

CLUBS AND SERVICES PORTFOLIO BY-LAW BOOK

*Clubs, Services, & Independent Student Groups, Media Rules & Regulations,
William Shatner University Centre Rules & Regulations, and Publicity Rules
& Regulations*

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CLUBS AND SERVICES VICE-PRESIDENT BOOK:

Part A – Accredited Groups

Article 1: Definitions and General Administration

- 1.1. **Power of the Society Constitution:** This Vice-President shall be read in conjunction with the Constitution and all Vice-Presidents of the Society and the respective constitutions of the Accredited Groups.
 - 1.1.1. In the event of a conflict between the constitution of a Club or Service and the Constitution and Vice-Presidents of the Society, the Constitution and Vice-Presidents of the Society govern and control.
- 1.2. **Attributed Responsibility:** The Vice-President (Clubs and Services) shall direct all SSMU Accredited Groups to this Vice-President at the beginning of every academic year through training workshops and the C&S Listserv, and throughout the year when questions arise. This Vice-President shall always be freely available on the SSMU Website.
 - 1.2.1. The contents of this Vice-President are imputed to all representatives of Clubs, Services, and ISGs. It is the sole responsibility of those representatives to inform themselves of its contents as well as of any amendments to it.
- 1.3. **Implementation Authority:** Except where explicitly provided, between meetings of Council the Vice-President (Clubs and Services) shall have final authority and responsibility for the implementation of the rules and regulations outlined in this Vice-President.
- 1.4. **Definitions:** Key terms in the following Vice-President book shall be defined as follows:
 - 1.4.1. The "Society" throughout this Vice-President refers to the Students' Society of McGill University ("SSMU"), as governed by the SSMU Constitution.
 - 1.4.2. "(SSMU) Accredited Groups" include only SSMU Services, SSMU Interim and Full-Status Clubs, and ISGs, as defined below and through accreditation procedures in this Vice-President.
 - 1.4.3. "Clubs and Services Representatives to Council," or "C&S Reps," are defined in Article A-3.8.
 - 1.4.4. A "SSMU HR Model" is a structure designed by the SSMU HR Advisor in consultation with the Vice-President (Clubs and Services) and General Manager and applied to any Service which hires staff. Current models include:
 - 1.4.4.1. Service Executives/Administrator models:
 - 1.4.4.1.1. may be paid a stipend as a "sitting fee"
 - 1.4.4.1.2. or may be paid per hour.
 - 1.4.4.2. All other staff must be paid on an hourly basis, as determined by the SSMU pay scale and Pay Equity Act.
 - 1.4.4.3. An appropriate Service HR Model is determined by a Service in conjunction with the Vice-President (Clubs and Services) and SSMU HR Advisor as per Article A-2.3.7.
 - 1.4.5. A "(SSMU) Service" is a student-run service, listed in Schedule A of this Vice-President, defined, accredited, reviewed, and operated according to Article 2 of Part A of this Vice-President's By-Law Book, and legally incorporated with an accounting department within the Society, whose management is overseen by the Vice-President (Clubs and Services).
 - 1.4.6. The "Services Representative to Council" ("Services Rep") are defined in Article A-2.5.
 - 1.4.7. SSMU Interim Club is defined in Article A-3.2.

- 1.4.8. SSMU Full-status Club is defined in Article A-3.5.
- 1.4.9. SSMU-Affiliated Independent Student Group (ISG) is defined in Article A-4.1.
- 1.4.10. The "(SSMU) Accredited Groups Master List" is a list of all groups accredited by SSMU (also known as Internal Groups for the purposes of this Vice-President) and shall be maintained as per the following policy:
 - 1.4.10.1. The Vice-President (Clubs and Services) is responsible for maintaining an updated Accredited Groups Master list at all times, in conjunction with the Interest Group Coordinator and SSMU Front Desk staff.
 - 1.4.10.2. The public information from this list will be reflected on the SSMU Website, and Executive Contact Information may be shared amongst the SSMU Office staff.
- 1.4.11. The "C&S Listserv" is an email sent to all Interim and Full-Status Club, Service, ISG, and other interested campus group executives approximately weekly by the Vice-President (Clubs and Services) with important deadlines, reminders, and other important procedural information.
- 1.4.12. The SSMU ClubPedia (ssmu.mcgill.ca/clubpedia) is an informational website for student groups maintained by the Vice-President (Clubs and Services).
- 1.4.13. The "SSMU Website" as it pertains to this Vice-President refers to any section of the ssmu.mcgill.ca domain for which the Vice-President (Clubs and Services) is responsible.
- 1.4.14. "External Groups," for the purposes of this Vice-President and the Society, refers to any on- or off-campus group not accredited through any Society procedures described in the Vice-President.
- 1.5. **PGSS Special Status:** According to the agreement signed between the Society and the Post- Graduate Students' Society of McGill University ("PGSS") and ratified by Council, the SSMU shall uphold the following commitments:
 - 1.5.1. The Society shall provide members of the PGSS access to, including representation or memberships where applicable,
 - 1.5.1.1. Clubs;
 - 1.5.1.2. Services;
 - 1.5.1.3. A copy of the annual budget of the Society;
 - 1.5.1.4. A copy of the annual budgets and financial statements of each Club and Service, if available;
 - 1.5.1.5. A copy of annual reports from each Club and Service on activities oriented towards or targeting graduate students, where possible;
 - 1.5.1.6. Data on graduate student participation of use of each Club and Service except where prohibited by confidentiality regulations;
 - 1.5.2. The SSMU shall provide the PGSS with a voting seat on the SSMU Interest Group Committee.
 - 1.5.3. Members of the PGSS wishing to create new clubs under the Society shall have the right to place a call-out on the Society's weekly listserv to solicit undergraduate members to join.
 - 1.5.4. No Club founded under the Society shall consist of solely PGSS members.
 - 1.5.5. While this agreement is in effect, any privilege, benefit, duty, or responsibility granted or assigned to members of the Society as members of officers of Clubs and Services under this Vice-President shall extend to members of the PGSS, as per the above constraints.
 - 1.5.6. At the expiry or lapse of said agreement, this article shall automatically become void and of no force or effect.

Article 2: Services

2.1. **Definition and Mandatory Characteristics:** "Services" are formal and accredited organizations composed of members of the Society whose main function is to provide ongoing services to students and others in the community.

- 2.1.1. Without prejudice to the generality of Article A-2.1, services provided may include those providing awareness, referral, education and support, and/or administration of specialized space; however, provision of awareness alone is not sufficient to qualify an organization as a Service.
 - 2.1.2. Services provided should not be those which SSMU would otherwise provide.
 - 2.1.3. Receipt of services should not be contingent upon, or tied to, membership or the holding of an executive office in the Service. Services provided should, subject to financial and logistical constraints, be made available to all members of the Students' Society.
 - 2.1.4. Services may receive a subsidy from SSMU as part of the annual budgeting process.
 - 2.1.5. If a service receives such a subsidy it will direct any and all revenue raised beyond what is necessary to offset or recover the costs associated with the provision of the service, towards reimbursing SSMU for any subsidies granted to it during the current academic year or in the two (2) academic years previous to it.
 - 2.1.6. Unless and until SSMU is entirely reimbursed by a Service for any subsidies granted to it during the current academic year and in the two (2) academic years previous to it:
 - 2.1.7. The Service is strictly prohibited from donating funds to ISGs or organizations external to the Students' Society and from transferring funds to any other Club or Service within the Students' Society, unless this is expressly part of fulfilling the Service's mandate.
 - 2.1.8. Services must be open to all members of the Society. This does not preclude any distinction or preference necessary for the effective provision of a service that has as its object the amelioration of conditions of individuals or groups including, but not limited to, those that are disadvantaged because of race, national or ethnic origin, colour, religion, sex, age or mental or physical disability, sexual orientation, or social class.
 - 2.1.9. All executive officers and/or collective members and voting members of Services must be members of the Society.
- 2.2. **Accreditation Procedures:** Service status may be requested by any funded organization of the Society already in existence by submitting written reasons for the request and its constitution to the Vice-President (Clubs and Services) who will forward it to the Interest Group Committee of Council.
- 2.2.1. The Interest Group Committee of Council will consider the request in light of the SSMU Constitution and Vice-Presidents and will present the request along with a recommendation regarding Service status to the Service Review Committee.
 - 2.2.2. The Service Review Committee shall present its recommendation regarding Service status to Council.
 - 2.2.3. Council may grant Service status by a two-thirds (2/3) majority vote.
 - 2.2.4. If the recommendation of the Service Review Committee reverses the recommendation of the Interest Group Committee of Council, reasons must be provided for rejecting the original recommendation.
 - 2.2.5. Once Council has granted Service status to a group, if the Service wishes to receive a subsidy from the SSMU, it must submit a budget proposal, outlining operational funding needs for the upcoming year, to the Vice-President (Clubs and Services) for review, by a deadline at the discretion of the Vice-President (Clubs and Services).

2.3. **Mandatory Procedures for Services:** Failure to fulfill any of the below mandatory procedures and organizational responsibilities by a Service may result in sanctions as described in Article A-2.8 at the discretion of the Vice-President (Clubs and Services).

2.3.1. **Service Constitution:** All Services must ensure that an up-to-date copy of their Constitution is on file with the Vice-President (Clubs and Services).

