

EXECUTIVE COMMITTEE IN-OFFICE SCHEDULE

Katie Larson – President

Mon, Wed, Fri – 9AM-5PM

Tues, Thurs – 10AM-6PM

Joey Shea – VP University Affairs

9:30AM-5:30PM

Stefan Fong – VP Clubs and Services

10AM-6PM

Samuel Harris – VP External Affairs

10AM-6PM

Brian Farnan – VP Internal Affairs

Mon, Wed, Fri – 10AM-6PM

Tues, Thurs – 9AM-6PM

Tyler Hofmeister – VP Finance and Operations

9AM-5PM

Clubs and Services Portfolio Bylaw Book

Article 2.7

2.7. Review of Service Accreditation: Every two years each and every accredited Service will be subject to a review by the Service Review Committee in order to ensure that they meet the Definition and Mandatory Characteristics of a Service set out in Article A-4 of the Clubs and Services Portfolio By-Law Book.

2.7.1. The Service Review Committee shall be composed of:

2.7.1.1. The Vice-President (Clubs and Services);

2.7.1.2. The Vice-President (Finance and Operations);

2.7.1.3. The Clubs and Services Representatives to Council; and

2.7.1.4. Two members at large.

2.7.2. The Service Review Committee will review one quarter (1/4) of all accredited Services during each Fall and Winter semester and will submit a report of their findings to Council at least two (2) weeks prior to the last scheduled meeting of Council for that semester.

2.7.3. If a Service fails this review and believes it can rectify the situation, it will have two (2) academic months to do so.

2.7.3.1. A Service may choose to waive this time period.

2.7.3.2. The two (2) month period will begin running from the day a Service receives notice regarding failing the review.

2.7.3.3. If a Service fails a review during the Fall semester, its two (2) month period will not include the period between the final meeting of Council for the Fall semester and the first meeting of Council for the Winter semester.

2.7.3.4. If a Service fails a review during the Winter semester, its two (2) month period will not include the period between the last meeting of Council for the Winter semester and the second meeting of Council for the Fall semester of the following year.

2.7.4. If a Service fails to rectify the situation in the allotted timeframe, Service Review Committee may choose to grant an extension or forward a recommendation to Council to waive the requirement, sanction the Service or revoke Service accreditation as per Article A-2.8.

2.7.5. Copies of Service Reviews shall be kept on file by the Vice-President (Clubs and Services) and the General Manager and to any member upon request.



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

Office of the Speaker
Bureau de Président du Conseil

September 12, 2013

2013-2014 SSMU Committee Self-Nomination Form

Name	
Council Position	
Email Address	
Phone Number	

Please provide your top three SSMU Committee choices you are interested in sitting on along with a short blurb (100 words maximum) outlining your interest in the committee and any relevant experience. Your choices and corresponding blurbs will be circulated to every member of the Legislative Council as reference for voting procedures, and will take the place of speeches.

Please review the *Committee Guide for Councillors* attached for detailed descriptions of each SSMU Committee and the number of councillors that will sit on them.

First Choice	
Committee Name	

Second Choice	
Committee Name	

Third Choice	
Committee Name	



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

Office of the Speakers
Bureau de Présidents du Conseil

Councillor Guide to SSMU Committees

September 2012

As a SSMU Councillor, it is your responsibility to sit on at least one SSMU Committee. Below the SSMU Executive has provided an overview of the committees for which you can put your name forward. Council elects its members to the different committees in September; you will have the opportunity to submit a short explanation of why you would like to sit on which committees in advance of these elections.

President

Steering Committee
Ad-Hoc By-Law Review Committee
Nominating Committee
Environment Committee
First-Year Undergraduate Network (FUN)

Vice-President, Finance & Operations

Funding Committee
Finance Committee
Financial Ethics Research Committee (FERC)
Operations Management Committee

Vice-President, University Affairs

Student Equity Committee
SSMU Awards of Distinction Committee
Queer McGill Undergraduate Fund Selection Committee
Policy Committee

Vice-President, External

External Affairs Committee
Community Engagement Committee

Vice-President, Clubs & Services

Interest Group Committee (IGC)

Vice-President, Internal

Students' Society Programming Network (SSPN)
Athletics Roundtable
Commission des Affaires Francophones



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

Office of the Speakers
Bureau de Présidents du Conseil

PRESIDENT

Steering Committee (4 Councillor seats)

Overview: The Steering Committee manages Council business by organizing the agenda for each Council meetings, reviewing the content and constitutionality of all resolutions before they are considered by Council, ensuring the accountability of Committees; monitoring deadlines for Council business, and recommending changes to SSMU's constitution, by-laws, and committee terms of reference.

