

**UNIVERSITY OF MANITOBA  
INSTRUCTIONS FOR USING BYLAW TEMPLATE**

Document Reference	Bylaw Instructions
Document Number	Will be assigned by the Office of the University Secretary.
Document Title	Insert proposed document title.
Effective Date	The effective date will be the later of: (a) the date that the Bylaw is approved by the Approving Body. [The Office of the University Secretary will ensure the appropriate date is inserted]; <b>or</b> (b) a future date [Insert the date you propose the Bylaw become effective.]
Review Date	The Office of the University Secretary will assign the date based on “5.0 Review”. [See below].
Approving Body	Check the applicable box for proposed Approving Body.
Authority	Refer to specific Legislation and section number.
Contact	Insert the title of the person who you believe has the most immediate responsibility for ensuring compliance with this Bylaw.
Applies to	Check the appropriate box(es) showing the proposed group(s) to which the Bylaw applies. [With respect to “Employees”: please specify the appropriate employee organization(s) or employment group(s) to which this document applies.]
1.0 Reason for Bylaw	State the general reason for the development of the Bylaw (e.g. legislation, COPSE initiative, Task Force on Strategic Planning recommendation).
2.0 Rule/Principle	State the Rule or Principle relating to the Essence of the University. [“Essence” is the indispensable elements that identify the University as an Institution (including organization of and stewardship by its Governing Bodies).]  If there is more than one Rule or Principle: (a) number them separately; <b>and/or</b> (b) use a preface and a numbered list where appropriate.
3.0 Accountability	List incumbent(s) to set out who is: a) responsible for ensuring compliance with each (or all) aspect(s) of the Bylaw; <b>and</b> b) required to account for their conduct in relation to that responsibility.
4.0 Secondary Documents	The template sets out standard wording. With respect to the numbered statements: (a) Section 4.1 is to be used in all Bylaws; (b) Section 4.2 A is to be used if Faculty/School Councils are authorized to approve secondary documents, including related limitations; <b>or</b> (c) Section 4.2 B is to be used if Administration is authorized to approve secondary documents, including related limitations.

Document Reference	Bylaw Instructions
5.0 Review	Formal reviews of Bylaws happen every ten (10) years. [The Office of the University Secretary will determine the review date]. The template includes standard wording which must be used in all Bylaws.
6.0 Effect on Previous Statements	<p>If this is the first time this Bylaw is proposed under the New Governing Documents System, use the wording set out in 6.1A of the template.</p> <p>If this is a revised Bylaw, insert the previous Bylaw number, title, and effective date in 6.1B of the template. There may be times that the standard wording does not fit appropriately, please contact the Office of the University Secretary for assistance.</p>
7.0 Cross References	Indicate name and number of other specific Governing Document(s) which should be cross-referenced to this Governing Document. Include section number(s) if appropriate.

**Also refer to the following instruction documents found at <http://www.umanitoba.ca/admin/governance/>**

- 1. Governing Documents: Bylaw Template;**
- 2. Governing Documents: General Instructions for Drafting Governing Documents; and**
- 3. Governing Documents: Record/Routing Sheet.**

**Ensure that the Governing Document Record/Routing Sheet is attached to your drafted Governing Document, and submit both documents to the Office of the University Secretary.**