

## MLSA Group and Committee Regulations

### **Article I**

- (1) The mandate of every Ratified M.L.S.A. Group should be to enrich student life at Robson Hall.
- (2) The activities of a Ratified M.L.S.A. Group will not be the subject of review or interference by the M.L.S.A. unless it is likely that such activities will conflict with existing laws and/or University Policy or cause significant harm to an individual and/or the Student Body.
- (3) Each Ratified M.L.S.A. Group must be open for membership to the entire student body.

### **Article 2**

- (1) Definitions - these definitions apply to the groups and Committees of the M.L.S.A. Regulations (“Regulations”) and the groups and Committees of the M.L.S.A. Appendices (“Appendices”).
  - (a) *Additional Group Funding* - an amount of M.L.S.A. funding available to a Ratified M.L.S.A. Group above initial Base Funding distributed on a reimbursement basis only;
  - (b) *Base Funding* - the maximum amount of annual M.L.S.A. group funding available to a Ratified M.L.S.A. Group distributed on a reimbursement basis only. However, if the full amount of Base Funding has been distributed to a group, that group is entitled to apply for Additional group Funding;
  - (c) *Groups Governance Committee (GGC)* - Shall consist of at least three members of the student body of Robson Hall, either members or non-members of the M.L.S.A. Council;
  - (d) *Executive Officer* - any representative of a Ratified M.L.S.A. Group that makes executive decisions on the group’s activities and direction;
  - (e) *Previously Ratified M.L.S.A. Group* - a student group which was properly ratified and remained in good standing during the preceding school year;
  - (f) *Ratified M.L.S.A. Group* - a group properly ratified under the Appendices, and which continues to satisfy all the Ratified M.L.S.A. Group requirements in the Appendices;
  - (g) *School Year* - includes September of the relevant year to and including the following April;
  - (h) *Signing Authority* - at least two (2) Executive Officers of a Ratified M.L.S.A. Group who have the power to sign cheque requisitions for the group’s expenses and deposit forms for the group’s revenue;
  - (i) *Student Body* - all full-time or part-time students currently enrolled in University of Manitoba Faculty of Law;
  - (j) *Summer Meetings of the M.L.S.A* — a meeting held by the M.L.S.A. council between May and September.
  - (k) *M.L.S.A. Council* – The group consisting of all M.L.S.A. elected members and appointed members.
  - (l) *M.L.S.A. Executive* – The group consisting of the President, the Vice-President External, the Vice-President Internal, and the Vice-President Finance of the M.L.S.A.

### **Article 3**

#### Ratified M.L.S.A. Group Requirements

(1) Any student group desiring Ratified M.L.S.A. Group status or any Previously Ratified M.L.S.A. Group seeking re-ratification, agrees to:

- (a) Adhere to the group's mandate set out in Article 1 of these Regulations;
- (b) Satisfy all M.L.S.A. group procedures set out in the Appendices; and
- (c) Adhere to the M.L.S.A. Constitution and its Bylaws.

It is the responsibility of the Executive Officer(s) to be familiar with the content of these documents.

(2) All Executive Officer(s) of any Ratified M.L.S.A. Group must have read and be familiar with the Regulations and Appendices.

#### **Article 4**

(1) Any student group desiring Ratified M.L.S.A. Group status in any given year must be ratified on an annual basis. Ratification or re-ratification will be based on a vote of M.L.S.A. Council taken as a recommendation from the GGC at the September meeting of the M.L.S.A.

(2) The GGC will contact all student groups via email four (4) days in advance of the meeting at which the ratification vote will take place.

(3) Student groups that do not obtain the recommendation of the GGC may apply to the M.L.S.A. directly for ratification according to the procedures in the Appendices.

#### **Article 5**

##### Financial Requirements of M.L.S.A. Committees

(1) All M.L.S.A. Committees shall maintain an independent record of financial accounts. The Chairperson(s) of any M.L.S.A. Committee must provide an up-to-date financial report of all committee activities, expenses and revenues upon request by the Vice-President Finance.

(2) All M.L.S.A. Committees shall manage their operating revenues and costs through the main M.L.S.A. bank account.

