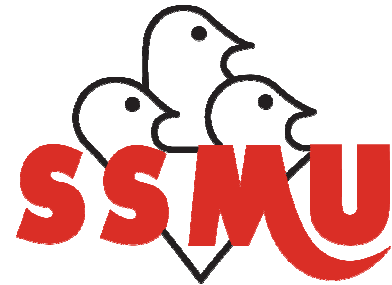




Students' Society of McGill University
Association étudiante de l'Université McGill

Office of the President
Bureau du Président

SSMU Legislative Council Committee Terms of Reference





SSMU Legislative Council Committees

The following document is intended to describe the Committee structure of SSMU's Legislative Council. It will be the responsibility of the Council Oversight Committee (described below) to ensure compliance with these procedures. It shall also be the exclusive responsibility of Council Oversight Committee to recommend modifications to the SSMU Legislative Council Committees Terms of Reference annually.

Definitions

“Committees” report directly to the Council as required by their terms of reference. Their membership consists of at least one (1) Executive and at least (1) Councillor, “Committees” are broadly designed to make strategic recommendations on specialized topics.

“Working Groups” are open to all interested SSMU members. They do not have a direct reporting line to Council; this is to be handled by the Executive member responsible.

“Procedural Committees” are committees that follow a strict process to achieve a targeted purpose. The Procedures for these committees are found in the Bylaws with the applicable task. These groups report indirectly to Council through the Executive member responsible. Procedural Committees are not charged with any governance responsibilities.

“Councillor” refers to any member voting member of the Legislative Council

“Executive member” refers to a member of the Executive Committee serving on another Committee

Committee Elections

The Steering Committee shall be elected at the first regularly scheduled meeting of Council according to the following procedure:

- When giving notice of the first Council meeting, the Speaker of Council shall solicit nominations for the Steering Committee. Nominations will also be accepted at the meeting.
- Each nominee will have the opportunity to motivate their candidacy; elections will be managed by the Speaker of Council

All other Committee elections will take place at the second regularly scheduled meeting of Council according to the following procedure:

- Councillors interested in a particular committee should submit their names and a 100 word pen sketch to the speaker before the meeting
- If the race is not contested, the Councillors will be considered acclaimed
- If the race is contested, elections will be managed by the Speaker of Council
- If a Councillor joins after the second meeting, they will be appointed to a Committee by the Nominating Committee



Members-at-Large

It shall be the responsibility of the Committee Chair to solicit applications for Member-at-Large. The Committee will then choose accordingly from the applicant pool. If the Chair is unable to complete this task, it shall be the responsibility of the Executive member.

Chairs

Every committee shall have a chair responsible for organizing meetings and presenting to Council when necessary. Unless a designate is specified in the Committee Terms of Reference, the Committee shall, at its first meeting, elect a chair from amongst its members.

Should a Chair designate be unable to fulfill their responsibilities, the same process is to be used.

Reporting

Reporting as required by the Terms of Reference shall be the responsibility of the Committee chair.

If this is not possible, it shall be the responsibility of an Executive member of the Committee.

Dissenting members of the Committee shall have the opportunity to present a minority report. This should be forwarded to the Speaker.

A Committee vote may be recorded at the request of two (2) of its members

Committee Service

All SSMU Councillors must serve on at least one Committee while in office. Any committee which has space allocated for this purpose will be counted toward this requirement. Councillors shall be ineligible to fill Member-at-large positions.

If a Councillor misses two consecutive Committee meetings without sending regrets, the position shall be declared vacant, and an election held at the next meeting of Council. The departing member is eligible for re-election.

Quorum

No committee may make a recommendation or any other decision within its purview unless quorum is achieved. This shall be at least Fifty-one percent (51%) of voting members.



Public Meetings

All Committee meetings shall be open to the public. A 2/3 majority of voting members may decide to have an *In Camera* session closed to the public. Only Committee members may intervene in discussion.

Ex Officio

Where they are not already a member as defined in this document, the President shall be an ex-officio (non-voting) member of all Committees.

Ad Hoc Committees

Council may, at its discretion, create ad hoc committees in order to complete a specific task. Unless otherwise specified when created, all aforementioned Committee regulations apply.

On May 31st of each year, all current ad hoc Committees will be considered dissolved.

Resolutions to create ad hoc Committees should include both the purpose and proposed composition.



SECTION I: COMMITTEES

Steering Committee

The Steering Committee will be responsible for all matters relating to the operation and management of Council business.

The Committee shall:

Meet the week of Council, after all documents have been received. The Committee shall also submit a report, to be given before the reports of the Executives.

Set the Agenda for all SSMU Council meetings

Review the content and constitutionality of all resolutions before they are considered by Council, including proposed bylaw changes.