2.3.1.1. Any modification to the constitution or Vice-Presidents of any Service must be submitted in writing to the Vice-President (Clubs and Services), must meet the requirements of this Vice-President and must be ratified by Council by a simple majority vote.

2.3.2. **Identification:** Services shall identify themselves on all publications and promotional materials with the following tagline: "A service of the SSMU (Students' Society of McGill University), an undergraduate students' association at McGill University."

2.3.2.1. Services shall only be permitted to use the "McGill" name and associated wordmarks and crests as outlined in the most current Memorandum of Agreement between the Society and McGill University, as available from the Vice-President (Clubs and Services).

2.3.3. **Other policies:** Services must be aware of and follow any other relevant policies for Accredited Groups, including the SSMU Equity Policy and all Building Vice-Presidents.

2.3.3.1. No Service may use the William Shatner University Centre or publish any material to recruit in any manner a member of the University community to participate in medical testing or in clinical trials involving human subjects related to non-university research projects.

2.3.4. **Transition Training and Attendance:** The Vice-President (Clubs and Services) must hold SSMU Service training sessions every Spring, and at least one (1) executive officer or collective member from every Service must attend. Failure to attend may result in sanctions as described in Article A-2.8.

2.3.4.1. The Vice-President (Clubs and Services) as well as the Vice-President (Finance and Operations) must meet at least twice with all services to discuss budget allocations for the next academic year, preferably in the Spring and early Fall.

2.3.5. **Communication with SSMU:** It is the responsibility of the Service to check their mailbox in the SSMU Front Office regularly, read the C&S Listerv and other important emails, and maintain all current relevant contact information to the Vice-President (Clubs and Services). Failure to do so may result in missing important deadlines and other information.

2.3.6. **Financial Procedures:** All services must communicate their budget plans to the Vice-President (Finance and Operations) before Council's Fall and Winter budget revision deadline or their transactions may be put on hold.

2.3.6.1. All Services must submit the name and contact information of at least two (2) signing executive officers by September 15th of each academic year.

2.3.6.2. Any Service which replaces either of these executive officers must notify the Vice-President (Clubs and Services) immediately and submit the name and contact information of an alternative active signing officer.

2.3.6.3. The designated signing officers must meet with the SSMU Accounting department to give sample signatures for the signing of cheque requisition and other forms as soon as they take office.

2.3.6.4. Services have the right to organize themselves as either non-hierarchical collectives or traditional executive structures, but at least two signing officers with administrative or financial responsibilities must be clear to the Vice-President, Clubs and Services.

2.3.6.5. At least two (2) listed Service Executives or collective members must be designated as SSMU Contact People for urgent Financial and Administrative questions and needs.

- 2.3.6.6. **Services' Spending and Reimbursement procedures:** Services must consult and follow all financial and reimbursement-related procedures described in Vice-President Book II and overseen by the Vice-President (Finance and Operations). All Services, including services that receive their own fee levy, may only spend the money they collect from students within their defined mandate.
- 2.3.6.6.1. The Vice-President (Clubs and Services) verifies that a Service's spending is within its mandate when signing a cheque requisition or PO form, or other form of reimbursement.
- 2.3.6.6.2. Any questionable expenses (ie that are not clearly within the mandate or a regular expense of the Service) should be discussed with the Vice-President (Clubs and Services) prior to the expense being spent.
- 2.3.6.6.3. Alcohol may only be purchased within a reasonable limit, as determined with the Vice-President (Clubs and Services) and Vice-President (Finance and Operations) in the budgeting process, and before the expense is spent or any request for reimbursement is made.
- 2.3.7. **Services Staff:** Services may only hire staff through the Society's HR Procedures, as per the law.
- 2.3.7.1. **HR models:** Services must advise the Vice-President (Clubs and Services) to define which SSMU Human Resources Model, as outlined in Article A-1.4.4, depending on the Service's Constitutional structure and budget.
- 2.3.7.2. When paid staff are hired by Services, the following procedure must be followed, as per and secondary to all relevant Quebec laws and with advice from the SSMU HR Advisor:
- 2.3.7.2.1. A committee formed of the Vice-President (Clubs and Services), the SSMU HR Advisor and two members of the service shall create a job description.
- 2.3.7.2.2. The position will then be evaluated based on the SSMU pay scale by the committee described in Article A-2.3.7.2.1 to create a job contract. The Vice-President (Clubs and Services) and the SSMU General Manager shall approve all contracts.
- 2.3.7.2.2.1. Contracts must include the job description, the term of the contract, the hours for the contract, and other terms.
- 2.3.7.2.2.2. Contracts for the service's paid staff must be signed by the Vice-President, Clubs and Services, and the SSMU General Manager before the employee begins assuming the responsibilities of the contract. Any violations of this clause must be brought to the immediate attention of the General Manager.
- 2.3.7.2.3. Services shall approve the hours worked by their employees on a biweekly basis. The approval shall be given in writing to the Vice-President (Clubs and Services), or in case of absence, to the General Manager, for payments to be made.
- 2.4. **Services Roundtable:** A Services Roundtable shall be held approximately once per month by the Vice President (Clubs and Services), or as called by a petition of at least ten (10) Services.
- 2.4.1. The Services Roundtable shall consist of one (1) representative from each accredited SSMU Service (as per Schedule A of this Vice-President) as voting members, and with attendance of the Services Representative to Council as per Article A-2.5 of this Vice-President.
- 2.5. **Services Representative to SSMU Council:** A Services Rep shall be elected as per SSMU By-Law Book

- I, Article 22.
- 2.5.1. The Services Rep shall fulfill the following responsibilities:
 - 2.5.1.1. Holding regular office hours, at least one hour per week, posted on relevant websites and sent out in the C&S listserv,
 - 2.5.1.2. Report to Services Review Committee at every meeting,
 - 2.5.1.3. Bringing the discussions from Services Roundtables to Council and Services Review Committee,
 - 2.5.1.4. Complete at least one project per year, as defined by an event, policy, financial, or other project as mandated by the Services Review Committee,
 - 2.5.1.5. Fulfilling all other reporting, attendance, and other requirements of Councilors as per SSMU Vice-Presidents.
 - 2.5.2. Services Review Committee may recommend removal from office for failure to fulfill the above responsibilities, through the procedures outlined in SSMU By-Law Book I, Article 22.3.
- 2.6. **Privileges Granted to Services:**
- 2.6.1. **Funding:** Services are eligible for funding from the SSMU's operating budget as approved through the annual SSMU budgeting process or through their own fee levy, as determined through student referendum.
 - 2.6.1.1. Services may run fee levy referenda through Elections SSMU at no charge.
 - 2.6.1.2. Services may apply to Event/Project Funds, such as but not limited to the Campus Life Fund, the Green Fund and the Ambassador Fund.
 - 2.6.2. **Promotions and Room/Equipment Bookings:** All services may apply to receive web space, have submit posters to be posted on SSMU Building bulletin boards at the SSMU Front Desk, be mentioned in various Society media, and book rooms, tables and equipment in the SSMU Building at no cost, as per relevant policies, subject to logistical limitations and availability.
 - 2.6.3. **Activities Night:** All services may participate in Activities Night or other similar Society promotional events at no cost.
 - 2.6.4. **Service Space:** Services may operate office or other spaces. Services are responsible for keeping these spaces clean and free of any fire or other hazard or damage as per this Vice-President Part B or at the discretion of the Vice-President (Clubs and Services) or SSMU Security Manager. Failure to do so will result in sanctions as per Article A-2.8.
 - 2.6.4.1. Any proposal for alterations or renovations of a Service's space must be proposed to the Building Committee.
- 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 Services Representative to Council;
 - 2.7.1.4. Two Councillors; and
 - 2.7.1.5. 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.
- 2.8. **Sanctions:** Failure to abide by any of the above-mentioned Vice-Presidents or other SSMU Vice-Presidents, Policies, or governance documents may result in sanctions, including but not limited to:
 - 2.8.1. Temporary revocation of one or more of the above-mentioned privileges, for a period not exceeding one (1) semester of the academic year, by a simple majority vote of Council.
 - 2.8.2. Permanent revocation of one or more of the above-mentioned privileges for a period exceeding one (1) semester, permanently or indefinitely by two-thirds (2/3) majority vote of Council.
 - 2.8.3. Revocation of Service status, as described in Article A-2.9.
- 2.9. **Revocation of Service Status:** Service status may be revoked only according to the following procedure.
 - 2.9.1. Council may revoke Service's accreditation by two-thirds (2/3) majority vote for:
 - 2.9.1.1. Violation of the SSMU's Constitution and/or Vice-Presidents;
 - 2.9.1.2. Failure of the Service to adhere to its own Constitution;
 - 2.9.1.3. Failure of the Service to meet the Definition and Mandatory Characteristics of a
 - 2.9.1.4. Service set out in Article A-4 of this Vice-President;
 - 2.9.1.5. Lack of interest or participation by members of the Students' Society; or
 - 2.9.1.6. Any stated cause.
 - 2.9.2. Council must give the Service fourteen (14) days written notice of the meeting of Council at which the motion to remove accreditation will be presented to Council.
 - 2.9.3. At the discretion of Council, the group may or may not be reclassified as a Full-status Club.

