

UNIVERSITY OF MANITOBA POLICY

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| Policy: | STUDENT ORGANIZATION FEES |
| Effective Date: | April 1, 2014 |
| Revised Date: | January 1, 2020 |
| Review Date: | January 1, 2030 |
| Approving Body: | Board of Governors |
| Authority: | <i>The University of Manitoba Act, section 16(1) and The University of Manitoba Students' Union Act, section 8(f)</i> |
| Responsible Executive Officer: | University Secretary |
| Delegate: (If applicable) | None |
| Contact: | University Secretary |
| Application: | Student Organizations, students, employees |

Part I Reason for Policy

- 1.1 To provide a framework whereby the University of Manitoba will collect fees on behalf of, and in support, of UMSU, GSA and Student Organizations (as defined below) and to ensure that accountability for the fees rests with the student organizations.

Part II Policy Content

Definitions

- 2.1 The following terms have the following defined meanings for the purpose of this Policy and related Procedures:
- (a) "University of Manitoba Students' Union" or "UMSU" means the University of Manitoba Students' Union, a corporation established by *The University of Manitoba Students' Union Act*, RSM 1990, c.203;

- (b) “Graduate Students’ Association” or “GSA” means the University of Manitoba Graduate Students’ Association, a corporation established in the Province of Manitoba, comprising graduate students of the University of Manitoba;
- (c) “Student Organization” means a Faculty, School or College Student Organization approved by the Board of Governors, on recommendation of UMSU or GSA, and listed in Appendix 1 of this Policy. The Board of Governors may amend listing of Student Organizations from time to time;
- (d) “UMSU Student Fees” means the membership fees to be payable at the time of registration by members of UMSU pursuant to section 8(f) of *The University of Manitoba Students’ Union Act* as recommended from time to time by UMSU Council and approved by the Board of Governors;
- (e) “GSA Student Fees” means the membership fees to be payable at the time of registration by members of the Graduate Students’ Association, as determined by the GSA, and recommended to the Board of Governors by UMSU, pursuant to section 8(f) of *The University of Manitoba Students’ Union Act*;
- (f) “Faculty, School or College Student Organization Fees” means those fees payable at the time of registration by every person enrolled as a student at the University, other than those in exempted classes of students, as a fee for membership in the Student Organization(s) of any Faculty, School or College in which the student has been enrolled, as recommended by UMSU Council and approved by the Board of Governors;
- (g) “Exempted Classes of Students” means those classes of students who may be specifically exempted from membership in UMSU and from the requirement to pay UMSU Student Fees, and Faculty, School or College Student Organization Fees. Specifically, the following are Exempted Classes of Students:
 - (i) Students in off-campus programs, not including students in co-operative or outbound exchange programs;
 - (ii) Distance and Online Education students;
 - (iii) Auditing students (exempt from Faculty, School or College fees only);
 - (iv) Non-degree course students;
 - (v) Challenge course students (exempt from Faculty, School or College fees only);

- (vi) Students enrolled in Faculty of Graduate Studies (these students shall pay GSA Student Fees, but not UMSU Student Fees);
 - (vii) Senior citizens.
- 2.2 The University shall collect and remit to UMSU, the UMSU Student Fees which relate to members of UMSU.
- 2.3 The University shall collect and remit to UMSU, the Faculty, School or College Student Organization Fees. UMSU shall remit these to the Faculty, School or College Student Organizations for which the fees were collected.
- 2.4 Where it is deemed appropriate, UMSU may elect to manage the fees of a Faculty, School or College Student Organization, by holding the fees in trust. Any such fees held in trust must be used as directed by and only for the benefit of the Faculty, School or College Student Organization for which the fees were collected.
- 2.5 The remittance of the fees referred to in sections 2.2 and 2.3 shall be subject to the submission by UMSU to the University Secretary, the Comptroller and the Registrar, by June 1 each year, of an attestation that:
 - (a) UMSU has established and implemented processes and controls to monitor the finances of the Faculty, School or College Student Organizations, including a brief summary of the processes in place;
 - (b) The fee schedule has been reviewed and is correct and each fee has been approved by UMSU Council and the Board of Governors;
 - (c) UMSU assumes responsibility and liability for ensuring that the UMSU Fees and Faculty, School or College Student Organization fees are used for the purposes for which they are collected;
 - (d) UMSU shall immediately report to the University any instances of misappropriation of assets related to Faculty, School or College Student Organizations.
- 2.6 While not required by this Policy, in cases where the quantum of fees and/or the control environment of the Faculty, School or College Student Organization warrants it, UMSU may require an audit of the Student Organizations finances.
- 2.7 UMSU shall recommend to the Board of Governors the GSA Student Fees determined by the GSA. The GSA Student Fees shall be assessed on graduate students as an Exempted Class of Students.
- 2.8 The University shall remit GSA Student Fees directly to the GSA. Such remittance shall be subject to the following conditions:

