BOOK III

OF THE WILLIAM SHATNER UNIVERSITY CENTRE AND THE SOCIETY'S CLUBS, SERVICES, MEDIA, PROGRAMMES & EVENTS

APPROVED BY SSMU COUNCIL APRIL 20TH, 2007
UPDATED BY THE SSMU EXECUTIVE, JULY 7, 2009
UPDATED BY THE SSMU EXECUTIVE, FEBRUARY 4, 2010

BOOK III

TABLE OF CONTENTS

Book III 2
Of the William Shatner University Centre and the society's Clubs, Services, Media, Programmes & Events 2
Approved by SSMU Council April 20th, 2007 2
*updated by The SSMU Executive, July 7, 2009*BooK III 2
BooK III 3
TABLE OF CONTENTS 3
By-law III-1 – WILLIAM SHATNER UNIVERSITY CENTRE 5
RULES AND REGULATIONS 5
Article 1 – General 5
Article 2 – Events 5
Article 3 – Alcohol and Server Training 6
Article 4 – Room Reservations 6
Article 5 – SSMU Communication Centre 7
Article 6 – The Ballroom 8
Article 7 – Additional Fees 8
Article 8 – Daycare Use of the Ballroom 8
Article 9 – Use of the Ballroom Stage 9
Article 10 – Ballroom Alcoholic Beverages 9
Article 11 – Players' Theatre 9
Article 12 – Student Security 10
Article 13 – Damages and Losses 10
Article 14 – Coat Check 11
Article 15 – Club Offices 11
Article 15 – Locker Keys 12
Article 16 – Combination Codes 12
Article 17 – Tables 12
Article 18 – Use of Tables and Personal Conduct 13
Article 19 – Publicity 13
Article 20 – Admission to Gert's 13
Article 21 – Drunkenness and Disorderly Conduct 14
Article 22 – Piano Rules and Regulations 14
Article 23 – Smoking 14
Article 24 – Money 14
Article 25 – Bilingualism in the Centre 15
Article 26 – Theft & Damages 15
Article 27 – Pet Policy 15
27.1 Pets are not allowed in the Centre. 15
Schedule A – Closing Hours for Social Events I6
Schedule B – Room Capacities of University Centre I6

Schedule C – Priority Categories 16
Schedule d – SSMU Communications Centre 17
Schedule E – FINES 17
BY-Law III-2 – PUBLICITY RULES AND REGULATIONS 18
Part I: General Rules and Regulations 18
Article 1 – General 18
Article 2 – Sadie's Tabagie and the Food & Beverage Department 18
Article 3 – Building Personnel, Student Security & Pub Staff 18
Article 4 – Society Activities and Welcome Week 18
Article 5 – SSMU Groups 19
Part II: Implementation and Enforcement 19
Article 6 – Implementation 19
Article 7 – Sanctions 19
Schedule A – SSMU Logo 20
BY-LAW III-3 – STUDENTS' SOCIETY AWARD OF DISTINCTION 2121
Article 1 – Purpose 211
Article 2 – Administrative Information 211
Article 3 – Assessment of Applications 211
Article 4 – Deadline 222
Article 5 – Method of Selection 222
BY-LAW III-4 – CLUBS, SERVICES & INDEPENDENT STUDENT GROUPS 243
RULES AND REGULATIONS 303
Part I – General 30
Article 1 – General Rules 30
Article 2 – Implementation of Rules and Regulations 30
Article 3 – Post-Graduate Students' Special Status 30
Part II – Services 305
Article 4 – Definition and Mandatory Charact. of Services 305
Article 5 – Accreditation Procedure for Services 30
Article 6 – Further Criteria for Accreditation 30
Article 7 - Review of Service Accreditation 26
Article 8 – Revocation of Service Accreditation 30
Part III – Clubs 30
Article 9 – Definition and Mandatory Charact. of Clubs 30
Article 10 – Accreditation Procedure for Clubs 30
Article 11 – Mandatory Procedures for Clubs 30
Article 12 - Priviledges Granted to Clubs 28
Article 13 - Revocation of Club Accreditation 28
Part IV – Independent Student Groups 30
Article 14 – Definition of Independent Student Groups 30
Article 15 – Accreditation Procedure for Independent Student Groups 30
Article 16 – Accreditation Procedure for Independent Student Groups 30
Article 17 – Revocation of Independent Student Group Accreditation 30
Schedule A – Accredited Services 29
BY-LAW III-6 - FIRST-YEAR COMMITTEE OF COUNCIL 30
Schedule A – Initial FYCC Constitution 30

BY-LAW III-7 – PRESIDENTS' COUNCIL 35
Article 1 – General 35
Schedule A – Presidents' Council Terms of Reference [Document PC 96/97 D-2] 35
BY-LAW III-8 – MEDIA RULES & REGULATIONS 38
AND TERMS OF REFERENCE 38
Part I: Rules & Regulations 38
Article 1 – Definition of Media 38
Article 2 – General 38
Article 3 – Procedure for Media Accreditation 38
Part II: the Media Board 39
Article 4 – Name 39
Article 5 – Objectives of the Media Board 39
Article 6 – Membership of the Media Board 39
Article 7 – Administration of Meetings 40
Part III: The McGill Tribune 40
Article 9 – Name and Designation of the Official Newspaper 40
Article 10 – Objectives of the McGill Tribune 40
Article 11 – Publishing Schedule of the McGill Tribune 41
Article 15 – Appointments of the McGill Tribune 42
Article 16 – The Editor-in-Chief 42
Article 18 – the McGill Tribune Editorial Board 44
Article 19 – Advertising Office 44
Article 20 – Amendments to the McGill Tribune Terms of Reference 45
Part IV: SSMU Student Handbook Terms of Reference 45
Article 21 – Name of the Student Handbook 45
Article 22 – Objective of the Student Handbook 45
Article 23 – Duties of Student Handbook Officers 45
Article 24 – Appointment and Term of Handbook Officers 46
Article 25 – Stipend of Handbook Officers 46
Article 26 – Final Authority 46
Part V: Supplemental Media Rules & Regulations 46
Article 27 – Advertising in the Student Handbook 46
Article 28 – Offensive Material 47
Article 29 – Editorial Autonomy 47
Article 30 – Recruiting for Medical Testing or Clinical Trials 47
Schedule A – Accredited Media 48

BY-LAW III-1 – WILLIAM SHATNER UNIVERSITY CENTRE

RULES AND REGULATIONS

Article 1 – General

1.1 Any member of the Students' 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. Any changes to these rules must be brought to the Clubs and Services Committee or the Executive Committee for review and to Students' Council for approval.

1.2 Copies of these rules and regulations will be made available, on request, to any member of the Students' Society.

1.3 The content of this by-law is subject to change without notice. It is the obligation of each accredited group to keep aware of changes in the Centre's rules and regulations.

1.4 All fines, charges, and other financial fees referred to in this policy will be determined by the Finance Committee or the Executive Committee of Council, in consultation with the Vice President, Clubs and Services and the General Manager annually. All fees are subject to change without notice.

1.5 Accredited SSMU student groups are those McGill student groups which are recognized by the Society as:

1.5.1 Students' Society activities;

1.5.2 Students' Society full-status clubs, services and publications;

1.5.3 Faculty associations;

1.5.4 Affiliated with the Students' Athletics Council.

1.6 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.

1.7 The Summer semester shall run from May 1st to August 15th.

1.8 Weekend nights are Thursday through Saturday, inclusive.

1.9 Nights are defined as 8PM until 4AM

1.10 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 by-law.
The Vice President Clubs and Services and/or the General Manager, henceforth known as the Building Managers, have full authority and responsibility for the implementation of policy outlined in this document.

1.10.1 The Office Manager, henceforth known as the Assistant Building Manager, shall be responsible for coordinating booking and use of the William Shatner University Centre.

1.11 In this by-law, "Centre" means the William Shatner University Centre

Article 2 – Events

2.1 The closing hours for social events shall be as set out in Schedule A of this by-law.

2.2 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.

2.3 Event organizers must pick up and place in garbage bags all items such as paper cups, cigarette ashtrays, etc

2.4 Event organizers must remain until all guests, entertainers and equipment involved in the event have left the Centre.

2.5 Groups that fail to abide by the regulations contained in this section will be charged the resulting hourly porter fee. Failure to pay the fine will render the group ineligible to request space in the Centre until the fine is paid.

2.6 The building porters shall report to the Building Managers.

2.7 Any violations of these regulations shall be reported by the building porter and/or security personnel to the VP Clubs and Services and/or General Manager.

2.8 The group concerned shall be notified of such violations by the VP Clubs and Services and/or General Manager.

Article 3 – Alcohol and Server Training

3.1 All events in the Centre and others hosted by SSMU or SSMU Groups outside the building are subject to provincial and municipal alcohol laws, a copy of which may be obtained from the Building Manager or Room Booking Coordinator.
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.

3.2 All groups hosting events that include alcohol in the Centre shall promote responsible drinking.

3.3 Non-alcoholic beverages must be provided at reasonable prices or free of charge at every event where alcohol is served.

3.4 All accredited groups serving alcohol must have at least one (1) person per bar acting as a bar manager, who has been trained at the annual Server Training seminar hosted by the First Year Office and the SSMU.

Article 4 – Room Reservations

4.1 No individual or group may reserve space for the exclusive use of any other individual or group.

4.1.1 Fines will be incurred and eligibility for future bookings withdrawn if this policy is violated, in accordance with Schedule E.

4.2 Meeting and social activity space in the Centre is provided free of charge for official functions of accredited McGill student groups.
4.2.1 All use of the University Centre by non-accredited groups is to be charged.

4.3 Non-accredited organisations (or individuals) may rent space, if available, by contacting the Office Manager to conclude a rental contract.

4.4 All Faculties, Schools and Departments of the University, Independent Student Groups and the tenants of the Centre shall not be charged to rent rooms.

4.5 McGill students wishing to book space for private use must pay rent at the external rate even if they are a member of an accredited group.

4.6 The room capacities of the Centre shall be as set out in Schedule B of this by-law.

4.7 Meeting rooms are reserved by contacting the Office Manager, having the date posted in the reservation book, and signing a contract if necessary.

4.8 Groups may book rooms in advance according to the following timetables:

4.8.1 SSMU accredited groups may book rooms no earlier than the following dates: third week of April for the Fall semester and the third week of October for the Winter semester,

4.8.2 Beginning on the dates set out in article 5.3, five (5) consecutive working days will be assigned in order of priority for each category of McGill student groups (as set out in Schedule C) to submit requests for reservations of the Ballroom.

4.8.3 Room bookings for conventions may be made up to one (1) year in advance for the months of May through August.

4.9 Beginning on the dates set out in article 4.8, five (5) consecutive working days will be assigned in order of priority for each category of McGill student groups (as set out in Schedule C) to submit requests for room reservations.

