at their discretion of the Vice President Student Affairs or designate;
- The Vice President Student Affairs will represent the student in a fair and non-discriminatory matter
- All documentation submitted to or created by the UWSA for the purposes of representing a student in an appeal shall be confidentially retained and/or destroyed in accordance with the UWSA Privacy Policy.

Article IX. Positive Space

Section 9.01 Positive Space Policy

Preamble

The purpose of the UWSA Positive Space Policy is to foster and maintain a welcoming, safe, and inclusive environment committed in being free from barriers, harassment, abuse and all forms of oppression. This policy is intended for those who study, work, and otherwise participate in any aspect of UWSA operations and initiatives. The procedures attached to this policy supports victims first, and also support those who violate the policy through education, awareness, mediation, and shared community accountability. This policy strives to provide support and restoration for all involved through providing opportunities for growth and healing.

The scope of application of this policy is in effect for all UWSA employees, UWSA members, UWSA volunteers, community participants, and representatives of the UWSA upon commencement of their duties, and to all members of the public in UWSA service centers, spaces, programs, and events, including daily work environments and annual elections.

The Chief Operating Officer is responsible for the administration of this policy and its procedures. The Board of Directors is responsible for the continued review, enhancement, and

development of its content through the Bylaws and Policy Committee on an ongoing basis. The UWSA will also review and adapt the policy through ongoing student and community consultations. This policy is intended to adapt and evolve, such as new and evolved conflicts occur.

The UWSA recognizes that the Positive Space Policy is a broad and evolving policy, and allocates the Positive Space levy to efforts that furthers organizational education, training, and outreach regarding the policy and its implications in the wider community.

The Positive Space Policy is supported by, and works in tandem with, the following:

- *Human Rights Code of Canada*
- *Accessibility for Manitobans Act*
- *University of Winnipeg Respectful Work and Learning Environment Policy*
- *UWSA Code of Conduct*
- *UWSA Abuse Prevention Policy*
- *UWSA Acknowledgment of Responsibility contracts*

Definitions:

For the purposes of this policy, a “Positive Space” is a space in which:

- The dignity of all participants is respected;
- Allows for respect and support for an individual’s well being in regards to their mental, emotional, physical, and spiritual aspects;
- Expectations regarding conduct are clearly communicated;
- There is acknowledgment of intersecting oppressions and the inherently oppressive nature of the institutions within which the UWSA functions (such as corporate law, the academy, and the state);
- Intentional steps are taken to create an equity of voice, participation, and outcomes among and for participants;
- Boundaries for acceptable behaviour are followed, including accepting responsibility for the consequences of breaching those boundaries;
- The dynamic nature of expectations, which are not static, and which may shift at the UWSA to accommodate the nuanced ways in which we learn together about systemic oppression and how and when policies must be flexible in order to serve their core function.

For the purposes of this policy, “Problematic Conduct” is defined as:

- Failure to meet expectations regarding Positive Space, including objectionable or unwelcome contact, commentary, or solicitation;
- Any instance of harassment, discrimination, or other violations of the *Respectful Work and Learning Environment Policy*;

- Any violation of the *Human Rights Code of Canada*

Policy Statement

The UWSA prioritizes Positive Space, and will exercise due diligence in the safeguarding of its workplaces, study spaces, and community spaces through empathetic engagement, education, and accountability.

In order to maintain Positive Space Policy for its members, employees, and the public, the UWSA will address all instances of problematic behavior, and work with University of Winnipeg campus and community members in order to make reasonable accommodations, build relationships, and operate with integrity on behalf of its membership.

Implementation of this policy is governed by procedures outlined below.

Procedure

The protocol for addressing infringement of Positive Space Policy is:

1. The allegation or observation regarding problematic conduct will be brought to the immediate supervisor of the employee/representative/volunteer. The immediate supervisor will fill out an Incident Report and contact the Chief Operating Officer.
2. The Chief Operating Officer will conduct an internal investigation and meet with all relevant parties, including the individual responsible for the problematic conduct.
3. If the allegation or observation is criminal, or any individual's safety is threatened, emergency services will be contacted immediately.
4. If the allegation or observation relates to non-criminal conduct, the Chief Operating Officer will meet with the individual and provide a written outline regarding expectations for continued participation in UWSA initiatives, in consultation and collaboration with appropriate UWSA staff members and directors.
5. Such outline must include support for the victim(s), and also provide support for the offender(s) in order for growth and a restorative objective for all parties to heal and grow from identified conflict or policy violation.
6. If the conduct of the individual does not change to meet expectations outlined in the meeting with the Chief Operating Officer, suspension from UWSA spaces and events may result.
7. If suspension from UWSA spaces is not respected, or violated upon re-entry following a suspension, the individual may be suspended again, or suspended from all UWSA spaces and activities entirely, in perpetuity.

8. Suspended persons may schedule meetings with the Chief Operating Officer to discuss expectations or to review past conversations and written instructions, and the Chief Operating Officer may change or enforce barring decisions through Executive Director consultation, and with the approval of the Executive Committee.
9. The Chief Operating Officer will notify University of Winnipeg Security regarding all suspended persons. It is understood that persons suspended from the UWSA are not suspended from the greater University of Winnipeg Campus.
10. The Chief Operating Officer will be the internal lead on all complaints and liaise with administrators from other offices and organizations regarding outcomes, advocacy, and cases, and maintain an internal file.