- (a) the GSA shall file its constitution, articles of incorporation and/or bylaws with the University Secretary;
 - (b) the GSA shall keep appropriate books of account;
 - (c) the GSA shall contract in its own, name and not the name of the University of Manitoba or UMSU;
 - (d) the GSA shall undergo an annual audit at its expense and file the audit report with the University Secretary by February 1 each year.
- 2.9 Subject to section 2.5, the University shall remit to UMSU in each academic year, at such times as may be agreed by the Vice-President (Administration) of the University, all UMSU Student Fees and all Faculty, School or College Student Organization Fees collected by the University.
- 2.10 The University may, upon the request of UMSU, make reasonable advances from funds of the University towards fees to be collected by the University in any academic year, on such terms as may be agreed to by the Vice-President (Administration) and UMSU.
- 2.11 Subject to section 2.8, the University shall remit to GSA in each academic year, at such times as may be agreed by the Vice-President (Administration) of the University, all GSA Student Fees collected by the University.
- 2.12 The University may, upon the request of GSA, make reasonable advances from funds of the University towards fees to be collected by the University in any academic year, on such terms as may be agreed to by the Vice-President (Administration) and GSA.
- 2.13 The University shall report to UMSU particulars of all UMSU Student Fees and all Faculty, School or College Student Organization Fees and assessments collected by the University. The University shall report to GSA particulars of all GSA Student Fees and assessments collected by the University.
- 2.14 The University may enter into an agreement with UMSU or GSA to facilitate the collection and disbursement of fees and assessments, and the making of advances pursuant to sections 2.10 and 2.12.
- 2.15 The University may retain from any fees collected by it any amounts owing to the University pursuant to any agreement between the University and UMSU or the University and GSA.

**Part III
Accountability**

- 3.1 The Office of Legal Counsel is responsible for advising the University Secretary that a formal review of this Policy is required.
- 3.2 The University Secretary is responsible for the communication, administration and interpretation of this Policy.

**Part IV
Authority to Approve Procedures**

- 4.1 The University Secretary may approve Procedures 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 January 1, 2030.
- 5.2 In the interim, this Policy may be revised or rescinded if:
 - (a) the Approving Body deems it necessary or desirable to do so; or
 - (b) the Policy is no longer legislatively or statutorily compliant; and/or
 - (c) the Policy is now in conflict with another Governing Document.

**Part VI
Effect on Previous Statements**

- 6.1 This Policy supersedes the following:
 - (a) Student Organizations Bylaw, last revised June 21, 2011;
 - (b) All previous Board Policies, Procedures, Bylaws and resolutions 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

Appendix 1

Listing of Student Organizations

- Arthur V. Mauro Students' Association
- Arts Student Body Council
- Commerce Students' Association
- Community Health Students' Association
- Dental Hygiene Student Council
- Faculty of Agriculture Students' Organization
- Faculty of Education Students' Association
- Faculty of Music Students' Association
- Human Ecology Students' Association
- Manitoba Dental Students' Association
- Manitoba Law Students' Association
- Manitoba Medical Students' Association
- Medical Rehabilitation Students' Association
- Pharmacy Students' Association of the University of Manitoba
- Resident Students' Association
- School of Art Students' Association
- Science Students' Association of the University of Manitoba
- Society of Earth Science and Environmental Students
- St. Andrew's College Student Council
- St. John's College Students' Association
- St. Paul's College Students' Association
- Student Association for Health, Physical Education and Recreation
- Students' Architectural Society
- The Social Work Students' Association
- The University of Manitoba Nursing Students' Association
- University 1 Student Council
- University College Residence Students' Association
- University of Manitoba Engineering Society