Organize and maintain an annual calendar of business

Ensure the accountability of all Committees of Council

Monitor deadlines, and approval paths

Recommend Bylaw and Constitutional changes, as necessary

Recommend changes to the SSMU Legislative Council Committee Terms of Reference, as necessary

Review proposed policies to be enacted, in accordance with the Bylaws

The Membership shall consist of:

The President (Chair)

The Vice-President (University Affairs)

Speaker of Council (Non-Voting)

4 Councillors

3rd Executive Member to be chosen by a vote of Council



Nominating Committee

The Nominating Committee will be responsible for ensuring all positions and committees are adequately filled

The Committee Shall:

Review nominations for the following positions:

- Chief Electoral Officer
- Speaker of Council
- Judicial Board Justice

Appoint Councillors to Committees where necessary

Assist the Vice-President (University Affairs) with appointments to University Committees

Review any other appointments as requested

Be responsible for the distribution of SSMU Awards and Nominations

Report to Council after every meeting

The Membership shall consist of:

- President (Chair)
- Vice-President (Internal)
- Vice-President (External)
- Vice-President (Finance and Operations)
- Vice-President (Clubs and Services)
- Vice-President (University Affairs)
- Councillors (3)



Funding Committee

The primary purpose of the Funding Committee shall be the disbursement of the following internal funds: Campus Life Fund (CLF), SSMU Environment Fee Fund, Ambassador Fund, the Club Fund, and the Space Fee.

The Committee shall:

Have the authority to allocate monies (in the name of Council) from the Club Fund, Campus Life Fund, Green Fund, Ambassador Fund, and the Space Fee.

Allocate all funds in a manner not inconsistent with each fund's By-Laws

Report all decisions at the next meeting of Council for ratification

Process all initial Club Fund requests by the 1st week of October

Update SSMU Council on the balance of the Funds at the last SSMU Council meeting of the Fall semester and the third meeting of the Winter Semester

Report once per year on to Council on the volume and nature of funding applications received

Meet at the discretion of the chair to ensure applications are processed in a timely manner

The Membership shall consist of:

Finance Committee Coordinator (Chair, non-voting)

VP Finance & Operations

VP Clubs & Services

Members-at-Large (2)

Representatives from Clubs & Services (2)

Representative from the Student Athletic Council [SAC] (1)

Councillors (2)

Environment Commissioner (1) – Voting on Green Fund applications only



Finance Committee

The Finance Committee will be responsible for setting SSMU's operating budget for the following fiscal year and ensure that the current year's statements are in line with projected figures.

The Committee shall:

Create the next year's operating budget and present it to SSMU Council for approval

Review monthly financial statements to make sure they are consistent with the budgeted amounts

Make recommendations on alterations to the budget

Review the External Audit report before presentation to council and make appropriate recommendations

Review Budget revisions proposed by the Vice-President (Finance & Operations)

Meet monthly as Financial Statements become available

Report all discussion to the next meeting of Council

The Membership shall consist of:

Vice-President (Finance and Operations)

Councillors (3)

Members-at-Large (3)

General Manager (Ex Officio, Non-voting)

Comptroller (Ex officio, Non-Voting)



Committee on Student Equity

The mandate of the Student Equity Committee is to confront historical and current inequities at McGill through active engagement and public education in agreement with Student Society of McGill University's policy on equality and social justice.

The Committee shall:

Foster an understanding of equity as an active process through which individuals, institutions and cultures recognize historical and current bias and oppression, deconstruct this bias and oppression, and take pro-active steps to challenge privileged actions, attitudes and assumptions

Advise the Vice President of University Affairs and SSMU Council on issues pertaining to student equity.

Act as a consultative body to the Equity Committee. When acting as a consultative body, Committee on Student Equity has the option of submitting a written report to Council stating why or why not they agree or disagree with proposed actions of Equity Committee

Meet at least three (3) times per semester

Report to Council at least one (1) time per semester

The Membership Shall Consist of

The Student Equity Commissioner (chair)
The Vice President of University Affairs
Councillor (1)

Five additional members, to be appointed by members 1 through 3 above, that will act as a representative for the following categories: One member for Race and Ethnic Relations, One member for Women, One member for Disabled Persons, One member for First Peoples, One member for Queer and Transgender

Priority on the appointment of these five (5) members will be given to individuals included the enumerated categories above. However, should there not be a qualified representative from one or more of the enumerated categories, the position can be filled by another person at the discretion of members 1 through 3

Two (2) Members-At-Large also appointed by members 1 through 3 above

Guidelines for the Appointment of Five (5) Group Representatives

1. The applicant shall have had experience working with equity or issues of social justice
2. The applicant shall have experience fighting against discrimination and/or oppression within the category for which they are applying
3. The applicant must demonstrate a knowledge of equity and social justice that agrees with SSMU's current equity policy



Financial Ethics Research Committee

This committee shall be responsible for reviewing the ethical nature of the Society's business transactions.

The Committee shall:

Meet and review any transaction (including the acquisition of stocks, bonds, and other financial assets) referred to it by Council.

Meet and review any transaction (including the acquisition of stocks, bonds, and other financial assets) that exceeds \$15,000. It will be the responsibility of the Vice-President (Finance & Operations) to notify the Committee Chair and the Financial Ethics Research Commissioner.

Prepare a recommendation fifteen (15) working days after the transaction has been referred to the Committee.

