

**STUDENT GROUPS**

**RATIFICATION**

**PACKAGE 2023-2024**

**Student Groups**

**Ratification Package**

**2023-2024**



# Group Ratification Process

The purpose of student groups is to provide a vital medium for students to network, learn and raise awareness with other students, faculty, businesses and the community. Groups also offer students the opportunity to engage in co-curricular activities, which facilitate the development of essential life skills such as interpersonal communication, conflict resolution and time management. Students may choose to simply participate within a group to support and promote events or tackle a more challenging leadership role by becoming an executive member. Regardless of your level of involvement, student groups help you to feel more connected to the campus community.

The process for establishing a new Robson Hall Group on campus is structured to allow students the most effective and efficient means to register their group.

**Step 1**: Build interest within the university community. Interact with students, faculty, and the general community to generate a need/interest for a student group.

**Step 2**: Familiarize your group with the MLSA Group and Committee Regulations. These Regulations outline how groups are formed, funding tiers and most importantly the mandate all groups should follow. (The Regulations can be found online at www.robsonmlsa.ca)

**Step 3**: Establish an Executive Council (Chair/President, Treasurer, etc.)

**Step 4**: Draft a Constitution. A Constitution sets out the goals and objectives of your student group. Ensure your group and its mandate is compatible with MLSA Group and Committee Regulations (available online at www.robsonmlsa.ca). A sample is attached to the MLSA Groups Ratification Package and the MLSA Constitution is available on our website.

**Step 5**: Apply for MLSA Ratification by completing the MLSA Groups Ratification Package (available online at www.robsonmlsa.ca) and submitting it to the MLSA Groups Governance Committee.

**Step 6**: The Groups Ratification Package is reviewed and approved by the MLSA Groups Governance Committee and may be ratified by the MLSA Council based on the recommendation of the MLSA Groups Governance Committee.

For answers to questions and more information contact the MLSA Vice-President Internal, Selene Sharpe at sharpes@myumanitoba.ca



# MLSA Group Contract

|  |  |
| --- | --- |
| **Date Submitted:** |  |
| **Group Name:** |  |
| **Brief Description of Group:** |  |

I, , the of the Group, having read and understood the MLSA Bylaws, Group Policies and other related material do hereby agree to abide by the terms and conditions of registration as stated by the Manitoba Law Students’ Association.

I agree on behalf of my Group to follow the policies and bylaws of the Manitoba Law Students’ Association under which we are ratified, the instructions of the MLSA Students’ Council, the MLSA Groups Governance Committee and any applicable University of Manitoba policies and to adhere to the constitution and/or bylaws of our Group.

Furthermore, I agree that members of our Group shall not discriminate on the grounds of an individual’s ancestry, colour, perceived race, nationality, national origin, ethnic background or origin, religion, creed or religious belief, religious association or activities, age, sex, gender, physical characteristics, pregnancy, sexual orientation, marital or family status, source of income, political belief, association or activity, physical or mental disability with respect to any Group business, activity, communication, policy or practice (save and except where differential treatment is permitted by law).

|  |  |
| --- | --- |
| **Position:** |  |
| **Phone** |  |
| **Email:** |  |
| **Signature:** |  |



# Group Sample Constitution

**A typed copy of the Group’s Constitution must be submitted with the Registration Package and MUST be signed by at least one Group Executive.**

This is a SAMPLE only—please do not sign this, sign YOUR Constitution.

Article I **Name** Full name of the group with acronym in brackets

Article II **Objectives** This is the purpose of forming the group

Article III **Membership** This states who is eligible for membership and the definition of an active member

Article IV **Executive** This is a list of the executive officers including their phone numbers and email addresses

Article V **Duties** Define the roles and responsibilities of each Executive Officer and terms (length) of office

Article VI **Elections** Outline the election procedures including dates and what constitutes quorum for an election to be valid

Article VII **Meetings** State the frequency of meetings, the number of members required for quorum, and the method of publication

Article VIII **Impeachment** State the procedures and majority vote required to impeach an Executive Officer and/or a member

Article IX **Finance Audit** State the source of the funds and the fiscal period (not applicable if the group will not raise funds)

Article X **Amendments** Outline procedures for constitutional amendments, notice of motions, and Majority vote required to pass

Article XI **Property** State the procedures for purchases, use, and disposal of group property

Article XII **Bylaws** Include any bylaws if applicable

**Signature of Group Executive Members**

|  |  |
| --- | --- |
| Position: | Signature: |
| Position: | Signature: |
| Position: | Signature: |



# Group Directory

Each Group must attach a Directory/Information sheet of the names, contact information and description of duties for **each Executive Member** of the Group. This information will be kept in the Groups Directory that will be available to students at in the MLSA office and online at [www.robsonmlsa.ca](http://www.robsonmlsa.ca)

This must be submitted by email to Selene Sharpe at sharpes@myumanitoba.ca

|  |  |
| --- | --- |
| **Date Submitted:** |  |
| **Group Name:** |  |

|  |  |  |
| --- | --- | --- |
| Name: | Role: | Email: |
| Description of Duties: |

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| --- | --- | --- |
| Name: | Role: | Email: |
| Description of Duties: |

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| Name: | Role: | Email: |
| Description of Duties: |

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| --- | --- | --- |
| Name: | Role: | Email: |
| Description of Duties: |

Brief Description of Group: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please keep the description of your Group under 100 words.**