Time Commitment: Once a week (usually Monday nights) for 1-2 hours (may be more in the event of an exceptionally long Council agenda).

Special Projects: There will likely be aspects of the SSMU Constitution to review and recommend changes. Some policy and committee terms of reference projects remain to be completed from last year.

Notes: This committee is great for Councillors with an interest in facilitating the political process, background in Robert's Rule and/or a keen interest in reviewing legislation. A dedication to reviewing proposed motions in a fair manner is crucial.

Ad-Hoc By-Law Review Committee (minimum 4 Councillors)

Overview: The SSMU by-laws are out of date and often self-contradictory. While by-law revision is generally part of the Steering Committee's mandate, the task of fully reviewing all three books of by-laws is too large to task it with. This Committee will coordinate revision and updating the by-laws in extensive consultation with the Executive, Council, and the student body.

Time Commitment: Meeting every second week for 1-2 hours.

Notes: This committee is great for Councillors with a keen interest in reviewing legislation and/or ensuring the SSMU's internal practices fulfill the values set out in its Constitution and meet the needs of students.

Nominating Committee (3 Councillor seats)

Overview: The Nominating Committee reviews nominations for the Chief Electoral Officer, the Speaker of Council, and the Judicial Board Justices, assists the VP University Affairs in appointing students to University Committees, and selects the winners of SSMU Awards.

Time Commitment: The committee meets sporadically, with main periods of activity in September-October and March-April.

Special Projects: The Nominating Committee will likely be working on revisions to its terms of reference in conjunction with the Steering Committee.



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

Office of the Speakers
Bureau de Présidents du Conseil

Notes: It is important that all members of the Nominating Committee uphold the highest standards of fairness, including disclosing any conflicts of interest and considering the best interests of the Society before those of any special interest group.

Environment Committee *(at least one Councillor)*

Overview: The Environment Committee is an informal committee that coordinates the SSMU's environmental projects and supports student sustainability initiatives across campus.

Time commitment: Once a week for 1-1.5 hours.

Special projects: The Environment Committee will be undertaking many projects this year, including the creation of a Strategic Plan for Sustainability, which improves upon SSMU's Five Year Plan for Sustainability.

First-Year Undergraduate Network (FUN)

Overview: The objective of this committee shall be to bring together representatives of different student organizations with the mandate to support and/or represent first-year students. The Committee shall facilitate communication and a mutually productive relationship between student organizations with the aim of improving support for and representation of first-year students.

Time commitment: At least 3 times per semester, report at least 1 time per semester to Council.

The membership shall consist of:

The President (Chair)

A representative from the Inter-Residence Council

A representative from the First Year Council

A representative from the Off-Campus Fellows Program

Members at large, at the invitation of the Committee

VICE-PRESIDENT, FINANCE & OPERATIONS

Funding Committee *(2 Councillor seats)*

Overview: This Committee reviews all funding applications submitted by student groups for the Club Fund, Campus Life Fund, Ambassador Fund, Green Fund, and the Space Fee. The Committee is responsible for following the SSMU by-laws, ensuring that the allocation of these funds is equitable, and providing reports to the SSMU Legislative Council.

Time Commitment: The Funding Committee meets once a week for about 2 hours.

Special Projects: The Funding Committee's greatest responsibility is to ensure that the funds are communicated to the student body. The main goal for next year is to ensure the information



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

Office of the Speakers
Bureau de Présidents du Conseil

communicated by the members is consistent with the Committee's criteria. Another important aspect is to make certain that non-members are aware of how funding works.

Notes: Minimal experience required, although ability to understand budgets is extremely helpful.

Finance Committee (3 Councillor seats)

Overview: This Committee sets the annual budget for the next fiscal year.

Time Commitment: The Finance Committee meets once a week for two hours.

Special Projects: This year, the biggest goal under this Committee is to prepare and implement a strategy to better communicate finances. Often, students are not interested or sometimes do not understand the logistics behind the budget. My goal is to communicate this message well. The Committee will be helpful in assisting me and helping me explaining the budget to the Legislative Council.

Notes: Minimal experience required. It is preferred if the student understands how to read a budget and some interest in finances is also required.

