



# **University Affairs Portfolio By-Law Book**

**Rules and regulations pertaining to the  
University Affairs portfolio**

Adopted by the Legislative Council, 2014-04-10



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## **University Affairs Portfolio By-Law Book-1 FUNDS**

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### **Article 1 – Students’ Society Awards of Distinction**

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#### **Purpose**

- 1.1 The SSMU affirms that student excellence must embrace both the extra-curricular and academic aspects of a student’s life. As a result, the SSMU created the Students’ Society Awards of Distinction (“SSAD” or “Award”) for outstanding contributions to the McGill community. These scholarships shall be awarded to undergraduate students who have demonstrated leadership at McGill University through significant contributions to student activities and organizations coupled with outstanding academic achievement.

#### **Administration**

- 1.2 The Vice-President (University Affairs) shall be responsible for administrating, publicizing, disbursing the Award.
- 1.3 The Award shall be financed by the interest earned by the SSAD Fund.
- 1.4 The total sum awarded from the SSAD Fund shall follow these parameters:
  - 1.4.1 A minimum of three (3) and maximum of four (4) awards valued at \$2,000 each shall be awarded each academic year;
    - 1.4.1.1 The total sum awarded from the SSAD Fund in any given year shall not exceed the total interest earned from the investment of the SSAD Fund from February 1<sup>st</sup> of the prior academic year to January 31<sup>st</sup> of the current academic year;
    - 1.4.1.2 If the total sum awarded from the SSAD Fund is less than \$6,000 in total, the remainder shall be made up through the operating budget;
  - 1.4.2 The amount of the total interest earned shall be determined by the SSMU Comptroller, who shall inform the Vice-President (University Affairs) no later than March 1<sup>st</sup>.
  - 1.4.3 If there are less than four (4) suitable candidates, the Selection Committee is not obliged to issue all the Awards.
- 1.5 All current assets of the SSAD Fund shall be kept in the form of low risk investments, separate from the SSMU’s operating account. Refer to Finance and Operations Portfolio By-Law Book-3 Article 3.
- 1.6 Award recipients shall receive their scholarships in two equal installments at the beginning of the Fall and Winter semesters upon submitting proof of their registration and their Social Insurance Numbers to the Vice-President (University Affairs).
- 1.7 The SSAD’s advertisements shall be allocated to the Vice-President (University Affairs)’s budget. The publicizing campaign shall include, but is not limited to:
  - 1.7.1 Announcements via the SSMU listserv and social media; and
  - 1.7.2 Advertisement in *The Tribune*, *The Daily*, and *Le Délit Français*.



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- 1.8 The Vice-President (University Affairs) shall ensure that the application period begin no later than March 1st of the academic year.
- 1.9 Full applications and all letters of reference must be received by the due date, which must be no later than April 1st of the academic year.

### Selection Committee

- 1.10 The composition of the Selection Committee will be as follows:
  - 1.10.1 President;
  - 1.10.2 Vice-President (University Affairs);
  - 1.10.3 At least two (2) Councillors;
  - 1.10.4 Up to three (3) members-at-large from the membership of the SSMU.
  - 1.10.5 The number of members-at-large shall not exceed the number of Councillors.
  - 1.10.6 All members of the Selection Committee must be present in order to make the final selections.
- 1.11 The Selection Committee's primary role is to assess the applications for the SSAD. The Selection Committee shall follow the Eligibility and Assessment of Applications by-laws when assessing each application.
- 1.12 The Selection Committee must review the SSAD application from each year and update it as necessary.

### Eligibility

- 1.13 Eligible applicants must:
  - 1.13.1 Be SSMU members;
  - 1.13.2 Be full-time or part-time students currently registered and continuing in their degree programs; and
  - 1.13.3 Have completed a minimum of 12 credits by the conclusion of the current academic year.
- 1.14 Awards may be given to students currently attending McGill University who will be registered at another post-secondary education institute in the coming year.
- 1.15 Student members of the Selection Committee and SSMU Executives (past and present) are ineligible.