Article 3: Interim and Full-Status Clubs

- 3.1. **Definitions and Mandatory Characteristics of Clubs:** "Clubs" are formal and accredited associations of members of the Society with similar interests, such as a dedication to recreational, social, political, religious, educational, or cultural issues or activities.
 - 3.1.1. The terms "Club" and "Interest Group" shall be used interchangeably.
 - 3.1.2. Clubs must be open to all members of the Society, as well as PGSS members, as per Article A-1.5 of this Vice-President's by-laws.
 - 3.1.3. Should a Club wish to have a distinction, exclusion, or preference in membership or in the eligibility of executive officers, such as a nominal membership fee, it must be included in the group's constitution, and ratified by the Interest Group Committee of Council and by Council. No such distinction may violate any part of the SSMU Constitution.

- 3.1.4. All executive officers or collective members and voting members of SSMU Clubs must be members of the Society except by special agreements approved by SSMU Legislative Council. No less than half of the executive officers or collective members and voting members of SSMU Clubs may be SSMU members.
- 3.2. **Accreditation Procedures for Interim Clubs:** The formation of a Club may be proposed by any ten (10) members of the Society by submitting an application and constitution to the Interest Group Coordinator.
- 3.2.1. The Interim Club application form may be found on the SSMU Website.
- 3.2.2. The Interest Group Coordinator shall make a recommendation regarding the proposed club's accordance to the following principles to the Interest Group Committee of Council:
- 3.2.2.1. The proposed Interim Club must have a clear and complete application, demonstrating a necessary and feasible mandate;
- 3.2.2.2. The proposed Interim Club mandate and constitution must not violate the SSMU Constitution or any relevant Vice-Presidents and procedures, including but not limited to the Equity and Sustainability policies;
- 3.2.2.3. The proposed Interim Club mandate must not overlap with existing Clubs to the point that it would be in competition with an accredited SSMU Club or Service, and
- 3.2.2.4. The proposed Interim Club must demonstrate potential long-term sustainability of membership, as judged by demonstrated and potential interest amongst Society members and active attempts at recruiting a wider member base
- 3.2.3. Council may ratify a Club interim status by a simple majority vote.
- 3.2.4. Interim status shall be granted for a period of three (3) to five (5) months of the academic year. The Vice-President (Clubs and Services) may, upon application by the Interim Club, recommendation by the Interest Group Committee, or upon their own motion, extend a Club's Interim status. Interim Clubs that fail to apply for or receive an extension of their Interim status or to submit an application for Full-Status as outlined in Article A-3.5 of this Vice-President, lose any Club status or Society Accreditation.
- 3.3. **Mandatory Procedures of Interim Clubs:** Interim Clubs must, upon notice of approval from the Interest Group Committee, submit Executive Contact and Insurance Information to the Interest Group Coordinator, and begin following all other Mandatory Procedures for Interim and Full-Status Clubs as outlined in Article A-3.6 of this Vice-President's by-laws.
- 3.4. **Privileges of Interim Clubs:** Interim Clubs, as a "trial period" for SSMU Club status, do not receive all the privileges of Full-status Clubs, as outlined below:
- 3.4.1. Interim Clubs may apply for mention in various Students' Society media, submit posters to be posted on SSMU Building bulletin boards at the SSMU Front Desk, and book rooms, tables, and equipment at no cost, as per relevant policies, subject to logistical limitations and availability.
- 3.4.2. **Funding:** Interim Clubs may apply to Event/Project Funds, such as the Green Fund, Ambassador Fund, and Campus Life Fund, but are ineligible for the Club Fund.
- 3.4.3. **Activities Night:** Interim Clubs may participate in Activities Night at no cost.
- 3.5. **Full-Status Club Accreditation Procedures:** Interim status groups may, prior to the expiry of their interim status, apply in writing for full Club status to the Interest Group Coordinator. The Vice-President (Clubs and Services) shall forward the application for review to the Interest Group Committee of Council.
- 3.5.1. The Interest Group Committee of Council shall review the application and make a decision regarding the requested full status to Council. It will ensure that:
- 3.5.1.1. The Club demonstrates evidence of an active member base among members

- of SSMU beyond the executive at the discretion of the Interest Group Committee.
- 3.5.1.2. The Club has the requisite executive officers or collective members according to its constitution;
 - 3.5.1.3. The club has been actively working to fulfill their mandate as demonstrated by presenting a summary of a finished product, running a political or social campaign, running activity oriented weekly or biweekly meetings, or organizing three or more significant events through application forms found on the SSMU website, as posted by the Interest Group Coordinator.
 - 3.5.1.4. The Club has not contravened the SSMU's Constitution or Vice-Presidents in its three to five months of Interim Status existence;
 - 3.5.1.5. The Club has been financially viable and responsible in its operations.
 - 3.5.2. Council may ratify a Club's Full Status by a simple majority vote.
 - 3.5.3. Interim Clubs rejected for Full Status will lose all SSMU Club status, and may only reapply for Interim status if meaningful changes are made to its mandate or operations, as demonstrated through a new application for Interim Status sent to the Interest Group Coordinator and reviewed by the Interest Group Committee.
 - 3.5.4. If, after five (5) months, the interim Club has not applied for full Club status and has not obtained an extension of interim status, the Club may be deemed inactive by the Vice-President (Clubs and Services).
 - 3.5.5. An Interim Club may regain active status within the academic year it was granted interim status by submitting a cover letter outlining its activities since deemed inactive and a membership list of at least ten (10) members to the Interest Group Committee for review.
 - 3.5.6. In the case that Interest Group Committee deems the Club active and ready to apply for Full status, the club has three (3) academic months to do so.
 - 3.5.6.1. An Interim Club will be deemed permanently inactive after one academic year of inactive status. If a member wishes to revive such a club, an interim status application must be filed.
 - 3.5.7. Club status shall be recorded and tracked by the Interest Group Coordinator on the Accredited Group Master List.
- 3.6. **Mandatory Procedures for Interim and Full-Status Clubs:** Failure to comply with any of the following mandatory procedures or any other Society Vice-President or policy may result in sanctions as per Article A-3.9.
- 3.6.1. **Executive Contact Information:** A Club shall be considered "inactive" if it fails in any year to register the name and contact information of at least two (2) executive officers or collective members by September 15th. At least two (2) listed Club Executives or collective members must be designated as SSMU Contact positions, whether these are the Club's VP External(s), financial or administrative Coordinator(s), or specific SSMU point people.
 - 3.6.1.1. Any Club which replaces any of these executive officers must notify the Interest Group Coordinator immediately and submit the name and contact information of an alternative active executive officer or collective member.
 - 3.6.2. **Identification:** Clubs shall identify themselves on all publications and promotional materials with the following tagline: "A club of the SSMU (Students' Society of McGill University), an undergraduate students' association at McGill University."
 - 3.6.2.1. Clubs shall only be permitted to use the "McGill" name and associated wordmarks and crests as outlined in the most current Memorandum of Agreement between the SSMU and McGill University.
 - 3.6.3. **Constitution:** All Clubs must ensure that an up-to-date copy of their Constitution is on file with

the Vice-President, Clubs and Services.

3.6.3.1. Any modification to the constitution or Vice-Presidents of any Club must be submitted in writing to the Vice-President (Clubs and Services) must meet the requirements of this Vice-President and must be ratified by Council by a simple majority vote.

3.6.4. **Transition/Training attendance:** The Vice-President (Clubs and Services) must hold SSMU club orientation training sessions every September, and at least one (1) executive officer or collective member from every Club must attend. Failure to attend may result in sanctions as per Article A-3.9.

3.6.5. **Audits and Funding:** A Club may be considered inactive if it fails in any year to submit a financial audit to the Vice-President Clubs and Services by June 1st.

3.6.5.1. No club or interest group may obtain a fee levy since all clubs and interest groups are internally funded.

3.6.6. **Insurance information submissions:** Interim and Full-status Clubs must submit information about all their activities and events to the Vice-President (Clubs and Services) in order for the activities of the Club to be covered by the Society's insurance.

3.6.6.1. Insurance information received by the Vice-President (Clubs and Services) is sent to the Society's insurance brokers for confirmation of coverage. Clubs may proceed with events and activities described in their insurance information submissions if and only if the request is not denied by the Society's insurance providers.

3.6.7. **Contracts and Contractual Services:** No Interim or Full-status Club may directly hire any staff or pay any individual an amount of money for an amount of work done.

3.6.7.1. Any exception to this policy must be approved by the Vice-President (Clubs and Services) and the General Manager through written appeal. Clubs found to be violating this policy may be sanctioned as per Article A-3.9.

3.6.7.2. A Club cannot sign any kind of contract or written agreement without the approval of the Vice-President (Clubs and Services).

3.6.7.3. Chief financial officers of SSMU Clubs shall submit all potential contracts involving any monetary value or obligations on the part of the Club to the Vice-President Clubs and Services for evaluation before signing the contract. The Vice-President Clubs and Services shall evaluate the legal and financial soundness of the contract with the advice of the General Manager and return it to group in an expedient manner.

3.6.7.4. Any contract that requires any obligations on the part of the Club must not violate any room booking, table booking, or other policy of the Society.