Financial Ethics Research Committee (FERC) (3 Councillor seats)

Overview: This Committee is responsible for reviewing all purchases that are over \$10,000. Furthermore, the Committee overlooks the Purchasing Policy for the SSMU.

Time Commitment: The FERC meets once a week for about an hour.

Special Projects: This year, the VP Finance & Operations would like to make this a more active committee with regular meetings. It would be great to have one or two Councillors who are going to be, for the most part, dedicated to this specific part of the SSMU. By the end of the year, the SSMU should have a concrete Purchasing Policy, a Sustainable Accounting program, and complete research on all purchases that are over \$10,000. Furthermore, the Investment Portfolio will be incorporated into this Committee.

Notes: Minimal experience required. Knowledge on of the following is preferred: sustainability, ethical purchases, investment management, and risk management.

Operations Management Committee (3 Councillor seats)

Overview: The Operations Management Committee is responsible for reviewing the operations that exist under the SSMU. The current operations include Gerts, Mini Courses, Marketplace, and plans for a Student-run Café. It is important to note that there are separate Committees for Gerts (i.e. Gerts Administration Committee) and Mini Courses; these Committees include the Vice-President Finance & Operations and the administrative members of the SSMU who deal with the day-to-day operations. I am mentioning this because the Operations Management Committee is on the



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

Office of the Speakers
Bureau de Présidents du Conseil

macro scale; therefore, the job requires reviewing the operations rather than making micro scale decisions.

Time Commitment: This Committee meets three times per semester for 2 hours each.

Special Projects: My goal is to make this committee more active. This year, the Vice-President Clubs & Services will join the Committee for the Building aspect (rather than creating a new Committee). The Committee next year will work closely with the Student-run Café Working Group and this will most likely be the largest project.

Notes: Minimal experience required.

VICE-PRESIDENT, UNIVERSITY AFFAIRS

Student Equity Committee (1 Councillor seat)

Overview: 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.

Time Commitment: At most every 2 weeks, for 2-3 hours.

Special Projects: One of the central features of this committee is its mandate to outreach to different student constituencies in different ways and forms. This can range from writing articles in the campus press to organising the SSMU Equity Conference. Furthermore, there will likely be substantial review of the SSMU Equity Policy and its place within the SSMU By-Laws.

SSMU Awards of Distinction Committee (at least 2 Councillors)

Overview: The Students' Society Awards of Distinction are designed to recognize students who have demonstrated a combination of strengths in both extra-curricular activities and academics at McGill University. These scholarships shall be awarded to students who have demonstrated leadership in the University through significant contributions to students' activities and organizations coupled with outstanding academic achievement. Three (3) scholarships, valued at two thousand dollars (\$2000) each, will be awarded.

Time Commitment: Please note that this committee meets only once a year.

Note: It is crucial that members of this committee can ethically disclose and manage any conflicts that arise from knowing the applicants.

Queer McGill Undergraduate Fund Selection Committee (ad-hoc) (1 Councillor seat)

Overview: The Queer McGill Undergraduate Fund was founded in 2007 and aims to provide assistance to students suffering from violence or discrimination as a result of being queer or trans*.



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

Office of the Speakers
Bureau de Présidents du Conseil

The goal of the Fund is to allow its recipients to continue their studies despite extenuating circumstances in their life. The Fund is exclusively need-based. Its purpose is not to reward academic performance but to assist those experiencing hardship. Students can apply for long-term funding up to \$1,000 a semester or emergency funding up to \$250 per instance. Applications are accepted at anytime throughout the year and are reviewed upon receipt.

Time Commitment: The Queer McGill Undergraduate Fund Selection Committee operates on an ad-hoc basis based on the applications received.

Policy Committee (1 Councillor seat)

Overview: The Policy Committee shall support the development of research and policy initiatives conducted by SSMU through the compilation of information and the presentation of research proposals. The committee shall also advise the SSMU and Senate Caucus on matters of external policy.

Time commitment: Bi-weekly meetings and a monthly report to Council and Senate Caucus; committee members can expect to work 1-2 hours a week.

