

MLSA Group and Committee Regulations

Article I

- (1) The mandate of every Ratified MLSA Group should be to enrich student life at Robson Hall.
- (2) The activities of a Ratified MLSA Group will not be the subject of review or interference by the MLSA unless:
 - it is likely that such activities will conflict with existing laws and/or University Policy; or
 - the activities cause or have likely material potential to cause significant harm to an individual and/or the Student Body; or
 - are initiated or continued against the express, explicit instruction of the MLSA Council, MLSA Executive Committee, or Group Governance Committee.
- (3) Each Ratified MLSA 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 MLSA Regulations (“Regulations”) and the groups and Committees of the MLSA Appendices (“Appendices”).
 - (a) *Additional Group Funding* - an amount of MLSA funding available to a Ratified MLSA Group above initial Base Funding distributed on a reimbursement basis only;
 - (b) *Base Funding* - the maximum amount of annual MLSA group funding available to a Ratified MLSA 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 the MLSA Vice-President Internal, the MLSA Vice-President Finance, and at least three other non-Executive members of the Robson Hall Student Body, either members or non-members of the MLSA Council.
 - (d) *Executive Officer* - any representative of a Ratified MLSA Group that makes executive decisions on the group’s activities and direction;
 - (e) *Previously Ratified MLSA Group* - a student group which was properly ratified and remained in good standing during the preceding school year;
 - (f) *Ratified MLSA Group* - a group properly ratified under the Appendices, and which continues to satisfy all the Ratified MLSA 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 MLSA 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 MLSA council between May and September.
 - (k) *MLSA Council* – The group consisting of all MLSA elected members and appointed members.

(1) *MLSA Executive* – The group consisting of the President, the Vice-President External, the Vice- President Internal, and the Vice-President Finance of the MLSA

Article 3

Ratified MLSA Group Requirements

(1) Any student group desiring Ratified MLSA Group status or any Previously Ratified MLSA Group seeking re-ratification, agrees to:

- (a) Adhere to the group's mandate set out in Article 1 of these Regulations;
- (b) Satisfy all MLSA group procedures set out in the Appendices; and
- (c) Adhere to the MLSA 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 MLSA 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 MLSA Council taken as a recommendation from the GGC at the September meeting of the MLSA

(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 MLSA directly for ratification according to the procedures in the Appendices.

Article 5

Financial Requirements of MLSA Committees

(1) All MLSA Committees shall maintain an independent record of financial accounts. The Chairperson(s) of any MLSA 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 MLSA Committees shall manage their operating revenues and costs through the main MLSA 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 MLSA Council.

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

Article 6

Special Appointments

(1) The MLSA Executive may, at its discretion, make any special appointments to perform functions on behalf of the members of the MLSA

MLSA GROUP AND COMMITTEE APPENDICES

Article I

(1) The Executive Officer(s) of any group must fulfill all responsibilities of a Ratified MLSA Group. These responsibilities are to the group's membership and the MLSA Council. The responsibilities are described herein, in the Ratification Package, and in the Student Group Handbook.

(2) These regulations took effect September 1, 2008 and were updated and are in effect as of April 1, 2022.

Article 2

Administrative/General Duties

(1) All Ratified MLSA Groups must:

- (a) Provide the MLSA Executive, and in particular the Vice-President Internal, with the names and email addresses of at least one Executive Officer;
- (b) Update the MLSA 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 date stated in the Student Group Handbook.

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

(3) Each Ratified MLSA Group is entitled to post a description of their group and anticipated events on the MLSA website. This information must be submitted to the MLSA 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.

(4) Each MLSA Group seeking ratification must follow the express, explicit instructions of the MLSA Council, the MLSA Executive Committee, and the Group Governance Committee in respect of upholding MLSA policies. Contravention of these instructions, or policies elsewhere in this document, may result in consequences at the discretion of an ad-hoc MLSA Executive disciplinary committee or the Group Governance Committee, not limited to but inclusive of:

- (a) Suspension or withdrawal of a Group's remaining MLSA Base Funding, even if it has been approved at the initial Group Governance Committee funding meeting; and/or
- (b) Removal of access to MLSA Robson Hall social media platforms, as well as communication about the respective Group's events, initiatives and activities; and/or
- (c) De-ratification.

For further clarity, this does not apply to reimbursements already granted at the time of the breach.

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 GGC of their intention to ratify, in writing or by email, one week prior to the MLSA September Meeting.
- (2) The notice of a group's intention to ratify must be communicated using the MLSA Group Re-Ratification Package and sent via email to the MLSA Vice-President Internal.
- (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 MLSA September/October Meeting.
- (4) At least one (1) Executive Officer of the Previously Ratified MLSA Group must attend the Group Funding Orientation Meeting which will be held at least one (1) week prior to the MLSA October Meeting.