Article X. Privacy Policy

Section 10.01 UWSA Privacy Policy

Preamble

The UWSA has implemented a Privacy Policy to comply with the *Personal Information Protection & Electronic Documents Act* (PIPEDA). The UWSA is committed to respecting the privacy of personal information and is committed to protecting personal information obtained in the course of providing services and the operation of the Association. This policy outlines the process by which the UWSA will protect the privacy of personal information, and specifically, how such information is collected, used and disclosed.

For the purposes of this policy, a “Member” includes all student members of the University of Winnipeg Students’ Association (the “UWSA”).

For the purposes of this policy, a “Patron” includes all parents, guardians, children, students or other members of the public who currently use, or have used, the services provided by the UWSA.

For the purposes of this policy, a “Volunteer” includes all individuals providing work or service to the UWSA without consideration.

Policy Statement

Why We Collect Information and How We Use It

The UWSA routinely collects personal information about Members, Volunteers, and Patrons as required by law or for legitimate business and service provision purposes including but not limited to UWSA administration, management purposes and the performance of services for Members, Volunteers and/or Patrons on behalf of the UWSA. These purposes include, but are not limited to, the UWSA Health Plan, the U-Pass, the UWSA Food Bank, the UWSA Bike Lab,

the UWSA Daycare, UWSA Events and Communications, and UWSA Student Advocacy and Appeals.

Types of Information We Collect

The typical information the UWSA may collect includes:

- Information provided by Members, Volunteer, and/or Patrons on application(s), registration(s), mailing address, e-mail address and phone number(s), course registration status, academic history, banking information, and emergency contact(s).
- Medical, health or disability related information provided by members, volunteers or patrons and/or their health care providers for accommodation, benefits, insurance, advocacy, child care related or other legitimate purposes.
- Photographs or video of Patrons, Members or Volunteers.

Limiting Collection and Sources of Information

The UWSA will limit the collection and use of personal information to that which is necessary for the purposes we have identified to you (or as allowed by law), including without limitation, the purposes identified above, using means which are fair and lawful.

Safeguarding Information

The UWSA uses reasonable measures to protect personal information against loss or theft, unauthorized access, disclosure, copying, use, or modification with security safeguards appropriate to the sensitivity of the information. Our safeguards vary depending on the information's sensitivity, amount, distribution and format of the information and the method of storage.

The UWSA will permit only authorized employees and contractors, who are trained in the proper handling of personal information, to have access to your personal information. Employees and contractors who violate our Privacy Policy will be subject to our disciplinary process.

The UWSA is responsible for all personal information in our control. Although we cannot take responsibility for any theft, misuse, unauthorized disclosure, loss, alteration or destruction of data by a third party, we take reasonable precautions to prevent such unfortunate occurrences.

When We Share or Disclose Your Information

The UWSA will generally disclose personal information only as required by law or for legitimate business purposes including staff administration, management purposes and the performance of services.

However, in certain circumstances we may share information we have collected, including personal information. For example, we may preserve, use, or disclose your personal information if we believe that it is reasonably necessary to comply with a law, regulation, legal

process, or governmental request; to protect the safety of any person; to protect the safety or integrity of our service; to address fraud, security, or technical issues; or to protect our rights or property or the rights or property of those who use our service. However, nothing in this Privacy Policy is intended to limit any legal defenses or objections that you may have to a third party's, including a government's, request to disclose your personal data.

Consent

In the event the UWSA plans to use and/or disclose personal information for purposes that are beyond those identified in this policy it will obtain consent for such use or disclosure.

Retention Policies

The UWSA retains personal information only as long as it is required for the purpose it was collected, or as required by law, or for legal reasons. The length of time personal information is retained varies depending on the purpose for which the information was collected. This period may extend beyond the end of your relationship with us but only for so long as it is legally necessary for us to have sufficient information to respond to any issue that may arise at a later date. When your information is no longer needed for the purposes it has been collected we will destroy, delete, erase or convert your information to an anonymous form.

Accuracy

The UWSA endeavors to keep all personal information that we have in our possession or control as accurate, complete and up-to-date as necessary for the purposes for which it is used. We will update personal information only if it is necessary for the purposes for which it was collected and if the information is used on an ongoing basis. We also rely on our Patrons, Members and Volunteers to keep certain personal information accurate, complete, and current, such as a change in address or phone number.

Despite our efforts, errors sometimes do occur. Should an individual identify that we hold incorrect or out-of-date personal information about them, we will endeavor to make the proper changes if necessary. Where appropriate and applicable, we will communicate these changes to other parties who may have unintentionally received incorrect personal information from us.

Individual Access

Upon written request, the UWSA will inform individuals of the existence, use, and disclosure of their personal information and will afford access to it. Individuals are entitled to challenge the accuracy and completeness of the information and have it amended as appropriate.

In certain situations, we may not be able to provide access to all the personal information we hold about an individual. For example, where the information would reveal personal information about a third party; is subject to legal privilege; contains other confidential information which would be revealed; is information that was generated in the course of a formal dispute resolution process; relates to an investigation of a breach of agreement or contravention of laws; cannot be disclosed for other legal or security reasons; or is prohibitively costly to provide.