4.10 Students wishing to cancel room reservations should give at least fourty-eight (48) hours' notice to the Manager. Failure to cancel a reservation within this time will result in fines.

4.10.1 In the case of the Ballroom, at least two (2) weeks' notice is required for cancellation.

4.10.2 If an individual or group has a confirmed Ballroom reservation, with a contract, and decides not to make use of the booking, a notice of cancellation must be given to the Office and Services Manager at least two (2) weeks before the date in question.

4.10.3 Any group that fails to give at least two (2) weeks' notice of cancellation of the use of the Ballroom will be charged a fine in accordance with Schedule E and/or assessed such penalties as determined by the Building Managers.

4.10.4 The Office and Services Manager shall implement a waiting list system that fairly reflects the principles inherent in this policy.

4.11 Gert's Pub may be reserved though the Gert's Manager. The Vice President, Operations or the General Manager must approve multiple bookings in one month by the same group.

4.12 Accredited groups may not book more than ten (10) hours per week of room use.

4.12.1 This excludes any special events they wish to carry out, as determined by Vice President Clubs and Services.

4.13 McGill students wishing to book space for private use must pay rent at the "External" rate even if they are a member of an accredited group.

Article 5 – SSMU Communication Centre

5.1. Technical equipment is available for groups using space in the William Shatner University Centre.

5.1.1. No group is permitted to reserve equipment for the exclusive use of any other organisation or any group not recognised by the Students' Society.

5.1.2. No group may reserve equipment without a room or table reservation in the William Shatner University Centre.

5.1.3. Specifications of the equipment available may be obtained by contacting the Office Manager.

5.1.4. No equipment may be taken out of the William Shatner University Centre.

5.2. The available equipment and fees for ACCREDITED and NON-ACCREDITED groups are indicated in Schedule E.

5.2.1. All accredited groups shall not be charged.

5.2.2. All non-accredited groups shall be charged the "External" rental rate.

5.3. Equipment is reserved by contacting the Office Manager, Administrative Assistant, or Front Desk staff, and having the date and time posted in the reservation book alongside the room reservation and signing a contract, if necessary.

5.4. Equipment rental will be restricted by regulations on room booking in accordance with Article 4.1.2.

5.5. Cancellation of room reservations with attached equipment bookings shall also imply the cancellation of equipment bookings.

5.6. During the duration of the rental the individual or organization will be responsible for the full cost of damages or loss of the equipment.

5.7. There shall be a fee for late returns of any equipment equal to the full day rental cost of such equipment as stipulated in Schedule D.

5.8 Revenues generated from the rental of equipment shall be used specifically for repair, replacement, or acquisition of equipment.

5.9 Exceptions to the regulations contained in this By-Law may be made at the discretion of the VP Clubs & Services.

Article 6 – The Ballroom

6.1 Reservations of the Ballroom will be confirmed on a first-come, first-served basis within each priority category listed in Schedule C of this By-law.

6.2 Advance registration procedures for the Ballroom will be followed according to Article 4.8.

Article 7 – Additional Fees

7.1 Special events, especially those in the ballroom and those involving alcohol, may incur the following charges:

7.1.1 Porter charges
7.1.2 Security
7.1.3 Cleaning
7.1.4 Server coordinator

7.2 Groups reserving a room (through the Office Manager) for the summer months will be subject to the same fee schedule.

Article 8 – Daycare Use of the Ballroom

8.1 The children and staff of both the SSMU Daycare and the University Daycare shall be allowed access to the Ballroom free of charge when the Ballroom is not being used.

8.2 Priority access and booking shall be given the SSMU Daycare over the University Daycare. Use of the Ballroon free of

charge to the University Daycare shall be provided that the Daycare Centre acknowledge the Society's contribution in their literature, and assume all responsibility and liability for the children under their care while in the Centre.

Article 9 – Use of the Ballroom Stage

9.1 Only Centre building staff are authorized to move and reassemble the Ballroom stage and any additional stage sections

9.2 Groups may not paint, or put nails or screws, into the stage.

9.3 Any stage clamps or braces lost during events will be replaced immediately and the Building Managers will advise the Comptroller to invoice the group concerned stating the exact date of the event during which the equipment was lost.

9.4 For safety reasons, it is strictly forbidden for sections of the stage to be stacked on top of each other. Groups must bring suitable stands to raise their lights, speakers or other equipment to the desired height.

9.5 The Ballroom stage is normally located in the north end of the Ballroom. It consists of twelve (12) 4' x 8' sections arranged to give a stage 24' across by 16' deep. There are two additional stage sections on the sides to hold PA speakers.

9.6 Any group that has the Ballroom booked may have the stage relocated, provided a representative of the group meets with the Office Manager at least one week in advance and gives precise details of how and where the stage is to be set up. The Office Manager will arrange to have the building staff relocate and return the stage at the agreed upon times before and after the event. For accredited groups, the fee to move the stage will be not less than $35. For non-accredited groups, the fee to move the stage will be no less than $75.

9.7 Any group that moves the Ballroom stage without following the procedure set out in this article will be charged a fine of not less than $75, which shall be determined by the Building Managers having due regard to the severity of the infraction and the cost to the Students' Society of any required repair. Failure to pay the penalty will result in the loss of the group's privilege to book rooms or tables in the Centre until such time as the penalty is paid. The Building Managers will monitor use to ensure penalties are imposed when justified.

9.8 Any group that brings in additional stage sections from the University must arrange with the University to have these extra sections and associated equipment delivered directly to and picked up from the Ballroom. There will be a fee of not less than $40 for the assembly of additional stage sections.

Article 10 – Ballroom Alcoholic Beverages

10.1 A draft machine may be used in the Ballroom if beer is to be served by the Students' Society, otherwise bottles must be used. All alcoholic beverages served in the Ballroom must be poured into plastic cups by servers under the supervision of a trained alcohol server. No glass is permitted in the ballroom.

10.2 All events needing more than 60 Amps of power will require prior arrangements to be made with the Office Manager so that an Electrician can be hired to provide the group with the appropriate electrical set-up in addition to disconnecting. The group renting the space is required to pay for this service charge. For same day service, the fee is approximately $350.00. For the set-up to be disconnected the next day the fee is approximately $150.00.

Article 11 – Players' Theatre

11.1 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.

11.2 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.

11.1 The following priority shall be used to determine theatre use:

11.3.1 Players' productions;

11.3.2 Players' co-productions;

11.3.3 Students' Society funded groups who want use of the space; and

11.3.4 Rentals.

11.4 Provided there is no previous booking, the theatre may be rented per performance and per rehearsal to any outside theatre company.

11.5 No accredited students groups, after renting the theatre, may allow another group to use the theatre without the prior approval of the Students' Society.

11.6 Outside organisations wishing to use the theatre must sign a rental contract with the Students' Society.

11.7 No McGill student group may sign a contract on behalf of the Society for the rental of the theatre.

11.8 A technician appointed by the Players' Theatre must be on hand during all rehearsals and performances in the theatre.

11.9 Non-accredited organisations must pay a rental fee for the use of the theatre.

11.9.1 All theatre rental fees shall be deposited into the Players' Theatre miscellaneous revenue account.

11. 10 Theatre rental rates shall be determined by the Finance Committee.

11. 11 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.

11. 12 In the event that the keys are not returned, the outside theatre company shall be charged $35/key.

Article 12 – Student Security

12.1 All groups using the Ballroom for events involving the serving of alcoholic beverages must have SSMU security on duty at the event. The extent of security provided shall be determined by the Security Supervisor in consultation with event organisers. The group holding the event is responsible for paying for all security needs.

12.2 Organisations holding events in the Centre that do not involve alcoholic beverages may be required to have student security should the Security Supervisor or the Building Manager determine that security is required.

Article 13 – Damages and Losses

13.1 Any organisation 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.

13.2 The Building Managers, as soon as they become aware of any loss or damage attributable to a specific organisation, 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.

13.3 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 organisation ineligible to have space in the Centre. The Comptroller shall inform the Building Managers when the organisation has failed to meet its obligations.

13.4 Wilful 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.

Article 14 – Coat Check

14.1 Any Accredited SSMU student group may provide coat check services in the Centre. All contracts for coat check are negotiated through Gert's management.

14.2 The group is responsible in the coat check area for

14.2.1 the physical set up of the coat check area;

14.2.2 the clean up of the area at the conclusion of the event;

14.3.3 the conduct of its volunteers; and

14.4.4 the adequate staffing of the area at all times.

14.3 No artice 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.

14.4 Only authorized personnel (as must be specified to in the group's contract with the Society) will be permitted in the coat check area.

14.5 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 Gert's Pub.

14.5.1 When the Manager of Gert's is not on duty, the VP Finance and Operations or General Manager shall act in his or her stead.

Article 15 – Club Offices

15.1 Clubs or societies seeking office accommodation in the Centre must make a written request to the Vice President, Clubs and Services.

15.2 Occupants must properly use and maintain their allocated space.

15.3 The Vice President, Clubs and Services shall keep track of the usage and maintenance of allocated space by the several clubs and shall prepare a report with recommendations in regard thereto to his/her successor.

15.4 Student groups will be permitted to work after hours in the building only with the approval of a Building Manager or the Executive Committee.

15.5 The doors of unoccupied offices shall be kept locked when not in use. The SSMU is not responsible for items left in offices.

15.5 Before anything may be placed on the walls in the offices, the Building Managers must grant permission.

Article 15 – Locker Keys

15.1 There shall be a charge of $25 per unreturned key.

15.2 Keys may be issued to the club President or designated Coordinator for the summer term on application to the Office Manager in April. In the event that the President or Coordinator is not in Montreal for the summer, keys may be issued to a designated individual. Notice of this designate must be given in writing in April to the Office Manager.

15.3 The duplication of keys, the changing of door locks, and the changing of filing cabinet locks is prohibited. Duplicate keys will not be accepted in lieu of original keys for the purposes of key deposits.

15.4 Porters may not open offices to non-key holders without the authorization of club chief executive officers, as indicated on the Club Executive Registration Form.

Article 16 – Combination Codes

16.1 Office combination codes are issued only to the club President or designated Coordinator as indicated on the Club Executive Registration Form. It is their responsibility to issue codes discretely to other executives to ensure security. The Students' Society is not responsible for unauthorised users obtaining codes.

16.2 Club Presidents may request in writing a change in combination code to the Office Manager.

16.2.1 It shall be the responsibility of that person to inform all others who share the office of the change.

16.3 Porters may not open offices to non-combination holders without the authorisation of club chief executive officers as indicated on the Club Executive Registration Form.

Article 17 – Tables

17.1 There shall be tables set up in the main lobby and food court for use by various groups to distribute information or to sell items. A contract must be signed in advance for all rentals. Additional tables may be set up with the permission of the Building Managers.