3.7. **Privileges Granted to Full-Status Clubs**

3.7.1. **Funding:** Full-status Clubs are eligible to apply for funding from the SSMU Club Fund.

3.7.1.1. Both interim and full status Clubs may apply to Event/Project Funds, such as the Campus Life Fund, the Green Fund and the Ambassador Fund.

3.7.2. **Mailboxes:** Full-status Clubs may apply to the SSMU Front Desk Receptionist to receive a mailbox in the SSMU Building if the Club receives more than ten (10) pieces of mail per month.

3.7.2.1. Club Mailbox assignments and administration is at the discretion of the SSMU Front Desk receptionist, with advice from the Vice-President (Clubs and Services).

3.7.3. **Promotions:** Full-status Clubs may apply to receive web space, mention in various Students' Society media, and room and table rentals at no cost, subject to logistical limitations and availability.

3.7.4. **Activities Night:** Full-Status Clubs may participate in Activities Night at no cost.

3.7.5. **Office Space:** Full-status Clubs may apply for office spaces. Full status clubs who wish to

keep their office space must re-apply for office space every year, at the end of the winter semester. Failure to do so will result in losing the office space. Office space may be revoked at the discretion of the Vice-President (Clubs and Services) if any Building policies described in the Office Memorandum of Agreement, such as the storage of flammable materials or the consumption or storage of alcohol, are found to have been violated.

3.7.6. **Locker Space:** Full-status Clubs may apply to receive locker space. Full-Status Clubs who wish to keep their locker space must re-apply for locker space every year, at the end of the winter semester. Failure to do so will result in losing office space. Locker space may be revoked at the discretion of the Vice-President (Clubs and Services) at any time if any Building policies are found to have been violated, such as the storage of hazardous materials.

3.8. **Club Representation to Legislative Council:** A Clubs Rep shall be elected as per SSMU By-Law Book I, Article 22.

3.8.1. Each Clubs Rep shall fulfill the following responsibilities:

3.8.1.1. Holding regular office hours, at least one hour per week, posted on relevant websites and sent out in the C&S listserv,

3.8.1.2. Reporting to Interest Group Committee at every meeting,

3.8.1.3. Bringing the discussions from Clubs Councils to Legislative Council and Interest Group Committee,

3.8.1.4. Complete at least one project per year, as defined by an event, policy, financial, or other project as mandated by the Interest Group Committee,

3.8.1.5. Fulfilling all other reporting, attendance, and other requirements of Councilors as per SSMU Vice-Presidents.

3.8.2. Interest Group Committee may recommend removal from office for failure to fulfill the above responsibilities, through the procedures outlined in SSMU By-Law Book I, Article 22.3.

3.9. **Sanctions for Interim and Full-Status Clubs:** Sanctions for Interim and Full-Status Clubs may include a denial of funding, office space and other support and privileges, at the discretion of the Vice-President (Clubs and Services).

3.9.1. If a Full-Status Club fails to submit Executive Contact Information for twenty-four (24) consecutive months, the Club will be deemed inactive and lose Accredited status.

3.9.1.1. Any money remaining in an inactive Club bank account will be transferred by the SSMU Accounting department into the Club Fund.

3.9.2. One or more of these privileges may be temporarily revoked, for a period not exceeding one (1) semester of the academic year by a simple majority vote of Council.

3.9.3. One or more of these privileges may be permanently revoked for a period exceeding one (1) semester, permanently or indefinitely by two-thirds (2/3) majority vote of Council.

3.9.4. Interim or Full Club Status may be revoked according to Article A-3.9.

3.10. **Revocation of Club Accreditation:** Council may revoke a full or interim status Club's accreditation by a two-thirds (2/3) majority vote. Council must give the Club fourteen (14) days written notice of the meeting of Council at which the motion to remove accreditation will be moved.

Article 4: SSMU-Affiliated Independent Student Groups (ISGs)

4.1. **Definitions and Mandatory Characteristics:** SSMU-affiliated "Independent Student Groups" ("ISGs") are primarily student-based organizations who provide some desirable benefit to students and others in the McGill community. While they exist outside the framework of the SSMU, they are granted many of the same privileges as Clubs and Services in order to facilitate their serving students.

4.1.1. These groups are not SSMU "Services" or "Clubs", or even "SSMU groups," but rather

completely independent from the SSMU governance structures.

- 4.2. **Accreditation Procedures for SSMU-Affiliated Independent Student Groups:** To receive ISG status, three (3) members of the Society must demonstrate that at least fifteen (15) members of the Students' Society are active members of the ISG, jointly submit written reasons for their request for ISG status and must submit a copy of the ISG's constitution to the Vice-President, Clubs and Services.
 - 4.2.1. The Vice-President (Clubs and Services) must be satisfied that the ISG is student-based and beneficial to the members of the McGill community.
 - 4.2.2. The Vice-President, Clubs and Services shall, upon fully reviewing the application, make a decision regarding the requested ISG status to Council.
 - 4.2.3. Council may ratify ISG status by a simple majority vote.
- 4.3. **Mandatory Procedures for SSMU-Affiliated Independent Student Groups:** An ISG shall be considered inactive if it fails in any year to register the name and contact information of its Chief Executive Officer by September 15th.
 - 4.3.1. If the Chief Executive Officer (or person in position of similar administrative authority) of an ISG is replaced, the ISG must notify the Vice-President, Clubs and Services immediately and submit the name and contact information of an alternative active executive officer.
 - 4.3.2. Any modification to the constitution or Vice-Presidents of any ISG must be submitted in writing to the Vice-President (Clubs and Services) who must ensure that the organization is still student-based and beneficial to members of the McGill community
- 4.4. **Privileges Granted to SSMU-Affiliated Independent Student Groups:** All ISG rights and privileges, other than those contractually agreed upon between the SSMU and the ISG in question, are secondary, and subject to, the privileges of SSMU Clubs and Services.
 - 4.4.1. An ISG may apply to receive a mailbox in the SSMU Building, web space, mention in various Students' Society media and room and table rentals at no cost, subject to logistical limitations and availability.
 - 4.4.2. An ISG may participate in Activities Night at no cost, subject to availability.
 - 4.4.3. An ISG may apply for funding through the SSMU Event/Project Funds, such as the Campus Life Fund, the Green Fund and the Ambassador Fund.
 - 4.4.3.1. ISGs are ineligible for Club Subsidy funding.
 - 4.4.4. ISGs are ineligible for free office space but can enter into a lease agreement with the SSMU for office space.
 - 4.4.5. Any exception to these privileges may be made at the discretion of the Vice-President, Clubs and Services, subject to an appeal by the ISG to Council which may reverse the Vice-President, Clubs and Services by simple majority vote.
- 4.5. **Revocation of Independent Student Group Accreditation:** If the Vice-President (Clubs and Services) finds, at any time, that the organization no longer meets the requirements for an ISG under this Vice-President, they may make a recommendation to Council for a revocation of the ISG's status.
 - 4.5.1. Council may revoke the ISG's accreditation by a two-thirds (2/3) majority vote. Council must give the ISG fourteen (14) days written notice of the meeting of Council at which the motion to remove accreditation will be tabled.

Article 5 – Donation and Sponsorship Funding

Purpose

- 5.1 The primary purpose of Donation and Sponsorship Funding shall be the disbursement of fees collected on behalf of fee-funded Services including but not limited to, TVM: Student Television, the Sexual Assault Center of the McGill Students' Society, the Union for Gender Empowerment, Midnight Kitchen, McGill Student Emergency Response Team, and Queer McGill.
- 5.2 Donation and Sponsorship Funding shall be a monetary contribution to groups, events, or projects that share a similar mandate to the Service in question.
 - 5.2.1 Donation and Sponsorship Funding must be an extension of a Service's primary operations, and must not be inconsistent with that Service's mandate.

General Provisions

- 5.3 All fee-funded Services are eligible to allocate up to 10% of their total fee levy to Donation and Sponsorship Funding.
 - 5.3.1 This amount will be determined in conjunction with the Vice-President (Finance and Operations) during the budget revision process in September.
 - 5.3.2 Up to a maximum of half of this total amount shall be paid out in the first semester.
- 5.4 Requests for Donation and Sponsorship Funding must be submitted in a manner not inconsistent with internal procedures for cheque requisitions and must be accompanied by:
 - 5.4.1 The relevant application from the group or organization to the Service;
 - 5.4.2 The minutes of the Service's meeting explicitly detailing the application review process, the amount approved, and the understanding of its purpose.
- 5.5 All Donation and Sponsorship Funding must have the approval of both the Vice-President (Clubs and Services) and the Vice-President (Finance and Operations) prior to written or verbal confirmation of funding to the group or organization in question.
- 5.6 In the event the Vice-President (Clubs and Services) and Vice-President (Finance and Operations) cannot come to agreement, the application must be brought to Executive Committee and will be approved by a majority vote.
- 5.7 It will be the responsibility of the Vice-President (Finance and Operations) to communicate to the relevant Service if and when their Donation and Sponsorship Funding request has been rejected, and the grounds for its rejection in a timely manner.
- 5.8 It will be the responsibility of the Service to create an application form for groups and organizations wishing to receive Donation and Sponsorship Funding that contains:
 - 5.8.1 Which organization or entity the donation is supporting;
 - 5.8.2 Which event, project, or group the donation is supporting;
 - 5.8.3 How this fulfills the primary mandate of the Service allocating the Donation and Sponsorship Funding.
- 5.9 Donation and Sponsorship Funding requests may not span fiscal years
 - 5.9.1 In the event a Service approves an application for a previous fiscal year, they will do so with the understanding that the approved amount will be withdrawn from the current fiscal year.
- 5.10 Donation and Sponsorship Funding may not be paid out directly to organizations, but instead must be allocated towards specific expenditures within events or projects.
- 5.11 Donation and Sponsorship Funding may not be paid out to organizations or events that do not directly benefit McGill students.