Challenging Compliance

Any individual may challenge UWSA compliance with privacy laws. To initiate a challenge, an individual may begin by contacting our Privacy Officer. The Privacy Officer will investigate and respond to the challenge. If the Privacy Officer finds such a challenge is justified, they will take appropriate measures, including changing our policies or procedures, to ensure that others will not experience the same problem.

You may contact our Privacy Officer at the address below if you have any questions, concerns or complaints concerning your personal information, or about our policies and practises relating to the management of personal information. To obtain certain information that we have, you must specify the information you are interested in. If you believe any of our information is incorrect, we'll investigate it and correct it as required.

All privacy related requests must be made to The UWSA Privacy Officer:

Name: Karolya Vargscarr, UWSA Chief Operating Officer
Address: OR30 – 515 Portage Ave, Winnipeg MBR3B 2E9
Email: k.vargscarr@theuwsa.ca
Phone: 204.786.9073

When you write, please be sure to tell us your:

Name

Address

Phone number (where you can be reached during business hours)

The best time of day for us to call you

If you are requesting information, specify the information you are seeking

Article XI. Health Plan

Section 11.01 The UWSA Health Plan

Preamble

This policy governs the UWSA Health Plan in matters that fall outside of the jurisdiction of the Health Plan agreements between the UWSA, the applicable insurance broker/provider, and the University of Winnipeg.

Policy Statement

In 1985 the Canadian Federation of Students (CFS) established the National Student Health Network (NSHN) to assist students' unions in the provision of affordable health, vision and dental benefits not covered by the province. After a referendum process in the 1995 – 1996 academic year and a negotiation with the University of Winnipeg, the University of Winnipeg Students' Association (UWSA) implemented the UWSA Health Plan in the Fall Term of 1998. The

UWSA will continue to negotiate, promote, and administer an affordable health and dental plan, seeking out not-for-profit insurance brokers and providers where possible.

Procedure

Communication

The UWSA shall make reasonable efforts to communicate with the membership about insurance plan coverage, access, and deadlines. Communication methods shall include, but are not limited to:

- Maintaining up-to-date information on the website;
- Maintaining up-to-date printed materials available in the General Office and at the Info Booth; and regularly posting plan information to UWSA social media;
- Providing relevant University of Winnipeg departments (such as: Admissions, International Student Services, Aboriginal Student Services, Student Central, etc.) with up-to-date plan information and printed materials.

Fees and Agreements

To ensure that student health and dental plans contracts are signed in the best interest of students, renewal agreements shall be signed annually. The UWSA shall not enter into multi-year contracts with health and dental insurance providers. Coverage options and plan rates will be reviewed and negotiated with the Executive, with input from the Canadian Federation of Students and the National Student Health Network prior to signing contractual agreements with any insurance broker or provider.

The Health Plan Administration Fee shall be set by the UWSA. The Health Plan Administration Fee is a non-refundable levy charged to all students enrolled in courses at the University of Winnipeg as part of the one-time UWSA Fee.

Confidentiality

The protection of student personal information is of the utmost importance to the UWSA. In every aspect of the administration of the UWSA Health Plan, the UWSA and its representatives shall abide by municipal, provincial, and federal law, the policies of the University of Winnipeg, and the UWSA Privacy Policy.

All documents and information collected, created, or retained by the UWSA in the administration of the UWSA Health Plan shall abide by the Manitoba Personal Health Information Act and the federal Personal Information Protection and Electronic Documents Act.

Section 11.02 Health Plan Appeals

Preamble

This policy governs the administration of Health Plan appeals to circumvent missed opt-change deadlines. For the purposes of this policy, “opt-change” shall refer to an opt-in, opt-out, or change in dependents of a member’s UWSA Health Plan.

Policy Statement

The UWSA recognizes that students may encounter circumstances which prevent them from opt-changing their UWSA Health Plan before the stated deadline. Appeals provide an avenue for students to grieve the deadline and make retroactive opt-changes to their accounts.

Procedure

The Retail Manager shall advise concerned students on available options and provide them with information about how the health plan is administered to prevent future complications. The Retail Manager shall advise students on the mechanism for submitting an appeal.

- All health plan appeals shall be submitted on the official form available at theuwsa.ca and shall be submitted to the office of the Retail Manager.
- The Retail Manager is responsible for forwarding all appeals to the Finance and Operations Committee and assisting in the appeal process as necessary.
- Health Plan Appeals shall be heard in closed session meetings of the Finance and Operations Committee. Students shall not be permitted to attend these meetings.
- The Finance and Operations Committee shall analyze all appeals against relevant UWSA agreements and policies and shall rule on appeals while keeping in mind a balance between the needs of the individual member and the overall stability of the UWSA Health Plan.
- Once a ruling has been made, the Chair of the Finance and Operations Committee shall inform the Retail Manager of the ruling and the Retail Manager shall submit a written response to the appellant.
- Rulings of the Finance and Operations Committee are final and cannot be re-appealed.

Students must meet one or more of the following criteria in order to be considered for appeal:

- Recent death or illness of a relative or close family member;
- Recent experience of life or health threatening circumstances;
- Unavoidable or exceptional changes in circumstances and/or health coverage such as a parent death or unemployment status;
- Other special circumstances as deemed relevant by the Finance and Operations Committee.