17.2 Student groups will, whenever possible, be given priority over external groups in the allocation of prime table space.

17.3 No group making use of the lobby tables may do so for more than eight (8) days in each calendar month.

17.4 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.

17.5 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.

17.6 All external groups not referred to in paragraphs 20.5 shall pay the commercial table rental fee unless waived by the Vice President, Clubs and Services.

17.7 The commercial table rental fee shall be set by the Building Committee.

17.8 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.

17.9 No group shall offer items including but not limited to food or commercial products for sale or distribution

the prior approval of the Building Managers, in consultation with the Vice President, Clubs and Services.

17.10 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.

Article 18 – Use of Tables and Personal Conduct

18.1 Direct solicitation of persons in the lobby shall not be permitted at any time

18.2 Only members of the group that reserves a table may work at the table.

18.3 A group may not reserve tables on behalf of another group.

18.4 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.

Article 19 – Publicity

19.1 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.

19.2 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.

19.3 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.

19.4 Maximum poster size and number is:

19.4.1 8 ½" x 11", two posters

19.4.2 11" x 14", one poster

19.4.3 in special circumstances, the Building Managers may approve larger sizes or more posters

19.5 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.

19.6 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.

19.7 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.

19.8 Direct solicitation of persons on Centre property shall not be permitted.

Article 20 – Admission to Gert's

20.1 Admission to Gertrude's Pub (hereinafter "Gert's") is restricted to students of McGill University who have attained

the legal drinking age.

20.2 Gert's personnel may request McGill student identification cards at any time.

20.3 If space allows, the Gert's manager or Executives may, at their discretion, admit non-members of the Society into the Pub.

20.4 At the discretion of the Vice President, Operations, Gert's may be used for special events.

20.5 With the approval of the Vice President, Clubs and Services and/or Vice President, Finance and Operations, the Gert's Pub Manager may charge an admission fee for special events. Limits on the admission fee are at the discretion of the Vice President, Clubs and Services and/or Vice President, Finance and Operations.

Article 21 – Drunkenness and Disorderly Conduct

21.1 It is strictly forbidden for employees on duty in Gert's to serve individuals whom they know to be or suspect to be drunk.

21.2 Where a customer contests a Gert's employee's decision not to serve him/her, the Pub or Bar Manager will make the final decision on the matter.

21.3 Any individual engaging in disorderly conduct may be barred from entrance to Gert's Pub and may be barred from the Centre. Continued disregard for this policy may result in disciplinary action being taken according to the University Code of Student Discipline.

Article 22 – Piano Rules and Regulations

22.1 The Students' Society owns three (3) pianos, which are under the control of the Building Managers:

22.1.1 one (1) Lindsay Upright Grand (donated by the Faculty of Music);

22.1.2 one (1) Willis Upright Piano (small); and

22.1.3 one (1) Yamaha Upright.

22.2 Accredited SSMU student groups may reserve one of the pianos by making a request with the Office and Services Manager.

22.3 The Building Managers 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.

22.4 Under no circumstances may a piano be removed from the Centre.

Article 23 – Smoking

23.1 Smoking is banned throughout the Centre, in accordance with government regulations.

23.2 Signs designating no-smoking zones shall be prominently displayed in the cafeteria, lobby and third and fourth floors.

Article 24 – Money

24.1 During office hours, 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.

24.1.1 Money should never be left in offices, even when under lock and key.

Article 25 – Bilingualism in the Centre

25.1 All signs in the Centre shall be in English and French, in accordance with government regulations.

Article 26 – Theft & Damages

26.1 The Building Managers shall be informed of any damage or theft and reports of such acts shall be dealt with at their discretion.

26.2 The Students' Society is in no way responsible for the theft of or damages to personal possessions.

Article 27 – Pet Policy

27.1 Pets are not allowed in the Centre.

27.1.1 Guide dogs shall not be considered pets.

27.2 The Building Managers may make additional exceptions to this policy.

SCHEDULE A – CLOSING HOURS FOR SOCIAL EVENTS

1.0 The closing hours for social events at the University Centre are as follows:

Regular Closing Schedule	Mon. to Wed.	Thurs. to Sat.
-Last call for bar	23:30	1:30
-Bar closes, stock removed, music Stops, house lights on, event ends	24:00	2:00
-Group organizers clean up finishes	1:00	2:30
-Group organizers leave building	1:15	2:45
-Porter goes home	1:30	3:00

Summer Closing Schedule	Mon to Fri
No event:	
- Last call for bar	18:30
- Bar closes, event ends	19:00
Special event:	
- Last call for bar	22:30
- Bar closes, event ends	23:00

This schedule is subject to change or exception at any time by the Executive Committee.

SCHEDULE B – ROOM CAPACITIES OF UNIVERSITY CENTRE

1.0 The room capacities of the University Centre are as follows:

Room No.	Suggested Use	Dimensions	Capacity
B29/B30	meetings, lectures	30' x 30'	104
1203	meetings, lectures	450 square ft.	45
Bukhman Room	exhibitions, symposia, lectures, meetings, films, receptions, debates, rehearsals	30’ x 40’	99
302	meetings, films, lectures, receptions, debates, rehearsals	30' x 30'	88
310	meetings, lectures, films receptions, debates, rehearsals	30' x 30'	88
301 (Ballroom)	All large events	118’ x 42’	236
Clubs Lounge	not rented to public	?	?
Gert’s	social events	?	286

SCHEDULE C – PRIORITY CATEGORIES

1.0 The following shall be the precedence list for booking the University Centre Ballroom.

Priority 1 Students' Society Activities specifically constituted and budgeted to hold events requiring use of the Ballroom and any other events specifically approved by Students' Council to fall into this category.

Priority 2	Students' Society Services with approved budgets or programs specifically requiring the holding of events in the Ballroom.
Priority 3	Students' Society-recognized full-status clubs and publications.
Priority 4	Faculty and School Societies.
Priority 5	All other organizations and individuals.

SCHEDULE D – SSMU COMMUNICATIONS CENTRE

Equipment	Internal Fee (per day)	External Fee (per day)
TV/VCR	$5.00	$15.00
Overhead Projector + 6’ x 6’ Screen	$2.50	$10.00
Megaphone	$2.50	$10.00
PA system	$5.00	$15.00
Stereo	$2.50	$10.00

SCHEDULE E – FINES

Cancelation fee for the ballroom, within two weeks of a reservation: $150
Cancelation fee for any other room, within 48 hours of a reservation: $0

This schedule is subject to change or exception at any time by the discretion of the VP Clubs and Services.

BY-LAW III-2 – PUBLICITY RULES AND REGULATIONS

PART I: GENERAL RULES AND REGULATIONS

Article 1 – General

1.1 All operations and organisations owned, operated, or funded by the Society shall carry the name of the Society ("Students' Society of McGill University" or "SSMU") and/or the logo of the Society.

1.2 All Students' Society vehicles shall carry the words: "The Students' Society of McGill University" or "SSMU."

1.3 All committees of Council, such as the Financial Affairs Committee, shall carry on their advertisements and publications:

1.3.1 "_____ Committee" and

1.3.2 "Students' Society of McGill University" or "SSMU."

1.4 The Students' Society shall not approve funds for self-adhesive stickers to promote events.

Article 2 – Sadie's Tabagie and the Food & Beverage Department

2.1 All advertising undertaken by Sadie's Tabagie and the Food & Beverage Department shall carry the words:

2.1.1 "A Service of the Students' Society of McGill University" or

2.1.2 "_____ is a Service Provided by the Students' Society for its Members"

2.1.3 Such notices shall also be clearly displayed at all Tabagie and Department locations.

Article 3 – Building Personnel, Student Security & Pub Staff

3.1 All Porters and Building Personnel employed in the William Shatner University Centre shall have the following words, clearly displayed under their names (optional), on their uniforms:

3.1.1 "Building Staff" and

3.1.2 "Students Society of McGill University" or "SSMU."

3.2 All Student Security and pub staff employed by the Society shall have the following words, clearly displayed under their names (optional), on their uniforms:

3.2.1 "Student Security (or Gertrude's, etc.) and

3.2.2 "Students' Society of McGill University" or "SSMU."

Article 4 – Society Activities and Welcome Week

4.1 All publications listed under the Society Activities classification in the budget summary of accounts shall, in publication, carry the SSMU logo or the words:

4.1.1 "Published by the Students Society of McGill University" or "SSMU."

4.2 All advertisements or publications undertaken by the Welcome Week Committee of the Programming Network

shall carry the words:

4.2.1 "Jointly operated by the Students' Society and Student Services" or

4.2.2 "A Joint Service of the Students' Society and Student Services"

4.3 Unless otherwise provided for in this By-law, all Society Activities shall in all their advertisements, publications and announcements, or in any printed matter carrying their name or logo, have the words:

4.3.1 "_____ is an Activity Provided by the Students' Society of McGill University [or SSMU] for its Members;" or

4.3.2 "Another Activity of the Students Society of McGill University [or SSMU]."

Article 5 – SSMU Groups

5.1 All Groups, including but not limited to Clubs, Services and Independent Student Groups, funded by the Society shall, in all their advertisements, publications, announcements, or in any printed matter carrying their name or logo, have the SSMU logo or one of the following announcements. Exceptions or different versions of the logo or announcements may be approved at the discretion of the Vice President, Clubs and Services.

5.1.1 "Sponsored by Your Students' Society" or

5.1.2 "Sponsored by the Students' Society of McGill University [or SSMU]."

5.2 SSMU must always be recognized appropriately as a major sponsor of all events and activities.

PART II: IMPLEMENTATION AND ENFORCEMENT

Article 6 – Implementation

6.1 In order to ensure that the Publicity Policy will be respected by the groups concerned, it shall be the responsibility of the Students' Society to make an effort to notify all concerned groups of such policy. In essence, the Students' Society shall practise the following procedure:

6.1.1 The Vice President, Clubs and Services or Treasurer shall inform all groups who request funding of the Publicity Policy. Furthermore, s/he shall make it clear to these groups that respecting the Publicity Policy is a condition for being granted a publicity budget (this includes advertising and printing) and failure to abide by the rules and regulations provided for in this By-law may result in total loss of monies given by SSMU.

6.2 The Society shall supply copies of the Society logo (contained in Schedule A) to all concerned groups for use in their advertisements, publications, announcements, or in any printed matter carrying their name or logo.

6.2.1 It shall be the responsibility of the Vice President, Clubs and Services to supply all copies of the Society logo and signage to all concerned groups.