- 5.12 Donation and Sponsorship Funding may not be disbursed for the purposes of funding basic operation expenses of other organizations including but not limited to: rent, utilities, and salaries.
- 5.13 Donation and Sponsorship Funding may not be disbursed for the purposes of funding capital expenditures whose use and value exceed the timeframe in which the project or event takes place.
- 5.14 A report by the Vice-President (Clubs and Services) and the Vice-President (Finance and Operations) at the end of each semester shall be brought to council presenting the breakdown of each service's use of Donation and Sponsorship Funding.

Schedules

6.1. Schedule A: Accredited SSMU Services

- 6.1.1. The following Services are accredited by Council:
 - 6.1.1.1. Black Student's Network;
 - 6.1.1.2. Elections McGill;
 - 6.1.1.3. First Year Council;
 - 6.1.1.4. The Flat Bike Collective;
 - 6.1.1.5. SSMU DriveSafe;
 - 6.1.1.6. Mature and Re-entry Students' Association;
 - 6.1.1.7. McGill Student Emergency Response Team (M-SERT);
 - 6.1.1.8. McGill International Students Network (MISN);
 - 6.1.1.9. Midnight Kitchen;
 - 6.1.1.10. SSMU Musicians' Collective;
 - 6.1.1.11. Nightline;
 - 6.1.1.12. Plate Club;
 - 6.1.1.13. Players' Theatre;
 - 6.1.1.14. Organic Campus;
 - 6.1.1.15. Queer McGill;
 - 6.1.1.16. Savoy Society;
 - 6.1.1.17. Sexual Assault Centre of McGill Students' Society (SACOMSS);
 - 6.1.1.18. TVM: Student Television at McGill;
 - 6.1.1.19. SSMU Volunteer Program;
 - 6.1.1.20. SSMU Walksafe; and,
 - 6.1.1.21. Union for Gender Empowerment.
- 6.1.2. This schedule is not binding on the Students' Society.
- 6.1.3. The list of Services enumerated in this schedule shall not be interpreted as exhaustive. This schedule shall be deemed amended whenever a Service or qualifying group gains or loses Service status in accordance with 2.9.

6.2. Schedule B: Accredited SSMU-Affiliated Independent Student Groups (ISGs)

- 6.2.1. The following ISGs are currently accredited according to Vice-President 4.2:
 - 6.2.1.1. AIESEC;
 - 6.2.1.2. CKUT;
 - 6.2.1.3. Daily Publications Society;

- 6.2.1.4. McGill Farmers' Market;
- 6.2.1.5. Ghetto Shul;
- 6.2.1.6. Golden Key Society;
- 6.2.1.7. International Relations Students at McGill (IRSAM);
- 6.2.1.8. McGill Karate Club;
- 6.2.1.9. Legal Information Clinic at McGill (LICM);
- 6.2.1.10. Music Theatre Montreal;
- 6.2.1.11. Quebec Public Interest Research Group (QPIRG);
- 6.2.1.12. Tribune Publications Society.

6.2.2. This accreditation may be revoked according to Vice-President 4.5.

6.3. Schedule C: Events Run by the Vice-President (Clubs and Services)

6.3.1. Events run by the Vice-President (Clubs and Services) that are mandated to occur annually are defined in Schedule C of this Vice-President.

6.3.2. The following events are mandated to be run by the Vice-President (Clubs and Services):

- 6.3.2.1. Fall Activities Night;
- 6.3.2.2. Winter Activities Night;
- 6.3.2.3. Culture Shock, in cooperation with QPIRG;
- 6.3.2.4. Social Justice Days, in cooperation with QPIRG;
- 6.3.2.5. Clubs Feedback Forum.

CLUBS AND SERVICES VICE-PRESIDENT BOOK:

Part B – Building

Article 1: Building Values and Vision

- 1.1. **Broad student space goals:** The priority of the SSMU Building shall be to provide space for student groups and activities, according to the Priority Categories outlined in Article B-1.4.
- 1.2. **Lease negotiations guiding principles:** The Society shall prioritize the following in negotiating agreements relevant to student space:
 - 1.2.1. The longest possible term of lease;
 - 1.2.2. As much useful building space possible available for student groups and activities to meet demand;
 - 1.2.3. The most financially sustainable agreement possible.
- 1.3. **Sustainability and Equity:** The Building shall serve as a leader in sustainable and equitable practices on campus, recognizing the interconnectedness between social, economic, and environmental sustainability. The Building Committee shall consult the Sustainability Plan, SSMU Sustainability Coordinator, Green Building Coordinator, Environment Committee, Sustainability checklist, and the Equity Policy, Equity Committee, and Equity Commissioners, and other relevant policies, staff, student groups and research wherever possible to establish the SSMU Building as a leader in sustainable building and space practices.
- 1.4. **Priority categories:** The following shall be the precedence list for booking space in the SSMU Building:
 - 1.4.1. Priority 1 - Students' Society Activities specifically constituted and budgeted to hold events requiring use of the Building and any other events specifically approved by Legislative Council to fall into this category.
 - 1.4.2. Priority 2 - Students' Society Services with approved budgets.
 - 1.4.3. Priority 3 - Students' Society-recognized full-status clubs.
 - 1.4.4. Priority 4 - Students' Society-recognized interim status clubs
 - 1.4.5. Priority 5 - SSMU-Affiliated Independent Student Groups.
 - 1.4.6. Priority 6 - Faculty and School Societies, and their departmental associations or internal groups if coordinated by the Faculty or School Society.
 - 1.4.7. Priority 7 - All other organizations or individuals.

Article 2: General Regulations (Whole Building)

- 2.1. **Definitions:**
 - 2.1.1. This By-Law Book includes the following by-laws as well as Appendices 1-8 with specific procedural information, and a Schedule A, and should be read in conjunction with the SSMU Constitution and all SSMU Policies relevant to the SSMU Building, including but not limited to the Equity and Sustainability Policies.
 - 2.1.2. The William Shatner University Centre, also referred to as the "**SSMU Building**," refers to the building located at 3480 McTavish and operated by the Society as per the Lease of Agreement with McGill University. In this Vice-President, "SSMU Building" means the William Shatner University Centre.
 - 2.1.3. An "Event Organizer" for the purpose of this by-law is defined as one of the key point people for an event, designated as such on the Room Booking Request form. At least two Event Organizers must give the SSMU Events Administrator their contact information via the Room Booking

- Request form for an event request to be approved.
- 2.1.4. The Responsible Group for an event is the group (Internal or External to SSMU) to which the Event Organizers belong.
 - 2.1.5. The "SSMU Room Booking System" ("SSMURBS") refers to the online system maintained by the SSMU on the SSMU website for event request submissions.
 - 2.1.6. The "Room Booking Request form" is a page of the SSMU Room Booking System (SSMURBS) which requires basic information outlined in the Event Booking Procedures Appendix A from Event Organizers.
 - 2.1.7. Accredited SSMU student groups are those McGill student groups which are recognized by the Society as defined in and registered through procedures described in By-Law Book II-1, including:
 - 2.1.7.1. Students' Society activities;
 - 2.1.7.2. Students' Society full- and interim-status Clubs, Services and Independent Student Groups;
 - 2.1.7.3. Faculty and School Associations;
 - 2.1.7.4. Departmental Associations and other groups directly affiliated with Faculty or School Associations are not considered Accredited through SSMU. These groups may only book space for free in SSMU as internal groups by being directly sponsored by their Faculty or School Association, as defined by adherence to the Internal Event definition below by the relevant Faculty or School Association's executives.
 - 2.1.8. "Internal" events for the purposes of this by-law are defined as room or event bookings made in the name of one of the above Accredited SSMU groups, and satisfying the following criteria:
 - 2.1.8.1. The Event Organizers from the Internal group must be present, organizer must be a recognized group executive (as determined in below list and included in most recently-updated executive contact form submission – eg club or service or ISG or faculty association executive)
 - 2.1.8.2. Event promotional materials (including but not limited to website, listserv blurbs, posters, etc) must include the Internal group's name,
 - 2.1.8.3. An Event Organizer must serve as signatory for equipment rental form, if applicable, must be from the internal group's executive, making the internal group responsible for any fees, damages, or sanctions incurred before, during, or after the event.
 - 2.1.8.4. Events not meeting the above criteria and not co-sponsored by the SSMU or otherwise deemed exceptionally internal by the Vice-President (Clubs and Services) must pay the External room booking fees as outlined in the schedule determined by the Building Committee.
 - 2.1.9. First or Fall semester shall run from August 16th to December 31st and the second or Winter semester shall run from January 1st to April 30th.
 - 2.1.10. The Summer semester shall run from May 1st to August 15th.
 - 2.1.11. Weekend nights are Thursday through Saturday, inclusive.
 - 2.1.12. Nights are defined as 8PM until 4AM
 - 2.1.12.1. Exceptions may be made to the building hours at the discretion of the Building Managers. Extensions of the hours may result in overtime porter fees being charged to the group responsible for the event.
 - 2.1.13. The closing hours for social events shall be as approved by the Building Committee and posted on the SSMU website and listserv for the summer, fall, and winter semesters..
 - 2.1.14. "Building Tenants" refers to those tenants of the SSMU Building with whom the Society holds subleases.
- 2.2. **Building Oversight and other relevant policies:** Any member of the Society may propose the introduction of a new rule, the voiding of an existing rule, or the modification of an existing rule by making a written request to the Vice-President (Clubs and Services) to be brought to SSMU Building

Committee.