(3) The Vice-President Finance shall order a full audit of the finances of any Committee if such audit has been specifically requested from no less than three (3) independent members of the student body or at the discretion of the M.L.S.A. Council.

(4) Expenses for all M.L.S.A. Committees must be approved by the chairperson(s) of the relevant committee and the M.L.S.A. Executive.

#### **Article 6**

##### Special Appointments

(1) The M.L.S.A. Executive may, at its discretion, make any special appointments to perform functions on

behalf of the members of the M.L.S.A.

## M.L.S.A. GROUP AND COMMITTEE APPENDICES

### Article I

(1) The Executive Officer(s) of any group must fulfill all responsibilities of a Ratified M.L.S.A. Group. These responsibilities are to the group's membership and the M.L.S.A. Council. The responsibilities are described herein.

(2) These regulations took effect September 1, 2008 and were updated and are in effect as of June 17, 2018.

### Article 2

#### Administrative/General Duties

(1) All Ratified M.L.S.A. Groups must:

(a) Provide the M.L.S.A. Executive, and in particular the Vice-President Internal, with the names and email addresses of at least one Executive Officer;

(b) Update the M.L.S.A. Executive if any changes to the Executive Officers occur;

(c) Ensure that no graduating students remain as Executive Officers beyond the end of winter semester classes, and;

(d) Submit an End of Year Report by the end of winter semester classes.

(2) Any Ratified M.L.S.A. Group that wishes to book an event or activity must follow the protocol that is set out in the M.L.S.A. Student Group Handbook.

(3) Each Ratified M.L.S.A. Group is entitled to post a description of their group and anticipated events on the M.L.S.A. website. This information must be submitted to the M.L.S.A. Communications Director. This information can also be included in the Orientation package sent to incoming students, as long as it is provided to the Vice-President Internal before August 1.

### Article 3

#### Beginning of Year Duties - Previously Ratified Group

(1) Any pre-existing student group desiring to be re-ratified in any year must notify the CGC of their intention to ratify, in writing or by email, one week prior to the M.L.S.A. October Meeting.

(2) The notice of a group's intention to ratify must be accompanied by:

(a) The proposed budget for the upcoming School Year, (a sample budget is available on the M.L.S.A. website); and

(b) The desired Funding Tier being applied for. Refer to Article 9, *infra* for a description of the Funding Tiers. A failure to request a Funding Tier for any reason will result in an automatic rejection of funding.

(3) The group desiring re-ratification must have submitted an End of Year Report to the Vice-President Internal the previous April. In the event of a failure to report the previous April it will be at the GGC's discretion to allow a group to continue in the process of attempting re-ratification. The Chair of the GGC

may disclose the information on this End of Year Report to any interested party at the M.L.S.A. September/October Meeting.

(4) At least one (1) Executive Officer of the Previously Ratified M.L.S.A. Group must attend the Group Funding Orientation Meeting which will be held at least one (1) week prior to the M.L.S.A. October Meeting.

#### **Article 4**

##### Beginning of Year Duties - New Groups

(1) Any new student group desiring Ratified M.L.S.A. Group status will submit a Group Ratification Package (see definition article 4.2 *infra*) to the Chair of the CGC in September by the Thursday of the second week of the fall term. Group Application Forms will be available in the M.L.S.A. Office and on the M.L.S.A. website.

(2) A Group Ratification Package and Group Funding Application/Budget shall be submitted for any new student group desiring Ratified M.L.S.A. Group Status and must contain the following information:

- (a) The name of the group;
- (b) The description of the group, including its purpose and function for the Student Body;
- (c) The name of at least one Executive Officer;
- (d) The email addresses of all named Executive Officers;
- (e) An anticipated budget for the upcoming School Year including revenues, expenses and costs (A sample budget template is available on the M.L.S.A. website) and;
- (f) The desired Funding Tier being applied for.

Refer to Article 9, *infra* for a description of Funding Tiers. A failure to request a Funding Tier for any reason will result in an automatic rejection for funding.

(3) At least one Executive Officer of the proposed group must attend the Groups Funding Orientation Meeting which will be held at least one week prior to the M.L.S.A. October Meeting.