Article 7 – Sanctions

7.1 Enforcement of these rules shall be the responsibility of the Club Representatives to Council, in consultation with the Vice President, Clubs and Services, and shall be laid out as follows:

7.1.1 First transgression: Shall result in an official notification of non-compliance.

7.1.2	Second transgression:	Shall result in the Vice President, Clubs and Services's recommendation to Executive Committee or Council that the publicity budget of the group concerned be frozen until such time as the group promises to abide by the Publicity Policy, provided that for each transgression they are duly notified by the Vice President, Clubs and Services.
7.1.3	Third transgression:	Shall result in the Vice President, Clubs and Services's recommendation to Executive Committee or Council that the group's budget be suspended until such time as the group promises to abide by the Publicity Policy, provided that for each transgression they are duly notified by the Vice President, Clubs and Services.

SCHEDULE A – SSMU LOGO

1.1 The official logo of SSMU shall be:

or

BY-LAW III-3 – STUDENTS' SOCIETY AWARD OF DISTINCTION

Article 1 – Purpose

1.1 The Students' Society of McGill University (SSMU) affirms that student excellence must embrace both the extra-curricular and academic aspects of a student's life. As a result, SSMU has created a unique scholarship, The *Students' Society Award of Distinction* (SSAD) for outstanding student contributions to the McGill community. These scholarships shall be awarded to students who have demonstrated leadership in the University through significant contributions to students' activities and organisations coupled with outstanding academic achievement.

Article 2 – Administrative Information

2.1 The SSAD is administered under the jurisdiction of the President of the SSMU, in consultation with the Vice President, University Affairs.

2.2 Up to four (4) awards may be given in any academic year. The size of the awards is at the discretion of the committee, within the parameter of the amount of money available in the Award of Distinction fund account as per Article 26.16 of By-Law II-2. (Otherwise it seems like you could spend more than just the interest)

2.3 The following shall establish the guidelines for eligibility for the award:

2.3.1 Members of the SSMU, who are also full-time or part-time students registered and continuing in degree programs.

2.3.2 Undergraduate students must complete a minimum of 12 credits by the conclusion of the current academic year.

2.3.3 Awards may be given to those students currently attending McGill University who will pursue academic work at another school in the coming year.

2.3.4 Outstanding academic merit shall be evaluated on an applicant's entire performance at McGill.

2.3.5 Student members of the Selection Committee and Executives (past and present) of the SSMU are ineligible.

2.4 The minimum publicising of the SSAD shall be:

2.4.1 One (1) ad no smaller than 10.25" x 7" in the *Tribune*;

2.4.2 One (1) ad no smaller than 10.25" x 7" in the *Le Délit Français*; and

2.4.3 All of these advertisements shall be paid for out of the Vice President, University Affairs's budget, so as not to diminish the amounts available for the SSAD.

Article 3 – Assessment of Applications

3.1 Financial need may be a consideration should the number of qualified applicants exceed the number of scholarships.

3.1.1 A self-assessment of financial need, similar to that used by the McGill University Department of Financial Aid, shall be submitted with the application.

3.2 All candidates must submit two letters of reference. One (1) must come from someone who can attest to the

significance of the applicant's contributions to student life, for example the president of an organization. The other one (1) must be written by an instructor at McGill University.

3.3 All applicants must provide a factual list in chronological order of their principal extra-curricular activities.

3.4 Applicants must arrange for complete, official transcripts from McGill to be sent to the SSMU. No transcripts will be accepted from applicants.

3.4.1 Any applicant who may have transcripts from another university must submit those as well.

3.5 Two essay questions shall be asked in the application:

3.5.1 "What have been your most significant contributions to the quality of student life at McGill University? Why?"

3.5.2 "What are your long-term goals? How have your academic endeavours contributed to the achievement of these objectives?"

3.5.3 At the discretion of the Selection Committee additional essay questions may be asked.

3.6 An affirmation of authenticity will be required, in which the student will sign and date the following text: "To the best of my knowledge, I certify that the information on this form is accurate and correct."

3.7 The contents of a candidate's file shall initially be held in strict confidence and shall be reviewed only by the members of the Selection Committee.

3.7.1 Once the candidates are notified as to who has been successful, candidates' files will be given to the SSMU Administrative Assistant to be archived.

Article 4 – Deadline

4.1 Full Applications and all letters of reference must be received no later than 5:00 p.m. on a due date to be set and publicised by the Vice President, University Affairs of the SSMU. That date must be no later than March 1 of that academic year.

Article 5 – Method of Selection

5.1 A Selection Committee will review the applications. The composition of the Selection Committee will be as follows:

5.1.1 President (ex-officio, voting)

5.1.2 Vice President, University Affairs (ex-officio, voting)

5.1.3 At least two (2) Councillors

5.2 At the discretion of the Selection Committee, up to three (3) members-at-large from the membership of the Society may be added to the Selection Committee.

5.2.1 The number of members-at-large shall not exceed the number of members stipulated in 5.1.

5.2.2 The Selection Committee may also consult with qualified individuals including past and present SSMU executives, past winners of the SSAD, the Registrar and Director of Admissions, McGill Admissions or Registrar's staff, members of the Senate Committee on Scholarships and Student Aid, the Dean of Students or the Associate Dean of Students, and the Deans of the various Faculties.

5.3 All members of the Selection Committee must be present in order to make the final selections.

BY-LAW III- – CLUBS, SERVICES & INDEPENDENT STUDENT GROUPS RULES AND REGULATIONS

PART I – GENERAL

Article 1 – General Rules

1.1 The Vice President, Clubs and Services shall direct all Clubs, Services and Independent Student Groups to this by-law at the beginning of every academic year. Copies shall also be made available, on request, to any member of the Students' Society.

1.2 This by-law shall be read in conjunction with the Constitution and By-laws of SSMU and the respective constitutions of the Clubs, Services and ISGs.

1.2.1 In the event of a conflict between the constitution of a Club or Service and the Constitution and By-Laws of SSMU, the Constitution and By-Laws of SSMU govern and control.

1.3 The contents of this by-law 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.

1.4 An updated list of the accredited Clubs, Services, and ISGs shall be kept by the Vice President, Clubs and Services. Copies shall also be made available, on request, to any member of the Students' Society.

Article 2 – Implementation of Rules and Regulations

2.1 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 By-Law.

Article 3 – Post-Graduate Students' Special Status

3.1 According to the agreement signed between the Students' Society and the Post-Graduate Students' Society of McGill University ("PGSS") and ratified by Council on 19 March 2009, the SSMU shall provide members of the PGSS access to:

3.1.1 Clubs, and;

3.1.2 Services.

3.2 While this agreement is in effect, any privilege, benefit, duty or responsibility granted or assigned to members of the Students' Society under this By-Law shall extend to members of the PGSS.

3.3 At the expiry or lapse of said agreement this article shall automatically become void and of no force or effect.

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, 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 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 Clubs and Services Committee of Council.
5.2 The Clubs and Services 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 Clubs and Services Committee of Council, reasons must be provided for rejecting the original recommendation.

Article 6- Mandatory Procedures for Services
6.1 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.
6.2 All Services must submit the name and phone number of at least two (2) executive officers by September 15th of each academic year.

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

6.3 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 postering contract with the SSMU by September 15th of each academic year, making these executive officers jointly and severely legally responsible for any illegal postering activities of the Service.

6.4.1 The Vice-President, Clubs and Services shall provide a thorough explanation of City postering 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- Review of Service Accreditation
7.1 Every two years each and every accredited Service will be subject to a review by the Clubs and Services Committee of Council in order to ensure that they meet the Definition and Mandatory Characteristics of a Service set out in Art. 4 of this By-Law.

7.1.1 The Clubs and Services Committee of Council 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.

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

7.2.1 A service may choose to waive this time period.

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

7.2.3 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.

7.2.4 If a Service fails a review during the Winter semester, its two (2) month period will not 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.

7.3 If a Service fails to rectify the situation in the allotted timeframe, the Clubs and Services Committee of Council 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.

Article 8- Revocation of Service Accreditation

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

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

8.1.2 Failure of the Service to adhere to its own Constitution;

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

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

8.1.5 Any stated cause.

8.2 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.

8.3 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.

PART III – CLUBS

Article 9 – Definition and Mandatory Characteristics of Clubs

9.1 "Clubs" are formal and accredited associations of members of the Students' Society with similar interests, such as a dedication to recreational, social, political, religious, educational, or cultural issues.

9.1.1 The terms "Club" and "Interest Group" shall be used interchangeably.

9.2 Clubs must be open to all members of the Society.

9.3 Should a Club wish to have a distinction, exclusion, or preference in membership or in the eligibility of executive officers, it must be included in the group's constitution, and ratified by the Clubs and Services Committee of Council and by Council. No such distinction may violate any part of the SSMU Constitution

9.4 All executive officers and voting members of SSMU Clubs must be members of the Students' Society.

Article 10 – Accreditation Procedure for Clubs

10.1 The formation of a Club may be proposed by any five (5) members of the Society by submitting an application and constitution to the Vice President, Clubs and Services, who shall forward it for review to the Clubs and Services Committee of Council.

10.2 The Clubs and Services Committee of Council shall review the application and ensure its completeness, that it does not contravene the Constitution or By-laws of the Students' Society and that the mandate set out in the proposed Club's constitution does not overlap with that of any other already accredited group within SSMU. It will then make a recommendation regarding the requested interim status to Council.

10.3 Council may grant a Club interim status by a simple majority vote.

10.4 Interim status shall be granted for a period of three (3) months of the academic year. The Vice President, Clubs and Services may, upon application by the interim Club or upon his or her own motion, extend a Club's interim status.

10.5 Interim status groups may, prior to the expiry of their interim status, apply in writing for full Club status to the Vice President, Clubs and Services. The Vice President, Clubs and Services shall forward the application for review to the Clubs and Services Committee of Council.

10.6 The Clubs and Services Committee of Council shall review the application and make a recommendation regarding the requested full status to Council. It will ensure that:

10.6.1 At least twenty-five (25) members of the Students' Society are active members of the Club;

10.6.2 The Club has the requisite executive officers according to its constitution;

10.6.3 The Club has been actively working to fulfil their mandate and will continue to do so, and;

10.6.4 The Club has been financially viable and responsible in its operations.

10.7 Council may grant a Club full status by a simple majority vote.

10.8 If, after three (3) months, the interim Club has not applied for full Club status and has not obtained an extension of interim status, the Club will be deemed inactive.

Article 11- Mandatory Procedures for Clubs

11.1 At least one (1) Club executive officer from every Club must attend the Club Executive Training Conference each September if such a conference is held. Failure to send an executive officer to this conference will result in penalties, at the discretion of the Vice-President, Clubs and Services.

11.2 A Club shall be considered inactive if it fails in any year to register the name and phone number of at least two (2) executive officers by September 15th.

11.2.1 Any Club which replaces either of these executive officers must notify the Vice President, Clubs and Services immediately and submit the name and phone number of an alternative active executive officer.

11.3 A Club shall be considered inactive if it fails in any year to submit an audit to the Vice-President Clubs and Services by June 1st.