- 2.2.1. Any changes to these rules must be brought to the Building Committee for review and to Legislative Council for approval.
 - 2.2.2. Copies of these rules and regulations will be made available on the SSMU website.
 - 2.2.3. The content of this Vice-President is subject to change without notice. It is the obligation of each accredited group and building user to keep aware of changes in the Centre's rules and regulations.
 - 2.2.4. In the case of inconsistency between these regulations and any Canadian, Quebec, or municipal law or regulation, Quebec, Canadian, and municipal law and regulations shall always prevail.
 - 2.2.4.1. All events in the Centre and others hosted by SSMU outside the building are subject to provincial and municipal alcohol laws, a copy of which can be obtained from the Building Managers.
 - 2.2.4.2. Room capacities according to fire regulations will be posted on the SSMU Website, and shall always be followed.
 - 2.2.5. **Schedule of Fines and Fees:** All fines, charges, and other financial fees referred to in this policy will be determined by the Building Committee of Council, in consultation with the Building Managers, and re-evaluated at least annually. All fees are subject to change without notice.
 - 2.2.6. **Building Committee:** Building Committee, with ratification from SSMU Legislative Council, has final authority over decisions of space allocations and Space Fund-funded renovations projects, as per the Building Committee Terms of Reference found in the SSMU Committee Terms of Reference Book.
 - 2.2.7. **Building Managers:** The Vice-President (Clubs and Services) and the General Manager (hereinafter "Building Managers"), or either of them, have full authority and responsibility for the implementation of the rules and regulations set out in this Vice-President.
 - 2.2.7.1. The Building Managers may make urgent decisions as necessary between meetings of Building Committee, to be later ratified at Building Committee.
 - 2.2.8. **Building Personnel**
 - 2.2.8.1. The Building porters and security staff shall report to the General Manager.
 - 2.2.8.1.1. All Porters, Security Agents and other Building Personnel employed in the William Shatner University Centre shall include the logo or words "SSMU" or "Students' Society of McGill University" clearly displayed under their names (optional), on their uniforms.
 - 2.2.8.2. The Events Administrator shall be responsible for coordinating booking and use of the William Shatner University Centre, as outlined in Appendix 1.
 - 2.2.9. **Other SSMU Policies:** Any other relevant policy of the SSMU applies to the use of the SSMU Building, including but not limited to the SSMU Equity and Sustainability Policies. In case of a discrepancy between these by-laws and the SSMU Constitution, the Constitution always prevails.
- 2.3. **Implementation, Enforcement and Sanctions:** Any violations of these regulations shall be reported by the building porter and/or security personnel to the Vice-President (Clubs and Services) and General Manager.
- 2.3.1. The group concerned shall be notified of such violations by the Building Managers, or staff under their direction.
 - 2.3.2. Sanctions or penalties may be incurred by a responsible group for the following reasons:
 - 2.3.2.1. **No-show bookings:** If an event is not cancelled as per the Cancellation policy and the event is audited, and a group is found to have failed to cancel their event, penalties may be incurred.
 - 2.3.2.2. Equipment is damaged, lost, or stolen, not returned on time, or improperly replaced.
 - 2.3.2.3. The group is found to have booked the space for use by another group, or

- 2.3.2.4. Violation of any of the other by-laws in this book, other SSMU By-Laws as published on the SSMU website, or the SSMU Constitution or other policies or laws.
- 2.3.3. **Sanctions:** Groups that fail to abide by the regulations contained in this section or described above will be sanctioned as decided by the Building Managers. Sanctions may include but are not limited to:
- 2.3.3.1. The responsible group may be charged any resulting hourly porter or cleaning fees. Failure to pay the fine will render the group ineligible to request space in the Building until the fine is paid.
- 2.3.3.2. The responsible group may be charged for damages or lost equipment, as per the rental agreement contract form.
- 2.3.3.3. The responsible group may lose room booking privileges for any amount of time as determined by the Building Managers.
- 2.3.3.4. Any organization using space for an event of any kind in the Centre, whether free of charge or rented, shall be held fully responsible to pay for all damage caused to the property of the University or the Students' Society, directly or indirectly, as a result of such event.
- 2.3.3.5. The Building Managers, as soon as they become aware of any loss or damage attributable to a specific organization, shall inform the chief executive officer of that organization, in writing, of the nature and extent of the damages. As soon as the costs involved become known to the Building Managers, they shall be communicated to the chief executive officer of the organisation, with a copy to the Comptroller. The Comptroller shall set up replacement as a receivable and invoice the group accordingly. If the group in question is funded by the Students' Society, the expense shall be deducted immediately from the group's budget.
- 2.3.3.6. The Comptroller shall send a second notice to any organization failing to pay the cost of repair or replacement within one (1) month. Failure to pay within two (2) weeks of the second notice shall render the organization ineligible to have space in the Centre. The Comptroller shall inform the Building Managers when the organization has failed to meet its obligations.
- 2.3.3.7. Willful damage to the building or its contents is a serious offence. In all cases, individuals are liable to prosecution under the law. McGill students are also subject to the provisions of the University Disciplinary Code.
- 2.3.3.8. Internal groups may get one or two warnings ("strikes") for certain event procedure violations at the discretion of the Vice-President (Clubs and Services) and General Manager before being sanctioned, if deemed allowable.
- 2.3.3.9. External Groups who have signed room booking, table booking, or other contracts with the Society are bound by all regulations and the violation clauses contained therein.
- 2.4. **Lost & Found:** The SSMU Security Manager, with support from the Office Manager, is responsible for maintaining the SSMU Lost and Found. The SSMU is not responsible for lost items in the SSMU Building. Items turned in to the SSMU Lost and Found are only distributed to claimants with sufficient proof of ownership, and are donated to charity after a significant amount of time.
- 2.5. **Theft and Damage:** The Building Managers shall be informed of any damage or theft and reports of such acts shall be dealt with at their discretion.
- 2.5.1. The Students' Society is in no way responsible for the theft of or damages to personal possessions.
- 2.6. **Forbidden Items:** Basic things not allowed in the building for security reasons – presence of any of these violations in Club, Service, or ISG offices or events will result in sanctions as outlined in Article B-2.3 of this by-law.

- 2.6.1. Lit candles;
- 2.6.2. Space heaters;
- 2.6.3. Lighter fluid and propane;
- 2.6.4. Stovetops and food heating devices; or
- 2.6.5. Other flammable or potentially dangerous items at the discretion of the Security Manager or any SSMU Security Agent acting on their behalf.
- 2.6.6. Alcohol purchased outside of the building: Alcohol may only be consumed in the Building where permitted, and no alcohol may be brought in to the Building if not purchased legally within the Building, at Gerts or an approved event.
- 2.6.7. Individuals found to be carrying any of the above hazardous items may be asked to give up the items or leave the premises.
- 2.7. **Bilingualism:** All signs in the SSMU Building shall be in English and French, in accordance with government regulations.
- 2.8. **Pet Policy:** Pets are not allowed in the Centre.
 - 2.8.1. Guide dogs shall not be considered pets.
 - 2.8.2. The Building Managers may make additional exceptions to this policy.
- 2.9. **Smoking:** Smoking is banned throughout the Centre, in accordance with government regulations.

Article 3: Event Bookings and Equipment Rentals

- 3.1. **Basic Principles:** Bookings and Events must follow the relevant appendices to this by-law (regarding event bookings, events with alcohol, equipment rentals, and coat check), as applicable, as well as all relevant by-laws and policies, such as the SSMU Equity Policy.
 - 3.1.1. Event space is to be prioritized as per the Priority Categories outlined in Article B-1.4.
 - 3.1.2. All use of the University Centre by non-accredited groups is to be charged, as per the fee schedule recommended by Building Committee and approved by Legislative Council, and if approved posted on the SSMU Website.
 - 3.1.3. Any Event/Room or Equipment booking issues or proposals shall be brought to the Vice-President (Clubs and Services) for consideration.

Article 4: Offices and Locker Space for Accredited Student Groups

- 4.1. Groups assigned or applying for office or locker space for a given term must follow all procedures outlined in Appendix 5 of this by-law.

