



## MITT Student Group Guidelines: 2019-2020

Joining a student group and participating in student-led activities outside of class is one of the best parts of studying at MITT. This document is a guide for students seeking to create a new student group or join an existing one, and is a reference to help keep student group meetings and activities organized.

### MITT Student Life

MITT Student Life is the department tasked with helping student groups organize meetings, launch group projects and plan activities. Student Life also keeps student groups active by providing limited funding support, help with logistics, and providing ideas for events and new initiatives.

#### Student Life Contact Info:

Delvinder Kaur, MITT Student Life Coordinator

[studentlife@mitt.ca](mailto:studentlife@mitt.ca)

In-person: Student Success Centre, Henlow; RM120, Pembina

### Definitions

**Student Group:** A formally recognized collective of current MITT students who engage in shared social, academic, career, and/or cultural events and activities.

**MITT Staff Lead(s):** Student groups will have an MITT staff person identified to provide guidance, support and help to facilitate group activities or projects as needed. **Staff leads are not limited to Student Services or Student Life departments!** All staff members are welcome to volunteer to be a staff lead.

**Student Lead(s):** Student group members who have volunteered to take on specific tasks toward the ongoing organization and activity of a student group. Student leads are unpaid volunteers but may receive formal recognition from MITT for their efforts toward student group activities and projects.

**Student Life:** The sub-unit of MITT Student Services tasked with supporting student activities which complement technical training and the overall campus experience.

## **MITT Student Groups**

### **Purpose**

Formally recognized student groups will consist of current students who share a common interest or goal which enhances the MITT student experience for its members. The core purpose of any student group is to make a positive contribution to the on-campus community, as well as communities within Winnipeg and across Manitoba.

**The common interest or goal for student groups will be based on one or more of the following core purposes:**

- To provide social and networking opportunities;
- To enhance career and industry knowledge related to a specific program of study or cluster of related programs;
- To link students with similar cultural backgrounds and/or to promote cultural diversity on campus;
- To promote student physical, mental, and spiritual health.

The purpose, activities, and ongoing operation of a student group cannot in any way be in violation of any MITT policy, provincial or federal law.

Permission to operate as a recognized group and formal support from MITT will be withdrawn should a group's activities or purpose contradict any of the previous points.

### **Membership**

Student group membership and involvement will be voluntary and free of charge. There will be no minimum commitment required to participate in group meetings or activities and student groups will not charge membership fees to join or participate.

When a student group activity or event requires members to contribute to some type of cost (admission fees, food/beverage expenses, transportation, event costs, etc.), group members should make a reasonable effort to keep the event/activity accessible through fundraising or other cost-saving measures.

#### **Types of Membership**

**Open Membership:** Student involvement in a formally recognized student group will, in most cases, be open to any current student interested in participating in meetings and activities related to the group's purpose.

The student members of a group can determine whether or not their meetings or activities will include an invitation to MITT staff (other than the group's staff lead).

**Limited Membership:** Where a student group is formed with the goal of engaging students for a specific purpose that would reasonably be considered exclusive to a specific category or type of student, it is permitted for that group to operate with limited membership.

*For example, the MITT Women in Trades and Technology student group is permitted to limit attendance at meetings to only students who are, or identify as, women.*

When a student group has appropriate grounds for limited membership, the group will be required to engage in some type of "open" activity or awareness event during each academic year where any student can learn about or participate in the group's purpose.

*For example, attending monthly MITT Pride student group meetings may be limited to students who identify as LGBTQ2S+, but the MITT Pride group hosts an annual panel discussion on LGBTQ2S+ workplace issues which is open to all students and staff.*

Student groups with limited membership are encouraged to look for opportunities to include in their meetings and activities allies who are supportive and want to be active in furthering the group's goals and core purpose.

## **Forming a New Student Group**

The establishment and ongoing activities of a new student group can be led by current students, by MITT staff, or a combination of both. In all cases, recognized student groups seeking access to MITT facilities, funding, and formal recognition need to have an identified staff-lead and will, in most cases, work closely with MITT Student Services/Student Life.