11.4 At least two (2) executive officers of every Club must sign a postering contract with the SSMU by September 15th of each academic year, making these executive officers jointly and severely legally responsible for any illegal postering activities of the Club.

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

11.4.2 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.

11.4.3 Without limiting the applicability of any other penalties, failure to sign this document within the requisite timeframe will result in an automatic suspension of a Club's Accreditation. Once the document is signed, Accreditation will, subject to any decision of Council under Art. 13 of this By-Law to the contrary, automatically be restored.

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

11.5.1 Any modification to the constitution or by-laws of any Club 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.

11.6 Failure to comply with any of these procedures may result in revocation of privileges or accreditation, subject to Arts. 12 and 13 of this By-Law.

Article 12- Privileges Granted to Clubs

12.1 Full status Clubs are eligible to apply for a SSMU Club Subsidy.

12.2 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.

12.3 All Clubs may apply to receive a mailbox in the Student Centre, web space, mention in various Students' Society media and room and table rentals at no cost, subject to logistical limitations and availability.

12.4 All Clubs may participate in activities night at no cost.

12.5 Full status clubs may apply for office spaces.

12.6 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.

12.7 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 13 – Revocation of Club Accreditation

13.1 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 tabled.

PART IV – INDEPENDENT STUDENT GROUPS

Article 14 – Definition of Independent Student Groups

14.1 "Independent Student Groups" ("ISGs") are primarily student-based organisations 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.
14.2 These groups are not SSMU "Services" or "Clubs".

Article 15 – Accreditation Procedure for Independent Student Groups
15.1 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, 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.

15.1.1 The Vice President, Clubs and Services must be satisfied that the ISG is student-based and beneficial to the members of the McGill community.

15.2 The Vice President, Clubs and Services shall, upon fully reviewing the application, make a recommendation regarding the requested ISG status to Council.
15.3 Council may grant ISG status by a simple majority vote.
15.4 An ISG shall be considered inactive if it fails in any year to register the name and phone number of its Chief Executive Officer by September 30th.

15.4.1 If the Chief Executive Officer of an ISG is replaced, the ISG must notify the Vice President, Clubs and Services immediately and submit the name and phone number of an alternative active executive officer.

15.5 Any modification to the constitution or by-laws 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.

Article 16 – Privileges Granted to Independent Student Groups
16.1 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.
16.2 An ISG may apply to receive a mailbox in the Student Centre, web space, mention in various Students' Society media and room and table rentals at a reduced rate, subject to logistical limitations and availability.

16.2.1 The Vice President, Clubs and Services shall determine the discounted rate for each privilege and shall make the rates publically available and uniformly applicable to all ISGs.

16.3 An ISG may participate in activities night at no cost.
16.4 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.
16.5 ISGs are ineligible for Club Subsidy funding.
16.6 ISGs are ineligible for free office space but can enter into a lease agreement with the SSMU for office space.
16.7 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.

Article 17 – Revocation of Independent Student Group Accreditation
17.1 If the Vice President, Clubs and Services finds, at any time, that the organization no longer meets the requirements for an ISG under this By-Law, he or she may make a recommendation to Council for a revocation of the ISG's status.
17.2 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.

SCHEDULE A – ACCREDITED SERVICES
1.1 The following Services are accredited by Council:

1.1.1 Black Student's Network;
1.1.2 Elections McGill;
1.1.3 DriveSafe;
1.1.4 Mature and Re-entry Students' Association;
1.1.5 McGill First Aid Service;
1.1.6 McGill International Students Network;
1.1.7 McGill Tribune;
1.1.8 Midnight Kitchen;
1.1.9 Nightline;

1.1.10 Players' Theatre;
1.1.11 Organic Campus;
1.1.12 Queer McGill;
1.1.13 Savoy Society
1.1.14 Sexual Assault Centre of McGill Students' Society;
1.1.15 TV McGill;
1.1.16 Volunteer Program, SSMU;
1.1.17 Walksafe; and,
1.1.18 Union for Gender Empowerment.

1.2 This schedule is not binding on the Students' Society.

1.2.1 The list of Services enumerated in this schedule shall not be interpreted as exhaustive.

1.3 This schedule shall be deemed amended whenever a Service or qualifying group gains or loses Service status in accordance with Arts. 5 or 8 of By-Law III-4, respectively.

BY-LAW III-6 - FIRST-YEAR COMMITTEE OF COUNCIL

TERMS OF REFERENCE

NOTE: An amendment to the FYCC constitution was approved by SSMU in April 1998 (SC97/98 D-202). This amendment eliminated the requirement that further amendments be approved by SSMU. Insofar as that constitution was not adopted as policy, and is now outside the authority of SSMU Council, but continues some of the requirements on the Society included here, the original constitution is listed.

SCHEDULE A – INITIAL FYCC CONSTITUTION

0.0 PREAMBLE

These terms of reference constitute the Constitution of the McGill First-Year Committee of Council. The Vice President (Clubs & Services) of the Students' Society shall ensure the establishment of the Committee in accordance with these terms of reference. All other officers and committees of the Students' Society shall provide logistical support and advice as needed to further establish, implement and promote this Committee.

1.0 NAME

1.1 There shall be an organ of the Society known as the McGill First-Year Committee of Council (hereafter, the Committee).

2.0 OBJECTIVES

2.1 The objective of the Committee shall be to unify and represent all of its members, and to protect and promote their welfare and interests.

2.2 The Committee shall provide activities and services to enhance the educational, cultural, environmental, political and social conditions of its members.

2.3 The Committee shall act in the best interests of its membership as a whole.

2.4 All Committee endeavours shall be undertaken with full respect for human dignity and without discrimination on the basis of, but not limited to, gender, age, race, ethnic or national origin, religion, sexual orientation, mental or physical disability, language or social class.

2.5 The Committee shall work with the Students' Society of McGill University and the First-Year Office to achieve the above objectives.

3.0 MEMBERSHIP

3.1 All students enrolled in their first year in an undergraduate academic programme at McGill University shall be members of the Association (including, but not limited to, both U0 and U1 students).

4.0 FINANCES

4.1 All finances of the Association must be kept within the account provided by the Society for that purpose and shall be subject to student financial regulations and the authority of the Students' Society Legislative Council. The Vice President (Finance) of the Association shall be the signing officer.

5.0 GOVERNING COUNCIL

5.1 The governance of the Committee shall be vested in a Governing Council (hereafter, Council), which shall be composed of the following officers of the Committee:

- President;
- Vice President (Academic)
- Vice President (Communications);
- Vice President (External);
- Vice President (Finance);
- Vice President (Internal);

and the following councillors:

- ***One (1)*** representative elected by and from the members of the Association ***of the following faculties:*** Arts; Architecture, Dentistry, Education, Engineering, Law, Management Medicine, Music, Nursing, Physical & Occupational Therapy, Religious Studies, Science; and Social Work. ***Each of the representatives shall hold one (1) vote on council.***

- and one (1) representative of the Inter-Residence Council (ex-officio, non-voting);

and one representative of the Inter-Residence Council (ex-officio, non-voting);

5.2 No person can hold more than one seat on Council.

5.3 Quorum for a meeting of Council shall be a majority of members.

5.4 Meetings of Council shall be open, except during *in camera* sessions.

5.5 Meetings of Council shall be conducted according to *Robert's Rules of Order (Newly revised).*

5.6 The President shall chair meetings of Council unless Council elects a member or non-member of Council as Speaker.

5.7 The Vice President (Internal) shall record all meetings of Council unless Council elects a member or non-member of Council as Secretary.

6.0 EXECUTIVE COMMITTEE

6.1 The five (5) officers of the Association shall comprise the Executive Committee of the Governing Council.

6.2 The Executive Committee shall be vested with all the powers of Council in between meetings of Council. The Committee shall submit for ratification to each regular meeting of Council a report of all actions taken.

6.3 Quorum for meetings of the Executive Committee shall be three (3) officers.

6.4 Meetings and records of the Executive Committee may be kept private by vote of the Committee.

7.0 OFFICERS

7.1 The President shall:

- Be the chief officer of the Committee;
- Be the spokesperson for the Committee;
  Ensure that the Constitution of the Committee is observed;
- Ensure that the Constitution is up-to-date;
- Call meetings of the governing council and set its agenda;

- Call and chair meetings of the Executive Committee, and co-ordinate the activities of its members;
- Co-ordinate relations between the Committee and the Students' Society of McGill University;
- Attend meetings of the First-Year Experience Workgroup of the First-Year Office.
- Attend meetings of the Students' Society Legislative Council.
- Ensure the long-term integrity of the Committee;
- Ensure a significant degree of continuity between the outgoing and incoming Executive Council.

7.2 The Vice President (Academic) shall:

- Attend meetings of the Academic Roundtable of the Students' Society
- Attend meetings of the First-Year Experience Workgroup of the First-Year Office.
- Review the academic programmes offered for first-year students, both U0 and U1, by McGill University and propose strategies for improvement to the appropriate authorities;
- Assist the membership of the Committee in adjusting to the academic aspect of university life and navigating the McGill bureaucracy by organising events and services;
- Promote and enrich a bilingual academic environment;
- Propose academic policy positions to the Governing Council.
- Serve as Acting President in the event that office is vacant.

7.3 The Vice President (Communications) shall:

- Promote communication between the Committee and its membership utilising a variety of media
- Ensure that the Committee is accessible to its membership, including, but not limited to, those students living in off-campus housing;
- Develop and implement a communications strategy for the Committee;
- Assist each Council Executive in matters of communication where possible

7.4 The Vice President (External) shall:

- Co-ordinate the relationships between the Committee and the various faculty, school and departmental student associations;
- Evaluate the effectiveness of Students' Society services, programmes and activities offered to incoming students and propose improvements thereto;
- Develop relationships and linkages with first-year students at other universities in the area, e.g. athletic events, joint social activities, et cetera, for the purpose of broadening the experiences of first-year students at McGill;
- Communicate to Council any external issues which may affect McGill University or its students;
- Assist the Executive Council in organising various events where necessary.

7.5 The Vice President (Finance) shall:

- Keep Council informed of the financial status of the Committee;
- Ensure that no group or individual disburses Committee funds without authorization;
- Ensure the long-term financial stability of the Committee;
- Coordinate and oversee fundraising activities
- Co-ordinate financial interactions between the Committee and the Students' Society of McGill University.