Article 5: Publicity, Postering, and Table Bookings

- 5.1. Accredited and External groups or individuals must follow the following basic principles for publicity, postering, and table booking in the SSMU Building, as well as the procedures outlined in Appendix 6 of this by-law, and additionally for external groups as outlined in any signed table booking contract:
 - 5.1.1. No group shall offer items including but not limited to food or commercial products for sale or distribution which compete with Building Tenants.
 - 5.1.2. Direct solicitation of persons in the lobby shall not be permitted at any time.
 - 5.1.3. Only members of the group that reserves a table may work at the table.
 - 5.1.4. A group may not reserve tables on behalf of another group. A group found to be doing so must leave the premises, and may lose future booking privileges at the discretion of the

Vice-President (Clubs and Services) or be otherwise sanctioned at the discretion of the Building Managers and in Article A-1.3 of this By-Law Book.

- 5.1.5. The Building Managers may, at their discretion, determine what may constitute acceptable conduct at any table, and any Building Manager may close any table if, after a warning, the group or individual at the table fails to comply with any of the above requirements or otherwise engages in conduct that is not acceptable.
- 5.1.6. Student groups will, whenever possible, be given priority over external groups in the allocation of prime table space.

Appendices

Appendix 1: Event Booking Procedures

1. A list of and information about the spaces available for event booking can be found in Schedule A of this by-law, and in more detail on the SSMU website.
2. All events must have one (1) or two (2) designated "Event Organizer(s)" who are individuals from the group making the room booking and must be present at the event and are responsible for securing all additional room booking logistics, such as but not limited to signing equipment rental forms and any other event contract forms as needed. Other duties of designated Event Organizers include:
 - 2.1. Event Organizers must pick up and properly dispose of any garbage etc. left after their event, keeping sustainability priorities in mind.
 - 2.2. Event Organizers must remain until all guests, entertainers and equipment involved in the event have left the Centre.
 - 2.3. Failure to fulfill the responsibilities of Event Organizers may result in penalties or fees as described in the Clubs and Services Portfolio By-Law Book, Article B-2.3.
3. No individual or group may reserve space for the exclusive use of any other individual or group.
 - 3.1. Sanctions such as the responsible group's loss of room booking privileges may be enforced as per Article B-2.3 of this by-law if this rule is violated.
4. Meeting and social activity space in the Centre is provided free of charge for official functions of accredited SSMU student groups, as described in the Priority Categories in Article B-1.4.
5. Accredited groups may not book more than ten (10) hours per week of room use.
 - 5.1. This excludes any special events they wish to carry out on a by-approval basis, as determined by Vice-President (Clubs and Services).
 - 5.2. If an internal group wishes to book beyond the ten (10) allowable free hours per week, they must request special permission from the Vice-President (Club and Services).
 - 5.3. External events must go by fee schedule posted on website and approved by Building Committee.
6. Groups may not be allowed to book space in the SSMU Building if constrained by other policies, including but not limited to the SSMU Equity policy, past violations of building regulations, or failure to pay a fee previously charged to the group, at the discretion of the Building Managers.
7. McGill students or other individuals wishing to book space for private use must pay rent at the external rate even if they are a member of an accredited group.
8. These rooms may all be booked through the Online SSMU Room Booking System (SSMURBS), according to the following schedule:
 - 8.1. Two (2) weeks in advance of the desired event date for all rooms except Ballroom;
 - 8.2. Four (4) weeks ahead of the desired event date for the ballroom.
 - 8.3. The only exceptions to this timeline shall be through the Advanced Room Booking period, according to regulations below and as determined by the Vice-President (Clubs and Services) and advertised with reasonable notice through the Clubs and Services listserv.
 - 8.4. Advanced Room Bookings may only be made at the discretion of the Vice-President (Clubs and Services) and for the Society's own events.
9. Non-accredited organisations (or individuals) may rent space, if available, by completing the room booking request form through the SSMU Online Room Booking System.
10. **Cancellation Policy:** Students wishing to cancel room reservations should give at least forty-

eight (48) hours' notice through email to the Events Administrator or through the online room booking system confirmation email link. Failure to cancel a reservation within this time will result in sanctions.

- 10.1. In the case of the Ballroom, at least one (1) week's notice is required for cancellation.
- 10.2. If a non-affiliated individual or group has a confirmed Ballroom or room booking reservation, with a contract, and decides not to make use of the booking, a notice of cancellation must be given to the Events Administrator as per the conditions for cancellation on the signed event contract, at the discretion of the Events Administrator and/or Building Managers, with failure to do so resulting in fines as described in the reservation contract and/or other penalties at the discretion of the Building Managers.
11. Gerts Pub may be reserved through the Gerts Manager, and Gerts event bookings are not described in nor relevant to this Appendix, but must adhere to all general building policies.
12. **Room Booking Fees:** Fees may be charged depending on characteristics of the booking as determined by the Events Administrator, Security Manager, or Building Managers. Special events, notably most large events in the ballroom and those involving alcohol, may incur the following charges as agreed upon before the event at a meeting between the Events Administrator and Event Organizers on an Event Contract. The fee schedule is approved by the SSMU Building Committee, and includes but is not limited to the following additional fees, and may be found on the SSMU website:
 - 12.1. Porter charges
 - 12.2. Security
 - 12.3. Cleaning
 - 12.4. Server coordinator
 - 12.5. Ballroom Stage Removal: Only Centre building staff are authorized to move and reassemble the Ballroom stage and any additional stage sections. Groups may not paint the stage or put nails or screws into the stage.
 - 12.6. Groups reserving a room (through the Office Manager) for the summer months will be subject to the same fee schedule.
13. This fee schedule shall be revised at least annually by the Building Committee.

Appendix 2: Events with alcohol

1. Events including alcohol in any way in any of the spaces described in Schedule A of this by-law must follow the booking policies described in Appendix 1.
2. All events in the University Centre are subject to provincial alcohol laws, a copy of which can be found on the Regie des alcools website.
3. Student groups hosting events involving alcohol shall promote responsible drinking.
4. All events involving alcohol in the building will be requested through the online room booking system and managed by a SSMU Event Coordinator and the Gerts Bar Operations Manager.
5. Student groups will submit their event requests to the SSMU Events Administrator via the SSMU Room Booking System at least five days before the event to ensure room availability.
6. Should the event request be granted, the Gerts Bar Operations Manager will review the needs of the student group (including cleaning, porter, and security services). A contract for the event will be signed between the student group and the Operations Manager. Once signed, the logistics described in the event contract may not be altered, except by the judgement of the Gerts Bar Operations Manager.
7. Gerts Bar Operations Manager shall be in charge of coordinating security services for the event in consultation with the SSMU Security Manager.
8. A SSMU Alcohol Event Coordinator is mandated to be present at the event, and is responsible for ensuring that the group is following all alcohol regulations.
 - 8.1. The SSMU Event Coordinator will receive their schedule for the event from the Gerts Operations Manager, and shall be present at the event to coordinate equipment and inventory, and supervise bar staff.
9. Students who are acting irresponsibly or who have consumed excessive alcohol will not be served, and may be subject to removal by SSMU Security.
10. The Gerts Bar Operations Manager shall be committed to making the event as sustainable as possible.
11. As such, the Gerts Operations Manager is encouraged to involve SSMU Services (e.g. the Plate Club) that foster sustainable event management.
12. Only Gerts bar employees shall be permitted to serve alcohol at events. The Gerts Operations
13. Manager will schedule Gerts bar employees for each event.
14. The SSMU Events Coordinator will decide last call, supervise the closing of the bar, and will be the last person leaving the event.

Appendix 3: Coat Check procedures, pending Fall 2013 review

1. Any event booking between November 1st and March 15th of a given academic year with over 50 attendees present must operate a coat check system.
2. Any Accredited SSMU student group may provide coat check services in the Centre. All contracts for
3. coat check with Gerts bookings are negotiated through Gert's management.
4. The group is responsible in the coat check area for
 - 4.1. the physical set up of the coat check area;
 - 4.2. the clean up of the area at the conclusion of the event;
 - 4.3. the conduct of its volunteers; and
 - 4.4. the adequate staffing of the area at all times.
5. No article may be claimed without a check stub. Any individual not in possession of a check stub, must wait until the completion of the event to claim the article.
6. Only authorized personnel (as must be specified to in the group's contract with the Society) will be permitted in the coat check area.
7. Any articles left at the conclusion of the event must be given to the Security Supervisor, who shall issue a receipt to the group listing the articles received, and those articles will then become the full responsibility of SSMU Lost and Found.

Appendix 4: Equipment Rental Procedures

1. Technical equipment is available for groups using space in the William Shatner University Centre.
 - 1.1. No group is permitted to reserve equipment for the exclusive use of any other organisation or any group not recognised by the Students' Society.
 - 1.2. No group may reserve equipment without a room or table reservation in the William Shatner University Centre.
 - 1.3. Specifications of the equipment available may be obtained by contacting the Events Administrator.
 - 1.4. No equipment may be taken out of the William Shatner University Centre.
2. The available equipment and fees for Internal and External groups are indicated as posted on the SSMU website.
 - 2.1. All accredited groups shall not be charged.
 - 2.2. All non-accredited groups shall be charged the "External" rental rate.
3. Equipment is reserved through the online room booking system, and having the date and time posted in the reservation book alongside the room reservation and signing a contract, if necessary.
4. Equipment rental will be restricted by regulations on room booking in accordance with Article 4.1.2.
5. Cancellation of room reservations with attached equipment bookings shall also imply the cancellation of equipment bookings.
6. During the duration of the rental the individual or organization will be responsible for the full cost of damages or loss of the equipment.
7. There shall be a fee for late returns of any equipment equal to the full day rental cost of such equipment as stipulated in as posted on the website.
8. Exceptions to the regulations contained in this Vice-President may be made at the discretion of the Building Managers.
9. The Students' Society owns three (3) pianos, which are under the control of the Building Managers. Accredited SSMU student groups may reserve one of the pianos by making a request through the online room booking system.
10. The Events Administrator will ensure that the reserved piano is placed in the room booked for that purpose at the appropriate time. No piano may be moved without the direct supervision of a member of the building staff.
11. Under no circumstances may a piano be removed from the Centre.

