



STUDENT GROUP HANDBOOK

2021-2022



Important Information

<http://www.robsonmlsa.ca>

MLSA Student Groups Contacts

Kelsey Thain, Vice-President Internal – rh.mlsa.vpinternal@gmail.com

Frost Jiwa, Communications - rh.mlsa.communications@gmail.com

Narayan McRae, Vice-President Finance – rh.mlsa.vpfinance@gmail.com

Robson Hall Contacts

General Office (204) 474-6130

lawinfo@umanitoba.ca

Christine Mazur: Communications (204) 480-1452

Christine.Mazur@umanitoba.ca

Lisa Griffin: Assistant, Career Development (204) 480-1087

Lisa.Griffin@umanitoba.ca

Trina McFadyen: Director of Professional Development

Trina.McFadyen@umanitoba.ca

UMSU Contacts

For more information about UMSU student groups, please contact the Vice-President Student Life, Savannah Szocs, at vpsl@umsu.ca or (204) 474-6521.

UMSU Office: (204) 474-6822 or umsu@umsu.ca

UMSU Room Bookings: (204) 474-6822

U of M Special Functions Department: (204) 474-8336 or

conference_catering@umanitoba.ca

Degrees Restaurant: (204) 474-7370

Digital Copy Centre: (204) 474-6533 or umsucc@ms.umanitoba.ca

Important Dates and Times

Groups Ratification Packages Due – **Monday September 20th**

September MLSA Meeting (when groups are ratified) – **Tuesday September 28th**

Group Funding Orientation Meeting (Mandatory) – **Monday October 4th**

Groups Funding Application Due – **Friday October 15th**

October MLSA meeting (when funding is voted on) – **Tuesday October 26th**

End of Year Reports Due – **Friday March 18^h**

If you have any questions or comments please contact:

Kelsey Thain, Vice-President Internal, at rh.mlsa.vpinternal@gmail.com

MLSA Student Groups

MLSA Student Groups 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. Regardless of your level of involvement, student groups help you to feel more connected to the campus community.

How to Start a Student Group:

1) Ratification

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 available at www.robsonmlsa.ca. These Regulations outline how groups are formed, funding tiers and the mandate all groups should follow.

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 the MLSA Group and Committee Regulations, available at www.robsonmlsa.ca. A sample is attached to the MLSA Groups Ratification Package and is available at on our website.

Step #5 - Apply for MLSA Ratification by completing the MLSA Groups Ratification Package, available at www.robsonmlsa.ca, and submitting it to the MLSA Group Governance Committee.

Step#6 - UMSU Affiliation (not required)
See “UMSU Affiliation” later in this Handbook.

MLSA Group Activities - General Information

Group Funding:

Please see the MLSA Group and Committee Regulations.

Groups Funding Orientation Meeting

According to Article 8 of the Regulations, The Chair of the Group Governance Committee 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.

The Groups Funding Orientation Meeting must cover the following topics:

- General and year end administrative responsibilities of groups
- The financial responsibilities of groups
- A description of the group Funding Tiers
- The reimbursement scheme and reimbursement appeals procedures
- The Additional Group Funding request procedures

Student Group Meetings:

Robson Hall Student Groups are not required to hold regular meetings. However, meetings with members and your executive council are a great way to generate ideas, organize upcoming events, and get to know students who share the same interests as you. Please see the next section for information on how to book space at RH.

Some Groups require a membership fee (usually \$5-10) but funding can also be obtained through the MLSA Group Funding Process (see the Groups Funding Regulations).

MLSA Group Activities - Booking Space and Event Descriptions

Note: If you do not use the MLSA calendar, you run the risk of being disqualified for MLSA funding.

Step #1 – Refer to the MLSA online calendar **and** contact the MLSA Communications Committee to see if your proposed date is available or conflicts with other events.

Step #2 – Reference the general Robson Hall calendar for any potential conflicts with your event. If you notice there is an event that may involve similar attendees as yours and they occur on or around the same time, consider choosing alternative times to maximize attendance. Please contact the other student group to see if it is possible to move one of the meetings.

Robson Hall General calendar: <https://law.robsonhall.com/events/>
(maintained by Christine Mazur)

Career Development Workshops and Information Sessions

The Career Development Office hosts a variety of workshops and information sessions throughout the year from 12-1pm. Some of the topics the information sessions and workshops covered in the past included: resume and cover letter writing, clerkships, CPLED/PREP, and articling with a variety of government agencies.

