

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

## PART I – General

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### 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.

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### 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.

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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.

### 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.

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### Article 4 – Responsibilities

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4.1 Each position must report at least once every two weeks to their managing Executive.

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4.2 Each position must report at least once a semester to Council, with the exception of the Speaker and the Recording Secretary.

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4.3 Each position must present a draft Exit Report to their managing Executive no later than April 1<sup>st</sup> of each year and an Exit Report to their managing Executive no later than May 31<sup>st</sup> of each year, on what has been accomplished by their position, ongoing tasks and projects, and any advice or suggestions for the subsequent year.

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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.

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4.5 Candidates for each position must:

Comment [MK1]: Presumably? Alternatively, “throughout their contract term, unless otherwise approved by the Executive Committee.”

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;

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4.5.2 Reside in the Montreal area from September to April.

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### Article 5 – Resignation or Removal

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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.

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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**

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### **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

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### **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
- 7.1.3. Equity Commissioner
- 7.1.4. Equity Outreach Coordinator
- 7.1.5. Library Improvement Fund Coordinator

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### **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

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### **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

## **PART I – Academic Research Commissioner**

### **Article 1 – General**

1.1 — ~~The purpose of the Academic Research Commissioner (“ARC”) shall be to ensure cohesiveness and continuity in undergraduate University representation.~~

1.2 — ~~The ARC shall function as~~

~~1.2.1 — archivist;~~

~~1.2.2 — researcher for the Vice President, University Affairs, Senators and Committee Representatives.~~

### **Article 2 – Duties**

2.1 — ~~The ARC shall~~

~~2.1.1 — report at least once a week to the Vice President, University Affairs;~~

~~2.1.2 — prepare a monthly report on University representation;~~

~~2.1.3 — present each semester a report on databases and archives;~~

~~2.1.4 — consult regularly with the Political Research Officer;~~

~~2.1.5 — perform research at the request of the Vice President, University Affairs on topics relating to the McGill Senate and its bodies and academic issues in general;~~

~~2.1.6 — collect, collate and redact reports from student representatives to McGill Senate and its bodies;~~

~~2.1.7 — assist the Vice President, University Affairs in his relations with faculty, school and departmental representatives;~~

~~2.1.8 — present an end-of-year report to the Vice President, University Affairs on what has been accomplished by the ARC, on what remains to be done by the office and any advice or suggestions for the incoming ARC;~~

~~2.1.9 — generally perform all the duties incidental to the office of ARC and such other duties as may be assigned from time to time by the Vice President, University Affairs.~~

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- ~~2.1.10 present an end of year report to the Vice President, University Affairs on what has been accomplished by the ARC, on what remains to be done by the office and any advice or suggestions for the incoming ARC;~~
- ~~2.1.11 generally perform all the duties incidental to the office of ARC and such other duties as may be assigned from time to time by the Vice President, University Affairs.~~

### **Article 3—Selection Process**

- ~~3.1 The ARC shall be appointed on a yearly basis.~~
- ~~3.2 The process shall generally occur when the Society appoints its commissioners.~~
- ~~3.3 The Vice President, University Affairs in conjunction with his or her University Affairs Committee shall appoint the ARC.~~
  - ~~3.3.1 Council must ratify the selection(s).~~
- ~~3.4 Candidates for ARC~~
  - ~~3.4.1 must possess strong research and database skills;~~
  - ~~3.4.2 must remain students at McGill throughout their terms of office;~~
  - ~~3.4.3 need not be undergraduates; however, preference may be given to upper year undergraduate students; and~~
  - ~~3.4.4 must reside in the Montreal area from September to October.~~

### **Article 4—Compensation**

- ~~4.1 The Vice President, University Affairs shall submit each year to the Executive Committee a report outlining the duties of the ARC and the time commitment required to perform them.~~
- ~~4.2 The Executive Committee shall set and adjust the annual stipend accordingly, as per the SSMU pay scale maintained by the President and the General Manager.~~

