



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

Office of the Speakers
Bureau de Présidents du Conseil

Notice of Motion Regarding By-Law Book I-8 Revisions: Commissioners and Officers of the Society

Whereas, Bylaw I-8 is currently unnecessarily cumbersome and repetitive,

Whereas, the proposed revisions represent an accurate formulation of current best practices.

Whereas, the proposed changes are clearly outlined in the track changes document provided to Council,

Resolved, that Bylaw I-4 be replaced by the following text, effective May 1st, 2012.

Moved by:

Maggie Knight, President
Emily Clare, Vice-President, University Affairs
Dylan Doyle, Arts Representative

BY-LAW I-8 –COMMISSIONERS AND OFFICERS OF THE SOCIETY

PART I— General

Article 1 – Definition

1.1 All student staff members who are responsible for supporting or coordinating the work of a Committee of Council or of assisting the policy or legislative work of an Executive Officer shall be considered a Commissioner or Officer of the Society.

Article 1 –Hiring of New Commissioners and Officers of the Society

2.1 In February of each year, the Human Resource Advisor shall advertise on the SSMU Listserv the application process for Commissioners and Officers of the Society.

2.2 New Commissioners and Officers of the Society shall be hired on a yearly basis, prior to the commencement of the Fall term.

2.3 The position's managing Executive, in conjunction with their incoming successor, shall make the final decision in the hiring process of each new position, subject to ratification by the Executive Committee and subsequently by Council.

2.4 In the event of a resignation or removal of any Commissioner or Officer of the Society, occurring in the first half of their mandate, the Human Resource Advisor shall advertise on the SSMU Listserv, the application process for the vacant position, as outlined above. If occurring in the second half of their mandate, the Executive Committee shall determine whether a new call-out is necessary.

2.5 Notwithstanding the above, all hiring shall comply with Quebec law and the Society's Human Resources policies.



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Article 3 – Compensation

3.1 The Executive Committee shall set and adjust the annual pay according to the SSMU payscale maintained by the President, the General Manager and the Human Resource Advisor.

Article 4 – Responsibilities

- 4.1 Each position must report at least once every two weeks to their managing Executive.
- 4.2 Each position must report at least once a semester to Council, with the exception of the Speaker and the Recording Secretary.
- 4.3 Each position must present a draft Exit Report to their managing Executive no later than April 1st of each year and an Exit Report to their managing Executive no later than May 31st of each year, on what has been accomplished by their position, ongoing tasks and projects, and any advice or suggestions for the subsequent year.
- 4.4 Each position must perform all the duties incidental to their office and such other duties as may be assigned from time to time by their managing Executive.
- 4.5 Candidates for each position must:
- 4.5.1 Remain students at McGill throughout their terms of office, with special preference for undergraduate students, except by special consideration of the Executive Committee;
 - 4.5.2 Reside in the Montreal area from September to April.

Article 5 – Resignation or Removal

- 5.1 If a Commissioner or Officer of the Society chooses to resign, they must submit a letter of resignation two weeks prior to their chosen date of departure to their managing Executive.
- 5.2 A Commissioner or Officer of the Society may be removed at the discretion of their managing Executive, in consultation with the Executive Committee and Human Resource Advisor, should their performance be deemed inadequate.

Part II – Positions of Commissioners and Officers of the Society

Article 6 – Commissioners and Officers – Portfolio of the President

- 6.1 The following positions have the President as managing Executive. The President shall finalize the appropriate job description, subject to ratification by the Executive Committee, and be responsible for the hiring of these positions:
- 6.1.1. Secretary General
 - 6.1.2. Chief Electoral Officer
 - 6.1.3. Environment Commissioner
 - 6.1.4. Speaker
 - 6.1.5. Recording Secretary

Article 7 – Commissioners and Officers – Portfolio of the Vice-President (University Affairs)

- 7.1. The following positions have the Vice President (University Affairs) as managing Executive. The Vice President (University Affairs) shall finalize the appropriate job description, subject to ratification by the Executive Committee, and be responsible for the hiring of these positions:
- 7.1.1. Academic Research Commissioner
 - 7.1.2. Senate and Committee Secretary General



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7.1.3. Equity Commissioner

7.1.4. Equity Outreach Coordinator

7.1.5. Library Improvement Fund Coordinator

Article 8 – Commissioners and Officers – Portfolio of the Vice-President (Clubs and Services)

8.1. The following positions have the Vice President (Clubs and Services) as managing Executive. The Vice President (Clubs and Services) shall finalize the appropriate job description, subject to ratification by the Executive Committee, and be responsible for the hiring of this position:

8.1.1. Interest Group Coordinator

Article 9 - Commissioners and Officers – Portfolio of the Vice-President (External)

9.1. The following positions have the Vice President (External) as managing Executive. The Vice President (External) shall finalize the appropriate job description, subject to ratification by the Executive Committee, and be responsible for the hiring of these positions:

9.1.1. Political Affairs Coordinator

9.1.2. Community Affairs Coordinator

9.1.3. Charity Commissioner

Article 10 - Commissioners and Officers – Portfolio of the Vice-President (Finance and Operations)

10.1. The following positions have the Vice President (Finance and Operations) as managing Executive. The Vice President (Finance and Operations) shall finalize the appropriate job description, subject to ratification by the Executive Committee, and be responsible for the hiring of these positions:

10.1.1 Funding Coordinator

10.1.2 Financial Ethics Research Commissioner

Article 11 - Commissioners and Officers – Portfolio of the Vice-President (Internal)

11.1. The following positions have the Vice President (Internal) as managing Executive. The Vice President (Internal) shall finalize the appropriate job description, subject to ratification by the Executive Committee, and be responsible for the hiring of this position:

11.1.1 Francophone Commissioner