Upcoming Information Sessions and workshops will be listed on the Faculty of Law Events calendar: <https://law.robsonhall.com/events/>

Tuesday and Thursday Room Booking Exceptions

The Faculty plans Tuesday and Thursday afternoon lectures and workshops to enhance the student experience, all students are encouraged to attend. Permission to book an event on a Tuesday or Thursday afternoon is required. It is possible that occasionally these time slots might become available as lectures and workshops might not occur, please check with the front office.

The Distinguished Visitors Lecture Series Thursdays

The Distinguished Visitors Lecture Series is generally held on Thursdays from 12-2pm in the Moot Court. These speakers can be among the greatest highlights of your time in law school so be sure not to miss one. Past guests have included members of the judiciary, including Chief Justices of the Supreme Court, leaders of political parties, visionary academics, accomplished business executives, local community champions, and trailblazing alumni, available at <http://law.robsonhall.ca/the-distinguished-visitors-lecture-series>.

***PLEASE DO NOT BOOK EVENTS ON THE SAME DAYS AS THE DISTINGUISHED VISITORS LECTURE SERIES. This has been problematic in the past and we want to encourage students to attend these lectures as a priority over other events.**

Please note: if you wish to book an event, you are required to fill out the Room Booking Form: <https://law.robsonhall.com/student-resources/room-booking-form/> and must receive confirmation of approval from Debra Illsley and/or Jessica Tapatai prior to advertising that event.

Step #4 – Once your event is confirmed, write up a description of your event to be posted on the MLSA website and email Devan Reid from the Communications Committee at rh.mlsa.communications@gmail.com. This should be as detailed as possible, including contact information, how to register, where to buy tickets, etc. Frost will then post the event to the Student Group Calendar.

Step #5 – When your event booking is finalized, contact staff from the General Office, or Christine Mazur, to post it to the official Robson Hall calendar.

Step #6 – If you are an UMSU affiliated group, have your event added to the UMSU online events calendar by emailing the event details to vpsl@umsu.ca.

Step #7 – If you would like to request to use the MLSA's Zoom account for your event, so that you can hold it for longer than 40 minutes, please contact Narayan McRae at rh.mlsa.vpfinance@gmail.com at least two weeks prior to the event. This account may only be used by one user at a time and will be reserved on a first-come, first-serve basis. Any official MLSA business will take priority over student groups using this account. Before requesting, please check this page to see the dates where it is already booked:

<https://docs.google.com/spreadsheets/d/131Dzt2hh2q24Gd2IYrdfcC83cJUXnkYJeiXWeTNPQ38/edit#gid=0>

Fall Semester 2021 and COVID-19: Please note as per University of Manitoba guidelines, we are unable to attend classes and events at Robson Hall in the Fall 2021 semester. Please follow the same above steps for **online events**.

If you have any questions or comments, please contact Frost Jiwa, Communications Chair at rh.mlsa.communications@gmail.com.

MLSA Student Group Events

The Student Groups and Committees at Robson Hall host a variety of different events over the course of the school year. Events include Lunch Speakers, Evening Seminars, Fundraising events, Wine and Cheese Receptions, etc.

Food

ARAMARK is the organization on campus that is the sole contractor for food services. Large events on campus are generally catered by them. Please see http://umanitoba.ca/campus/special_functions/catrng_svcs/index.html

Alternatively, Degree's Diner, an UMSU Business, offers a variety of catering options for Student Groups from Fair Trade Coffee, Small Meeting Luncheon trays to Wine & Cheese Parties. For more information contact the Degree's Restaurant Manager at (204) 474-6347 or email: ddmanager@umsu.ca

UMSAFE Certification is required for all individuals serving alcoholic beverages at events on Campus as well as MLCC Alcohol Permits for the designated space on Campus (in RH - the Common Room).

See <http://umanitoba.ca/campus/security/safety/alcohol.html> for more information on UMSAFE Certification.

Note: UMSU Affiliated Groups can receive additional funding for food provided at student group events, receive discounts on catering services, and have access to free Pepsi Products.

Promotion of Events

There are many different ways to promote Student Group events at Robson Hall. You may promote your events on the MLSA website by sending the appropriate information to Devan Reid at rh.mlsa.communications@gmail.com You may also post your advertisements on the MLSA Facebook page.