Appeals shall not be considered if:

- The student has made a claim against the plan; or
- The appeal is not submitted by the student, legal guardian, or appointed representative in accordance with relevant privacy law.

Section 11.03 Health Plan Bursary

Preamble

This policy governs the administration of the UWSA Health Plan Bursary.

Policy Statement

The Health Plan Bursary is allotted annually from the operational budget to assist UWSA members with demonstrated financial need in accessing the UWSA Health Plan. The Health Plan Bursary is not intended as general financial aid.

Procedure

Each year, the Board of Directors shall set the funding available for Health Plan Bursaries as part of the UWSA Operating Budget. Bursary monies shall be transferred to the University of Winnipeg's Award and Financial Aid office for fair and confidential allocation. At the end of each fiscal year, Award and Financial Aid shall submit a report to the Board documenting the dollar amounts of awarded bursaries and any unallocated funds.

Section 11.04 UWSA Membership Fees and Levies

Preamble

This policy governs the real value of UWSA fees and levies.

Policy Statement

All UWSA fees and levies shall be indexed to the rate of the Canadian Consumer Price Index published by Statistics Canada for the calendar year preceding the year in which the fee is levied.

Each year all UWSA fees and levies that are not otherwise governed by specific contracts shall be increased by the preceding calendar year's average CPI amount.

Other/Addendum

Fees may otherwise be changed via Referendum or General Meetings of the Membership in accordance with UWSA By-laws.

Section 11.05 Cash and Cheque Handling

Preamble

This policy governs cash and cheque handling, receipts, records keeping, records management, and accounting procedures for the UWSA.

Policy Statement

The UWSA will abide by all applicable federal, provincial, and municipal laws in the handling of all revenues of the UWSA.

Procedure

At all times the cash and cheque processing procedures used by the UWSA and its departments must meet the following criteria:

- There will be independent verification of cash income;
- Stamped bank deposit slips and monthly statements will serve as separate verifications of monies received;
- There will be clear, transparent, and documented steps in all cash handling;

- Each area that receives income will keep its own record system;
- There will be receipts issued for all monies received by the UWSA, including cash sales, cheques, and interdepartmental transfers;
- There will be a clear separation of cash handling and cash accounting;
- Internal audits and verifications will be conducted by the UWSA Business Manager and annual audits will be conducted by an independent external auditor;
- UWSA cash and cheque handling and accounting systems will abide by all municipal, provincial, and federal laws.

Section 11.06 Contracts, Purchases, and Sponsorships

Preamble

This policy governs departmental responsibilities, limitations, and best practices when purchasing goods and services for the UWSA and its components; overbudget expenses and capital funding; and contract acquisition for the purposes of advertising, sponsorship, or general business of the UWSA.

Policy Statement

The UWSA shall solicit contracts, services, and products in declining order of priorities, beginning with those parties that:

- Offer socially and environmentally sustainable product and service alternatives to students and the UWSA;
- Are affiliated with the Canadian Federation of Students (CFS) or other associations already supported by the UWSA;
- Are owned, operated, and/or based in the community, Winnipeg, Manitoba, or Canada, in that order;
- Are unionized services. Where unionized services are not available, the UWSA shall prioritize cooperatives; self-employed people or small businesses; businesses with a positive track record with the UWSA; businesses with a good employee track record as established by the Labour Board, Employment Standards, and the Better Business Bureau; and businesses which compensate their workers according to living wage guidelines.

Where possible, the UWSA shall not enter into contracts, purchase products, or solicit or accept proposals from contractors, advertisers, and sponsors that:

- Do not abide by the principals outlined in the UWSA Positive Space Policy;
- Are known to engage in activities that contravene the Manitoba Human Rights Code;
- Are multinational/transnational in their corporate structure;
- Promote a product or service of negative social value.

Procedure

The Finance and Operations Committee is responsible for oversight on all purchases, however, the majority of purchasing occurs at the decision-makers level by UWSA staff and executives.

Budgeted purchases under \$1000 (one thousand dollars) do not require the consent of the Finance and Operations Committee.

Departments that wish to make a purchase beyond the limits of their operating budget, or which would like to apply for capital funding, shall submit a written project proposal to the chair of the Finance and Operations Committee.

In order for a project to qualify as a capital expense it must:

- Cost more than \$1000 (one thousand dollars);
- Be a physical object which could reasonably be moved to and used in another space. (for example, new couches for an office would qualify as a capital expense, however, new carpets would not).

Project proposals which include both operating expenses and capital expenses must clearly account for the total expense to each budget.

Unbudgeted expenses, expenses over \$1000 (one thousand dollars), and capital expenses must be approved by the Finance and Operations Committee or the Executive Committee. Financial proposals should include:

- a preamble section explaining the need for the purchase;
- a description of the item or service being purchased and why it is preferable to other similar items or services;
- the total cost of the purchase/service and the budget line(s) to which the cost shall be charged.

The Finance and Operations Committee reserves the right to approve all, part, or none of the requested funds. In the event that the Finance and Operations Committee has not been struck, or otherwise cannot meet, the Executive Committee may approve overbudget and capital expense proposals.