Be responsible for all research related to McGill's transactions, and communication with the Committee to Advise on Matters of Social Responsibility.

Meet at least one (1) time per semester to review the committee's objectives and membership. These meetings should occur in September and January. Additional meetings will be scheduled as needed by the Committee Chair.

Report any deliberations to the next meeting of Council

Prepare an annual report to be presented to Council in the Winter semester on all action taken, and recommendations for future research

The Membership Shall Consist of

Financial Ethics Research Commissioner
Vice-President (Finance & Operations)
General Manager (Ex Officio, Non-voting)
Councillors (3)
Members-at-Large (2)



External Affairs Committee

This committee will be responsible for keeping SSMU Council informed on all matters related to the External Affairs portfolio. The committee will serve as an advisory to the Vice-President (External), but may from time to time present research and other pertinent recommendations to Council.

The Committee shall:

Advise the Vice-President (External) on current issues relating to their portfolio

Support and mobilize for the campaigns of SSMU relating to external issues, including but not limited to postsecondary education policy, environmental issues and human rights issues.

Review and make recommendations on SSMU's affiliations with Provincial, Federal, or International student associations

Recommend SSMU positions on issues relating to tuition and education policy

Set budgetary priorities for the External Affairs and Campaigns Budgets

Take on other projects as deemed appropriate by the Vice-President (External)

Meet at least three (3) times per semester

Report at least one (1) time per semester

The Membership shall consist of:

The Vice-President (External)

Councillors (3)

Members-at-Large (Amount to be determined by the Vice-President (External))



Operations Management Committee

The objective of this Committee is two-fold. First, it will provide strategic oversight and direction for all of the Society's revenue-generating operations. Second, it will provide long-term objectives and goals for the management of the William Shatner University Centre.

The Committee shall:

Review the functionality of all Operations in collaboration with the Vice-President (Finance & Operations)

Make recommendations to Council on the selection or renewal of building tenants

Make recommendations to Council on capital investments related to SSMU Operations

Meet at least three (3) times per semester

Report at least one (1) time per semester

The Membership shall consist of:

The Vice-President (Finance & Operations)

The General Manager (Ex Officio, Non-voting)

Councillors (3)

Members-at-Large (4)



Interest Group Committee

The primary responsibility of this committee shall be the review and approval of interim club status, full club status, and service status applications. The committee shall also present recommendations to improve policies and processes on behalf of SSMU interest groups.

The Committee shall:

Approve interim and full-status and club applications in a manner not inconsistent with the bylaws governing those groups

Review and approve changes to Club and Service Constitutions

Make recommendations to Council on changes to Club policies

Report all decisions for ratification to the next meeting of Council.

Meet at least one (1) time in between Council meetings

The membership shall consist of:

The Vice-President (Clubs & Services)

The Interest Group Coordinator (Chair, Non-voting)

Councillors (3)

Representatives from Clubs & Services (2)

Members-at-large (2)



Students' Society Programming Network (SSPN)

The Students' Society Programming Network (SSPN) shall serve as the principal advisory committee for the Vice-President (Internal) on the organization and execution of all SSMU events.

The Committee Shall:

Be responsible for the allocation of that department's budget

Advise on well established events from previous years

Create new and innovative programming to service a diverse student body

Make recommendations to Council on large scale events to be implemented

Seek input from Council on current or proposed programming

Meet as needed, to be determined by the Committee Chair

Report at least one (1) time per semester

The Membership Shall Consist of:

The Vice-President (Internal)

Councillors (1)

Any interested SSMU Members



SSMU Working Groups

Commission des Affaires Francophones

This Committee will be responsible for promoting and maintaining bilingualism throughout the SSMU. They will also be charged with creating programming related to Quebec culture. The CAF shall be chaired by the Francophone Commissioner(s), and meet as needed in order to fulfill its mandate. The Committee shall have access to the CAF fund to meet these objectives. The Vice-President (Internal) will be the Senior Steward for this working group.

Resources allotted: CAF Fund

Membership: FC(s) (Chair), Vice-President (Internal), Councillors (1), Any interested SSMU Members,

Environment Committee

This Committee will serve as a representative body for all environmental groups on campus, regardless of SSMU affiliation. Additionally, the Committee will be charged with the coordination of all SSMU projects related to sustainability, including but not limited to: initiatives within the Shatner building, project funding from third party sources, participation in provincial, federal, and international campaigns, and communication with McGill's Office for Sustainability. The Environment Committee shall have access to a portion of the SSMU Environment Fee in order to meet these objectives. The President shall serve as Senior Steward for this working group.

Resources allotted: 2% of the SSMU Environment Fee

Membership: EC(s) (Chair), President, Councillors (1), Any interested SSMU Members

Committees defined in the Bylaws

The Library Improvement Fund Committee(LIFC)

Responsible for the allocation of the Library Improvement Fund. It shall operate and be governed by Article 30.1 in Book II

Awards of Distinction Committee

Responsible for the allocation of the Awards of Distinction Fund. It shall operate and be governed by Article 29.7 in Book II