7.6 The Vice President (Internal) shall:

- Co-ordinate and oversee the programming of the Committee;
- Assist the membership of the Committee in adjusting to the social aspect of university life by organising events and services;
- Organize, co-ordinate, promote and conduct social, educational, cultural and political activities and events for members of the Committee;
- Co-ordinate and oversee the services offered by the Committee;
- Co-ordinate and oversee merchandising and other fundraising activities;

- Serve as ombudsperson for the Committee;
- Be responsible for the administration of the Committee, including staffing, room bookings, supplies, office management, etc.;

8.0 ELECTIONS AND REFERENDA

8.1 The Chief Returning Officer (CRO) and the Elections Co-ordinators (EC's) of the Students' Society of McGill University shall conduct the elections and referenda of the Association in accordance with the Constitution, By-Laws and Policies of the Students' Society and these terms of reference.

8.1.1 The CRO shall be empowered to make technical changes to the requirements in the Constitution and By-Laws of the Students' Society in order to adjust to the exigencies of a Fall election and a smaller constituency. Such changes must be made available beforehand at a predetermined and publicised location.

8.2 The officers of the Association shall be elected for a term of one year during the Fall Referendum of the Students' Society, in accordance with the procedures for electing executive officers listed in the Electoral Regulations, By-law I of the Students' Society, and the adjustments made thereto by the CRO, with the following stipulations:
- Candidates for office in the Association shall be required to collect fifty (50) signatures from other members of the Association;
- Candidates shall be entitled to spend up to fifty dollars ($50).

8.3 The representatives of the faculties and schools enumerated in article 5.1, *supra*, shall be chosen by their respective faculty associations as they see fit but no later than November 15.

8.4 The Association shall be entitled to present no more than three (3) referendum questions to its members at any referendum period. Such questions shall be decided upon by Council. Each of the "Yes" and "No" campaigns shall be equally funded at a level set by Council, to be paid for by the Association. Referendum questions shall not be binding unless otherwise pre-determined by a majority of the members of Council.

8.5 A General Assembly of the Association will be called upon petition of eight (8) members of Council or one hundred (100) members of the Association. The petition shall clearly state the agenda of the Assembly. Meetings of the Assembly shall be conducted according to *Robert's Rules of Order (Newly revised).* The President, or his/her designate, shall chair meetings of the Assembly. The Assembly shall not be empowered to affect the finances of the Association or to entertain motions to amend this Constitution.

9.0 REMOVAL & VACANCIES

9.1 Any officer or member may be removed from office by two-thirds (2/3) vote of Council if two-thirds (2/3) of Council is present.

9.2 At least five (5) days notice shall be given to any officer or member against whom a motion to remove is made. Said notice shall contain the substance of the allegations. The officer or member involved must have the opportunity to defend him/herself against these allegations.

9.3 Vacant offices shall be elected by and from the members of Council. Vacant representative seats shall be filled by the appropriate constituency.

10.0 JUDICIAL BOARD

10.1 The Judicial Board of the Students' Society shall be empowered to adjudicate disputes arising under

these terms of reference and from elections and referenda.

11.0 SSMU CONSTITUTION

11.1 The Constitution of the Students' Society of McGill University shall take precedence over these terms of reference, and shall have effect over areas not covered by these terms of reference.

12.0 OFFICIAL LANGUAGES

12.1 English and French are the official languages of the Association. Either or both may be used in all documents, minutes and meetings of the Association.

13.0 TERMS OF REFERENCE

13.1 These terms of reference constitute the Constitution of the Association. It is intended that the Association, through its Council, determine ways to improve upon this document.

13.2 These terms of reference may be amended by two-thirds (2/3) vote of Council. All amendments to these terms of reference must be ratified by majority vote of the Students' Society Legislative Council before taking effect.

13.3 The most recent copy of these terms of reference shall be provided to all Students' Society Councillors and Executives. In addition, the Students' Society office shall be provided with additional copies of the most recently updated terms of reference.

13.4 No amendment shall be made to articles 4, 11 or 12.

BY-LAW III-7 – PRESIDENTS' COUNCIL

Article 1 – General

1.1 There shall be a body called the "Presidents' Council."

1.2 The Presidents' Council shall be fully independent of Students' Council

1.3 The Presidents' Council shall set, amend and repeal its own terms of reference.

1.3.1 The Presidents' Council's Terms of Reference shall be provided for in Schedule A of this By-law. Schedule A shall not be considered an integral part of this By-law and is in no way binding on SSMU, its Council, committees, officers, directors, members, associated groups or incorporated bodies.

1.4 Declarations of the Presidents' Council shall not be binding on the SSMU.

1.5 Unless explicitly consented to by motion of SSMU Council, the SSMU shall not assume responsibility for any obligations that are assumed or incurred by the Presidents' Council.

SCHEDULE A – PRESIDENTS' COUNCIL TERMS OF REFERENCE [DOCUMENT PC 96/97 D-2]

1.0 Name

1.1 The name of this body shall be the Presidents' Council.

2.0 Definitions

2.1 Abstention: any member present who votes neither yes nor no.
2.2 Simple majority: more than fifty percent of the members who vote, excluding abstentions.
2.3 Special majority: two thirds of the members present who vote, excluding abstentions.
2.4 Academic day: a day in the Academic year in which classes are regularly scheduled.
2.5 Academic year: the regularly scheduled fall and winter semesters, as scheduled by the McGill University administration.
2.6 Written Notice: communication of fax, e-mail or written letter.

3.0 Membership

3.1 The presidents of the following associations, societies, and councils shall be members of the Presidents' Council:

Macdonald Campus Graduate Students' Society
Macdonald College Students' Society
McGill Association of Continuing Education Students
Post Graduate Students' Society
Students' Society of McGill University
Architectural Undergraduate Society
Arts Undergraduate Society
Computer Science Undergraduate Society
Dental Students' Society
Education Undergraduate Society
Engineering Undergraduate Society
Law Students' Association
Management Undergraduate Society
Medical Students' Society
Music Undergraduate Society
Nursing Undergraduate Society
Physical & Occupational Therapy Undergraduate Society

Religious Studies Undergraduate Society
Social Work Undergraduate Society
Science Undergraduate Society
Inter-Residence Council
Inter-Greek Letter Council

and shall each have one vote.

3.2 Any member may delegate his/her vote on President's Council to any representative that belongs to the body of which the member is president.

3.3 Any individual President, for the duration of their term, may renounce their membership in Presidents' Council by written notice to the speaker, or by failing to send representation to three (3) consecutive meetings.

4.0 Objectives

4.1 To encourage and facilitate communication between the members of the Presidents' Council;

4.2 To discuss issues concerning *and* reasonably thought to be relevant to the McGill student body at large or to Presidents' Council members;

4.3 To offer consultation to the McGill Administration, in an effort to promote Student causes and concerns;

4.4 To receive information and presentations from McGill administrators or outside groups who wish to communicate with "the student leaders of McGill."

5.0 Meetings

5.1 Regular meetings shall be held at least once a month during the academic year;

5.2 The date and time of a meeting shall be set at the beginning of a preceding meeting;

5.3 The rules governing the meeting shall be the latest edition of Robert's Rules of Order (revised);

5.4 Minutes of meetings shall be distributed to members at a following meeting, and once approved, shall be made available without restriction;

5.5 A simple majority of the members shall constitute quorum. In the case of a special meeting, all four (4) members must be present to constitute quorum;

5.6 If quorum is not achieved with fifteen (15) minutes of the scheduled starting time of the meeting, the meeting shall be cancelled.

5.7 The Agenda:

5.7.1 Items to be placed on the agenda shall be submitted to the Speaker, along with any supporting documents, at least two (2) Academic days prior to the meeting where the item is to be addressed;

5.7.2 Only items reasonably thought to be relevant to all the members may be initially placed on the agenda. Any "non-global" items must be placed on the agenda at the meeting by presenting a debatable <sic> motion;

5.7.3 The agenda shall include place for each member to make short announcements. These announcements should pertain to events and not to issues.

5.8 Special meetings may be called by the Speaker, on written notice specifying the business of the meeting and submitted three academic days before the requested date of the meeting. Such a meetings may only be called upon written notice of four members.

6.0 Actions

6.1 The following actions may be taken by Presidents' Council:

6.1.1 A notice of "Unanimous Endorsement" may be issued. This notice shall state the position of the members of the Presidents' Council and shall indicate that the members unanimously endorse this position.

6.1.2 A notice of "Endorsement" may be issued. This notice shall state the position of the majority of the members of Presidents' Council and shall indicate that a simple majority of is members endorse this position. *This action may not be taken if any dissenting member objects to this particular action.*

6.1.3 A notice of "Dissenting Endorsement" may be issued. This notice shall state the position of the simple majority of the members of Presidents' Council, and shall also state that other members have a dissenting position. The dissenting members and endorsing members may be identified if they so wish.

6.1.4 A resolution of individual endorsement may be passed, whereby individual members agree to bring a motion of Presidents' Council to their respective councils for approval.

6.1.5 A notice of "Invitation" may be issued. This notice shall invite a group or individual to address the Presidents' Council at a designated date and time.

6.2 The Signing Officer shall write, sign and distribute any notices as per Article 6.1. The final version of any document to be sent shall be approved by a simple majority of Presidents' Council.

7.0 Speaker

7.1 The Speaker shall:

7.1.1 Preside over meetings of the Presidents' Council

7.1.2 Collect items for and create the agenda

7.1.3 Be responsible for the administrative duties relating to Presidents' Council including:

7.1.3.1 Coordinating the activities of Presidents' Council

7.1.3.2 Maintaining close contact with member organizations

7.1.3.3 Compiling documents and information that may be of interest to the members

7.1.3.4 Assisting in relevant research and information gathering

7.1.3.5 Distributing the Minutes

7.1.3.6 Being chief Signing Officer

7.1.4 Be directly responsible to Presidents' Council

8.0 Amendments

8.1 A quorum of two-thirds of the members shall be required to put forth a motion to amend the Terms of Reference.

8.2 The Terms of Reference may be amended by the Presidents' Council at any meeting complying with Article 8.1 by a special majority vote.

BY-LAW III-8 – MEDIA RULES & REGULATIONS

AND TERMS OF REFERENCE

PART I: RULES & REGULATIONS

Article 1 – Definition of Media

1.1 "Accredited Media" are those Media that are formally recognised by Council to form an integral part of the Students' Society program and service to students.

1.2 Hereinafter, the term "Media" shall be meant to signify only "accredited Media."

Article 2 – General

2.1 Council shall appoint the editor or coordinator of the publication to have a term of office concurrent with Council and shall accord all Media funding.

2.2 The Vice President, Clubs and Services shall make a copy of this policy available at the beginning of every academic year. Copies shall also be made available, on request, to any member of the Students' Society.

2.3 It is the obligation of the Club Representatives of Council to keep aware of changes in regulations.

2.1 Any member of the SSMU may recommend introducing a new rule, voiding a rule or modifying any existing rule in this By-Law, by means of a written request to the Vice President, Clubs and Services. The Clubs and Services Committee of Council will decide whether or not to bring the recommendation to amend or repeal these rules and regulations to Council. The Vice President, Clubs and Services shall also forward the recommendation to the Clubs and Services Representatives to Council.