The Membership Shall Consist of:

SSMU Policy Coordinator and Chair (Academic Research Commissioner)

VP University Affairs

Councillor (1)

Senator (1)

Members-at-large (4)

VICE-PRESIDENT, EXTERNAL

External Affairs Committee (3 Councillor seats)

Overview: Composed of the VP External, SSMU Councillors (one of whom usually chairs the committee), and members at large, the External Affairs committee is the committee that deals with any post-secondary education policies that affect McGill students. Its responsibilities include: supporting SSMU's campaigns relating to external issues, including but not limited to postsecondary education policy; reviewing and make recommendations on SSMU's affiliations with Provincial, Federal, or International student associations; recommending positions to Council on issues relating to tuition and education policy; and setting the budgetary priorities for the External Affairs portfolio.

Time Commitment: At most every 2 weeks, for 2-3 hours.

Special Projects: Working on SSMU's policies on out-of-province and international fees; Recommending a new policy on accessible education to SSMU Council; Formulating SSMU policy



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

Office of the Speakers
Bureau de Présidents du Conseil

towards other Quebec student groups as a province-wide student strike is set to happen; helping out with SSMU's efforts against tuition increases on a policy level (people interested in doing mobilization should consider joining the Mob Squad, which is not a committee of Council but works with SSMU).

Notes: Relevant background and skills include: knowledge of social movements, Quebec/Canadian politics, a bit of French, a passion for social justice, an interest in working on policies that directly relate to people's living conditions.

Community Engagement Committee (4 Councillor seats)

Overview: Formerly known as the Charity Committee, this committee decides where money from the recently created Charity Fund goes. It is made up of the VP External, the Committee chair (a stipended position), members of council, and members at large.

Time Commitment: At most every 2 weeks, 1 to 2 hours.

Special Projects: The committee has not existed for long, as so will continue to develop policies on how money in the Charity Fund is attributed. We may develop criteria for how to fund local community groups vs. how to fund humanitarian organizations working abroad. Also, we will be developing a web site to promote the committee.

Notes: Relevant background and skills include: Knowledge of community organizations and organizing, off-campus Montreal life, an interest for social justice, knowledge of humanitarian relief organizations operating abroad. People with experience getting a long- term project started will be interested in this committee.

VICE-PRESIDENT, CLUBS & SERVICES

Interest Group Committee (3 Councillor seats)

Overview: Composed of the VP Clubs and Services, the Interest Group Coordinator, three councillors, two representatives from clubs and services and two members at large, the committee is charged with reviewing applications for interim and full status clubs as well as service and independent student group applications. The committee also works on policy and practice changes within the SSMU bureaucracy in attempts to make it a less scary place for students involved in clubs.

Time Commitment: The committee meets once a week at a regular time and place, for about 1-3 hours. This is usually the SSMU boardroom but can be moved to a location that has more natural light, if desired by the members of the committee.

Special Projects: The committee will be assisting in the restructuring of club categorization this year, as well as the restructuring of the Clubs and Services portfolio in general, focusing on ways of



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

Office of the Speakers
Bureau de Présidents du Conseil

decreasing bureaucracy for students and streamlining processes. With the finalization of the MoA negotiations the committee may also have to deal with name changes and relations with the student press. Throw in a controversial club or two and you have yourself a committee meeting.

Notes: Anyone who cares about student life on campus is welcome, although those with the ability to see from a multitude of perspectives are especially appreciated. Ability to focus through somewhat repetitive meetings is a plus.

VICE-PRESIDENT, INTERNAL

Students' Society Programming Network (SSPN) (*at least 1 Councillor*)

Overview: Composed of mostly members-at-large, SSPN will help plan and implement the vision for SSMU social events throughout the year. These include 4Floors, Homecoming, Oktoberhaus, Faculty Olympics, Week 101, and any other new events the Committee would like to enact.

Time Commitment: SSPN meets weekly. Depending on how soon an upcoming event is, some meetings will be as short as one hour, others will be as long as two hours.

Special Projects: The VP Internal will work closely with SSPN to consult on what new projects should be undertaken. Goals for the upcoming year include greening SSMU social events, extending Faculty Olympics and integrating other SSMU events into it, among other projects.

Notes: Previous event planning experience is preferred but by no means required. SSPN requires the ability to work well in a team. Anybody who is interested is welcome to be a part of the Committee.

Athletics Roundtable (*2 Councillor seats*)

Overview: The objective of this committee shall be to bring together stakeholders from across the McGill community to promote dialogue, information sharing, and cross-promotion of initiatives with the aim of supporting student athletics and recreation. The Committee shall facilitate communication and a mutually productive relationship between SSMU, the student body, and the various bodies of McGill Athletics and Recreation.