No contract or agreement exceeding \$10,000 may be entered into without the prior informed consent of the Executive Committee. Contracts exceeding \$10,000 shall be reviewed by the Finance & Operations Committee and submitted to the Executive Committee with recommendation. All contracts and agreements must be signed by official UWSA signing authorities.

Article XII. Student Groups, Student Service Groups, Community Partners, and External Partners

Section 12.01 Student Service Groups

Preamble

This policy governs the management, privileges, and responsibilities of UWSA Student Service Groups.

Policy Statement

Student Service Groups are groups that provide services, resources, and community space to UWSA students; are funded either through levy or the UWSA Operational Budget; and are coordinated by paid UWSA staff.

Procedure

Student Service Groups shall be managed by a paid coordinator who shall report to the Social Sustainability Manager. Student Service Groups shall abide by all UWSA by-laws and policies, and shall uphold the Positive Space Policy.

Student Service Groups shall have access to additional resources and support from the UWSA, including: operational assistance from the UWSA General Office; promotion assistance from the UWSA Communications department; event assistance from the UWSA Events department; UWSA capital funds, where applied for and granted in accordance with UWSA by-laws and policies; office space, a computer or laptop, and a phone line.

Section 12.02 Community Partner Status

Preamble

This policy governs the establishment, terms, and expectations of official Community Partners of the UWSA. For the purposes of this policy, a Community Partner is an organization which receives UWSA resources and support in the maintenance of their day-to-day operations.

Policy Statement

In order to achieve its goals, the University of Winnipeg Students' Association works in coalition with other groups and organizations, which share the UWSA's objectives. The University of Winnipeg Students' Association shall refuse to work with groups and organizations whose goals and objectives are explicitly in conflict with those of the UWSA.

Procedure

Community Partner status shall be approved, and from time-to-time reviewed, by the Campaigns and External Relationships Committee subject to ratification by the Board of Directors. The day-to-day maintenance of Community Partner relationships shall be facilitated by UWSA staff with oversight from the Executive Committee.

Section 12.03 External Partnerships

Preamble

This policy governs partnerships undertaken between the UWSA and external organizations in the execution of advocacy, campaigns, or events. All external organizations supported through UWSA sponsorships or in-kind donations shall be considered External Partners for the purposes of UWSA policy.

Policy Statement

The UWSA is committed to environmental, social, cultural, and economic sustainability and seeks partners that share in this commitment. The UWSA shall prioritize partnerships with organizations and businesses with mission statements and track records that align with UWSA values of social justice, environmental and social sustainability, accessibility, organizational inclusivity and transparency, and community economic development.

Procedure

External Partnerships shall be approved or rejected by the Campaigns and External Relations Committee, subject to ratification by the Board of Directors.

Any partnership involving campus events or on-sites will follow the following guidelines:

- Representatives from partnering organizations will take direction from the UWSA;
- Representatives and/or materials from External Partners will comply with federal, provincial, and municipal laws and the policies of the University of Winnipeg and UWSA.

Section 12.04 Student Groups

Preamble

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

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

A group of students can apply for one of the two following status categories:

1) Recognized Group

This group is comprised of a majority of current University of Winnipeg students. It must not have any positions within the group that are paid by an outside organization(s), nor may it 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.

Procedure

In order to obtain UWSA Student Group Status, a representative from the group must:

- 1) Apply for Student Group Status using the online form at theuwsa.ca;
- 2) Meet the requirements of the status category they have applied for, as described in this policy;

- 3) Meet with the Vice President External Affairs to confirm contact information and to receive training regarding UWSA printing, accounting, space booking and utilization procedures.

In order to maintain Student Group Status, a group must:

- 1) Continue to meet the definition of the Student Group Status category it applied for;
- 2) Maintain updated membership lists and office representatives and re-apply to renew status each year by September 30th;
- 3) Deliver a conceivable benefit or outcome for University of Winnipeg students;
- 4) Operate within municipal, provincial, and federal laws, the UWSA Positive Space Policy, the UWSA Events Policy, applicable University of Winnipeg Policies, including the Respectful Work & Learning Environment Policy, as well as any requirements related to insurance coverage in a given space or event;
- 5) Undergo Positive Space training;
- 6) Uphold the UWSA Privacy Policy;
- 7) Where one-time fees are required to gain membership, Student Groups charging fees must offer alternative ways of gaining membership IE: subsidy or in-kind service:
 - a) 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;
 - b) Applications shall provide a rationale for any fees.

The benefits of Recognized and Affiliated Student Groups are:

- 1) Group listing on the UWSA Website;
- 2) Promotions opportunities as prepared by the Vice President External Affairs in coordination with the Events Manager;
- 3) Free space bookings through the UWSA Website;
- 4) A yearly printing budget of \$20 for Affiliated Groups and at least \$20 for Recognized Groups;
- 5) Event discounts as determined by the Events Manager;
- 6) Social media promotion through UWSA media outlets;
- 7) Accounting services through the Business Manager.

Additional benefits of Recognized Student Groups are:

- 8) The opportunity to make Student Group funding requests to expand their printing budget; cover start-up costs; for supplies, promotion, or events; or for any other cost that directly inhibits the Student Group from thriving;
- 9) The ability to apply for space or storage accommodations within the Bulman Student Centre.