2.4.1 The quorum for Council to approve amendments to these rules shall be two-thirds (2/3) of Council.

2.5 This by-law is to be used in conjunction with the Constitution and By-laws and is also to be used in conjunction with the constitutions, by-laws and policies of the Media concerned.

2.5.1 In the event of a conflict arising between this By-law and a medium's constitution, by-laws or policies, the Constitution and By-laws of SSMU shall be deemed paramount.

Article 3 – Procedure for Media Accreditation

3.1 A Media group may be proposed by any member of Council or three members of the Society by submitting a constitution to the Vice President, Clubs and Services, who shall review it to ensure it does not contravene the Constitution and/or, By-laws of the Students' Society. Interim recognition will be refused if the group's constitution or by-laws violate the Constitution and/or By-laws of the Society, or if the mandate set out in the constitution overlaps with that of any other recognised group.

3.2 The Vice President, Clubs and Services shall make a recommendation regarding awarding interim status to the Executive Committee. Upon recommendation of the Executive Committee, Council may grant the Media group interim status for a period of a year by a simple majority vote.

3.3 During the interim period, the Media group may apply for funding through the SSMU Campus Life Fund.

3.4 After a period of not more than a year, the Executive Committee shall review the performance of the Media group and recommend to Council whether to award it full accreditation, or to deem the Media defunct.

3.4.1 Council may decide not to award full accreditation for any stated reason.

3.5 Once awarded full status, the Media group may apply for funding in accordance with the SSMU Financial Regulations (contained in By-Law II-2).

3.6 By a two-thirds (2/3) majority vote, Council may remove accreditation for:

3.6.1 A stated lack of need, desirability, or student interest in the medium;

3.6.2 Impossibility of the Society financially to support the Media group;

3.6.3 Lack of financial priority; or

3.6.4 Any stated cause.

PART II: THE MEDIA BOARD

Article 4 – Name

5.1 The name of this committee shall be the "Media Board," which shall be a standing committee of Council.

Article 5 – Objectives of the Media Board

5.1 The objectives of the Media Board shall be:

5.1.1 To address ethical journalistic and policy issues relating to on and off campus Media that the committee deems pertinent to McGill students;

5.1.2 To establish a comprehensive and holistic strategy encompassing all forms of SSMU Media;

5.1.3 To provide a body of communication and consultation for the different forms of SSMU Media, in order to facilitate marketing strategies, joint ventures, shared facilities and other such things which are deemed to be beneficial to the SSMU.

Article 6 – Membership of the Media Board

6.1 The following shall constitute the Media Board:

6.1.1 the editors-in-chief of The Old McGill, TV McGill, and the SSMU Student Handbook;

6.1.2 the Vice President, Clubs and Services;

6.1.3 the Vice President, (Finance and Operations);

6.1.4 two (2) students-at-large selected by the Clubs and Services Committee;

6.1.5 two (2) councillors nominated and elected by Council, one of whom will act as Board chair;

6.1.6 the General Manager (non-voting); and

6.1.7 the Advertising and Marketing Manager (non-voting).

Article 7 – Administration of Meetings

7.1 The quorum for a meeting of the Media Board shall be six members.

7.1.1 The Media Board shall meet at least two (2) times per semester.

Part II: The Media Ombudsperson

Article 8- Duties

8.1 The duties of the Media Ombudsperson shall be:
8.1.1 To receive any and all complaints relating to the content of the McGill Tribune;
8.1.2 To represent complainants to the Tribune Board of Directors, the Student Council and/or any other body of the Society;
8.1.3 Advertise their existence to all members of the Society
8.1.4 Maintain the strict confidentiality of complainants, if requested;
8.2 The Media Ombudsperson is encouraged to attend meetings of the Tribune Board of Directors;

PART III: THE MCGILL TRIBUNE

Article 9 – Name and Designation of the Official Newspaper

9.1 The official newspaper of the Students' Society of McGill University shall be known as The McGill Tribune.

Article 10 – Objectives of the McGill Tribune

10 The main objective of The McGill Tribune shall be to communicate in a fair and accurate manner news and events from the McGill and Montreal communities. The McGill Tribune shall also have the following two components:

10.1 Staff-reported articles, the function of which shall be:

10.1.1. to report fairly and accurately on stories of interest to the McGill community, including but not limited to actions taken by University governing bodies and their committees or the Students' Society Council when such actions are deemed by the Editorial Board to be of significant interest to the members of the Society.

10.1.1 to keep members informed of any external issues that are of interest;

10.1.2 to communicate news and information relevant to the McGill community;

10.1.3 to provide an environment in which interested members of the Society can learn about journalism.

10.2 The Opinion and Editorial Component, the function of which shall be:

10.2.1 to guarantee a forum for individual members to express their opinions on matters of concern to the membership through a "Letters to the Editor" feature and, at the discretion of the Editorial Board, individually signed articles of opinion;

10.2.2 To communicate the consensus opinion of the Editorial Board on matters of interest to members of the McGill community through unsigned Editorials, written by a member of the Editorial Board.

10.2.3 to express the individual views of members of the Editorial Board on matters of concern to the membership, provided that the Board does not object to the editorial in question in a consensus decision;

10.2.4 to have the option of providing weekly opinion columns of interest to the membership to be written by a writer approved by the Editorial Board in a consensus decision.

Article 11 – Publishing Schedule of the McGill Tribune

11.1 The McGill Tribune shall be published weekly during the regular academic session or according to any other schedule as approved annually by the Tribune Board of Directors.

Article 12- The Tribune Board of Directors

12.1 There shall be a committee of Council known as the Tribune Board of Directors, whose function shall be to oversee the administrative aspects of the McGill Tribune;
- 12.1.1 Administrative aspects include the annuals selection of the Editor-in-Chief, the approval of the budget, in concert with the Editor-in-Chief and Vice-President (Finance and Operations), the resolution of complaints about content and the approval of the by-laws of the Tribune Publications Society.

12.2 Membership to the Tribune Board of Directors shall be for one year terms (unless otherwise noted) and shall include:
- 12.2.1 The Editor-in –Chief or his/her delegate;
- 12.2.2 The Vice-President (Clubs and Services);
- 12.2.3 One (1) Councillor;
- 12.2.4 A representative from the Tribune writing staff, selected by the Editorial Board in a consensus decision;
  - 12.2.4.1 Writing staff does not include paid editors of the McGill Tribune;
  - 12.2.4.2 Writing staff does include all those who have contributed at least three published pieces or photos to the Tribune in the preceding semester.
  - 12.2.4.3 The Editor-in-Chief shall solicit interest for this positioning the first three weeks of September.
- 12.2.5 A representative from the Editorial Board, selected by secret ballot;
- 12.2.6 The Advertising Manager (non-voting);
- 12.2.7 Two students-at-large, selected by the Clubs and Services committee;
- 12.2.8 The Vice-President (Finance and Operations) (non-voting);

12.3 A chair shall be selected from among 12.2.3, 12.2.4, 12.2.7.

12.4 Any person who is a staff writer or editor for the McGill Daily, or who is a director for the Daily Publications Society, shall be ineligible to sit on the Tribune Board of Directors.

12.5 Either of 12.2.2 and 12.2.3 shall present the reports of the Board of Directors to the Legislative Council for ratification.

Article 13-Control of the McGill Tribune

13.1 The Tribune Board of Directors shall be responsible for the administrative control of the McGill Tribune in accordance with the Terms of Reference.

13.2 In the editorial columns of the McGill Tribune, the Editorial Board shall be free to express whatever opinion it holds.

13.2.1 The McGill Tribune must comply with all election and referendum regulations.

13.2.2 In order to ensure that its readers do not confuse content appearing in the Tribune with the policies or beliefs of the Student Society, the following statement shall appear in the Opinion section of each issue of the McGill Tribune: “The McGill Tribune is published by the Students’ Society of Mcgill University. Opinions expressed do not necessarily represent those of the Students’ Society or of McGill University.”

13.2.3 The McGill Tribune will not print content that is sexist, racist, libellous, homophobic or otherwise discriminatory in nature, as deemed by the Editor-in-Chief in consultation with the Editorial Board.

Article 14-Grievances and Complaints

14.1 Should an member of the McGill community believe that the Editor-in-Chief or Editorial Board have violated Articles 13.2.1 or 13.2.3 of this by-law, the member will follow the process outlined in this section for

resolving the grievance.

14.1.1 The complainant must direct any comment or concerns to the Media Ombudsperson

14.1.2 The Media Ombudsperson will then direct the complain, anonymously if requested, to the Board of Directors;

14.1.3 If the complaint is about issues of libel, copyright infringement, or other legal responsibilities of the publisher, the Tribune Board of Directors shall consult with appropriate legal counsel before recommending or directing action.

14.1.4 Upon hearing the complaint, the Board of Directors may choose to vote on a corrective action, including but not limited to the issuing of a letter of apology from the Editor(s)-in-Chief, the printing of a correction, clarification, apology or retraction in the Tribune.

14.1.4.1 Corrective action need not be taken on all complaints.

14.1.5 The Editor(s)-in-Chief shall write all letters of apology, corrections, clarifications, retractions, etc.

14.1.6 If the complainant is not satisfied with the response from the Board of Directors, they shall have the option of submitting a minority report, to be submitted with the report of the Board of Directors to the Legislative Council. The Media Advocated shall present the minority report to Council.

Article 15 – Appointments of the McGill Tribune

15.1 All appointments shall be made on an annual basis.

15.2 The terms of office of such appointed positions shall be concurrent with that of Students' Council.

15.3 The Editor-in-Chief shall be appointed by the Tribune Board of Directors.

15.4 Members of the Board who are or plan to be members of the Editorial Board or the SSMU Executive for the following year may not be present during the appointment process.

15.5 The Board of Directors may establish its own rules of practice for appointing the Editor-in-Chief.

15.6 The Editor-in-Chief shall appoint members of the Society to fill editorial positions following consultations with the sitting Editorial Board.

15.7 The Editor-in-Chief shall be responsible for advertising the existence of editorial positions in the Tribune, and through any other appropriate means, at least 2 (two) weeks before the application deadline.

Article 16 – The Editor-in-Chief

16.1 The Editor-in-Chief shall

16.1.1 Be the chief administrative officer of the McGill Tribune.

16.1.2 Oversee the budget and finances of the McGill Tribune and act as signing officer;

16.1.3 Act as the chief spokesperson for the newspaper in any situation, respecting all policies set by the Editorial Board or Tribune Board of Directors.

16.1.4 Act as the liaison between the Mcgill Community, Tribune Board of Directors, SSMU Executives and the McGill Tribune staff.