***Note that you are limited to one post about the event on the Facebook page, and one reminder post. Any subsequent posts will not be approved.**

This policy and similar related policies may be altered on an ad-hoc basis, and are ultimately at the discretion of the Communications Committee Chair, its members (official and ex-officio) and MLSA Executive member(s) responsible. Should a situation arise that calls for minor divergence from the above one post and one reminder post mentioned, discretion lies with those individuals named.

Robson Hall's Communications Office has many services to help student groups this year. You may contact Christine Mazur at Christine.Mazur@umanitoba.ca.

Subject to approval from the Dean's Office, the Communications Office can help promote law student events as follows:

- Promotion of law student-organized events via
 - Hall Screens
 - Mass email-out to law lists
 - Inclusion in weekly Robson Hall E-newsletter
 - Posting on Robson Hall Events Calendar
 - Share, post and re-tweet info on social media
- Loan video cameras/tripods to video record events
- Take photos of Robson Hall-based events during office hours
- Provide you with small Robson Hall logo-ized promotional items to give guest speakers as gifts

- Loan Robson Hall roll-it-up banners for speaker events

STUDENT NEWS REPORTING

The Communications Office also wants to promote student achievements and want to hear about what exciting things students are doing. If students are in the news, they would like to share it, and if a group is doing an activity to help the community at large, we'd like to report about it on the UM Today News Network.

Any student groups embarking on special community service projects are invited to approach us to do interviews or stories.



UMSU Affiliation

The MLSA does not require that their Students Groups affiliate with the University of Manitoba Student Union. However, there are some great benefits to UMSU affiliation like:

- a) Student Group Resource Centre
- b) Promotional Assistance
- c) Funding
- d) Borrowing Equipment
- e) Food and Alcohol
- f) Student Group Space

Please note: UMSU affiliation will result in more obligations for your student group (Annual Registration, Attendance at monthly meetings, etc.)

For more information, please contact the Vice-President Student Life, Savannah Szocs, at vpsl@umsu.ca or (204) 474-6521.

Benefits of UMSU Affiliation:

A) Student Group Resource Centre (SGRC)

- A common work and resource place for student groups is UMSU's Student Group Resource Centre, located in Room 180 of Helen Glass Centre.
- The space is available for meetings and other events, and to use as a central organizing place with the use of computers and a printer.
- There is also hall space in front of the Gallery of Student Art (University Centre) and hall space in front of the UMSU office (University Centre) that is available.
- To find out how to book the space, contact the UMSU Office at 101 University Centre, (204) 474-6822 or umsu@umsu.ca. Office hours are 8:30am to 4:30pm Monday through Friday.

B) Promotional Assistance

UMSU's Poster Placement Program

- UMSU has a poster distribution service for student groups. UMSU will take care of getting your poster up and around both the Fort Garry Campus and the Bannatyne Campus.
- To take advantage of this service, complete a Poster Placement details form available at the UMSU Office and provide UMSU with copies of your poster.
- Posters should be no larger than 18" x 24" and no more than **10 posters** will be approved per event.
- All posters **must** be approved, stamped and dated by a staff member in the Answers Information Booth and put up **only** on **bulletin boards** within University Centre.
- Note: See University Centre Regulations for Poster Approval (http://umanitoba.ca/campus/special_functions/media/Poster_Policy.pdf)

Tabling

- To reserve a table through UMSU you can send an email to umsu@umsu.ca to inquire

UMSU website

- The UMSU website receives thousands of visitors each year and it is a great way to promote your event.
- To have your event added to the UMSU online events calendar simply email the event details to vpsl@umsu.ca

University Centre Banners

- Banners are one the UMSU's most popular modes of communication, so make sure you book yours several months in advance.
- It's free for student groups to paint their own banners for which UMSU will provide all the necessary supplies.
- Simply email umsu@umsu.ca your banner design and the design will be printed onto a transparency.
- Arrange a time through the UMSU Office to use the Banner Room (Room 183 Helen Glass). You can project the design on an overhead and paint over the image.
- Alternatively, student groups can pay the UMSU Banner Painter to paint the banner for them. Simply complete a Banner Order Form, available from the UMSU Office and indicate which option you prefer.

Button Maker

- The button maker is available and free to use by UMSU recognized student groups.
- This is a great way to promote your events.
- Buttons come in bags of 100 for \$7.00.
- To order the button maker and buttons, please fill out the button maker request form and visit the Cashier's desk in the UMSU office.

UMSU Manitoban Page

- UMSU has an entire page in every issue of the Manitoban to inform students of upcoming events and campaigns.
- UMSU is happy to include student group events on the UMSU page providing there is adequate space available.
- Provide UMSU with the content you wish to have inserted at least two weeks in advance of the date of the publication.