Appendix 5: Club, Service, or SSMU-Affiliated Independent Student Group Office Management Procedures

1. **SSMU-Affiliated groups may request office space through the procedures outlined in the Clubs and Services By-Law Book, Part A: Accredited Groups. The following by-law pertains to the management of the space from the building perspective.**
2. Money should never be left in offices, even when under lock and key. If a club has been found to be holding money in their office without supervision, their office privileges may be revoked at the discretion of the Vice-President (Clubs and Services).
3. Groups should consult the Security Supervisor for assistance in managing money and valuable
4. storage as necessary.
5. Groups must follow all rules posted in their offices and according to the signed Office
6. Memorandum of Agreement, including:
 - 6.1. Groups may not take the property or infringe upon the space of their office mates.
 - 6.2. Groups shall not store any money in the office overnight. Groups shall be permitted to use the SSMU's night safe upon meeting with the SSMU Accounting Department.
 - 6.3. Groups shall not store or drink alcohol in the office at any time.
 - 6.4. Groups shall not store any flammable or otherwise hazardous materials in an office, as defined in Article B-2.6 and by the Security Manager or Agent.
 - 6.5. Groups shall be responsible for issuing their office door code discretely to other executives of their group in order to ensure your office's security. Groups shall not share the door code with anyone who has not signed the Office Memorandum of Agreement.
 - 6.6. Groups shall not make any changes to the structure of the office, including painting
 - 6.7. the walls, installing shelving, etc.
 - 6.8. Groups may not remove the Office Rules sign from their office.
 - 6.9. Groups may not post anything on their office doors over the SSMU office information signs.
7. **Storage of Money:** Student groups should deposit funds with the Students' Society Accounting Department for safekeeping. Outside of office hours, they should deposit money in the night depository.
8. This system may be arranged in advance with the Security Manager in case of a large event requiring a cash float.

Appendix 6: Postering Procedures

1. All notices posted in the Centre must be stamped "APPROVED" by the Students' Society. Notices not approved by the Students' Society will be removed. Requests for approval by the Students' Society may be presented at the SSMU Office during normal business hours.
2. The maximum notice time will be two (2) weeks unless a longer period is authorized by the Building Managers. Notices may be brought back to be re-approved not more than three (3) times by the original applicant.
3. Notices may not be posted so as to cover in whole or in part any other notice. Notices in violation of this article shall be removed.
 - 3.9. 49. 20.4 Maximum poster size and number is:
 - 3.10. 8 ½" x 11", two posters
 - 3.11. 11" x 14", one poster
 - 3.12. in special circumstances, the Building Managers may approve larger sizes or more posters
4. No poster for non-McGill commercial groups shall be authorised to appear in the Centre, unless they are provided for in rental agreements entered into by the Building Managers. Exceptions may be made at the discretion of the Vice-President, Clubs and Services.
5. No bars or pubs other than Gert's Pub may be advertised in the Centre. Exceptions for student or university related events may be made at the discretion of the Vice-President Clubs and Services, in consultation with the Executive Committee.
6. Magazines and other printed material that provide no substantial benefit to the student body or are deemed against the principles of the Students' Society Constitution may be prohibited from being distributed in the Centre at the discretion of the Vice-President, Clubs and Services, in consultation with the Executive Committee.
7. Direct solicitation of persons on Centre property shall not be permitted.
8. Digital Signage shall be maintained by the Communications and Publications Manager, under supervision of the Building Managers.
 - 8.1. Building Digital Signage should reflect basic notices about building protocols and regulations, and information about events occurring the in the building, and maintained by the CPM.

Appendix 7: Table Booking Procedures

1. Internal and External Groups may book tables allocated for such purposes by the Building Committee through the following procedures and following all other Building Regulations outlined in the Clubs and Services Portfolio By-Law Book, Part B.
 - 1.1. No group making use of the lobby tables may do so for more than eight (8) days in each calendar month.
 - 1.2. **External Groups:** A contract must be signed in advance for all rentals. Additional tables may be set up with the permission of the Building Managers.
2. The Vice-President, Clubs and Services, may permit a recognised charitable organisation to book a table in advance at no charge providing one is available.
 - 2.1. All external groups shall pay the commercial table rental fee unless waived by the Vice-President, Clubs and Services. Because of SSMU co-sponsorship.
 - 2.2. The commercial table rental fee shall be set by the Building Committee.
3. All groups that are not accredited SSMU student groups at the time of booking the table must present the appropriate license or city permit enabling them to sell items to the public. It is the responsibility of the Building Managers to ascertain if the appropriate documents have been obtained. These groups must pay the commercial rental rate.
4. **Internal Groups:** At the discretion of the Vice-President, Clubs and Services and upon presentation of a valid McGill ID card, accredited SSMU student groups or individual students may use lobby tables without charge.
 - 4.1. Internal Groups are subject to all Sanctions outlined in Article A-3.9 of this By-Law Book for violating any building regulation.
 - 4.2. Tables may be booked through the Office Manager up to three (3) weeks in advance for accredited groups, and two (2) weeks for external groups. Tables will be reserved on a first-come, first-served basis. Reservations in advance of the normal reservation period may be made at the discretion of the Office and Services Manager, in consultation with the Vice-President, Clubs and Services.

Appendix 8: Other Building Spaces and their Management Responsibilities and Procedures

1. **Other spaces in the SSMU Building:** These spaces are specialized and service-oriented and governed both by the Society's regulations and the Constitution of the Service that manages the space.
 - 1.1. If there exists any discrepancy between the procedures of the Society and that of the Service, the Society's shall prevail.
2. The Midnight Kitchen may be booked by internal or external groups only with the approval of both the SSMU Events Administrator and the Midnight Kitchen coordinator.
3. Players' Theatre also has the right to book shows and opening night events in the theatre and theatre lobby space for their own use, as well as for external groups as follows.
 - 3.1. The Players Theatre must register the Services' use of the theatre space annually with SSMU by submitting a list of show dates to the Building Managers and Events Administrators in writing before September 15th of a given academic year.
 - 3.1.1. This list shall be used to determine the needed "Quiet Hours" policy times to ensure extremely loud events are not happening at the same time as Players' Theatre shows.
 - 3.1.1.1. "Quiet Hours" shall be enforced during Players' Theatre's shows and groups requesting event bookings in the ballroom shall be informed in advance.
 - 3.2. The Building Managers shall have final approval on the assignment of the theatre to various groups by the Players' Theatre. The Players' Theatre Executive Committee shall submit a list of productions at the beginning of each session.
 - 3.3. Theatre bookings, after being assigned by the Players' Theatre Executive and approved by the Students' Society, shall be arranged through the Vice-President Clubs and Services and the General Manager.
 - 3.4. The following priority shall be used to determine theatre use:
 - 3.4.1. Players' productions;
 - 3.4.2. Players' co-productions;
 - 3.4.3. Students' Society funded groups who want use of the space (?? How is this booked/requested??); and
 - 3.4.4. External Rentals.
 - 3.5. Provided there is no previous booking, the theatre may be rented per performance and per rehearsal to any outside theatre company.
 - 3.6. No accredited students groups, after renting the theatre, may allow another group to use the theatre without the prior approval of the Students' Society.
 - 3.7. Outside organisations wishing to use the theatre must sign a rental contract with the Students' Society.
 - 3.8. No McGill student group may sign a contract on behalf of the Society for the rental of the theatre.
 - 3.9. A technician appointed by the Players' Theatre must be on hand during all rehearsals and performances in the theatre.
 - 3.10. Non-accredited organizations must pay a rental fee for the use of the theatre.
 - 3.11. All theatre rental fees shall be deposited into the Players' Theatre miscellaneous revenue account.
 - 3.12. Theatre rental rates shall be determined by the Executive Committee.
 - 3.13. One set of keys shall be issued to the outside theatre company after the signing of a rental agreement. They must be returned by the end of the first business day after the conclusion of the rental term.
 - 3.14. In the event that the keys are not returned, the outside theatre company shall be charged \$35/key.

Schedules

Schedule A: Bookable Event Spaces in the SSMU Building

The SSMU Building has ten (10) bookable event spaces, as defined below:

- 1.1 B-30 (basement);
- 1.2 B-29 (basement);
- 1.3 Lev Bukhman Room (202?);
- 1.4 Madeleine Parent Room (203?);
- 1.5 Room 302 (third floor);
- 1.6 Ballroom (third floor);
- 1.7 Clubs Lounge (fourth floor);
- 1.8 403 (fourth floor);
- 1.9 433 (fourth floor); and
- 1.10 The Midnight Kitchen, through their approval process.

This schedule is subject to change or exception at any time at the discretion of the Building or Executive Committee.