



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

**Office of the Speakers**  
Bureau de Présidents du Conseil

## **Notice of Motion Regarding the Creation of By-Law I-12: Continuity of Society Business**

*Whereas*, institutional memory presents a consistent challenge for any student organization with high turnover rates,

*Whereas*, the learning curve for elected representatives of the Society can present barriers to effective governance,

*Resolved*, that the text below be adopted as Bylaw I-12: Continuity of Society Business, effective immediately.

Moved by,  
Maggie Knight, President

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### **Bylaw I-12: Continuity of Society Business**

#### **Article 1 – Thematic Reporting**

1.1 The Executive Committee shall produce, and make publicly available via the SSMU website, summary reports of the Society's activities and business at least once during the summer (May-August) and at the end of each Fall and Winter semester.

1.1.1 It shall be the responsibility of the President to coordinate the creation of such joint reports.

1.1.2 It shall be the responsibility of the Vice-President (Internal) to inform the members of the Society of the opportunity to read such reports.

1.2 During transition period, each Executive Officer shall provide a State of the Society report covering issues within their portfolio to the incoming Executive Committee.

1.2.1 State of the Society reports shall be confidential to the Executive Committee.

1.3 Each Executive Officer shall provide their successor with a detailed exit report providing facts and advice concerning all responsibilities of the portfolio, as well as a summary of the major successes and challenges of the portfolio under their leadership and recommendations for the subsequent academic year.

#### **Article 2 – Archiving**

2.1 Copies of all legal documents and contracts must be filed with the General Manager for archiving.

2.2 It is the responsibility of all Executive Officers to provide competently organized electronic and paper files to their successor.



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2.3 It is the responsibility of all Executive Officers to ensure that exit reports from student staff are received from outgoing staff members and transmitted to incoming staff members.

2.4 It is the responsibility of the Vice-President (University Affairs) to ensure that all new undergraduate student representatives to University Committees receive all reports from the previous years' student representatives serving on the relevant committee(s).

### **Article 3 – Orientation**

3.1 It shall be the responsibility of the Executive Committee, led by the President, to ensure that all Councillors receive sufficient orientation to the Society's activities, legislation, and processes in order to be able to act with due diligence concerning Council and Committee business. This orientation shall include, but not be limited to, the following actions:

3.1.1 A Councillor Guidebook shall be annually updated and provided to all Councillors before participating in their first Council meeting.

3.1.2 The President, with support from the Speakers of Council and the Executive Committee, shall coordinate an orientation retreat for incoming Councillors to be held at the beginning of the year.

3.2 It shall be the responsibility of the Vice-President (University Affairs) to ensure that all student senators receive sufficient orientation to the Senate, the Society, and their position in order to effectively pursue their role. This orientation shall include, but not be limited to, the following actions:

3.2.1 A Senator Guidebook shall be annually updated and provided to all Senators before participating in the first Senate meeting of the academic year.

3.2.2 The participation of student senators in orientation activities organized by the McGill Secretariat shall be coordinated by the Vice-President (University Affairs).

3.3 It shall be the responsibility of each managing Executive, with support from the General Manager and Human Resources Advisor, to ensure that all student staff members receive sufficient orientation to the Society and their position in order to effectively pursue their work. This orientation shall include, but not be limited to, the following actions:

3.3.1 A student staff orientation guide shall be annually updated and provided to all student staff members in advance of the academic year.

3.3.2 Each student staff member shall be given an orientation to the SSMU office and permanent staff.