After September 30th, Student Groups that have not re-applied for status shall:

- 1) Be removed from the UWSA Website;
- 2) Be contacted to collect any items in UWSA storage;
- 3) Have their accounts frozen by the Business Manager.

- a. Student Groups with frozen accounts shall be contacted by the Vice President External Affairs in coordination with the Business Manager regarding the status of their accounts.

It is the responsibility of Student Group representatives to ensure their contact information is up-to-date.

Section 12.05 External Funding, Sponsorship, and Donations

Preamble

This policy governs the distribution of UWSA funds to students, Recognized Student Groups, Student Service Groups, External Partners, Community Partners, and others.

Policy Statement

On behalf of the Board of Directors, UWSA Standing Committees shall be charged with reviewing and ruling on funding requests from parties external to the UWSA.

The following committees shall govern funding:

- 1) The Student Life Committee shall govern student conference funding;
- 2) The Campaigns and External Relations Committee shall govern Recognized Student Group funding;
- 3) The Finance and Operations Committee shall govern Student Service Group funding requests, External Partner and Community Partner funding requests, and any other sponsorship or donation request.

The UWSA reserves the right to approve all, part, or none of any funding request. The UWSA also reserves the right to offer support in ways other than those requested.

Procedure

A representative from the persons or group seeking funding must make requests in writing to the chair of the appropriate committee. Funding requests must include the following information:

- 1) The amount requested and the date requested for receipt of funds;
- 2) The total endeavor budget and a detailed list of expenses;
- 3) The personal or community impact of successfully funding the endeavor; and
- 4) A list of all funding sources, including unsuccessful fundraising attempts.

Recognized Student Groups, Community Partners, and External Partners should include their mission statement in any funding request.

Student Groups and Community Partners must submit proof of purchase to the UWSA Business Manager within a week of the use of UWSA funds. Failure to submit proof of purchase shall, at the discretion of the appropriate committee and the Board of Directors, carry penalties such as billing the group for return of funds, banning the group or individual from future funding requests, and/or revoking other rights or privileges granted by the UWSA.

Records of funding requests, committee decisions, and proof of purchase shall be kept on file in accordance with applicable laws and the UWSA Privacy Policy.

Section 12.06 Info Booth Ticket Sale Policy

Preamble

This policy governs the responsibilities of both the UWSA and any group wishing to sell tickets through the Info Booth, when ticket sales are done through the ticket registry.

Policy Statement

The UWSA may sell tickets for Student Groups, Community Partners, or External Partners on consignment at the discretion of the UWSA Retail Manager.

Procedure

A representative of the group, hereinafter referred to as “the representative,” must sign a consignment agreement. At the discretion of the Retail Manager, a consignment fee may be charged to External Partners. The representative and a UWSA employee must record tickets in the ticket registry, including the group’s name, the number of tickets consigned, the selling price, and the date on which the representative will pick up any remaining tickets and received monies.

The UWSA shall hold no more than \$200.00 in ticket value at a time. This cap may be waived by the Retail Manager. The representative may replenish the ticket stock up to \$200.00. Stock replenishment is not subject to additional consignment fees.

Unclaimed proceeds and unsold tickets will become the property of the Info Booth after a period of 3 months has elapsed from the event date.

The UWSA will not be responsible for lost tickets/money.

Section 12.07 Poster Policy

Preamble

This policy governs posters, banners, and leaflets as approved and distributed by the UWSA.

Policy Statement

The UWSA will abide by the University of Winnipeg’s Poster Policy and may add additional requirements regarding the posting of materials on campus by students. The Vice President External Affairs, in conjunction with the Retail Manager, is responsible for ensuring that this policy is enforced.

Procedure

All students must have their posters or other temporary materials approved by the UWSA Info Booth prior to posting them or distributing them on campus. Posters in violation of this policy

will be removed. Posters with the UWSA, University of Winnipeg, or Canadian Federation of Students logo do not require approval.

The UWSA reserves the right to refuse the approval of any poster or other material that violates UWSA or University policies. The UWSA reserves the right to remove posters and banners during UWSA By- Election and General Election to make space for candidate materials.

Article XIII. UWSA Events

Section 13.01 Events

Preamble

This policy governs all events occurring in the Bulman Student Centre, the Hive, or any other UWSA space, and all events organized, sponsored, or co-sponsored by the UWSA. All events as described above shall be considered UWSA events for the purposes of this policy.

Policy Statement

The UWSA is committed at all times to upholding the Positive Space Policy at all UWSA events.

Procedure

Positive Space

The Events Manager, in coordination with the Staff Relations Officer, shall ensure that all events staff and volunteers understand and uphold the Positive Space Policy. The UWSA shall ensure accessible public postings are made at every UWSA event, outlining community expectations as they relate to the Positive Space Policy. The Events Manager, in coordination with the Staff Relations Officer, shall ensure that all events staff have appropriate Positive Space and safety training.

Liquor Permits and Management

The UWSA Events Manager shall ensure that all UWSA events where an Occasional Liquor Permit is granted follows the advertising and service regulations established by the Manitoba Liquor & Lotteries Corporation.

Only events staff certified by the Smart Choices Responsible Service certificate will be permitted to serve alcohol. The UWSA will provide non-alcoholic beverages at any event serving alcohol.