#### **Article 5**

##### End of Year Duties

(1) Each group must submit an End of Year Report by the end of winter semester classes; the End of Year Report must contain the following information:

- (a) The names of at least one Executive Officer of the group for the following year (if applicable);

- (b) A list of the group’s activities during the past School Year;
- (c) A list of any equipment purchased by the group during the School Year and the current location of the equipment; and
- (d) A detailed budget outlining the group’s financial activities during the past School Year (A sample budget may be found on the M.L.S.A. website).

(2) Failure to submit an End of Year Report may constitute sufficient grounds to disqualify a Ratified M.L.S.A. Group from receiving any Base Funding during the subsequent School Year.

## **Article 6**

### Financial Responsibilities

(1) At least one Executive Officer from each Ratified M.L.S.A. Group shall be designated as responsible for accounting for all associated revenues and expenses.

(2) If a group is not ratified in any given year the Previously Ratified M.L.S.A. Group’s monies will revert to the M.L.S.A. Efforts will be made to return funds to their original source; however, any remaining funds will be transferred to the M.L.S.A.’s general revenue. The remainder of these Articles deal with the responsibilities and procedures of the Groups Governance Committee (“GGC”) and the M.L.S.A Vice-President Finance.

## **Article 7**

### Group Ratification

(1) Any group that requests ratification for any given year will be reviewed prior to the M.L.S.A. September Meeting by the GGC.

(2) The GGC will provide a list of groups (in alphabetical order) as a recommendation to the Council for ratification for the School Year. The recommendation will contain the following information:

- (a) The name of the group;
- (b) Whether the group is new or has been previously ratified; and
- (c) The Funding Tier of the group requested for the School Year.

(3) The Chair of the GGC must be present at the September/October Meetings to answer questions. The Chair must bring:

- (a) All recommendations of groups for ratification;
- (b) All recommendations for Funding Tier classification;
- (c) Any available documentation with reasoning for the recommendations in (a) and (b) above;
- (d) All group applications; and
- (e) All End of Year Reports from the immediately preceding year.

(4) The M.L.S.A. Council shall consider the GGC recommendation as a motion to approve the entire slate of groups for ratification. However, at the will of a simple majority of the M.L.S.A. Council, any group

may be removed from the slate and be considered individually.

(5) Any group that does not receive the endorsement of the GGC for ratification may bring a separate motion to the M.L.S.A. Council after the recommendations of the GGC have been fully heard by the M.L.S.A. Council. The Executive Officer(s) of the group applying for ratification separately must, at minimum, prove that their group meets the procedural requirements contained in Article 3 or Article 4, *supra* to be considered for ratification by the M.L.S.A. Council. The opinion of the M.L.S.A. Council shall be deemed greater than that of the GGC when determining if a group should be ratified or not. The decision to ratify a group by M.L.S.A. Council will be on a simple majority basis. The decision of M.L.S.A. Council shall be final, and no appeal shall be heard from M.L.S.A. Council's decision on a group's ratification. A denial of ratification does not prevent a group from re-applying for ratification in subsequent years.

## **Article 8**

### Group Funding Orientation Meeting

- (1) The Chair of the GGC shall call and set a date for a Group Funding Orientation Meeting at least two (2) weeks in advance of the M.L.S.A. October Meeting.
- (2) The Group Funding Orientation Meeting must cover the following topics:
  - (a) General and year end administrative responsibilities of groups (Article 2 and Article 5);
  - (b) The financial responsibilities of groups (Article 6);
  - (c) A description of the group Funding Tiers Article 10);
  - (d) The reimbursement scheme (Article 10) and reimbursement appeals procedures (Article 11);
  - (e) The Additional Group Funding request procedures (Article 12).