## **Part II—Student Equity Commissioner**

### **Article 1—General**

- ~~1.1 The purpose of the Student equity commissioner (“SEC”) shall be to ensure the awareness and the respect of student rights as well as the advocacy of equity issues at McGill University and at the SSMU.~~
- ~~1.2 The SEC shall function as:~~
  - ~~1.2.1 Advocate concerning equity issues;~~
  - ~~1.2.2 Researcher for the Vice President, University Affairs, Senators, and Committee Representatives; and~~
  - ~~1.2.3 Resource person for students regarding their rights and responsibilities at McGill University.~~

### **Article 2—Definition**

- ~~2.1 ‘Equity issues’ shall include but not be limited to~~
  - ~~2.1.2 Racial and ethnic discrimination issues;~~
  - ~~2.1.2 Lesbian, gay, bisexual, and transgendered persons’ rights issues;~~
  - ~~2.1.3 Gender equality issues;~~
  - ~~2.1.4 Sexual harassment issues;~~
  - ~~2.1.5 Students with disabilities issues; and~~

~~2.1.6 — First Peoples issues.~~

### **Article 3 — Duties**

#### **3.1 The SEC shall:**

- ~~3.1.1 — report at least once a week to the Vice President, University Affairs;~~
- ~~3.1.2 — prepare a monthly report on equity issues at McGill University and at SSMU;~~
- ~~3.1.3 — present each semester a report to SSMU Council detailing projects undertaken by the SEC as well a recommendations for actions to be taken by SSMU;~~
- ~~3.1.4 — consult regularly with the ARC regarding databases and archives;~~
- ~~3.1.5 — consult regularly with the McGill Legal Information Clinic regarding student advocacy issues;~~
- ~~3.1.6 — present an end-of-year report to the Vice President, University Affairs on what has been accomplished by the SEC, on what remains to be done by the office and any advice or suggestions for the incoming SEC~~
- ~~3.1.7 — perform research on topics related to equity issues at McGill University and at other universities and institutions;~~
- ~~3.1.8 — sit on the Joint Senate Board Committee on Equity as well as on one of its sub-committees;~~
- ~~3.1.9 — coordinate the efforts of various student groups that are concerned with issues related to equity (e.g. Queer McGill, Women’s Union, SACOMSS, etc.);~~
- ~~3.1.10 — be in communication with the McGill Ombudsperson;~~
- ~~3.1.11 — be available to answer students’ concerns regarding grievances and equity issues in general;~~
- ~~3.1.12 — keep students informed about their rights and responsibilities and promote their respect;~~
- ~~3.1.13 — make a record of his or her expenses and submit it to the Treasurer; and~~
- ~~3.1.14 — generally perform all the duties incidental to the office of SEC and such other duties as may be assigned from time to time by the Vice President, University Affairs.~~

### **Article 4 — Selection Process**

~~4.1 The SEC shall be appointed on a yearly basis.~~

~~4.2 The process shall generally occur when the SSMU appoints its commissioners.~~

~~4.3 The Vice President, University Affairs in conjunction with his or her University Affairs Committee shall appoint the SEC:~~

~~4.3.1 SSMU Council must ratify selection(s).~~

#### **4.4 Candidates for SEC**

~~4.4.1 — must remain students at McGill throughout their terms of office;~~

~~4.4.2 — must reside in the Montreal area throughout their terms of office; and~~

~~4.4.3 — Must be knowledgeable about issues related to equity.~~

### **Article 5 — Compensation**

~~5.1 The Vice President, University Affairs shall submit each year to the Executive Committee a report outlining the duties of the SEC and the time commitment required to perform them.~~

~~5.2 The Executive Committee shall set and adjust the annual stipend accordingly, as per the SSMU payscale maintained by the President and the General Manager.~~

## **Part III—Francophone Commissioner**

### **Article I—General**

~~1.1 The purpose of the Francophone Commissioner (FC) shall be to advise the SSMU on issues relating to francophone students.~~

~~1.2 The FC shall advise the SSMU in the representation of the francophone community of McGill University.~~

~~1.3 At least one of the Francophone Commissioners shall meet every executive regularly to discuss Francophone issues within their portfolios and report to the President of the SSMU at least once a month;~~