### Assessment of Applications

- 1.16 Outstanding academic merit shall be evaluated on an applicant's entire undergraduate performance.
- 1.17 Financial need may be a consideration should the number of qualified applicants exceed the number of scholarships.
  - 1.17.1 A self-assessment of financial need, similar to that used by the McGill University Department of Financial Aid, shall be submitted with the application.



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- 1.18 All candidates must submit two letters of reference. One (1) must attest to the applicant's contributions to student life. The other must be written by an instructor at McGill University.
- 1.19 All applicants must provide a resume outlining their principal extra-curricular activities.
- 1.20 All applicants must provide two (2) copies of their Official Transcript. No unofficial transcripts will be accepted from applicants.
- 1.21 Any applicant who has transcripts from another university must submit those as well. The Selection Committee can create any additional application requirements they see fit.
- 1.22 All applications shall be held in strict confidence and shall be reviewed only by the Selection Committee.
- 1.23 Once the SSAD has been awarded, the SSMU General Manager will archive all applications.

## Article 2 – The Library Improvement Fund

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- 2.1 The SSMU Library Improvement Fund (“LIF”) is a fund composed of fees paid by members of the SSMU and other contributions, the sole and unique purpose of which is to enrich the library resources normally provided by the University and used by students.
  - 2.1.1 The distribution of the fund will reflect the composition of the student body contributing to it.
  - 2.1.2 The Fund will be used for both projects recommended by the SSMU Library Improvement Fund Committee (“LIFC”), and for projects proposed by members of the SSMU, McGill faculty, or McGill staff.
- 2.2 The LIFC shall be a committee of the SSMU Legislative Council, and will administer the LIF.
- 2.3 The LIFC shall be composed of the following members:
  - 2.3.1 the Vice-President (University Affairs);
  - 2.3.2 the Library Improvement Fund Coordinator;
  - 2.3.3 the SSMU representative to the Senate Committee on Libraries;
  - 2.3.4 the Director of Libraries (or a delegate) and two (2) representatives from the libraries chosen by the Director (non-voting);
  - 2.3.5 two (2) student members-at-large;
    - 2.3.5.1 Preference will be given to students from faculties not already represented on the committee
  - 2.3.6 one (1) representative from the SSMU Legislative Council.
- 2.4 The LIF Coordinator shall:
  - 2.4.1 Chair the LIFC meetings;
  - 2.4.2 Set and distribute the agenda for LIFC meetings and inform all members as to the dates and times for these meetings in advance;
  - 2.4.3 Coordinate all actions taken between meetings, and keep all members informed as to these actions;



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- 2.4.4 Report all LIFC actions to the Vice-President (University Affairs);
- 2.4.5 Report on all LIFC actions once a semester to the SSMU Legislative Council.
- 2.5 The LIFC shall determine a list of project expenditure proposals and shall present that list to SSMU Legislative Council for ratification.
- 2.6 All LIFC meetings will be open to the public.
- 2.7 The quorum for a LIFC meeting shall consist of two-thirds (2/3) of the voting members.
- 2.8 The collection of the Fund shall be as follows:
  - 2.8.1 Every full-time undergraduate student shall contribute (\$8.50) per semester to the LIF.
  - 2.8.2 Every part-time undergraduate student shall contribute (\$4.25) per semester to the LIF.
  - 2.8.3 The LIF fees shall be collected by McGill University as part of the McGill Student Fund.
- 2.9 The LIF shall be set aside funds for the purchase of identification plaques that shall read "Gift of the Students' Society of McGill University". These plaques shall be placed in a reasonably prominent manner, without causing damage on major physical purchases.
- 2.10 The continuance of the LIF fees shall be put to a referendum once every five (5) years.
- 2.11 The LIF Coordinator is responsible for preparing and presenting a report to Council outlining the current allocation of funding for projects at least once a year.