

UNIVERSITY OF MANITOBA POLICY

Policy:	SPECIAL CONVOCATIONS
Effective Date:	July 7, 1970
Revised Date:	November 1, 2013
Review Date:	November 1, 2023
Approving Body:	Senate
Authority:	
Responsible Executive Officer:	President
Delegate:	University Secretary
Contact:	University Secretary
Application:	All Staff

Part I Reason for Policy

Rationale for Special Convocations

- 1.1 Suggestions for holding a special convocation may be based on the following reasons:
- (a) The presence in the City of a distinguished visitor, normally someone of national or international stature;
 - (b) In recognition of an International Symposium or Congress scheduled to be held; and
 - (c) Such other special event of significance to the Province, City, University or special groups of citizenry.

Part II Policy Content

Guidelines for Requesting a Special Convocation

- 2.1 The application for holding a special convocation made by either community individuals or bodies or those within the University should contain the following information:
- (a) The name of the individual or body on whose behalf the request is being made;
 - (b) The reason for requesting a special convocation;
 - (c) Is it intended that the special convocation be held in conjunction with another event;
 - (d) Is a request for the awarding of an honorary degree(s) being in relation to the special convocation being made;
 - (e) The proposed date, time and location of the special convocation; and
 - (f) Other information which may be pertinent to the request.
- 2.2 Applications or recommendations for a special convocation should be submitted to:

The Secretary
Committee on Honorary Degrees
Office of the University Secretary
Room 312 Administration Building
University of Manitoba

Approval for Special Convocations

- 2.3 The Committee on Honorary Degrees shall advise the President on the appropriateness of holding a special convocation based on the information received in the application or request.

Part III Accountability

- 3.1 The Office of Legal Counsel is responsible for advising the President that a formal review of this Policy is required.

- 3.2 The University Secretary is responsible for the implementation, administration and review of this Policy.
- 3.3 All staff is responsible for complying with this Policy.

**Part IV
Authority to Approve Procedures**

- 4.1 The President may approve Procedures, if applicable, which are secondary to and comply with this Policy.

**Part V
Review**

- 5.1 Governing Document reviews shall be conducted every ten (10) years. The next scheduled review date for this Policy is November 1, 2023.
- 5.2 In the interim, this Policy may be revised or repealed if:
 - (a) the President or the Approving Body deems it necessary or desirable to do so;
 - (b) the Policy is no longer legislatively or statutorily compliant; and/or
 - (c) the Policy is now in conflict with another Governing Document.
- 5.3 If this Policy is revised or repealed all Secondary Documents, if applicable, shall be reviewed as soon as possible in order that they:
 - (a) comply with the revised Policy; or
 - (b) are in turn repealed.

**Part VI
Effect on Previous Statements**

- 6.1 This Policy supersedes all of the following:
 - (a) all previous Board of Governors/Senate Governing Documents on the subject matter contained herein; and
 - (b) all previous Administration Governing Documents on the subject matter contained herein.

Part VII
Cross References

7.1 This Policy should be cross referenced to the following relevant Governing Documents, legislation and/or forms:

(a) none