Food

The Events Manager shall ensure that any food service at a UWSA event adheres to UWSA and University of Winnipeg policy, and the City of Winnipeg's Environmental Health Services guidelines and regulations for food service.

Space Booking

The Events Manager and General Manager shall ensure that space bookings are allocated in a fair and equitable manner. Any registered Student Group, Student Service Group, Community Partner, External Partner, or unaffiliated community group may book UWSA spaces at the discretion of the Events Manager.

The UWSA has priority use of its spaces for UWSA events. The UWSA reserves the right to reject any advertisers or sponsors. The UWSA reserves the right to refuse use of UWSA spaces to community organizations whose values or track record are not in line with the Positive Space Policy.

Generally, space bookings will be accepted on a first-come, first-served basis. In the event that there is a conflict, every effort will be made to accommodate all concerned groups. The UWSA reserves the right to place restrictions on frequent or reoccurring bookings and bookings for groups that have no-showed past bookings without notice or have otherwise failed to meet previous obligations agreed upon with the UWSA

Sound Equipment

Priority use of the UWSA sound system shall be determined by the Events Manager. Only the Events Manager may approve sound equipment bookings. All users of the sound system are responsible for any loss, theft or damage that results from use of the sound system and are responsible for returning the sound system in the same working in condition in which it was received.

- Booking the sound system does not include the services of a sound technician for set-up, operation, take-down, or extra equipment from suppliers, however, the UWSA may recommend a suitable technician;
- Bookings must be made in advance;
- Bookings are first-come, first-served, and subject to the availability of the equipment;
- It is the borrower's responsibility to pick-up and return equipment;
- The sound system may be borrowed for a maximum of 24 hours and must not be removed from the campus at any time unless prior written consent is provided by the Events Manager;
- All equipment must be returned to its original location exactly as it was found. Cables and cords must be coiled neatly and speakers must be stacked safely.

1. [Article XIV. Elections and Referenda](#) [Section 14.01 Election Complaint Policy and Procedures](#)

Policy Statement

The UWSA is committed to a democratic election process within a respectful environment free from discrimination and harassment.

The UWSA will not tolerate aggressive or disrespectful behavior toward election participants, students, staff, and members of the campus community. It is a requirement that all individuals participating in the election process agree to abide by all UWSA and UWinnipeg policies at all times during the election cycle.

Every election participant has the right to a fair and accessible election process in accordance with the by-laws and policies of the UWSA. If any UWSA member believes that a violation of the UWSA by-laws or policies has occurred, they may engage the complaints procedures outlined herein.

Compliance

All UWSA Staff, election managers, and election participants are required to comply with this policy.

Enforcement

The election management team, including the General Manager, the Chief Election Commissioner, and the Election Accountability Board are responsible for the enforcement of this policy.

Definitions

Complaint:

An election complaint submitted to the CEC via the online submission form available on the UWSA website.

Complainant:

The party that initiates a complaint.

Respondent:

The election participant who is the subject of a complaint.

Election manager:

The Chief Elections Commissioner (“CEC”), and/or the UWSA General Manager.

Procedure

Step 1: Complaint Submission:

Any UWSA member and/or election participant may file a complaint.

Complainants must submit complaints online by completing in full and submitting the UWSA Election Complaint Submission form available on the UWSA’s website. If the complainant requires assistance

locating the form or encounters any difficulty submitting the form, they should contact the CEC directly via email, phone, or in-person for assistance.

A complaint becomes active under this policy when a complaint submission form has been received by the CEC.

Persons who make false complaints or provide false information in association with a complaint may be disciplined in accordance with this policy.

Step 2: Chief Elections Commissioner (CEC) Procedure:

The CEC shall review all complaint forms and information made available to the CEC. The CEC will work to resolve complaints in good faith with a focus on ensuring the integrity, safety, and fairness of the UWSA Elections. The CEC shall determine the resolution procedure for each complaint on a case-by-case basis. The CEC's complaint resolution procedure may include, but is not limited to:

- dismissing the complaint;
- requesting, gathering, and considering information or documentation from the complainant, respondent or any other relevant party;
- meeting with the complainant and/or respondent (as appropriate) to discuss the circumstances of the complaint, options available (if more than one) to resolve the complaint, and possible violation consequences; issue warnings and/or suspensions; facilitate discussion between the relevant parties; advise the parties as to the disciplinary action taken, or to be taken, against the respondent (if any); and/or any other matter the CEC determines is relevant to the review and resolution of the complaint.

These communications and meetings may take place by any means, including via email, telephone call, and/or in-person or virtual meetings.

If the CEC determines that the respondent has violated an election rule, the CEC may impose consequences, including, but not limited to, placing restrictions on campaigning (*i.e.* place, manner, time, format, etc.) or suspending the respondent from campaigning. These consequences may be in addition to any other consequences imposed by other persons or bodies, including the University of Winnipeg.

The CEC may, in their sole discretion, refer complaints to the EAB for review and resolution. If the CEC refers the complaint, the CEC shall:

- Submit the complaint in writing to the Chair of the EAB;
- Provide the EAB with all documentation and information submitted or received from the complainant, respondent or other relevant persons;
- Inform the EAB of all attempted steps to resolve the complaint; and
- Provide any other information or material requested by the EAB (if available).