Campus Media: The Manitoban

- The Manitoban is the official student newspaper of the University of Manitoba, published every Wednesday during the regular university session.
- The Manitoban circulates 10,000 copies to over 100 locations across the University of Manitoba and Winnipeg area, including University of Winnipeg and Red River College.
- For information about the Manitoban's print and online advertising opportunities and rates you can visit their website at www.themanitoban.com or contact Diego Castro, Advertising Coordinator at ads@themanitoban.com.

C) Funding

UMSU Student Groups can apply for financial assistance for their events. Just download and print the Student Group Funding Form (available at umsu.ca) and return it to the UMSU Office (101 University Centre). The SGPAC Committee will review applications approximately once a month. Please allow 4 weeks processing time. Please see <http://www.umsu.ca/student-groups/student-group-resources> for more information.

D) Borrowing Equipment - UMSU Equipment Usage

- An Equipment Request Form must be filled out by a designated Executive member of your Student group and submitted to the UMSU Office.
- Your student group will be informed by an UMSU staff member as to whether or not your request has been approved.
- Pending availability, the UMSU Front Desk will produce a rental contract that must be signed by a group member.
- Pick-up and returns of equipment must be during regular UMSU business hours.
- If this is not possible, please inform the front desk that you will contact University Centre Security at (204) 474-7182 to return the equipment to the UMSU office outside of regular UMSU business hours.
- For more information, refer to the UMSU Equipment Lending Program Guide available at the UMSU office front desk.

E) Food and Alcohol

Degree's Diner – 3rd Floor University Centre

- Degree's Diner, an UMSU Business offers a variety of catering options for Student Groups from Fair Trade Coffee, Small Meeting Luncheon trays to Wine & Cheese Parties.
- For more information contact our Degree's Restaurant Manager at (204) 474-6347 or email: ddmanager@umsu.ca

Coke Product Request

- To request Coke products, you can fill out a form available at 101 University Centre.

University of Manitoba Student Alcohol Function Education (UMSAFE)

- UMSAFE Certification is required for all individuals serving alcohol for events on campus.
- Requests are received by the Office Coordinator at Conference & Catering Services via email: conference_catering@umanitoba.ca or by phone at (204) 474-8336.

F) Student Group Space

Booking Rooms

- More information is available at 101 University Centre at the UMSU front desk offices.

Useful Information: University of Manitoba – Conference and Catering Services

http://umanitoba.ca/campus/special_functions/student_svcs/index.html

- All requests for room bookings must be made no later than two business days prior to the date of your event.
- All meeting rooms on the fifth floor (523, 524 and 530) have a standard board room setup and set capacity that cannot be altered. Room 225 is empty by default but can be set up in a variety of ways to accommodate your needs (a \$25 fee applies for setting up tables and chairs).
- Room bookings cannot be made more than six weeks in advance of your event.
- No outside food or beverages are allowed to be brought in to your meeting/ event. University of Manitoba Conference and Catering Services would be pleased to assist you with your catering needs.
- The Officer or person in charge of the Group or Organization named on your student group's application agrees to adhere to and abide by The University of Manitoba's "Use of Facilities" Policy. The Policy can be found in its entirety at:
https://umanitoba.ca/admin/governance/governing_documents/operations/412.html

UMSU Forms Available at: <https://umsu.ca/services-and-support/forms/>

- Banner Space Form
- Equipment Rental
- Poster Request Form
- Button Maker Request
- Student Group Funding

For more information on UMSU Student Groups and the benefits of UMSU Affiliation please see the UMSU website:

<https://umsu.ca/student-clubs-associations/student-clubs/>

Student Groups agree to follow the policies and bylaws of the Manitoba

Law Students' Association under which they 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. Student groups also explicitly agree that their group and its individual membership will follow the instructions of the MLSA Executive and its policies. It's imperative to recognize that contravention of the above will 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:

- The disciplinary committee selected approving withdrawal of a Group's remaining MLSA funding, even if it has been approved at the initial Group Governance Committee meeting; and
- The disciplinary committee selected approving removal of access to MLSA Robson Hall social media platforms, as well as communication about the Group's events, initiatives and activities.

Selection of whether the Group Governance Committee or an ad-hoc MLSA Executive disciplinary committee will be used lays with the MLSA Executive, entrusted to the President. See the Group and Committee Regulations for more details.