Article 4

Beginning of Year Duties - New Groups

- (1) Any new student group desiring Ratified MLSA Group status will submit a Group Ratification Package (see definition article 4.2 *infra*) to the Chair of the GGC by the Thursday of the second week of the Fall Term. Group Application Forms will be available in the MLSA Office and on the MLSA website.
- (2) A Group Ratification Package shall be submitted for any new student group desiring Ratified MLSA 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;
- (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 MLSA 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 MLSA website).

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

Article 6

Financial Responsibilities

- (1) At least one Executive Officer from each Ratified MLSA Group shall be designated as responsible for accounting for all associated revenues and expenses. The Vice-President Finance is not responsible in any manner for the accounting of revenues and expenses of a Student Group, and will not process or hold funds except at their discretion.
- (2) If a group is not ratified in any given year the Previously Ratified MLSA Group's monies will revert to the MLSA. The Vice-President Finance and the Executive Officer from the Student Group responsible for accounting shall make an account of the monies reverting to the MLSA and place it in the records of the MLSA, holding it for a period of 1 year.
- (3) A Previously Ratified MLSA Group which succeeds in Re-Ratification within 1 year of its monies reverting to the MLSA shall be entitled to review of the account of monies prepared by the Vice-President Finance and the return of said monies.
- (4) Failure to Re-Ratify within 1 year of monies reverting to the MLSA is deemed to waive any right to the aforementioned monies. Such funds remaining after 1 year will be incorporated into the MLSA's general revenue for the year.

Article 7

Group Ratification

- (1) Any group that requests ratification for any given year will be reviewed prior to the MLSA 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 total Student Group funding approved by the GGC.
- (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 MLSA 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 MLSA 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 MLSA Council after the recommendations of the GGC have been fully heard by the MLSA 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 MLSA Council. The opinion of the MLSA 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 MLSA Council will be on a simple majority basis. The decision of MLSA Council shall be final, and no appeal shall be heard from MLSA 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 MLSA October Meeting. This meeting is mandatory for one representative from each Student Group seeking funding.
- (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).
 - (f) Consultation with the Vice-President External before seeking or approving any third-party sponsorship.

Article 9

Group Funding (Funding Tiers)

- (1) An MLSA Student Group seeking funding must submit a Group Funding Application. The Application will include (a) the Group's proposed budget for the upcoming School Year, (a sample budget is available on

the MLSA website); and (b) the desired Funding Tier being applied for.

(2) 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.

(3) 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.

(4) 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*.

(5) 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 GGC. 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 MLSA 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 MLSA resources; and
- (j) Any other criteria the GGC deems relevant.

(6) 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 MLSA October Meeting will result in an automatic rejection of funding.

(7) 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, decrease or increase the requested amount of Base Funding;

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

(9) In the alternative, a group may request at the MLSA 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 MLSA 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 MLSA Budget.

- (3) The GGC will make recommendations for Additional Group Funding to the MLSA 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 MLSA 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 MLSA 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 MLSA Council in regard to Additional Group Funding.

Article 13

Group Auditing Procedures

- (1) The GGC may audit the finances and activity of any Ratified MLSA Group at any time at the discretion of the GGC.
- (2) The GGC must audit any Ratified MLSA Group at the request of no less than three (3) independent MLSA members or at the request of the MLSA Council.
- (3) The GGC must audit any Ratified MLSA Group at the request of the Vice-President Finance in their capacity as a member of the GGC or in their MLSA Executive capacity.
- (4) A financial audit showing that the Ratified MLSA 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 GGC may declare a Ratified MLSA 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 MLSA 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 MLSA 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 MLSA Groups in any given year before the first day of exams of the winter term.
- (2) The GGC shall review the End of Year 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 End of Year Report and budget;
- (b) General activity of the group throughout the year;
- (c) The number of MLSA 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 MLSA 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 MLSA 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 solely the Vice-President Finance may recommend that any Ratified MLSA Group be de-ratified by the M.LSA. Council at any time.
- (2) A group is entitled to have one Executive Officer speak to the de-ratification motion at the MLSA Council meeting.
- (3) A group that has been de-ratified by the MLSA Council may not apply for re-ratification until the following Fall Term or Winter Term.

Article 18

Disciplinary Information

The non-exhaustive consequences outlined in Article 2 of these Appendices that are ultimately applied will be determined by the Group Governance Committee or an ad-hoc MLSA Executive disciplinary committee.

Selection of whether the Group Governance Committee or an ad-hoc MLSA Executive disciplinary committee (to be made of 5 members, up to 2 of which are Executive members) will mete out the necessary discipline lies with the MLSA Executive, entrusted to the President. But for a significant justification or conflict of interest (e.g., a member of the Group Governance Committee is in the contravening Group), the Group Governance Committee is presumed to be the proper source of a decision.

A decision regarding this by the ad-hoc MLSA Executive disciplinary committee is appealable to GGC whose decision will then be final. In a situation where a GGC member(s) is in a conflict of interest, the conflicting member must recuse.

Any final decision will ultimately have to be brought to council for a vote, and will require a supermajority (2/3) where it removes rights of an individual member, group and/or committee.