## **Article 9**

### Group Funding (Funding Tiers)

- (1) The GGC will recommend to council that each group be placed within a Funding Tier. The Funding Tier will represent the Base Funding available to the group for the upcoming School Year.
- (2) The following Funding Tiers are available:
  - (a) Tier I - \$100 Base Funding;
  - (b) Tier II - \$200 Base Funding; and
  - (c) Tier III - \$300 Base Funding.
- (3) No money will be distributed to any group at the beginning of the School Year. Instead, the group will be entitled to reimbursement up to their maximum Base Funding according to the procedures outlined in Article 10, *infra*.
- (4) The GGC will place groups in Funding Tiers based on the following criteria. The list below is not exhaustive and no single criteria will be determinative, unless explicitly stated. Criteria include:
  - (a) The Funding Tier request submitted to the CGC. A failure to request a Funding Tier will result

in an automatic rejection of funding;

(b) The details of the anticipated budget submitted to the GGC. A failure to submit a preliminary budget will result in an automatic Tier I designation;

(c) The number of consecutive years the group has been considered to be in continuous good standing;

(d) The historical significance of the group and its activity;

(e) The number of M.L.S.A. members engaged by the group;

(f) The scale of the proposed activities of the group;

(g) The potential benefits of the group's activities, events or initiatives to individual students, the Student Body, University of Manitoba Faculty of Law, and the wider community;

(h) The financial need of the group;

(i) The availability of M.L.S.A. resources; and

(j) Any other criteria the GGC deems relevant.

(5) The GGC must place groups in Funding Tiers with an overall goal of keeping group spending within an acceptable range. In determining Funding Tiers, the GGC must also note that a group in bad standing at the time of the M.L.S.A. October Meeting will result in an automatic rejection of funding.

(6) Subjective considerations such as determinations over the intellectual or academic worth of the group or activity in question may be considered by the GGC but shall not be determinative, and may not, on its own, constitute a valid reason to deny or decrease the requested amount of Base Funding;

(7) Any group not satisfied with their designated Funding Tier may apply for Additional group Funding as outlined in Article 12, *infra*.

(8) In the alternative, a group may request at the M.L.S.A. October Meeting that their group be moved to a different Funding Tier. However, the GGC will be considered experts on Group Funding and only in exceptional circumstances should the decision of the GGC be overturned by the M.L.S.A. Council.

## **Article 10**

### **Reimbursement System**

(1) No money will be distributed to any group at the beginning of the School Year. Instead, the group will be entitled to reimbursement up to their maximum Base Funding according to the procedures outlined in Article 9, *infra*.

(2) The group must submit a Cheque Requisition Form that is signed by at least one (1) Executive Officer to the Vice-President Finance. A receipt must accompany the form. No reimbursement will be given without a receipt.

(3) No reimbursement will be given to anyone if the receipt is submitted more than one (1) calendar year after the issue of the receipt.

(4) The Vice-President Finance will determine whether the cost shall be reimbursed according to the following very broad criteria:

- (a) The cost should further the mandate of the group;
- (b) The cost should be reasonable and not frivolous; and
- (c) Any other criteria the Vice-President Finance deems relevant.

## **Article 11**

### Reimbursement Appeals Procedures

- (1) If the Vice-President Finance denies reimbursement, the individual seeking reimbursement may appeal to the Chair of the GGC.
- (2) The GGC must meet within two (2) weeks of receiving a request to appeal to hear the appeal.
- (3) The appellant will be given the opportunity to be heard orally by the GGC.
- (4) The GGC will base their decision on the criteria listed in Article 10(4), *supra* and the merits of the appeal.
- (5) The decision of the GGC shall be final.

## **Article 12**

### Additional Group Funding

- (1) Any group may apply at any time during the year to the GGC for Additional Group Funding. Notice of the application must be directed to the Chair of the GGC and copied to the Vice-President Finance. Additional Group Funding will also be distributed on a reimbursement basis as set out in Article 10, *supra*.
- (2) All reimbursements of Additional Group Funding will come from the Additional Group Funding Line of the M.L.S.A. Budget.
- (3) The GGC will make recommendations for Additional Group Funding to the M.L.S.A. Council for approval.
- (4) The application must specify the requested amount. Any amount above \$500 will not go to the GGC, but will go directly to the M.L.S.A. Council.
- (5) The application must be accompanied by a detailed budget including, at a minimum, the current financial status of the group, the overall costs of the proposed event, and a brief description of the event.
- (6) This Additional Group Funding shall be allocated on the basis of objective considerations that include but are not limited to:
  - (a) Financial need of the group;
  - (b) Availability of M.L.S.A. resources; and
  - (c) Whether the purpose of Additional Group Funding is consistent with the group's mandate.
- (7) There shall be no appeal from the decision of the GGC or M.L.S.A. Council in regard to Additional Group Funding.