16.1.5 Preside at all general meetings of the staff;

16.1.6 be responsible for ensuring the McGill Tribune is published according to schedule;

16.1.7 Determine the number of story and photo assignments for the text and photo editors to assign for a given issue.

16.1.8 Ensure that the newspaper is run according o these Terms of Reference and to policy established by the Tribune Board of Directors; and

16.1.9 Bear final responsibility for all content published in the McGill Tribune.

16.2 The Editor-in-Chief may also create and fill additional Editorial Board positions subject to approval of

the Tribune Board of Directors.

16.3 Subject to majority approval of the Editorial Board, the Editor-in-Chief may also dismiss members from the Editorial Board if they are not fulfilling their duties as outlined in the Terms of Reference. The dismissal shall be subject to appeal to the Tribune Board of Directors. On dismissal, the dismissed party must be notified of his or her right to appeal.

Article 17- Editorial Positions

17.1 Managing Editors

17.1.1 There shall not be more than two (2) Managing Editors whose job shall be to assist the Editor-in-Chief in whatever capacity the Editor-in-Chief requires, which may include fiscal management, final text editing, and the supervision of editors and staff of the paper.

17.1.2 The Managing Editor shall assume the duties of the Editor-in-Chief in the absence of the latter.

17.2 Production Manager

17.2.1 There shall be no more than one (1) Production Manager who shall be responsible for the production of The McGill Tribune. This shall include supervising the layout of advertisements as well as the general layout of the paper, and overseeing the design elements of the Tribune.

17.3 Section Editors

17.3.1 There shall be no more than three (3) editors of the News section, whose job it shall be to oversee the News section, story assignments, supervision of writers, and to edit finished stories for content, fact and relevance and to provide a framework in which to teach interested staff about writing news journalism.

17.3.2 There shall be no more than one (1) editor of the Opinion section, whose job it shall be to oversee the Opinion section, supervise columnists, solicit guest columnists and to edit finished stories for content, fact and relevance. The Opinion editor may also assist the Editor-in-Chief in preparing the content of the weekly editorial.

17.3.3 There shall be no more than two (2) Features Editors whose job it shall be to oversee the Features section, story assignments, supervision of writers, and to edit finished stories for content, fact and relevance and to provide a framework in which to teach interested staff about writing feature stories.

17.3.4 There shall be no more than two (2) Entertainment Editors whose job it shall be to oversee the Arts & Entertainment section, story assignments, supervision of writers, and to edit finished stories for content, fact and relevance and to provide a framework in which to teach interested staff about writing entertainment related stories.

17.3.5 There shall be no more than three (3) editors of the Sports section whose job it shall be to oversee the Sports section, story assignments, supervision of writers, and to edit finished stories for content, fact and relevance and to provide a framework in which to teach interested staff about writing sports stories.

17.3.6 There shall be no more than two (2) Photo Editors whose job it shall be to oversee photography in the paper, photo assignments, the supervision of photographers as well as developing and printing of the photographs, in addition to providing a framework in which to teach interested staff about photo journalism.

17.3.7 There shall be no more than one (1) Online Editor whose job it shall be to oversee the web edition of The McGill Tribune, as well as to provide a framework in which to teach interested staff about maintaining a newspaper's presence on the internet.

17.3.8 There shall be no more than three (3) three Design Editors, whose job it shall be to assist each

section editor in the layout of stories and accompanying photographs, and to provide a framework in which to teach interested staff about newspaper layout. The design editors shall be supervised by the Production Manager.

Article 18 – the McGill Tribune Editorial Board

18.1 The Editorial Board shall consist of the Editor-in-Chief (Chair) and other editors as outlined in these Terms of Reference or as created by the Editor-in-Chief.

18.2 The Editorial Board shall be collectively responsible for all editorials appearing in the Tribune written by members of the Editorial Board. Any article or editorial that is questionable on grounds of libel or misrepresentation of fact shall be referred to legal counsel before publication. If legal counsel advises against the publication of any such article or editorial, the said article or editorial must be referred to the Media Board before its publication.

18.3 The Editorial Board shall be the sole body to determine the content of the newspaper, except where specifically limited by the SSMU Constitution and By-laws.

18.4 Honoraria may be awarded to members of the Editorial Board.

18.4.1 Editors shall receive their stipends at the end of each semester, provided that the individual has adequately fulfilled the duties of their position, as determined by the Editor-in-Chief.

18.4.2 At the beginning of their terms, editors shall sign contacts with the Society stipulating their pay. Once fixed and approved by the Tribune Board of Directors, stipends may not be reduced during editors' terms in office, subject to the terms of 18.4.1. The Editor-in-Chief may at any time recommend that the Board of Directors increase stipends.

Article 19 – Advertising Office

19.1 The Publication Manager of the Students' Society shall be responsible to the Students' Society Council through its appointment of the Editor-in-Chief of the McGill Tribune for an amount of his or her paid hours corresponding to the proportion of her or his salary paid for from the budget of the McGill Tribune.

19.2 In the time for which the Publications Manager is responsible to the Editor-in-Chief, s/he shall be responsible to:

19.2.1 assure that the advertising revenue goals approved by Students' Council in the budget for the McGill Tribune are met;

19.2.2 solicit advertising for the McGill Tribune;

19.2.3 hire, train, and supervise student part-time typesetters for the production of advertisements to be paid hourly on a casual basis;

19.2.4 be present for office hours, which shall be set subject to approval by the Vice President, Clubs and Services or the Editor-in-Chief; and

19.2.5 Prepare advertisements for typesetting in a timely manner, so as not to inhibit the functioning of the newspaper.

19.3 The Editor-in-Chief and the Publications Manager shall have the right jointly to hire and appoint casual and commissioned employees to be paid out of the funds of the McGill Tribune.

19.4 The Editorial Board shall have the right to refuse an ad for any policy reason.

19.4.1 This policy must be established annually by the editorial board subject to 26.2.2.

Article 20 – Amendments to the McGill Tribune Terms of Reference

20.1 In order for these Terms of Reference to be amended, a copy of the proposed amendment shall be sent to each member of the Media Board.

20.2 The opinion of any member of the Media Board concerning the proposed amendment may be presented to the Students' Council if so desired, by the Media Board member.

20.2.1 At the next meeting of Students' Council, the proposed amendment shall be discussed and voted upon;

20.3 Passage of such an amendment requires a majority vote of Students' Council.

20.3.1 The quorum shall be two-thirds (2/3) of the voting members.

PART IV: SSMU STUDENT HANDBOOK TERMS OF REFERENCE

Article 21 – Name of the Student Handbook

21.1 The official name will be the "SSMU Student Handbook." (The handbook front cover shall have in legible print "Students' Society of McGill University" and "Association étudiante de l'Université McGill". The front cover of the handbook shall also have the SSMU logo.)

Article 22 – Objective of the Student Handbook

22.1 The purpose of the SSMU Student Handbook shall be to inform McGill students about the Students' Society, McGill University, and Montreal, with an emphasis on the Students' Society.

Article 23 – Duties of Student Handbook Officers

23.1 There shall be four (4) or five (5) officers: one (1) or two (2) Coordinator(s), the Vice President, Clubs and Services, the Vice President, Communications and Events, and the SSMU Advertising Manager.

23.2 The Coordinator(s) shall

23.2.1 decide, in conjunction with the Executive Committee, on the articles to be written, and to assign these articles to writers, and to edit the articles;

23.2.2 determine the physical appearance of the handbook, either by doing the layout themselves or by assigning others to do so under their supervision;

23.2.3 decide on the graphics and photos to be included in the handbook;

23.2.4 submit a complete budget to the Treasurer of the SSMU no later than May 30;

23.2.5 set the table of contents with the Executive Committee by June 1;

23.2.6 submit a final edited copy to the Executive Committee for their final approval by July 15;

23.2.7 submit the final version of the handbook to the printers by August 1; and

23.2.8 prepare a report of three (3) to five (5) pages in length, containing a summary of their activities and any recommendations by August 31st to the SSMU Vice President, Clubs and Services and/or the Vice President, Communications and Events.

23.3 The Advertising Manager shall

23.3.1 in consultation with the Coordinator(s), to ensure that the handbook contains a sufficient amount of advertising to meet any financial goals established in the budget;

23.3.2 handle the advertising content of the handbook; and

23.3.3 act in an advisory capacity to the Coordinator(s) in matters pertaining to publication of the handbook (e.g., copyrights, proper credits for articles and photographs, etc.).

23.4 The Vice President, Clubs and Services and Vice President, Communications and Events shall

23.4.1 act as signing officer; and

23.4.2 oversee the progression of the handbook.

Article 24 – Appointment and Term of Handbook Officers

24.1 The Coordinator(s) shall be appointed by the SSMU Nominating Committee, subject to ratification by the Students' Council.

24.2 Coordinators can be dismissed by the Executive Committee of the SSMU if they should contravene the provisions of these Terms of Reference.

24.3 The Coordinator(s) shall hold office from the date of their appointment until September 15th of the same year.

Article 25 – Stipend of Handbook Officers

25.1 The Coordinator(s) shall receive a stipend after successful publication of the handbook;

25.2 The stipend amount shall be determined annually by the Financial Affairs Committee of the SSMU;

25.3 If the Coordinator(s) decide to hire other individuals to perform the layout of the handbook, that portion of their stipend shall be deducted.

Article 26 – Final Authority

26.1 The content of the handbook shall represent the Students' Society of McGill University and final say is given to the Executive Committee and Students' Council, whenever possible. The Executive Committee of the SSMU may overturn final copy, in the event that it does not reflect the policies of the Students' Society.

.

PART V: SUPPLEMENTAL MEDIA RULES & REGULATIONS

Article 27 – Advertising in the Student Handbook

27.1 The Executive Committee reserves the right to approve or reject all advertising placed in the Student Handbook.

27.2 The full advertising rates for the Student Handbook shall be charged to external organisations located within the University.

27.2.1 Any group that is not recognised by Council or does not have an approved constitution on file with SSMU shall, for the purposes of this By-law, be considered an external organization.

Article 28 – Offensive Material

28.1. The Students' Society shall not participate in the production, funding, marketing or distribution of pornographic material for non-academic purposes.

28.1.1. Activities organized, endorsed, or funded by the Society, its clubs, or interest groups shall also abide by the above.

Article 29 – Editorial Autonomy

29.1 Students' Council recognises the right of University and CEGEP newspapers to editorial autonomy as outlined under their constitutions.

Article 30 – Recruiting for Medical Testing or Clinical Trials

30.1 No one may use the William Shatner University Centre, or any publication of the Society, 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.

SCHEDULE A – ACCREDITED MEDIA

1.1 The following Media are accredited by Students' Council:

1.1.1 McGill Tribune

1.1.2 Old McGill

1.1.3 SSMU Student Handbook

1.1.4 The McGill Students' Television Network (TVMcGill)

1.2 This schedule is not binding upon the Students' Society and may be altered at any time.