~~1.4 The Francophone Commissioner shall function as:~~

~~1.4.1 A representative for the francophone community in SSMU;~~

~~1.4.2 An advisor for SSMU Executives and other clubs~~

### **Article 2—Duties**

~~2.1 The FC shall:~~

~~2.1.1 Report to the President of the SSMU at least once a month;~~

~~2.1.2 Ensure that the rights of francophones are respected;~~

~~2.1.3 Advise the SSMU on issues pertaining to francophones;~~

~~2.1.4 Promote the francophone aspects of McGill University to the rest of the student body;~~

~~2.1.5 Encourage more francophones to get involved with campus life; and~~

~~2.1.6 Help any initiative coming from a francophone student or group recognised by the SSMU.~~

### **Article 3—Selection process**

~~3.1 The FC shall be selected on a yearly basis.~~

~~3.2 The positions must be posted in the McGill Tribune and on the SSMU website.~~

~~3.3 The FC shall be selected by the SSMU Nominating Committee on consultation with the past FC.~~

~~3.3.1 Council must ratify the selection.~~

### **Article 4—Candidates**

~~4.1 Should be an undergraduate student from McGill University.~~

~~4.2 Should be a francophone.~~

~~4.3 Should have some experiences in government society (not compulsory.)~~

~~4.4 Must remain a student at McGill through the term of office.~~

### **Article 5—Compensation**

~~5.1 The Vice President, University Affairs shall submit each year to the Executive Committee a report outlining the duties of the SEC and the time commitment required to perform them.~~

~~5.2 The Executive Committee shall set and adjust the annual stipend accordingly, as per the SSMU payscale maintained by the President and the General Manager.~~

## **Part IV—International Commissioner**

### **Article 1—General**

- 1.1 The purpose of the International Commissioner (IC) shall be to advise the SSMU on issues pertaining to international students.
- 1.2 The IC shall aid and advise the SSMU on the representation of international students.
- 1.3 The IC shall function as:
- 1.3.1 Researcher for the President, Vice-President University Affairs; and
  - 1.3.2 Research person for international students at McGill University.

### **Article 2—Duties**

- 2.1. The IC shall:
- 2.1.1 Report at least once a month to the President, although the lines of communication shall be constant and ever-flowing;
  - 2.1.2 Report monthly report to the SSMU President;
  - 2.1.3 Present each semester a report to SSMU Council detailing projects undertaken by the IC
  - 2.1.4 Become and remain knowledgeable and current on issues effecting international students
  - 2.1.5 Present an end-of-year report to the President on what has been accomplished by the IC, on what remains to be done by the office, and any advice and suggestions for the incoming IC.
  - 2.1.6 Perform research on topics related to international student issues at McGill University and at other universities and institutions;
  - 2.1.7 Sit on the Advisory Board on International Students and the Advisory Committee on International Health Insurance;
  - 2.1.8 Be available to answer international students' concerns on international issues in general;
  - 2.1.9 Be the link between SSMU and international students and;
  - 2.1.10 Generally perform all duties incidental to the office of the IC and other duties as may be assigned from time to time by the President.

### **Article 3—Selection process**

- 3.1 The IC shall be the President of the McGill International Students' Network as specified in the SSMU Constitution and following the guidelines of the Network's Constitution.
- 3.1.1 SSMU Council must ratify the selection(s).
- 3.2 Candidates for IC:
- 3.2.1 Must remain students at McGill throughout the term of office;
  - 3.2.2 Must reside in the Montreal area throughout their terms of office with the option of leaving during the summer semester; and
  - 3.2.3 Be knowledgeable about issues related to international students.

### **Article 4—Compensation**

- 4.1 The Vice President, University Affairs shall submit each year to the Executive Committee a report outlining the duties of the SEC and the time commitment required to perform them.
- 4.2 The Executive Committee shall set and adjust the annual stipend accordingly, as per the SSMU payscale maintained by the President and the General Manager.

## **Part V—Environmental Commissioners**

### **Article 1—General**

1.1 The purpose of the Environmental Commissioners (ECs) shall be to advise the SSMU on issues that pertain to the environment.

1.2 The Environmental Commissioners shall act as an adviser to the President in endeavours to ensure that SSMU is as environmentally sound as possible.