## **Article 13**

### Group Auditing Procedures

- (1) The GGC may audit the finances and activity of any Ratified M.L.S.A. Group at any time at the discretion of the GGC.
- (2) The GGC must audit any Ratified M.L.S.A. Group at the request of no less than three (3) independent M.L.S.A. members or at the request of the M.L.S.A. Council.
- (3) The GGC must audit any Ratified M.L.S.A. Group at the request of the Vice-President Finance.
- (4) A financial audit showing that the Ratified M.L.S.A. Group has misappropriated group funds or is any way inconsistent with the Financial Responsibilities listed in Article 6, *supra* may be sufficient grounds for de-ratification.
- (5) The CGC may declare a Ratified M.L.S.A. Group to be in good standing or bad standing after the completion of the audit, or in the alternative may choose to proceed with de-ratification as per Article 17, *infra*.

## **Article 14**

### Audit Procedures

- (1) The GGC will give the Executive Officers of the group the opportunity to make an oral presentation to the GGC.
- (2) The GGC may ask to interview any active group member or M.L.S.A. member in connection with the audit of the group.
- (3) The group Audit Process shall require the Executive Officers of the group being audited to submit the following to the GGC, organized into a clearly labeled binder or folder:
  - (a) Receipts or accounts for all group expenses paid for with group monies, whether from the M.L.S.A. or outside sources, including any Cheque Requisition Forms submitted for group events. The receipts:
    - (i) Will be organized chronologically according to which event/meeting/activity they were for; and
    - (ii) Will be accompanied by a specific description of the item or service and how it was used;
  - (b) A list of all group assets greater than \$20 purchased during the current School Year, including:
    - (i) A description of each item;
    - (ii) The cost of each item;
    - (iii) The date the item was acquired by the group;
    - (iv) Where each item is currently being stored; and
    - (v) Where the item will be stored after the end of the current School Year.
  - (c) A list of any and all group assets purchased by the group prior to the current School Year,

including:

- (i) A description of each item;
  - (ii) Where each item is currently being stored; and
  - (iii) Where the item will be stored after the end of the current School Year.
- (d) A list of events that the group has run during the current School Year, including:
- (i) A description of the purpose of the event;
  - (ii) The date of the event;
  - (iii) A copy of the poster, Facebook advert or listserv email promoting the event to the Student Body or an explanation of why such promotion did not occur; and
  - (iv) An estimate of the number of people in attendance.
- (e) A list of the group's members and supporting faculty members, if applicable.

## **Article 15**

### End of Year Review

- (1) The GGC must complete a full review of all Ratified M.L.S.A. Groups in any given year before the first day of exams of the winter term.
- (2) The GGC shall review the Annual Reports of all groups and designate each group as in "good standing" or "bad standing". The report of the GGC must indicate how many consecutive years a group has been considered to be in good standing or bad standing.
- (3) A failure of a group to submit an Annual Report will automatically result in a designation of bad standing.
- (4) Otherwise, the GGC will determine standing based upon the following criteria:
  - (a) Completeness and quality of the Annual Report and budget;
  - (b) General activity of the group throughout the year;
  - (c) The number of M.L.S.A. members engaged by the group; and
  - (d) Any other criteria deemed relevant by the GGC.

## **Article 16**

### Procedure to Relieve a Bad Standing Designation

- (1) Any group that has been ratified by the M.L.S.A. may be designated by the GGC as either in good standing or bad standing.
- (2) A group in bad standing may apply to be in good standing to the GGC by:
  - (a) Demonstrating that the group is now in compliance with the requirements of these Bylaws and the M.L.S.A. Constitution; and
  - (b) Providing an explanation for the lack of compliance or for the reason the group was

designated as in bad standing in the first place.

## **Article 17**

### De-ratification Procedures

- (1) The GGC or Vice-President Finance may recommend that any Ratified M.L.S.A. Group be de-ratified by the M.L.S.A. Council at any time.
- (2) A group is entitled to have one Executive Officer speak to the de-ratification motion at the M.L.S.A. Council meeting.
- (3) A group that has been de-ratified by the M.L.S.A. Council may not apply for re-ratification until the following School Year.