Time commitment: Meet at least three times per semester; report at least 1 time per semester to Council.

The membership shall consist of:

The Vice-President (Internal) (Chair)
Councillors (2)

A representative from the McGill Athletics and Recreation Marketing Department

A representative from the McGill Athletics and Recreation Student Athletics Council

A representative from the McGill Athletics and Recreation Varsity Council

A representative from the Inter-Residence Council



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

Office of the Speakers
Bureau de Présidents du Conseil

A representative from the First Year Council

A representative from the Post-Graduate Students' Society

Two (2) representatives from relevant student groups (e.g. Red Thunder, Student Organization for Alumni Relations, or Right to Play)

Any interested members-at-large

Commission des Affaires Francophones (*at least 1 Councillor*)

Overview: The CAF's mandate is to promote bilingualism and the celebration of francophone culture on campus. This may include throwing events, researching student interests and attitudes towards bilingualism, or any other method to enact its vision.

Time Commitment: The CAF will meet once per week for about one hour.

Special Projects: Partnering with various associations and departments across the downtown campus in order to promote bilingualism.

Notes: Enthusiasm for issues surrounding bilingualism is highly suggested. Previous event planning experience is suggested but by no means a prerequisite. Conversational French is highly recommended as meetings are often conducted in French.



Elections SSMU
University Centre, Suite 405
Montréal, Québec H3A 1X9
<http://ssmu.mcgill.ca/elections>
(514) 398-6474 | elections@ssmu.mcgill.ca

Elections 2013/14 Timeline – Draft

A draft of the 2013/14 Elections Timeline has been created and is awaiting approval at the first SSMU Council Meeting of the 2013/14 school year on September 12th in the Lev Bukhman Room in the Shatner Building.

First Year Council Elections

FYC Information Session (optional): *September 13th*
Nomination Period: *September 13th to 22nd*
Extended Nomination Period: *September 22nd to 24th*
Candidates Meeting: *September 24th*
Campaign Period: *September 27th to October 6th*
Polling Period: *September 29th to October 6th*

Fall 2013 General Assembly Online Ratification

Fall 2013 GA - *October 9th*
Polling Period - *October 11th – October 18th*

Fall 2013 Referendum

Last Council for Notice of Motion for Council-Initiated Questions: *September 26th*
Last Council for Approval of Council-Initiated Questions: *October 10th*
Nomination Period for Student-Initiated Referenda: *September 23rd to October 11th*
Meeting for Committee Chairs: *October 16th*
Campaign Period: *November 1st to 15th*
Polling Period: *November 6th to 15th*

Winter 2014 Referenda

Last Council for Notice of Motion for Council-Initiated Questions: *January 23rd*
Last Council for Approval of Council-Initiated Questions: *February 6th*
Nomination Period for Student-Initiated Referenda: *February 1st to 14th*
Meeting for Committee Chairs: *Tuesday February 25th*
Campaign Period: *March 10th to 21st*
Polling Period: *Friday March 14th to 21st 3pm*
Elections Announcement at Gert's: *Friday March 21st at 5pm*

SSMU Executive & Senator Elections

Nomination Period: *February 1st to 19th*
Extended Nomination Period: *February 19th to 21st*
Candidates Information Meeting: *Monday February 24th*
Campaign Period: *March 10th to 21st*
Candidates Meet & Greet: *Monday March 10th*
Candidate Debates: *Wednesday March 12th*
Polling Period: *Friday March 14th to 21st 3pm*
Elections Announcement at Gert's: *Friday March 21st at 5pm*



Elections SSMU
University Centre, Suite 405
Montréal, Québec H3A 1X9
<http://ssmu.mcgill.ca/elections>
(514) 398-6474 | elections@ssmu.mcgill.ca

**Meeting for the election of 3 Members of Council representing the Society's
Activities, Production, Media, and Interest Groups**

Monday March 24th at 6:00pm

**Meeting for the election of 3 members of Council representing the Senate
Board/Caucus**

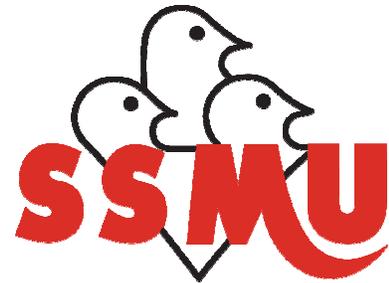
To be Decided by VP UA Elect



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