

**UNIVERSITY OF MANITOBA**  
**GOVERNING DOCUMENTS: DEFINITIONS**

**Governing Documents are** documents with University-wide application relating to the “Essence” or to the day to day “Functions” of the University. Governing Documents are classified in the following four categories:

- 1. Bylaw:** A rule or a principle relating to the **essence** of the University approved by the Board of Governors and/or Senate (and Faculty/School Councils as delegated by Senate), to which the following secondary documents are required to comply:

  - (a) regulations approved by the Board of Governors and/or Senate;
  - (b) Faculty/School Council Bylaws and Department Council Bylaws approved by each Faculty/School Council to the extent delegated by Senate;
  - (c) regulations approved by Faculty/School Councils to the extent delegated by Senate;
  - (d) policies approved by the Administration to the extent delegated by the Board of Governors and/or Senate;
  - (e) procedures approved by the Board of Governors and/or Senate; and
  - (f) procedures approved by the Administration to the extent delegated by the Board of Governors and/or Senate.
  
- 2. Regulation:** An authoritative direction normally flowing from a Bylaw approved by the Board of Governors and/or Senate. Regulations may only be approved by:

  - (a) the Board of Governors and/or Senate; and
  - (b) the Faculty/School Councils to the extent delegated by Senate.
  
- 3. Policy:** A principle relating to the day to day **functions** of the University, approved by:

  - (a) the Board of Governors and/or Senate; and
  - (b) the Administration to the extent delegated by the Board of Governors and/or Senate.
  
- 4. Procedure:** A series of actions conducted in a certain order or manner to enable the implementation of a Bylaw, Regulation or Policy. A Procedure may only be approved by:

  - (a) the Board of Governors or Senate;
  - (b) the Administration, with respect to Policies approved by the Administration; and
  - (c) the Administration, as delegated under Board of Governors or Senate approved Bylaws, Regulations or Policies.

**Definitions (cont'd):**

**Accountability:**

Accountability encompasses two notions, namely:

- (a) responsibility; and
- (b) being required to account for one's conduct in relation to that responsibility.

**Administration:**

The President, the Vice-Presidents and the University Secretary.

**Essence:**

The indispensable elements that identify the University as an Institution (including organization of and stewardship by its Governing Bodies).

**Functions:**

The ways by which the University as a whole carries out its daily operations, subject to any limitations identified by:

- (a) legislation; and
- (b) the Board of Governors and/or Senate.

**Secondary Documents:**

Secondary documents are Governing Documents other than Bylaws and Policies approved by the Board of Governors and/or Senate.