Step 3: Election Accountability Board (EAB) Procedure:

1. **CALL A MEETING**– Once a complaint is referred to the EAB, the Chair of the EAB shall call a meeting in accordance with the by-laws.
2. **COLLECT INFORMATION** – The Chair of the EAB shall make every reasonable effort to contact the complainant and respondent to inform them of the date/time that the EAB will meet to review the complaint. The Chair of the EAB will provide the complainant and respondent with a summary of the content of the complaint received. The Chair of the EAB shall provide the complainant and respondent with a timeline within which they may submit written supplemental statements for the EAB’s review at the meeting.
3. **SET PARAMETERS FOR THE MEETING** – The EAB shall determine, in its sole discretion, the procedure for the meetings with such procedure adhering to the tenant of procedural of fairness . EAB meetings are closed to the public. The EAB may, in their sole discretion, allow the complainant and/or respondent to attend the meeting and/or ask election managers to be present at the meeting. The EAB may invite other parties to the meeting in accordance with the by-laws. If the EAB determines that it is advisable, the EAB may discuss the circumstances of the complaint directly with the complainant or respondent prior to or during the meeting. The EAB shall appoint a secretary from their membership to record the minutes of the meeting in accordance with the by-laws.
4. **DELIBERATE** – The EAB shall deliberate on all gathered information and shall determine any responsibility of the respondent consistent with the complaint and/or information available to the EAB to uphold or dismiss the complaint.
5. **RESOLVE** – The EAB shall determine an appropriate resolution that will best maintain the integrity, safety, and fairness of the UWSA Elections. Resolutions may include, but are not limited to:
 - i. Dismiss the complaint, either before or after a meeting;
 - ii. No direct action;
 - iii. Verbal or written warnings;
 - iv. Consequences including campaign restrictions, suspension from election, removal from the ballot, and/or disqualification from election;
 - v. Recommendations to the Board of Directors for amendments to the UWSA Election By-laws and Policies.

These consequences may be in addition to any other consequences imposed by other persons or bodies, including the University of Winnipeg.

6. **DOCUMENT AND REPORT** – The Chair of the EAB shall document the meeting including:
 - i. A summary of the content of the complaint;
 - ii. Any supplemental statements submitted to the EAB;
 - iii. A short summary of the considerations of the EAB;
 - iv. The determination of the EAB;
 - v. The general justification for the determination; and
 - vi. The date/time of the determination.

7. **DETERMINATION** – Determinations of the EAB are final and take effect immediately. Determinations of the EAB cannot be appealed.

8. **FURTHER REPORTING** – In all cases in which the EAB reasonably believes discrimination and/or harassment may have occurred, the EAB shall encourage the Chief Operating Officer to report the case to appropriate individuals or entities, which may include:
 - i. A relevant UWSA employee union, the Executive Committee and/or the UWSA Board of Directors;
 - ii. The UWinnipeg Security Office; and/or
 - iii. The UWinnipeg Registrar.

9. **FINAL ELECTION REPORT** – The Chair of the EAB shall create a brief and general report on the determinations of the EAB in a given election cycle to be included in the Final Election Report in accordance with the by-laws and the UWSA Privacy Policy.

14.02 Election Intake and Feedback Policy

Preamble

The UWSA is committed to a democratic process in which students are encouraged and supported to reach their full potential. Candidate intake allows election managers to ensure they are meeting the accessibility needs of election participants. Feedback from election participants helps to identify the strengths and weaknesses of the electoral process.

This policy governs the evaluation and feedback framework for UWSA elections.

Definitions

Election participant:

Means all accepted candidates and referendum volunteers participating in a given election cycle.

Enforcement

The General Manager is responsible for the enforcement of this policy, with support as requested from the Election Accountability Board (“EAB”).

Policy Statement

The UWSA is committed to comprehensive election participant intake and regular evaluation of the electoral process.

All election participants shall be invited to participate in an intake process to assess their accessibility needs. All election participants shall be invited to provide evaluation and feedback of UWSA elections following the close of the polls.

Procedure

Intake Assessment:

Following the close of nominations, the General Manager shall conduct an intake assessment with each election participant. Intake assessments shall include questions that help the UWSA understand each election participant's accessibility and training needs. Intake assessments may be performed through survey, meetings, or another format at the discretion of the General Manager.

The General Manager shall share information gathered during the introductory assessments with the CEC and EAB only as needed to create a fair and accessible elections process for every candidate.

Exit Assessment:

Following the close of a given election cycle, the General Manager shall conduct an exit interview with each participant to perform an experiential evaluation. Exit assessments may be performed through survey, meetings, or another format at the discretion of the General Manager.

During the exit assessment, the General Manager shall guide election participants to revisit the needs they identified in the introductory assessment and to provide feedback on the UWSA's response to those needs. Election participants shall also be asked to evaluate the strengths and weaknesses of the elections process overall and to provide any recommendations regarding possible improvements to UWSA elections.

All assessments conducted under this policy shall be confidential to the UWSA, however, a summary report of the assessments and election participant recommendations shall be included in the Final Election Report.

Assessment notes shall be retained by the UWSA in accordance with the UWSA Privacy Policy.