### **Article 2—Duties**

2.1 The ECs shall:

- 2.1.1 Chair the Presidential Affairs Subcommittee on the environment;
- 2.1.2 Act as the Students' Society's representative to the McGill Students' Environmental Council following the directives and policies of the SSMU President, Executive, and/or Council;
- 2.1.3 The ECs must report to the President and the Presidential Affairs Committees on this matter;
- 2.1.4 Any binding positions made by the ECs to this group must be agreed to by the Presidential Affairs Committee and ratified by Council;
- 2.1.5 Assess and further the implementation of the SSMU environmental policy;
- 2.1.6 Strive towards minimization of the Society's negative environmental impact;
- 2.1.7 Raise awareness within the Society about environmental issues;
- 2.1.8 Present a report to Council once a semester;
- 2.1.9 Present a year end report that summarizes the year's activities and provides information for the transition of the new ECs;
- 2.1.10 Generally perform all the duties incidental to the office of EC and such other duties as may be assigned from time to time by the President; and
- 2.1.11 Report at least once a month to the President, although the lines of communication shall be constant and ever flowing.

### **Article 3—Selection Process**

3.1 The ECs shall be selected on a yearly basis.

3.2 The position must be posted in the Tribune and on the SSMU website.

3.3 The ECs shall be selected by the Nomination Committee in consultation with the outgoing ECs. SSMU Council must ratify the selection.

3.4 Candidates for ECs

- 3.4.1 Must remain students at McGill throughout the term of office;
- 3.4.2 Must reside in the Montreal area throughout their terms of office, with optional leave during the summer semester; and
- 3.4.3 Must be knowledgeable about issues related to the Environment.

### **Article 5—Compensation**

5.1 The Vice President, University Affairs shall submit each year to the Executive Committee a report outlining the duties of the SEC and the time commitment required to perform them.

5.2 The Executive Committee shall set and adjust the annual stipend accordingly, as per the SSMU payscale maintained by the President and the General Manager.



## **Part VI — Safety Commissioner**

### **Article 1 — General**

1.1 The purpose the Safety Commissioner shall to ensure continuity, coordination and communication of safety issues on the McGill campus and adjacent student areas.

1.2 The Safety Commissioner shall function as:

- 1.2.1 — An advocate for safety issues;
- 1.2.2 — Representative of SSMU for safety issues;
- 1.2.3 — Researcher for McGill First Aid Service, Walksafe Foot Patrol, SSMU Drivesafe and other SSMU groups as needed; and
- 1.2.4 — Chair of the Safety Network

### **Article 2 — Duties**

2.1 The Safety Commissioner shall:

- 2.1.1 — Report at least biweekly to the Vice President Clubs & Services
- 2.1.2 — Prepare a semesterly report on safety issues affecting students;
- 2.1.3 — Present each semester a report to SSMU Council detailing projects undertaken by the Safety Network and Commissioner as well as a recommendation for actions to be taken by the SSMU;
- 2.1.4 — Present a year end report to the Vice President Clubs & Services on what has been accomplished by the Safety Commissioner on what remains to be done by the office and any advice or suggestions for the incoming Commissioner.
- 2.1.5 — Be available to answer students' concerns regarding safety issues in general;
- 2.1.6 — Be in contact with relevant McGill and Montreal safety groups including but not limited to McGill Security, Station 19 and Tandem Montreal.
- 2.1.7 — Represent the SSMU at the McGill University Joint Advisory on Health and Safety Committee
- 2.1.8 — Generally perform all the duties incidental to the office of the Safety Commissioner and such other duties as may be assigned from time to time by the Vice President Clubs & Services.

### **Article 3 — Selection Process**

3.1 The Safety Commissioner shall be appointed on a yearly basis.

3.2 The process shall generally occur when SSMU appoints its commissioners.

3.3 The Vice President Clubs & Services in conjunction with the Safety Network shall appoint the Safety Commissioner.

3.3.1 — SSMU Council must ratify selection(s).

3.4 Candidates for Safety Commissioner:

- 3.4.1 — must remain students at McGill throughout their terms of office;
- 3.4.2 — must be knowledgeable about issues related to safety.

### **Article 5 — Compensation**

5.1 The Vice President, University Affairs shall submit each year to the Executive Committee a report outlining the duties of the SEC and the time commitment required to perform them.

5.2 The Executive Committee shall set and adjust the annual stipend accordingly, as per the SSMU pay scale maintained by the President and the General Manager.

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