### **Types of Student Groups**

**Student-led Groups:** Students are encouraged to make proposals for new student groups any time in the academic year or to seek out leadership positions in already established groups.

Current students who have an interest or project idea can contact MITT Student Life to discuss the formation of a new student group. Student Life will assist student-led groups to identify a staff-lead who will help facilitate the activities of the group and coordinate logistics.

**Staff-led Groups:** In some cases, leading a student group is part of a staff member's regular duties, or the interest area of a student group overlaps with the mandate of an MITT department. In these cases, MITT staff may be tasked as a staff-lead as part of

their regular duties and keep a group running if there is student interest. However, the goal is always to have students take on leadership roles and drive the activities of the group. If a staff member gets a group started but students take the lead once it is up and running, great!

Student Life will provide support to staff-led groups and is responsible for all budgets, and will help coordinate events and activities as part of the overall student group and Student Life schedule.

**MITT staff members with a personal interest or passion that they would like to share with students are encouraged to volunteer as a staff-lead or establish a new student group.** Meetings and activities should be primarily during lunch breaks or before/after the regular workday and meetings must be open to students and/or other MITT staff. A staff-only interest group is not within the scope of this document or the Student Life mandate.

### **Use of MITT Facilities**

Student groups can access and reserve MITT spaces for their meetings and activities where available. The group's staff-lead and/or MITT Student Life will assist in making these arrangements so that groups are not competing with each other for space. Student groups are encouraged to reserve spaces via Student Life as far in advance as possible.

No fees will be charged to student groups for use of MITT facilities. Student groups using MITT spaces, equipment and facilities are subject to all related policies, including those pertaining to safety, misuse, and alcohol consumption on campus.

Student groups are expected to maintain the cleanliness of any spaces used for meetings or events and are responsible for any losses or damages that occur.

Use of MITT facilities and spaces for student groups is limited to regular business hours, Monday to Friday, and does not include holidays or other scheduled campus closures.

### **Budget and Fundraising**

Student Life oversees a modest annual budget to support the activities of recognized student groups. These funds are administered by the student life coordinator who works with student and staff-leads to access funding for meetings and activities.

Student Life will review and approve/deny all requests for student group spending and will strive to allocate funds to active student groups as equitably as possible. The funding available to each student group is dependent on a number of factors – size of group, time during the year, overlap with college goals and projects, etc.

Student groups are encouraged to partner with each other in order to maximize budget dollars and share expenses for joint events and activities. The interests and goals of different groups often overlap and can be a great way to share expenses as well as to connect with each other.

Student groups are encouraged to raise their own funds to supplement their budget. Any funds raised will be administered and distributed by MITT Student Life back to the group as intended.

The group's staff-lead and/or Student Life can support fundraising projects by providing cash floats, debit/credit card payment access, and deposit/withdrawal via MITT Finance of any money collected.

Under no circumstances can a student group represent themselves as a formal/informal charity or non-profit during fundraising activities.

Where possible, recognized student groups may be able to access group discounts or wholesale pricing on campus or with off-campus vendors and suppliers.

### **Marketing and Promotion**

Student groups are encouraged to develop an on-campus strategy to promote their group and activities. The staff-lead and/or Student Life can assist student groups with publishing information to the student newsletter, mitt.ca and college social media, as well as posting to bulletin boards on campus.

MITT Student Life will oversee all information emailed to current students in the student newsletter and will make all requests for posts to mitt.ca and college social media on behalf of student groups. Student Life reserves the right to edit all content prior to publishing.

Student groups have a standing approval to post group announcements and information to all campus bulletin boards. Posters and handouts must include the group's name and be identifiable as a recognized student group.

Use of the official MITT logo can be used to identify official student group publications. The staff-lead and/or MITT Student Life will assist in accessing and using the official MITT logo.