

## PART II – SERVICES

### Article 4 – Definition and Mandatory Characteristics of Services

4.1 “Services” are formal and accredited organizations composed of members of the Students’ Society whose main function is to provide ongoing services to students and others in the McGill community.

4.1.1 Without prejudice to the generality of Art. 4.1, services provided may include those providing awareness, referral, education and support; however, provision of awareness alone is not sufficient to qualify an organization as a Service.

4.1.2 Services provided should not be those which SSMU would otherwise provide.

4.1.3 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.

4.2 Services may receive a subsidy from SSMU as part of the budgeting process.

4.2.1 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, including overhead 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.

4.2.2 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:

4.2.2.1 The Service is strictly prohibited from donating funds to ISGs or organizations external to the Students’ Society and from transferring funds, without the authorization of the Vice-President, Clubs and Services, to any other Club or Service within the Students’ Society.

4.2.2.2 The Service is prohibited from issuing stipends to its executive officers or members, unless such stipends are approved by the Vice President, Clubs and Services.

4.3 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.

4.4 All executive officers and/or collective members and voting members of Services must be members of the Students’ Society.

### Article 5 – Accreditation Procedure for Services

5.1 Service status may be requested by any funded organization of the Students’ 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.

5.2 The Interest Group Committee of Council will consider the request in light of the SSMU Constitution and By-Laws and will present the request along with a recommendation regarding Service status to the Executive Committee.

5.3 The Executive Committee shall present its recommendation regarding Service status to Council. Council may grant Service status by a two-thirds (2/3) majority vote.

5.3.1 If the recommendation of the Executive Committee reverses the recommendation of the Interest Group Committee of Council, reasons must be provided for rejecting the original recommendation.

5.4 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.

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## Article 6- Mandatory Procedures for Services

6.1 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."

6.1.1 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 SSMU and McGill University.

6.2 The Vice President (Clubs and Services) must hold SSMU Service training sessions every Fall, and at least one (1) executive officer or collective member from every Service must attend. Failure to attend may result in lack of funding, office space and other support, at the discretion of the Vice President (Clubs and Services). At least one (1) executive officer from every Service must attend the Service Executive Training Conference each September if such a conference is held. Failure to send an executive officer to this conference may result in penalties at the discretion of the Vice President, Clubs and Services.

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

6.3.1 Any Service which replaces either of these executive officers must notify the Vice President, Clubs and Services Interest Group Coordinator immediately and submit the name and phone number contact information of an alternative active executive officer.

6.4 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. All services must submit budget allocations by March 15<sup>th</sup> of the current academic year. Failure to submit budget allocations can result in a loss of funding, office space, or other support, at the discretion of the Vice President (Clubs and Services). All Services must submit a budget for the following academic year to the Vice President, Clubs and Services and/or the Vice President, Finance & Operations by March 15th of the current academic year.

6.4 At least two (2) executive officers of every Service must sign a poster- ing contract with the SSMU by September 15th of each academic year, making these executive officers jointly and severally legally responsible for any illegal poster- ing activities of the Service.

6.4.1 The Vice President, Clubs and Services shall provide a thorough explanation of City poster- ing laws, either at the Club Executive Training Conference or through other means deemed appropriate.

6.4.2 After this explanation is provided and made available, knowledge of these laws is imputed to the two (2) executive officers who have signed the contract.

6.4.3 Without limiting the applicability of Arts. 6.6 and 8 of this By- Law, failure to sign this document within the requisite timeframe will result in an automatic suspension of a Service's Accreditation. Once the document is signed, Accreditation will, subject to any decision of Council under Art. 8 of this By- Law to the contrary, automatically be restored.

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

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

6.6 Failure to comply with any of these procedures may result in revocation of privileges or accreditation, subject to Art. 8 of this By-Law.

## Article 7- Privileges Granted to Services

7.1 Services are eligible for funding from the SSMU's operating budget or through their own fee-levy.

7.2 Services may apply to Event/Project Funds, such as but not limited to the Campus Life Fund, the Green Fund and the Ambassador Fund.

7.3 All services may apply to receive a mailbox in the William Shatner University Centre, web space, mention in various Students' Society media, and room and table rentals at no cost, subject to logistical limitations and availability.

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7.4 All services may participate in Activities Night at no cost.

7.5 Services may apply for office spaces. Services 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.

7.6 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.

7.7 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.

## **Article ~~87~~- Review of Service Accreditation**

~~87.1~~ Every two years each and every accredited Service will be subject to a review by ~~the Interest Group Committee of Council~~ the Service Review Committee in order to ensure that they meet the Definition and Mandatory Characteristics of a Service set out in Art. 4 of this By-Law.

8.1.1 The Service Review Committee shall be composed of:

7.2.1 The Vice President (Clubs and Services);

7.2.2 The Vice President Finance and Operations);

7.2.3 The Clubs and Services Representatives to Council;

7.2.4 Any other members of the Interest Group Committee not heretofore mentioned; and

7.2.5 Two members at large.

~~87.1.2~~ The ~~Interest Group Committee of Council~~ Service Review Committee will review one quarter (1/4) of all accredited Services during each ~~the~~ Fall and Winter semesters 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.

~~87.2~~ If a Service fails this review and believes it can rectify the situation, it will have two (2) academic months to do so.

~~87.2.1~~ A ~~S~~service may choose to waive this time period.

~~87.2.2~~ The two (2) month period will begin running from the day a Service receives notice ~~regarding of it~~ failing the review.

~~87.2.3~~ 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.

~~87.2.4~~ If a Service fails a review during the Winter semester, its two (2) month period will not include the period between ~~run from~~ the last meeting of Council for the Winter semester and the second meeting of Council for the Fall semester of the following year.

~~87.3~~ If a Service fails to rectify the situation in the allotted timeframe, ~~the Interest Group Committee of Council~~ 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 under Art. 8.1.3.

8.4 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.

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## **Article ~~98~~- Revocation of Service Accreditation**

~~98.1~~ Council may revoke Service's accreditation by two-thirds (2/3) majority vote for:

~~98.1.1~~ Violation of the SSMU's Constitution and/or By-laws;

~~98.1.2~~ Failure of the Service to adhere to its own Constitution;

~~98.1.3~~ Failure of the Service to meet the Definition and Mandatory Characteristics of a Service set out in Art. 4 of this By-Law;

~~98.1.4~~ Lack of interest or participation by members of the Students' Society; or

~~98.1.5~~ Any stated cause.

~~98.2~~ 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.

| ~~28~~.3 At the discretion of Council, the group may or may not be reclassified as a “Club”, as defined by Part III of this By-Law.